

CAMEROON

GENERAL CERTIFICATE OF EDUCATION

BOARD

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 South West Region
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Decision No: 450 /2016/GCEB/R/DRE/DRTS
 Bearing on the Instructions to Candidates on 2016 Registration

Buea: 8th 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 – TECHNICAL EDUCATION

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. 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
- Photocopy of their Ordinary Level Results Slip for all repeat candidates.

2. **Entry Fees**

Four types of examination fees are payable, namely: *Registration Fee, Subject Fee, Optional Subject Practical Fee, and Specialty Practical Fee (Industrial).*

All fees must be paid in **CASH** to the 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	Advanced Level
• Registration fee	8,000 FCFA	9,000 FCFA
• Subject Fee	1,000 FCFA per subject	2,000 FCFA per subject
• Optional Subject Practical Fee	5,000 FCFA per subject	5,000 FCFA per subject
• Specialty Practical Fee (Industrial)	12,000 FCFA per specialty	12,000 FCFA per specialty

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:

NB: Any Form T3 without a franked 1,000 FCFA Fiscal Stamp (No. 473/MINFI/DGI/DRSO/RRI of 22nd October, 2014) will result in the rejection of the candidate's entry.

The optional subject Practical fee is paid by candidates who offer an optional subject with a practical component. Such subjects are marked with an asterisk (*) on the form T3. These include: Food and Nutrition, Computer Science, Health Science and Word Processing at the Ordinary Level; Food Science and Nutrition, Computer Science, Information and Communication Technology, Data Processing and Secretarial Administration at the Advanced level.

3. 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 will not be allowed to sit for subjects that are not on their Individual Timetable. No adjustments will be made if clashes occur with any other subject, examination or event.
4. Candidates making entries for both Ordinary and Advanced Level Examinations must use two separate form T3 (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.
5. **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 subject 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.
6. **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.

See guide for CAP/BEPC holders registering for the GCE examination (Form T5).
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:**
 - i. Candidates for the GCE Technical Ordinary Level examinations shall choose a specialty and should in addition to the compulsory subjects of the specialty, select any relevant optional subjects to complete their entry. Candidates may enter for **at most eleven subjects** at the ordinary level. The eleventh subject must be **Religious Studies**. Repeat candidates must enter for the Compulsory Subjects (English Language, French and Mathematics), unless they show proof that they possess passes in these subjects. Registration for only single subjects outside the Compulsory Subjects will be rejected.
 - ii. Candidates for the GCE Technical Advanced Level Examination **MUST SELECT ALL** the subjects in the specialty chosen. In addition to the compulsory subjects in the specialty, candidates may select any two optional subjects to complete their entry. Candidates for the Advanced Level may enter for **at most five subjects**.

NB: Entries in Single Subjects at the GCE Technical Ordinary and Advanced Level will be rejected except candidates show proof of pass in specialty in the previous session(s)
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 and date of birth as on the Birth Certificate submitted.
12. Candidate shall find enclosed with this form T1 folder, the entry form T3 which he/she **must fill and submit** to the Chief of Centre at the time of registration.
13. **Candidate Identification Number is nine digits, comprising the Centre Number (5 digits) and the Serial Number (4 digits).**
14. Candidates should consult the Registration Centre for the time and place of the practical examinations.
15. Results Slips and Certificates will be sent to candidates through the Chief of Registration 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 will be made available at the registration centre as soon as registration is over. Candidates should consult these lists to confirm the correctness of all their entries. Candidates who fail to take part in this exercise will have themselves to blame for any flow of errors through to certificates.*
17. Candidates are reminded to channel all complaints about their entries and results through the 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 Registration Centre.**
18. Study the attached sample E-Registration screen so that you can be well placed to answer questions at registration.
19. **Candidates will not be allowed into the examination hall to write any paper after 30 minutes of the commencement of the paper.**
20. **Pass Fail Conditions:**
The full certificate awarded in Technical Education Examination is a group certificate. Successes are not carried forward from one session to another. For this reason, a candidate is required to fulfill the following conditions in one sitting to be awarded a pass in a specialty:

Ordinary Level	Advanced Level
1. Pass in the principal subject of the specialty.	1. Pass in the principal subject of a specialty.
2. Pass in at least two other professional subjects of a specialty.	2. Pass in at least one other professional subject of the specialty.
3. Pass in at least one other subject.	

However, candidates who do not meet the above conditions but obtain a pass in four or more subjects at the Ordinary Level or two or more subjects at the Advanced Level will be declared successful in single subjects.

Note: The principal subject is the first subject in the specialty (see form T5).

21. Candidates should avail themselves of the rules and regulations in the current GCE Board syllabuses.

