

THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA

**BASIC EDUCATION CERTIFICATE EXAMINATION
FOR PRIVATE CANDIDATES, 2019**

NOTES FOR THE GUIDANCE OF CANDIDATES

Please read these instructions carefully before proceeding to register for the examination.

Registration for the examination is both biometric and online for candidates who have taken BECE before and also those who are **16 years** or **above**.

A. BIOMETRIC REGISTRATION

Candidates are required to capture their fingerprints at internet cafés with the requisite equipment to commence registration. Alternatively, candidates may continue the registration process on their own after the capture of fingerprints. It is the responsibility of candidates to ensure that their fingerprints are captured. Without the fingerprints of the bona fide candidate, the registration is null and void.

PLEASE NOTE THAT THE WEBSITE FOR THE ONLINE REGISTRATION IS:

www.waecgh.org

B. REGISTRATION PROCEDURE

- Open the registration website.
- Select link to BECE (PC).
- Click on **START REGISTRATION HERE**.
- **RE-SITTERS**- provide index number for last sitting and continue.
- **FIRST-TIMERS**- provide your date of birth and continue.
- Fill in the required security data, i.e. password, security question, etc.
- Fill in your personal information.
- Select your **Region** and then **Centre** where you wish to take the examination.
- 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.
- Print your voucher and send to any of the banks listed in item 14.
- Print your Declaration Form for endorsement by your parent/guardian and submit same to the WAEC office in your region.
- Pay the appropriate fees at the **participating banks only**.
- Use your PIN/Invoice Number to access your Index Number and Admission Notice from **21st January, 2019**.

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

1. **ELIGIBILITY**

Two categories of prospective candidates are permitted to register for the examination.

- (1) **RE-SITTERS** - This consists of candidates who previously sat for BECE but could not make the required grade(s). Candidates must provide their previous index numbers and the year they sat for the examination.
- (2) **FIRST-TIMERS** - Candidates who are **16 years or above**. Candidates will be required to supply their **dates of birth** during the registration.

NB: SCHOOL CANDIDATES ARE NOT PERMITTED TO ENTER FOR THIS EXAMINATION.

2. **DATES FOR THE EXAMINATION**

The examination will start on **11th February** and end on **15th February, 2019**. 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 schedule for the acceptance of entries is as below:

1st October – 30th November, 2018 (16.00 GMT)...Normal registration and payment.
1st December – 21st December, 2018 (16.00 GMT)...Late registration and payment.

You may contact us at any of our offices listed below:

- (1) **GREATER ACCRA REGION**
National Examination Administration Department (NEAD)
Tel: 0302-208201-9 ext. 2274
- (2) **EASTERN REGION**
The Branch Controller, WAEC, Koforidua
Tel: 03420-20075/ 20921
- (3) **CENTRAL REGION**
The Branch Controller, WAEC, Cape Coast
Tel: 03320-32878/ 37086
- (4) **WESTERN REGION**
The Branch Controller, WAEC, Sekondi
Tel: 03120-46041/ 46334
- (5) **ASHANTI REGION**
The Branch Controller, WAEC, Kumasi
Tel: 03220-34449/ 34452

- (6) **BRONG AHAFO REGION**
The Branch Controller, WAEC, Sunyani
Tel: 03520-24462/ 27016
- (7) **VOLTA REGION**
The Branch Controller, WAEC, Ho
Tel: 03620-26164/ 28254
- (8) **NORTHERN REGION**
The Branch Controller, WAEC, Tamale
Tel: 03720-22854/ 23092
- (9) **UPPER EAST REGION**
The Branch Controller, WAEC, Bolgatanga
Tel: 03820-23232/ 24267
- (10) **UPPER WEST REGION**
The Branch Controller, WAEC, Wa
Tel: 03920-20588/ 22278

4. **INDEX NUMBER**

Your 10-digit index number will be generated by WAEC and may be accessed online from **21st January, 2019** using your Invoice Number.

5. **CANDIDATE’S NAME**

Candidates should ensure that their names are correctly entered.

- (1) **SURNAME** should be entered first, followed by the **FIRST NAME** and then the **MIDDLE NAME (if any)**.
- (2) Full name should not exceed forty (40) characters.

For example: **DOTSEY-BRUCEMAN ALBERT KOFI** should be entered as

D	O	T	S	E	Y	-	B	R	U	C	E	M	A	N	A	L	B	E	R	T	K	O	F	I
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

- (3) 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.

After submission of entries, requests for change of date of birth will not be entertained.

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 or telephone numbers provided.

WAEC WILL NOT TAKE RESPONSIBILITY FOR ANY WRONG DATA ENTERED.

