

THE WEST AFRICAN EXAMINATIONS COUNCIL
ACCRA

MAY/JUNE 2012 GENERAL/ADVANCED BUSINESS CERTIFICATE EXAMINATIONS
(G/ABCE)

NOTES FOR THE GUIDANCE OF CANDIDATES

1. INTRODUCTION

Registration for the examinations is online for private candidates and batch for approved institutions. **Registration starts from 21st November, 2011 and will end on 19th January, 2012.**

NOTE: Candidates are advised to read the information provided in Items 3 (9) and 3 (10) on pages 5 and 6 relating to the subjects and the types of registration available for the examination before beginning the registration process.

2. PROCEDURE FOR REGISTRATION

The procedure for the online registration is as follows:

- Open the registration website ***www.registration.ghanawaec.org***
- Select “**link to ABCE**” if you are registering for the Advanced Business Certificate Examination or “**link to GBCE**” if you are registering for the General Business Certificate Examination.
- Click on **START REGISTRATION HERE**.
- For fresh registration, create a profile by providing the required data under ‘**Fresh Registration Section**’.
- Fill in your personal information.
- Select the **Region** and **Centre** where you wish to take the examination.
- Scan and Upload your image (recent passport-sized photograph with a white background) and your signature (written in blue or black ink).
- Select the subject(s) you intend to write.
- Click on **submit** only when you are sure of the correctness of your data.
- If after submission you wish to amend your data, click on **START REGISTRATION HERE** and select **Existing Candidate Section**. After the amendment, click on **submit**.
- Print the Declaration Form on page 17, complete it in the presence of the appropriate witness and send it together with a copy of the registration invoice to the WAEC Office in the region you selected.
- Print your voucher and send it to any of the banks listed in Item 3 (14).
- Pay the appropriate fees at the bank and obtain your Invoice Number.
- You will use your Invoice Number to access your Index Number and Admission Notice from **20th March, 2012 onwards**.

NOTE THAT YOUR REGISTRATION IS NOT VALID TILL YOU PAY THE APPROPRIATE FEE(S).

3. FURTHER DETAILS ABOUT THE REGISTRATION

(1) ELIGIBILITY

The May/June General/Advanced Business Certificate Examinations are opened to both individuals and students in approved institutions.

(2) DATES FOR THE EXAMINATIONS

The ABCE will start on **24th April, 2012** and end on **14th May, 2012** whilst the GBCE will start on **24th April, 2012** and end on **15th May, 2012**. Access the timetable by clicking on the **timetable icon** on the website. Carefully study it for your guidance in the choice of subjects.

(3) ENTRY PERIOD AND SUBMISSION OF ENTRY DOCUMENTS

The entries will be accepted from **21st November, 2011 to 19th January, 2012**.

Completed Declaration Forms and registration invoices are to be submitted **personally**, to designated officers at any of the following offices of the Council:

(a) GREATER ACCRA REGION

Professional and Vocational Examinations Administration Department (PVEAD), WAEC Office, (behind Ridge Hospital), Accra.
Tel: 0302 – 685984

(b) ASHANTI REGION

WAEC Branch Office, Amakom, Kumasi.
Tel: 03220-26064

(c) EASTERN REGION

WAEC Branch Office (Old Estate Road), Koforidua.
Tel: 03430-20075

(d) CENTRAL REGION

WAEC Branch Office (Mempeasem, near Hans Cottage), Cape Coast.
Tel: 03321- 32878

(e) WESTERN REGION

WAEC Branch Office (near the Regional Coordinating Council), Sekondi.
Tel: 03120-46041

(f) BRONG AHAFO REGION

WAEC Branch Office (behind the Ghana Legion Office), Sunyani.
Tel: 03520-27016

(g) VOLTA REGION

WAEC Branch Office (opposite the State Construction Corporation, Accra Road), Ho.
Tel: 03620-28254

NORTHERN REGION

WAEC Branch Office (near GNAT Hostel, Choggu), Tamale.
Tel: 03720 -23092

(i) **UPPER EAST REGION**

WAEC Branch Office (Soe Residential Area, near Catering Rest House),
Bolgatanga.
Tel: 03820 -23232

(j) **UPPER WEST REGION**

WAEC Branch Office (near Lananyeri Cluster of Schools, Kunbiahie
Road), Wa.
Tel: 03920-22278

(4) **INDEX NUMBER**

Candidate's Index Number may be accessed on-line from **20th March, 2012 onwards** using your Invoice Number.

(5) **CANDIDATE'S NAME**

Candidates should ensure that their names are correctly spelt.

- (a) **SURNAME** should be entered first, followed by the **FIRST NAME** and then the **MIDDLE NAME (if any)**.
- (b) Full name including spaces between them should not exceed twenty-five (25) characters.

