

CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD

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South West Region
Cameroon

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Decision No. ⁰⁴ 435/2016/GCEB/R/DRE/DRTS
Bearing on the Instructions to Candidates on 2016 Registration

Buca: 21th October, 2016

INSTRUCTIONS TO CANDIDATES

READ THIS NOTICE CAREFULLY AND KEEP IT FOR REFERENCE.

You will however not be allowed to take it into the Examination Hall.

CLOSING DATE FOR REGISTRATION: **FRIDAY 18TH DECEMBER 2015.**

GENERAL CERTIFICATE OF EDUCATION EXAMINATIONS JUNE 2016 SESSION - GENERAL EDUCATION SUBJECTS

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.

- Candidates should take along the following requirements for registration:
 - Examination Fees
 - 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 for those entering for Advanced Level.
 - All Repeat Candidates must bring along a photocopy of their Ordinary Level Results Slip.
- Entry Fees**
Three types of examination fees are payable, namely: *Registration Fee, Subject Fee and Practical Fee.*
All fees must be paid in CASH to your Chief of Centre. You must obtain on the spot a signed and stamped computer print-out of your individual timetable and receipt from the Chief of Centre, indicating the total number of subjects registered and amount of fees paid. The fees for the 2016 Session are as follows:

	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.

No form will be accepted by the Board without the payment of all corresponding examination fees and attached copies of all relevant documents. Check your receipt to be sure that the subject entries and fees are correct.
N.B: Any Form G3 without a franked 1,000 FCFA fiscal stamp (No. 473/MINFI/DGI/CRSO/RR1 of 22nd October 2014) will result in the rejection of the candidate's entry.
- Candidates are required to consult the Examination Timetable for the June 2016 session on the last page of this leaflet and the Regulations and Syllabuses for June 2016 before making any entry. Choice of subjects should not clash. Candidates would not be allowed to sit in 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.
- Candidates making entries for both Ordinary and Advanced Level Examinations, must use two separate form G3 (one for each level) and pay the Registration Fee for each level. Candidates should not take the same subject at more than one level at the same Examination session.
- Dismissed students:** A school candidate dismissed during the registration period shall immediately lose her/his status as Internal Candidate. S/he will therefore be required to sign for and collect her/his entry fee from the Chief of Centre and make a fresh registration at any External Centre. The Board insists that such reimbursement must be done within the registration period so that the candidate has the opportunity to register anew.
- Compulsory Subjects:** All candidates going in for four or more subjects at the Ordinary Level, must register for the compulsory subjects (English Language, French and Mathematics). All candidates who absent themselves from any of the three compulsory subjects shall be considered absent from the entire examination and their results nullified. *Absence in any paper of a subject is regarded as absence from the subject.*

7. **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 equivalent certificates.

8. Entries from 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.
9. **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, French and Mathematics**. 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 for 546 Special Bilingual Education French can also register for 545 French. 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**.
10. Candidate should not register in more than one centre for the same Examination session.
11. Candidate should use the spelling and order of his/her name, date of birth as on the birth certificate submitted.
12. Candidates shall find enclosed with this Form G1 folder the entry Form G3 which they **must fill and submit** to the Chief of Centre at the time of registration.
13. **Candidate identification number is nine digit comprising the centre number (5 digits) and serial number (4 digits).**
14. Candidates should consult the Chief of Centre for information on the time and place for the practical examinations.
15. Results Slips and Certificates will be sent to candidates through the registration Chief of Centre. Results Slips and Certificates, not collected from the Chief of Centre **within six months**, will be returned to the Board.
16. *Draft candidates' Lists for the examinations will be posted at your registration centre as soon as Registration is over. Candidates should consult these lists to confirm the correctness of all their entry information. Candidates should report any errors of name, date of birth, choice of subjects etc. to their Chief of Centre. Candidates who fail to take part in this exercise should have themselves to blame for any flow of errors through to their certificates.*
17. Candidates are reminded to channel all complaints about their entries and results through their Chief of the Registration Centre. **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.**
18. Study the attached sample E-Registration screen so that you are well-prepared to answer questions at the registration post.
19. **Candidates will not be allowed into the examination hall to write any paper after 30 minutes of the commencement of the paper.**
20. Candidates should avail themselves of the rules and regulations in the current GCE Board syllabuses.