8. EXAMINATION CENTRES

The centres for the examination are listed below:

GREATER ACCRA REGION	
1101001	Accra
1102001	Tema

BRONG AHAFO REGION	
1601001	Sunyani
1605001	Techiman

EASTERN REGION	
1201001	Koforidua
1202001	Nkawkaw

VOLTA REGION	
1701001	Ho
1706001	Nkwanta
1711001	Akatsi

CENTRAL REGION	
1301001	Cape Coast
1306001	Swedru

NORTHERN REGION	
1801001	Tamale
1802001	Yendi
1809001	Damongo

WESTERN REGION	
1401001	Sekondi
1402001	Sefwi Wiawso
1404001	Tarkwa

UPPER EAST REGION	
1901001	Bolgatanga
1903001	Bawku

ASHANTI REGION	
1501001	Kumasi
1504001	Konongo-Odumase
1514001	Mampong

UPPER WEST REGION	
1001001	Wa

NOTE: 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 there.

9. EXAMINATION SUBJECTS

You are required to select any number of subjects from **one** to a maximum of **nine**.

Core Subjects:

- English Language
- Social Studies
- Religious & Moral Education
- Mathematics
- Integrated Science

Elective Subjects:

- Basic Design And Technology Options (**choose only one**)
Home Economics
Pre-Technical Skills
Visual Art
- Ghanaian Language And Culture Options (**choose only one**)
Dagaare
Dagbani
Dangme
Ewe
Fante
Ga
Gonja
Kasem
Nzema
Twi (Akuapem)
Twi (Asante)

Optional Subjects:

- French
- Information and Communication Technology

10. CONTINUOUS ASSESSMENT

Candidates should note that there will be no continuous assessment score component for the examination.

11. BARRED CANDIDATES

Barred candidates who register for the examination before the expiration of their sanction shall receive no results and any fees paid shall be forfeited.

12. FEE SCHEDULE

(1) **Subject Fees**

The subject fees are as follows:

4 subjects or more subjects	GH¢167.00
3 subjects	GH¢151.50
2 subjects	GH¢137.30
1 subject	GH¢120.50

(2) **Correction of Entries**

After submission of entries, candidates who wish to make any change(s) between **1st October and 30th November, 2018** will pay the following charges:

- GH¢50.00 where applicable for correction of centre, name, gender, address, picture or substitution of subject.
- For addition of subject(s), fees as stated in 12 (1) above will apply.

(3) **Penalty Fees**

Entries made between **1st December and 21st December, 2018** will attract the following:

- (a) Late Entry: One and half (1½) times the total entry fee;
- (b) Substitution of Subject(s): One and half (1½) times the subject(s) fee;
- (c) Addition of Subject(s): Twice the subject(s) fee;
- (d) Correction of name, gender, address, picture or signature: GH¢50.00.

13. TIMETABLE

The timetable can be found on our website: www.waecgh.org.

DIFFERENCE IN TIME ON THE 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.

14. LIST OF PARTICIPATING BANKS

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

- (1) Zenith Bank (Ghana) Ltd
- (2) Ecobank (Ghana) Ltd
- (3) Bank of Africa (Ghana) Ltd
- (4) United Bank for Africa (Ghana) Ltd
- (5) Prudential Bank (Ghana) Ltd
- (6) Access Bank (Ghana) Ltd
- (7) FBN Bank (Ghana) Ltd
- (8) Agricultural Development Bank (ADB) [For only candidates in the following regions: Eastern, Volta, Northern, Upper East and Upper West]

15. REFUND OF FEES

The West African Examinations Council, does **not** undertake to refund fees paid for its services. However, if notice of withdrawal of candidature is received before the start of the examination registered for, consideration may be given for the refund of fees paid solely at the discretion of the Council.

16. REQUEST FOR REMARKING

Request for remarking should be received **not** later than 60 days after the release of results. Any candidate who makes such a request will pay the appropriate fee.

17. CANDIDATES WITH SPECIAL NEEDS

The Council makes reasonable adjustments to the rules of its examination. These adjustments are only for candidates who cannot be assessed by standard procedures set out because of disability or other special needs. Applications for special arrangement should reach the office by the end of the registration period. Blind candidates are provided with braille papers; low vision with large print formats. This notification should be received **not** later than **21st December, 2018**.

EXTRA TIME FOR BLIND AND DEAF CANDIDATES

Blind/Deaf candidates are to be allowed one and half (1½) times the time allotted to the candidates.

18. DISPOSAL OF SCRIPTS

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

NO QUERIES WILL THEREFORE BE ENTERTAINED AFTER THIS PERIOD.