For example: **OFORI-MENSAH EMMANUEL KWABENA** should be entered as

O	F	O	R	I	-	M	E	N	S	A	H		E	M	M	A	N	U	E	L		K.		
---	---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	--	----	--	--

- (c) Candidates with hyphenated names should ensure that the hyphen is properly indicated.

NB: Candidate's surname and first name should be written in full.

(6) **DATE OF BIRTH**

Candidates should ensure that their correct dates of birth are entered.

(7) **E-MAIL ADDRESSES AND TELEPHONE NUMBERS**

Candidates should ensure that they provide e-mail addresses and telephone numbers that are active. The Council will correspond with candidates via the e-mail addresses and telephone numbers they provide.

WAEC WILL NOT TAKE RESPONSIBILITY FOR ANY WRONG DATA.

(8) EXAMINATION CENTRES

The centres for the examination are as listed below.

REGION	CENTRE NAME
Greater Accra Region	Accra
	Tema
	Ada
Eastern Region	Koforidua
	Nkawkaw
	Akim Oda
	Odumase-Krobo
Central Region	Cape Coast
Western Region	Takoradi
Ashanti Region	Kumasi
Brong Ahafo Region	Sunyani
	Techiman
Volta Region	Ho
	Kpando
	Anloga
	Hohoe
	Sogakope
	Denu
Northern Region	Tamale
Upper East Region	Bolgatanga
Upper West Region	Wa

NB: The Council reserves the right to re-direct candidates to other centres if there are not enough entries for any particular centre or if there are more candidates at a centre than can be accommodated.

(9) EXAMINATION SUBJECTS

The subjects available for the May/June 2012 examinations are as follows:

(a) General Business Certificate Examination (GBCE)

Business Law
Commerce
Cost Accounting
Economics
English Language
Financial Accounting
Information Technology *
Integrated Science
Marketing
Mathematics
Office Practice
Social Studies
Shorthand (80wpm)
Typewriting

(b) Advanced Business Certificate Examination (ABCE)

Auditing
Business Communication
Business Finance
Business Law
Business Mathematics
Cost and Management Accounting
Economics
Financial Accounting
Hardware and Networking
Human Resource Management
Information Systems
Information Technology *
Marketing
Office Administration & Practice
Taxation
Typewriting

*Please note that candidates offering I.T. will use rewritable CDs instead of Floppy Disks for storage of their I.T. Practical work.

(10) TYPES OF REGISTRATION

(a) General Business Certificate Examination (GBCE)

(i) Single Subject Entry

Candidates may choose up to eight (8) subjects for the award of Single Subject Certificate(s).

(ii) **Group Entry**

The subject combinations for the award of group certificates are listed in Appendix A (on page 18). For each choice made, candidates will have to offer the two (2) compulsory subjects and at least three (3) others from the optional subjects to qualify for the Group Certificate.

The Group Certificate will be awarded for passes in the required number of subjects at **one sitting only**. Those who are unable to pass all the required subjects at one sitting will be issued with single certificates for the subjects in which they have obtained passes .

(b) **Advanced Business Certificate Examination (ABCE)**

(i) **Single Subject Entry**

Candidates may choose up to eight (8) subjects for the award of Single Subject Certificate(s).

(ii) **Group Entry**

The subject combinations for the award of Diploma Certificates are listed in Appendix B (on page 19). For the award of the Diploma Certificates, candidates should pass all the required subjects in not more than two sittings within a maximum period of two calendar years from the date of first registration.

Candidates who enter for the Diploma option but do not meet the requirements will be issued with single certificates for those subjects in which they have obtained passes.

(11) **ENDORSEMENT OF THE DECLARATION FORM**

The Declaration Form is shown on page 17.

The following categories of people are eligible to endorse the Declaration Form:

- (a) Head of a recognized public Senior High School, Technical Institute or Training College;
- (b) District Director of Education and above;
- (c) A Judge/Solicitor/Barrister;
- (d) A qualified Registered Medical Practitioner (Herbalists and Traditional Doctors are **not** accepted);
- (e) A Senior Civil Servant (Principal Executive Officer and above);
- (f) A Commissioned Officer of the rank of Major and above in the Ghana Armed Forces, or equivalent in the Police Service, Prisons Service, Fire Service, Immigration Service and Customs, Excise & Preventive Service.

CAUTION:

The Declaration Form should be downloaded, completed and signed only by the bonafide candidate for the examination in the presence of the witness.

Any other person who completes and signs the declaration may render himself/herself liable to prosecution.

Witnesses may also be prosecuted for any false declaration they make in respect of their status or of the candidate's identity.

