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 Bearing on Information to Candidates for the 2023 Registration

2023 REGISTRATION INFORMATION TO GCE CANDIDATES

**READ THIS LEAFLET CAREFULLY AND KEEP FOR REFERENCE.
 CLOSING DATE FOR REGISTRATION: FRIDAY 27 January, 2023.**

GENERAL CERTIFICATE OF EDUCATION EXAMINATIONS JUNE 2023 SESSION

The following and any additional instructions given to you by your Chief of Centre must be strictly respected. The Board will **NOT** accept entries that fail to comply with these instructions.

1. Take along the following documents to the Chief of Centre for registration:
 - Clean and clear photocopy of Birth Certificate
 - Clean and clear photocopy of National Identity Card (for External Candidates)
 - Clean and clear photocopy of Ordinary Level Results Slip or any relevant certificate for those registering for Advanced Level, and those going in for partial registration.
2. Consult the Examination Timetable for the June 2023 session on page 4 of this leaflet and the existing Regulations and Syllabuses before making any entry. Choice of subjects should not clash. Candidates would not be allowed to sit for a subject that is not on their Individual Timetable. No adjustments will be made if clashes occur with any other subject, examination or event.

3. Examination Fees

Three types of examination fees are payable, namely: *Registration Fee, Subject Fee* and *Practical Fee*.

All fees must be paid **ONLY** through MTN Cameroon Mobile Money by the candidate. **Do not pay your money through the Chief of centre or to any other person. Only the 1000 FCFA (for franking of Form G3/T3) shall be paid to the Chief of Centre.**

NB: Claims for excess payments will not be attended to.

	Ordinary Level Entry	Advanced Level Entry
Registration Fee:	8,000 FCFA	9,000 FCFA
Subject Fee:	1,000 FCFA per subject	2,000 FCFA per subject
Practical Fee:	5,000 FCFA per subject	5,000 FCFA per subject.

1000FCFA for franking of Form G3/T3 as per (Ministerial letter N^o 66033/MINFI/DGI/DRFVC/SDVF/BC of 30th August, 2022). **Apart from these, no other fees should be charged.**

No Form shall be accepted by the Board without the payment of all corresponding examination fees and bearing attached copies of all relevant documents. **Check your receipt to be sure that the subject entries and fees are correct.**

4. Registration shall be in three phases.

Phase I: Pre-Registration:

- Present yourself to the Chief of Centre for pre-registration formalities.
- Present all relevant information relating to your registration to the Chief of Centre.
- Follow the pre-registration procedure with the registration officer of your Centre, at the end of which a pre-registration receipt will be printed and handed to you.
- Check the Pre-Registration Form to confirm the choice of your subjects before proceeding to pay.

Phase II: Payment of Registration fees:

- Take the pre-registration receipt to any **MTN Mobile Money** agency for payment using the Code *126*007#.
- Select the option GCE Board and proceed with the payment.
- Upon validation of your payment, a transaction receipt will automatically be generated by MTN, and handed to you.

Phase III: Validation of your Registration:

- Present the print-out receipt to your Chief of Centre or Registration Officer to validate your registration.
- Upon validation of your registration, an Individual Timetable (IT) will be printed and given to you for confirmation of entries and signature.
- **Check all information carefully, before signing, if there are errors ensure that corrections are done on the spot.**

5. Those making entries for both Ordinary and Advanced Level Examinations, must register each level separately. **Candidates should not take the same subject at Ordinary and Advanced Level at the same Examination session.**
6. **Dismissed students:** A student may be dismissed after registration but must remain a candidate at the registration centre i.e there is no **DISMISSED CANDIDATE.**
7. **Compulsory Subjects:** All candidates going in for four or more subjects at the Ordinary Level, must register for the compulsory subjects, **English Language, French, or Special Bilingual Education French and Mathematics.** **Candidates who absent themselves from any paper of any of the three compulsory subjects shall be considered absent from the entire examination and their results nullified.**
8. **Absence in any paper of a subject is regarded as absence from the subject.**
9. **General conditions for candidates**

No age-limit is set by the Board for candidates to enter for the GCE examinations.

Minimum qualification for entry:

i. **Ordinary Level:**

- a. Candidates who have completed a 5-year secondary school course.
- b. Candidates who have previously attempted the GCE Ordinary Level examinations.
- c. Teachers' Grade III Certificate.
- d. R.S.A. Stage I Certificate.
- e. BEPC / CAP

ii. **Advanced Level:**

- a. Pass grades in at least four GCE Ordinary Level subjects.
- b. Teachers' Grade II Certificate.
- c. R.S.A. Stage II Certificate in at least four subjects.
- d. Other relevant certificates.

FORM G1

- ~~10. Candidates banned from previous GCE examinations or any similar examinations will not be accepted. However, if an appeal against a ban is pending, an entry may be accepted provisionally but will be nullified if the appeal is unsuccessful. No results will be issued until the outcome of the appeal is known. However, any candidate who completes his/her debarment period can enter for the examination.~~
11. **Subjects for the Examination:**
Candidates for full entry at the Ordinary Level Examination shall offer at least **four subjects** which must include the following: **English Language, Mathematics and French OR Special Bilingual Education French**. However, candidates who already possess a pass in at least four Ordinary Level subjects or other equivalent qualification may enter for additional subjects. In such a case, photocopies of the Certificates or Results Slips must be attached. Candidates may enter for **at most eleven subjects** at the **Ordinary Level**. **The eleventh subject must be Religious Studies**. Candidates for the Advanced Level examination may enter for **at most five subjects and at least two subjects**.
12. **Do not register twice or in more than one Centre for the same Examination session.**
13. Use the spelling, order of names and date of birth as on the Birth Certificate submitted.
14. Fill and submit the entry Form **G3** (Candidates' Entry Form) to the Chief of Centre for confirmation.
15. **Candidate Identification Number is nine digits. This will be given to you by the Registration official.**
16. Consult the Chief of Centre for information on the time and place for the Practical Examinations.
17. Results Slips and Certificates will be sent to candidates through the Chief of Registration Centre. Those not collected from the Chief of Centre **within six months**, will be returned to the Board.
18. **At the end of the Registration Exercise (27/01/2023), consult the draft Candidates' list pasted on the Centre's Notice Board. Report any errors of name, date of birth, choice of subjects etc. to the Chief of Centre. Candidates who fail to take part in this exercise shall have themselves to blame for any errors on their Result slips and Certificates.**
19. Channel all complaints about your entries through your Chief of Registration Centre to the GCE Board. **The Board will not enter into any direct correspondence with either the candidate or his/her representative. All such persons must write to the Board through the Chief of Centre.**
20. Study the attached sample E-Registration screen so that you are well-prepared to answer questions at the registration post.
21. **Candidates shall not be allowed into the examination hall 15 MINUTES AFTER THE START OF THE EXAMINATION.**
22. Candidates should avail themselves of the Rules and Regulations in the current GCE Board syllabuses.
23. **Candidates caught Colluding or using Pre prepared material in the examination hall would be sanctioned by cancelling the results for the subjects concerned. Where the candidate is involved in more than one subject, all subject results will be cancelled. Those also caught impersonating, using mobile phones, Substituting scripts would be banned for a period of three (03) years and all Subject Results would be cancelled**