HEAD OF NATIONAL OFFICE
WAEC, ACCRA
OCTOBER, 2018

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 actual time 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. Candidates are expected to be seated **30 minutes before** start of paper. Candidates who report late would **not** be admitted into the examination hall unless the supervisor is satisfied with reasons given by the candidate. All such cases must be reported fully to the Council on the 'Special Report Form'. Candidates 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, title of the paper and the date of examination clearly on every answer booklet 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 attends to you.
5. Read very carefully the general directions that are given on the cover page of the question paper. 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 and leave a margin at both right-hand and left-hand edges unless the instructions on the question paper prohibit this. 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 for Mathematics and Pre-Technical skills. If you are offering Art or Pre-Technical skills, you must bring your own brushes and colours or drawing board for the examination.

11. Do not spend too much time on a particular question as this may affect the time available for the rest of the questions. No marks are awarded 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 but submit it with your script to the supervisor. You may, however, go back 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 all loose sheets securely with a string at the top left-hand corner of your answer booklet. 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 is 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 mechanical or electronic device with which they could obtain external assistance, book, pocket-book, memorandum, notes or papers except the correct question paper given out by the supervisor/invigilator in the examination room. Candidates using mathematical instruments, as permitted by the regulations, must see to it that any information (formula or other data) shown on them is completely covered up. The instrument boxes must be shown to the supervisor before they are taken to the examination room.
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 authorised to search all candidates before they are admitted into the examination room. Supervisors and invigilators may also search candidates anytime during the examination 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 Law: 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 also 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 circumstances should pens 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.**

Under **no** circumstances should candidates use any other index number than that given by the Council.

28. Answer spaces must be shaded as shown below for C.

[A] [B]  [D] [E]

Note that the answer space has been shaded completely and 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**.

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** circumstances should the answer sheet be **folded** or **crumpled** or **damaged**. The computer will reject such answer sheets.
31. Candidates are further requested 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 penalised accordingly.

SPECIAL WARNING ON CENTRE ARRANGEMENT

33. Candidates **must** present their Admission Notices for inspection by the supervisor/ invigilator at the centre assigned to them. Candidates who do not present their Admission Notices for inspection 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. Calculators are **not** permitted for the examination.

SPECIAL WARNING ON MOBILE PHONES

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

OFFENDERS WILL HAVE THEIR ENTIRE RESULTS CANCELLED.

HEAD OF NATIONAL OFFICE
WAEC, ACCRA
OCTOBER, 2018

THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA

BASIC EDUCATION CERTIFICATE EXAMINATION
FOR PRIVATE CANDIDATES, 2019

FORM FOR CANDIDATES WITH SPECIAL NEEDS

This form must be completed in duplicate. The original copy should be sent to the Council together with the registration documents.

INVOICE NO.	NAME OF CANDIDATE	BLIND*	LOW VISION*	HEARING IMPAIRED*	OTHER (SPECIFY)

* Please **tick** [√] as appropriate

CORE SUBJECTS	ELECTIVE SUBJECTS	OPTIONAL SUBJECTS

NOTES:

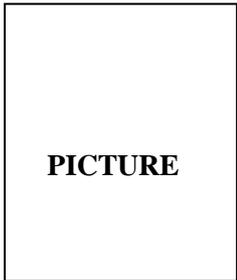
- (1) Applications from candidates should be accompanied by medical reports. It is imperative that the letters are detailed and with recommendations on the kind of access arrangement needed.
- (2) Requests without medical reports would not be processed.

THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA

**BASIC EDUCATION CERTIFICATE EXAMINATION
FOR PRIVATE CANDIDATES, 2019**

DECLARATION / ENDORSEMENT

I
have read the rules and regulations governing the conduct of the examination
and have agreed to be bound by them. I have also done the biometric aspect
of the registration personally and will accept any liabilities arising out of my
non-compliance with the rules governing same. I hereby accept that the Council
shall apply the relevant penalties to me in case of a breach of any of the rules
and regulations, including those concerning mobile phones and other communication
devices.



.....
SIGNATURE OF CANDIDATE

.....
INVOICE NUMBER

.....
DATE

ENDORSEMENT

.....
NAME OF PARENT/GUARDIAN

.....
SIGNATURE OF PARENT/GUARDIAN

.....
DATE

- This form should be completed and signed by the parent/guardian in the presence of the candidate.
- Candidates may be prosecuted for any false declaration.
- Parent/guardian may be required to produce the candidate when the need arises.

*Candidates should submit this form to the nearest WAEC Office.