DECLARATION FORMS WITNESSED BY PERSONS WHO DO NOT QUALIFY BY THE ABOVE CATEGORIZATION WILL BE REJECTED AND THE CANDIDATES' ENTRIES NULLIFIED.

(12) BARRED CANDIDATES

Barred candidates who register for the examination before the expiration of the sanction shall have their entries cancelled and fees paid shall not be refunded.

(13) FEES

(a) Entry Fee

The cost of the entry per candidate is GH ¢6.00.

(b) The fee per subject payable for the examinations are as follows:

(i) GBCE

Entry in 1 subject	GH¢22.00
Entry in 2 subjects	GH¢44.00
Entry in 3 subjects	GH¢66.00
Entry in 4 subjects	GH¢88.00
Entry in 5 subjects	GH¢110.00
Entry in 6 or more subjects	GH¢132.00
English Language 3 (Oral).....	GH¢8.50
Information Technology Practical Test ..	GH¢22.00

(ii) ABCE

Entry in 1 subject	GH¢30.00
Entry in 2 subjects	GH¢60.00
Entry in 3 subjects	GH¢90.00
Entry in 4 subjects	GH¢120.00
Entry in 5 subjects	GH¢150.00
Entry in 6 or more subjects	GH¢180.00
Information Technology Practical Test	GH¢22.00

(c) **Correction of Entries**

After submission of entries, candidates who wish to make any change(s) during the registration period will pay the following charges:

- **GH¢15.00** for correction of name, date of birth, address, picture, substitution of subject(s) and addition of subject(s)
- **the relevant fees stated in 3 (13)(b) plus practical fee (where applicable).**

The registration website will automatically shut down after the 20th January, 2012. No requests for late entries, additions or amendments would be accepted after the deadline.

(14) **LIST OF PARTICIPATING BANKS**

Candidates may pay their registration fees at any branch of the following banks:

- Prudential Bank
- Ecobank
- The Trust Bank (TTB)
- Amalgamated Bank (AmalBank)
- International Commercial Bank (ICB)
- Zenith Bank
- United Bank of Africa (UBA)
- Uni Bank
- Agricultural Development Bank

(15) **REFUND OF FEES**

Fees once paid are not refundable. However, when a notice of withdrawal of candidature is received within one month after the close of entries and the reasons for withdrawal are satisfactory, the **Head of National Office (HNO)**, may grant a refund of the total fee paid less 15% for administrative expenses.

(16) **REQUEST FOR RE-MARKING**

Candidates who will request for the re-marking of their scripts should do so not later than **two months** after the release of results. Any such candidate would pay the appropriate fees.

(17) **DISPOSAL OF SCRIPTS**

Scripts will be disposed of **three (3) months** after the release of results.

NO QUERIES RELATING TO SCRIPTS WILL THEREFORE BE ENTERTAINED AFTER THIS PERIOD.

HEAD OF NATIONAL OFFICE
WAEC, ACCRA

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DIRECTIONS TO CANDIDATES

1. Report to the Supervisor of the Examination Hall at least thirty minutes before the time shown for the paper. The timetable shows the time actual writing begins but you will be allowed five minutes at the beginning of each paper to complete your particulars on the front cover of the answer booklet. You are not to write anything in the answer booklet during this period. The time allocated for reading through question papers or studying maps, etc., is included in the total time allowed for the papers unless the rubric states otherwise.
2. If you arrive more than 30 minutes late you will be required to give a satisfactory reason to the Supervisor otherwise you will not be allowed to take the examination. You will not be allowed to leave the examination room until at least 30 minutes after the start of the examination.
3. Write your full index number, your name, the title of the paper and the date of examination clearly on every answer booklet, supplementary sheet, loose maps, graph sheet (paper) and any other paper which you may use.
4. If an examination paper for which you have not entered is handed to you or if the question indicates that a map or other materials should also have been given out, but you have not received them, raise your hand immediately and inform the Supervisor or Invigilator when he comes to see you.
5. Read the general directions that precede the questions very carefully. You will not gain extra marks if you answer more than the number of questions you are asked to answer. Much time may be wasted in writing down information not asked for.
6. Write on both sides of the paper unless the instructions on the question paper prohibit this and leave a margin at both right-hand and left-hand edges. Leave two lines between answers where these are sub-sections to the same question. Begin the answer to each full question on a fresh page. Do not leave blank pages between answers.
7. You must do all rough work in your answer booklet. (You will not be given any paper for that purpose and, of course, you should not bring any rough work paper with you into the examination room). When you finish the rough work, cross it out neatly. You will not lose marks for doing rough work in your answer book.
8. Write the number of the question clearly at the beginning of each answer. If the question has sub-sections show these also clearly. **Do not copy the question.** Be careful to use the same system of numbering as that on the question paper.
9. Remember that grammar, punctuation and spelling will be taken into account. Write your answers with pen. You may use a fountain pen or a good ball-point pen, but pencils may be used only for diagrams and for multiple choice objective tests.
10. Bring mathematical and drawing instruments, mathematical and statistical tables and mathematical and statistical formulae for Mathematics and Science subjects. If you are offering Typewriting, you must bring your typewriter to the examination.
11. Do not write so much on one or two questions that you leave yourself no time to answer others which you must answer. No marks are given for irrelevant answers.

12. If you decide to leave the examination room before the end of the period allotted to the paper, you must not take your question paper away with you; you must return it with your script to the Supervisor. You may, however, return at the end of the period to collect your question paper.
13. As soon as you are told that time is up, arrange your papers in the order in which you have answered the questions, ensure that your answer booklet and all supplementary sheets have your full index number and name written on them, fasten them together securely with string at the top left-hand corner. Stay in your place until your script has been collected and you are told to leave.

CAUTION

14. Do not leave your answers in such a position that another candidate can read them.
15. No communication whatsoever will be allowed between candidates in the examination room.
16. Any candidate who is detected giving or attempting to obtain unfair assistance, or who is otherwise detected in any dishonesty whatsoever, will be reported to the Council for appropriate action.
17. If it is discovered that candidates have either copied from other candidates or given opportunity to other candidates to copy from them or communicated dishonestly with other candidates, their papers will be cancelled.
18. Candidates whose examination results have been cancelled for resorting to dishonest means may be refused re-entry to future examinations.
19. All candidates must submit themselves to searching by the Supervisor or the Council's representative before entering the examination hall. Candidates are not permitted to have in their desks or in their possession, while in the examination room, any book, memorandum or pocket-book, notes or papers whatsoever, except the correct question paper given out by the Supervisor/Invigilator in the examination room. Candidates using slide rules and mathematical instruments as permitted by the regulations must see to it that any information (formulae or other data) shown on them is securely covered up. The slide rules and instrument boxes must be shown to the Supervisor before being used.
20. Candidates should not take any used or unused writing paper out of the Examination Room. Candidates who disregard this caution are liable to the same penalty as those who may be detected for dishonesty. Supervisors and Invigilators have been authorized to search candidates both before they enter and before they leave the examination room if they have reason to suspect that candidates are carrying prohibited materials.
21. Candidates guilty of disorderly conduct or causing disturbance in or near the examination room are liable to be expelled from the examination room.
22. The Council reserves the right to cancel the results of candidates if it believes that they have been involved in irregularities before, during or after the examination.
23. It is a criminal offence, punishable by law, to engage in any examination malpractice WAEC Act 719 (2006). You are hereby requested to comport yourself strictly in accordance with the regulations bearing in mind that in addition to having your examination results cancelled you may be prosecuted in court.

SPECIAL INSTRUCTIONS REGARDING OBJECTIVE TEST PAPERS

These instructions should be carefully followed by candidates taking Objective Tests.

24. You are required to bring into the examination room a pencil sharpener, an eraser and a ruler. 2B pencils will be supplied to candidates in the examination room.
25. You must write your full index number and name in ink on the question paper as required by the instructions on the question paper.
26. All index numbers and answers must be shaded in pencil. Under no circumstance should pens of any type be used to shade index numbers and answers. The scoring machine can only read pencil marks; it is therefore necessary that you use only **2B pencil** in recording your index number and answers on the objective answer sheet.
27. To record your index number, you must re-shade carefully the machine shading of your index number on your objective answer sheet. An example has been given on the cover page of each question paper and this must be closely followed. The shading should cover the full width and length of the response position. The answer sheets are pre-printed with candidates' names and index numbers, and you should **make sure that you have the correct answer sheet which bears your index number and name.**
28. Answer spaces must be shaded as shown below for C.

=A= =B= =C= =D= =E=

Note that the answer space has been shaded completely; note also that the shading does not continue beyond the two lines. Failure to shade the answer space as shown may result in loss of marks.

Candidates should find no difficulty in making suitable marks if they sharpen their 2B pencils to a fine point, and then rub the point gently on some scrap paper to make it slightly blunt. If a candidate finds genuine difficulty in making suitable marks as described above, it is better to over-mark, than to under-mark.

Note that the computer manufacturers state "No mark should extend more than one-sixteenth of an inch beyond the edges or ends of the mark positions".

29. You must shade **one and only one** answer space for each question. Candidates should note that marking two responses to one question automatically gives them no score for the question. Therefore if you shade an answer space in error, erase the wrong shading completely and shade the correct answer space. If a candidate makes a poor erasure, and substitutes a new answer, there is the danger that the computer will read the erasure as a mark and give no score.
30. Under **no** circumstance should the answer sheet be folded or crumpled or damaged. The computer will reject such answer sheets.
31. Candidates are further asked to note that since The West African Examinations Council processes over three million answer sheets per year, it is quite impossible for each one to be given individual human scrutiny. It is therefore the clear responsibility of the candidate to complete his Objective Answer Sheet exactly as described in these instructions.

SPECIAL WARNING ON STARTING AND ENDING A PAPER

32. When question papers are given out, no candidate should start work before the order to start is given. Furthermore, when the “stop work” order is given, candidates should immediately put down their pens or pencils

Any candidate found working on a paper before the order to start work is given or found still writing when the order to stop work is given, commits an irregularity and will be penalized accordingly.

SPECIAL WARNING ON CENTRE ARRANGEMENT

33. Candidates **must** present their Admission Notices at the Centre assigned to them. Candidates who do not present their Admission Notices may not be allowed to write the examination.
34. Candidates must write the examination at centres assigned to them by WAEC only. Candidates who write the examination at centres not assigned them may not get their result(s) in those papers.

SPECIAL WARNING ON THE USE OF CALCULATORS

35. Programmable calculators are not permitted for the examination.

SPECIAL WARNING ON MOBILE PHONES

36. **Under no circumstance should mobile phones be brought into the examination hall.**

OFFENDERS WILL BE PENALIZED SEVERELY.

HEAD OF NATIONAL OFFICE
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THE WEST AFRICAN EXAMINATIONS COUNCIL

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RULES AND REGULATIONS FOR DEALING WITH CASES OF IRREGULARITY AT THE COUNCIL'S EXAMINATIONS

Please note that the following rules and regulations are backed by WAEC Law 719 (2006). Apart from the action which the Council will take if any of the rules are breached, offending candidates may be prosecuted and if found guilty, sentenced to a fine of between GH¢600.00 and GH¢3,000.00 or terms of imprisonment up to 2 years or both.

1. Bringing Foreign Material

- (a) Where a candidate commits an offence such as bringing into the examination hall notes, textbooks, prepared materials or any other printed materials, the candidate's results in the examination shall be withheld pending cancellation of the subject result by the appropriate Committee of Council.
- (b) Where a candidate commits an offence such as bringing into the examination hall without prior authorization, a blank piece of paper or any other material not covered under 1 (a) above which is intended to give the candidate undue advantage, the result of the candidate in the subject involved shall be cancelled.
- (c) Where a candidate brings into an examination hall a programmable calculator, a mobile phone or any other electronic communication device, to gain unfair advantage, the results of the candidate in the subject involved shall be cancelled. Candidates with hearing disability may with the permission of the Supervisor, be allowed to bring hearing aid into the Examination Hall.

2. Irregular Activities Inside or Outside the Examination Hall

- (a) Where a candidate is apprehended for offences such as those listed below inside or outside the examination hall, the candidate's result in the entire examination shall be withheld pending cancellation of the entire results by the appropriate Committee of Council.
 - (i) Stealing, coveting or misappropriating the scripts of other candidates.
 - (ii) Substituting worked scripts during or after the examination.
 - (iii) Seeking or receiving help from non-candidates such as Invigilators, Supervisors, Teachers or other personalities during the examination.
- (b) Where the person giving help is not a candidate for the current examination but a prospective candidate, he/she shall be barred from taking any examination conducted by the Council for one year and will also be reported to the appropriate authority for disciplinary action. In addition to the above action, the candidate's entire results shall be cancelled.

- (c) Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's results in the subject(s) involved shall be withheld pending cancellation of the subject result by the appropriate Committee of Council.
- (i) Tearing part of the question paper or answer booklet during the examination.
 - (ii) Refusing to submit worked scripts to the Supervisor after the examination.
 - (iii) Other irregular activities within the immediate precincts of the examination hall before, during or after the examination.
 - (iv) Where a candidate starts writing an examination before commencement of work is officially announced OR continues writing after official orders have been given for candidates to stop work.

3. Collusion

- (a) Where a candidate is caught during the examination passing notes for help from other candidates, receiving or giving assistance, talking with or colluding in a manner with another candidate, the candidate's entire results shall be withheld pending the cancellation of the result of the subject involved by the appropriate Committee of Council.
- (b) Where cases of cheating are detected in scripts and/or otherwise established in one paper, the result of the subject involved shall be cancelled. Where a candidate is proved to have cheated in more than one paper/subject, his results in those subjects shall be cancelled.

4. Impersonation

Where a person is caught impersonating a candidate, he/she shall be handed over to the police for prosecution. The entire results of the person being impersonated and those of the impersonator, if he/she is also a candidate for any WAEC examination, shall be withheld pending cancellation by the appropriate Committee of Council. Both the impersonator and the impersonated shall be barred from taking any examination conducted by the Council for a period of not less than two years.

The Council reserves the right to publish the names of persons so barred.

5. Leakage

- (a) Where cases of leakage are established in a centre, the entire results of the candidates offering the subject(s) at the centre shall be withheld pending the cancellation of the subject(s) results of the candidates at the centre by the appropriate Committee of Council. The results of any candidates who are found innocent by the Council shall be released.
- (b) Candidates proved to have been involved in the leakage of any subject in which leakage has been established shall have their entire results withheld pending cancellation of the entire results by the appropriate Committee of Council.
- (c) Where it is established that the school authorities condoned, connived at, and/or encouraged the leakage, the entire results of the candidates at the centre shall be withheld pending cancellation of the entire results by the appropriate Committee of Council.
- (d) Where any listed cases in 5(a), 5(b), 5(c) above is established, the school shall be de-recognized in accordance with rule 6 below.

6. Mass Cheating

- (a) Where more than half of the candidates in the centre/subject are involved in collusion or other forms of examination malpractice, this shall be regarded as mass cheating.
- (b) Where there are established cases of mass cheating in a centre/subject, the entire results of the candidates at the centre shall be withheld pending cancellation of the subject results for those confirmed to have cheated.
- (c) Where mass cheating has been established the following shall apply:
 - (i) In cases of schools, a report shall be made to the Ministry of Education or the appropriate Board for disciplinary action to be taken against the person(s) responsible and the School shall be de-recognized for a period not less than one year.
 - (ii) In the case of public centres, the Council shall take appropriate action.
- (d) A school shall be de-recognized for a stated period if:
 - (i) mass cheating is established in more than one paper/subject.
 - (ii) the appropriate Committee of Council is satisfied that the school cannot ensure the satisfactory conduct of the Council's examinations.
- (e) De-recognition implies that:
 - (i) the School authority can no longer organize or manage the school as a school centre, although the Council or its agent may use the physical facilities of the school for the purpose of the examinations.
 - (ii) the School may be allowed to present its students as School Candidates, but the conduct of the whole examination (Practical and Theory) shall be the responsibility of Council. The School concerned shall pay prescribed fees as extra for the supervision and invigilation of the examination before the examination begins.
 - (iii) Notwithstanding 6(e) above, recognition may be restored upon a written assurance from the administering authority of the school that the necessary requirement has been satisfied. Such assurance shall contain details of measures being taken to ensure the satisfactory conduct of the examination, including measures which shall be subject to acceptance by the Council. Recognition, however, will only be restored after at least one year of de-recognition.

7. Insult/Assault on Supervisors/Invigilators/Inspectors

- (a) Where a candidate insults or assaults a Supervisor/Invigilator in the lawful performance of his duties inside or outside the examination hall, or in any other way disturbs the conduct of the examination, the entire results of the candidate shall be withheld pending cancellation of the entire results by the appropriate Committee of Council. The candidate may be handed over to the police for prosecution. In addition, he/she shall be barred from taking any examination conducted by the Council for a period not less than two years.
- (b) Where a candidate brings into the examination hall or uses anything including chemical substance with intent to cause injury, temporary or permanent incapacity to any authorized person in the examination hall, including other candidates, the results of the candidate shall be withheld pending the cancellation of the entire

results by the appropriate Committee of Council. In addition the candidate shall be barred for a period of not less than two years.

- (c) Contravention of (b) above shall not preclude legal action being taken against the candidate by the Council or individuals concerned.

8. Contravention of Instructions to Candidates

- (a) Where a candidate, in contravention of the instructions to candidates, writes with pencil instead of ink or shades with ink instead of pencil, his/her results shall be withheld pending cancellation of his/her subject result by the appropriate Committee of Council.
- (b) Where a candidate fails to complete the cover page of his/her answer booklet as specified in the instructions, his/her results shall be withheld pending cancellation of the subject result by the appropriate Committee of Council.

9. New Cases

As new cases arise which are not covered by the above rules, the appropriate Committee of Council shall take necessary action.

- 10. These rules shall be subject to review as and when necessary.

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APPENDIX A

GENERAL BUSINESS CERTIFICATE EXAMINATION
SUBJECT COMBINATIONS FOR THE AWARD OF
GROUP CERTIFICATE

Candidates may offer one out of the choices labelled C1, C2 and C3 as indicated below:

CODE	TITLE	COMPULSORY SUBJECTS	OPTIONAL SUBJECTS (minimum 3 subjects)
C1	Accounting	<ul style="list-style-type: none"> • Financial Accounting • English Language 	<ul style="list-style-type: none"> • Mathematics • Commerce • Business Law • Economics • Cost Accounting • Social Studies • Integrated Science • Marketing
C2	Business Studies	<ul style="list-style-type: none"> • Economics • English Language 	<ul style="list-style-type: none"> • Financial Accounting • Mathematics • Commerce • Business law • Office Practice • Social Studies • Integrated Science • Marketing
C3	Secretarial Studies	<ul style="list-style-type: none"> • Shorthand 80 wpm • Typewriting 40wpm 	<ul style="list-style-type: none"> • Office Practice • Business Law • Economics • Commerce • English Language • Mathematics • Social Studies • Integrated Science • Marketing

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APPENDIX B

ADVANCED BUSINESS CERTIFICATE EXAMINATION

SUBJECT COMBINATIONS FOR THE AWARD OF DIPLOMA CERTIFICATES

Candidates may offer one out of the choices labelled D1, D2, D3, and D4 as indicated below.

CODE	TITLE	COMPULSORY SUBJECTS	OPTIONAL SUBJECTS (2 Subjects)
D1	Diploma in Accounting	<ul style="list-style-type: none"> • Financial Accounting • Cost and Management Accounting • Auditing 	<ul style="list-style-type: none"> • Economics • Taxation • Business Law • Business Finance • Business Mathematics • Business Communication • Information Technology
D2	Diploma in Business Administration	<ul style="list-style-type: none"> • Marketing • Business Finance • Human Resource Mgt. 	<ul style="list-style-type: none"> • Economics • Business Law • Business Mathematics • Financial Accounting • Business Communication • Information Technology
D3	Diploma in Office Management	<ul style="list-style-type: none"> • Business Communication • Office Admin. & Practice • Information Technology 	<ul style="list-style-type: none"> • Typewriting (50 wpm) • Economics • Business Law • Business Finance • Human Resource Mgt. • Marketing
D4	Diploma in Information Technology	<ul style="list-style-type: none"> • Hardware & Networking • Information Technology • Information Systems 	<ul style="list-style-type: none"> • Business Mathematics • Financial Accounting • Marketing • Human Resource Mgt. • Office Admin. & Practice

APPENDIX C
THE WEST AFRICAN EXAMINATIONS COUNCIL
ACCRA
GENERAL BUSINESS CERTIFICATE EXAMINATION
MAY/JUNE 2012
FINAL TIMETABLE

DATE	PAPER CODE	SUBJECT/PAPER	DURATION	TIME
Tuesday 24 th April, 2012	0214/1	Integrated Science 1(Obj. & Essay)	2 hours 30 mins.	9.00 a.m.-11.30 a.m
	0214/2	Integrated Science 2(Test of Practical Work)	2 hours	2.00 p.m - 4.00 p.m
Wednesday 25 th April, 2012	0212/0	Typewriting (1 st Set)	2 hours 40 mins.	9.00 a.m - 11.40 a.m
		(2 nd Set)	2 hours 40 mins.	12.00 noon -2.40 p.m
Thursday 26 th April, 2012	0208/2	Information Technology 2 (Essay)	2 hours	9.00 a.m – 11.00 a.m
	0211/0	Shorthand (80wpm)	1 hour 11 mins.	2.00 p.m – 3.11p.m
Friday 27 th April, 2012	0206/3	English Language 3 (Oral)	30 minutes	9.00 a.m .- 9..30 a.m
		1 st Set 2 nd Set	30 minutes	9.45a.m – 10.15a.m
Monday 30 th April, 2012	0202/2	Mathematics 2 (Essay)	2 hours 30 mins.	9.00 a.m.-11.30 a.m.
	0202/1	Mathematics 1 (Objective)	1 hour 30 mins.	2.00 p.m.-3.30 p.m
Wednesday 2 nd May, 2012	0207/1	Financial Accounting 1 (Essay)	2 hours 30 mins.	9.00 a.m.-11.30 a.m
	0207/2	Financial Accounting 2 (Objective)	1 hour	2.00 p.m.-3.00 p.m
Thursday 3 rd May, 2012	0204/1	Cost Accounting 1 (Essay)	2 hours 30 mins.	9.00 a.m -11.30 a.m
	0204/2	Cost Accounting 2 (Objective)	1 hour	2.00 p.m -3.00 p.m
Friday 4 th May, 2012	0210/1	Office Practice 1 (Essay)	2 hours 30 mins.	9.00 a.m.-11.30 a.m
	0210/2	Office Practice 2 (Objective & Case Study)	2 hours	2.00 p.m - 4.00 p.m
Monday 7 th May, 2012	0206/1	English Language 1 (Essay)	3 hours	9.00 a.m.-12.00 noon
	0206/2	English Language 2 (Objective)	1 hour	2.00 p.m. - 3.00 p.m.
Tuesday 8 th May, 2012	0203/1	Commerce 1 (Essay)	2 hours 30 mins.	9.00 a.m -11.30 a.m
	0203/2	Commerce 2 (Objective)	1 hour	2.00 p.m -3.00 p.m
Wednesday 9 th May, 2012	0209/1	Marketing 1 (Essay)	2 hours	9.00 a.m -11.00 a.m
	0209/2	Marketing 2 (Objective & Case Study)	2 hours	2.00 p.m - 4.00 p.m
Thursday 10 th May, 2012	0213/2	Social Studies 2(Essay)	3 hours	9.00 a.m.-12.00noon
	0213/1	Social Studies 1 (Objective)	50 mins.	2.00 p.m – 2.50 p.m
Friday 11 th May, 2012	0201/1	Business Law 1 (Essay)	2 hours 30 mins.	9.00 a.m.-11.30 a.m
	0201/2	Business Law 2 (Objective)	1 hour	2.00 p.m -3.00 p.m
Monday 14 th May, 2012	0205/1	Economics 1 (Essay)	3 hours	9.00 a.m -12.00 noon
	0205/2	Economics 2 (Objective)	1 hour	2.00 p.m - 3.00 p.m
Tuesday 15 th May, 2012	0208/1	Information Technology 1 (Practical) (1 st Set)	2 hours	9.00 a.m.-11.00 a.m
		(2 nd Set)	2 hours	12.00 noon -2.00 p.m

NOTE:

(1) **DIFFERENCE IN TIME ON QUESTION PAPER AND TIMETABLE**

Where the duration indicated on the question paper differs from that on the timetable, the one on the question paper should be followed.

(2) **EXTRA TIME FOR BLIND, DEAF AND DUMB CANDIDATES**

Blind, deaf and dumb candidates are to be allowed **one and half (1½) times** the time allotted to other candidates.

THE WEST AFRICAN EXAMINATIONS COUNCIL
ACCRA
ADVANCED BUSINESS CERTIFICATE EXAMINATION
MAY/JUNE 2012

FINAL TIMETABLE

DATE	PAPER CODE	SUBJECT/PAPER	DURATION	TIME
Tuesday 24 th April, 2012	0313/0	Typewriting	2 hours 40 mins	9.00 a.m.-11.40 a.m
Wednesday 25 th April, 2012	0315/1	Human Resource Management 1	2 hours 30mins	9.00 a.m.-11.30 a.m
	0315/2	Human Resource Management 2	1 hour 30 mins	2.00 p.m -3.30 p.m
Thursday 26 th April, 2012	0305/0	Business Mathematics	3 hours	9.00 a.m.-12.00 noon
	0314/0	Hardware and Networking	3 hours	2.00 p.m - 5.00 p.m
Friday 27 th April, 2012	0306/0	Cost and Management Accounting	3 hours 10 mins	9.00a.m.-12.10 p.m
Monday 30 th April, 2012	0302/0	Business Communication	3 hours	9.00a.m-12.00 noon
Wednesday 2 nd May, 2012	0307/1	Economics 1	2 hours 30mins	9.00a.m -11.30a.m
	0307/2	Economics 2	2 hours	2.00 p.m.- 4.00 p.m
Thursday 3 rd May, 2012	0310/1	Marketing 1	2 hours	9.00 a.m.-11.00 a.m
	0310/2	Marketing 2	1 hour 30 mins.	2.00 p.m -3.30 p.m
Friday 4 th May, 2012	0308/0	Financial Accounting	3 hours 10mins.	9.00 a.m -12.10 p.m
Monday 7 th May, 2012	0304/0	Business Law	3 hours	9.00 a.m -12.00 noon
	0309/2	Information Technology 2	2 hours 30 mins	2.00 p.m - 4.30 p.m
Tuesday 8 th May, 2012	0319/0	Taxation	3 hours	9.00a.m. – 12.00noon
	0316/0	Information Systems	3 hours	2.00 p.m -5.00 p.m
Wednesday 9 th May, 2012	0311/0	Office Administration & Practice	3 hours	9.00a.m-12.00 noon
Thursday 10 th May, 2012	0301/0	Auditing	3 hours	9.00 a.m -12.00 noon
Friday 11 th May, 2012	0303/0	Business Finance	3 hours	9.00 a.m -12.00 noon
Monday 14 th May, 2012	0309/1	Information Technology 1 (Practical)(1 st Set)	2 hours	9.00 a.m -11.00 a.m
		(Practical)(2 nd Set)	2 hours	12.00 noon -2.00 p.m

NOTE:(1) **DIFFERENCE IN TIME ON QUESTION PAPER AND TIMETABLE**

Where the duration indicated on the question paper differs from that on the timetable, the one on the question paper should be followed.

(2) **EXTRA TIME FOR BLIND, DEAF AND DUMB CANDIDATES**

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