

**THE WEST AFRICAN EXAMINATIONS COUNCIL**  
**ACCRA**

**WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION FOR**  
**PRIVATE CANDIDATES, 2018**

**NOTES FOR THE GUIDANCE OF CANDIDATES**

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

Registration for the examination is biometric and online for all candidates.

**1. BIOMETRIC REGISTRATION**

Prospective candidates are to follow the steps below to register:

- (1) Candidates are required to capture their fingerprints at designated internet cafes to commence registration. The list of designated internet cafes can be obtained on the WAEC website, [www.waecgh.org](http://www.waecgh.org)
- (2) Open the registration website: [www.waecgh.org](http://www.waecgh.org)
- (3) Select link to WASSCE for Private Candidates
- (4) Click on **START REGISTRATION HERE**.
- (5) Fill in the required security information data, i.e. password, security question, etc.
- (6) Fill in your personal information.
- (7) Upload your picture. (See 10 for details)
- (8) Upload your signature.
- (9) Select the **Region** and the **Centre** where you wish to take the examination.
- (10) Select the subject(s) you intend to write.
- (11) Print your voucher and send to any of the banks listed in 17.
- (12) Pay the appropriate fees at the bank or by visa card ONLINE.
- (13) You will use your PIN/Invoice Number to access your Index Number and Admission Notice from 5<sup>th</sup> August, 2018.

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

**2. ELIGIBILITY**

This examination is open to private candidates.

**3. DATES FOR THE EXAMINATION**

The examination is scheduled to start on Monday, 30<sup>th</sup> July, 2018 and end on Wednesday, 3<sup>rd</sup> October, 2018. The Timetable can be accessed by clicking on the Timetable icon on the registration website. Candidates are advised to study the Timetable carefully in order to avoid a clash of subjects.

**NOTE: English Language 3 (Oral) is scheduled for Friday, 7<sup>th</sup> September, 2018 at 8.30a.m.**

4. **ENTRY PERIOD AND SUBMISSION OF ENTRY DOCUMENTS**

The schedule for the receipt of entries is as follows:

- ❖ 12<sup>th</sup> February – 15<sup>th</sup> April, 2018 (16.00 GMT)..... Registration and payment
- ❖ 16<sup>th</sup> - 18<sup>th</sup> April, 2018 Payment for normal registration only
- ❖ 19<sup>th</sup> – 30<sup>th</sup> April, 2018, Late entry and payment

5. You may contact any of the Council's Offices listed below for further information:

- (1) **GREATER ACCRA REGION**  
Private Candidates' Examination Administration Department (PCEAD)  
(Examination Loop, behind Ridge Hospital)  
Tel: 0302-208172
- (2) **ASHANTI REGION**  
The WAEC Branch Office, Kumasi  
(Near KTI, Amakom)  
Tel: 0322034451/0322034448
- (3) **WESTERN REGION**  
The WAEC Branch Office, Sekondi  
(Adjacent to the Sekondi Anglican Cathedral)  
Tel: 03120-46334
- (4) **CENTRAL REGION**  
The WAEC Branch Office, Cape Coast  
(Near Mempeasem)  
Tel: 03122-96508
- (5) **VOLTA REGION**  
The WAEC Branch Office, Ho  
(Opposite Roads and Highways Office)  
03620-28254
- (6) **EASTERN REGION**  
The WAEC Branch Office, Koforidua  
(Old Estate, Nsukwao)  
Tel: 03420-20922/23
- (7) **BRONG AHAFO REGION**  
The WAEC Branch Office, Sunyani  
(Behind Ghana Legion & Municipal Assembly Offices)  
Tel: 03520-24462/03520-27016
- (8) **NORTHERN REGION**  
The WAEC Branch Office, Tamale  
(Adjacent to GNAT Hostel)  
Tel: 03720-22854/23092

(9) **UPPER EAST REGION**  
The WAEC Branch Office, Bolgatanga  
(SOE Residential Area, near Catering Rest House)  
03820-23232/24267

(10) **UPPER WEST REGION**  
The WAEC Branch Office, Wa  
(Near Kumbeihi Cluster of Schools)  
03920-22278

6. **INDEX NUMBER**

Your 10-digit Index Number will be generated by the office and may be accessed on-line from 3<sup>rd</sup> July, 2018 using your Invoice Number.

7. **CANDIDATE'S NAME**

Candidates should ensure that their names are properly 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: **OBIRI-YEBOAH JONATHAN KWASI** should be entered as

O	B	I	R	I	-	Y	E	B	O	A	H		J	O	N	A	T	H	A	N		K		
---	---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	--	---	--	--

- (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.**

8. **DATE OF BIRTH**

Candidates should ensure that their correct date of birth is entered. **Requests for correction in dates of birth after release of results would not be granted.**

9. **E-MAIL ADDRESSES AND TELEPHONE NUMBERS**

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

10. **SPECIFICATION OF PASSPORT-SIZED PHOTOGRAPHS**

Passport-sized photographs of candidates must meet the following specifications:

- (1) Dimensions: 160pixels (width) by 200 pixels (height);
- (2) Photo background should be plain white or off-white;
- (3) Candidate's images should be captured without spectacles or sunglasses;
- (4) Both ears of candidates must appear;
- (5) All features of the face – forehead with part of top hair, eyes, nose, mouth and chin must appear in the image;
- (6) Image should be centred;
- (7) Candidates must look straight into the camera.
- (8) Candidates are to personally ensure that their correct photographs are uploaded.

**Candidates are to personally ensure that their correct photographs are uploaded. Requests for change of photograph would not be entertained.**

**WAEC WILL NOT TAKE RESPONSIBILITY FOR ANY WRONG DATA CAPTURED.**

## 11. EXAMINATION CENTRES

The centres for the examination are as listed below:

- |   |  |
|---|--|
| (1) <b><u>GREATER ACCRA</u></b><br>Accra Central<br>Cantonments<br>Dansoman<br>Kaneshie<br>Madina<br>Tema<br>Dodowa<br>Sege | Amakom<br>Atonsu<br>Kwadaso<br>Old Tafo<br>Santasi<br>Ashanti-Bekwai<br>Konongo<br>Ashanti-Mampong<br>Dunkwa-On- Offin |
| (2) <b><u>EASTERN</u></b><br>Koforidua<br>Akim Oda<br>Akropong Akwapim<br>Nkawkaw<br>Nsawam<br>Somanya                      | (6) <b><u>BRONG AHAFO</u></b><br>Sunyani<br>Techiman<br>Goaso<br>Sampa<br>Atebubu                                      |
| (3) <b><u>CENTRAL</u></b><br>Cape Coast<br>Agona Swedru<br>Winneba<br>Apam<br>Kasoa<br>Assin Foso                           | (7) <b><u>VOLTA</u></b><br>Ho<br>Akatsi<br>Anloga<br>Hohoe<br>Kete-Krachi  |
| (4) <b><u>WESTERN</u></b><br>Sekondi<br>Takoradi<br>Tarkwa<br>Sefwi Wiawso  | (8) <b><u>NORTHERN</u></b><br>Tamale<br>Damongo<br>Yendi   |
| (5) <b><u>ASHANTI</u></b>   | (9) <b><u>UPPER EAST</u></b><br>Bolgatanga<br>Navrongo<br>Bawku  |
|   | (10) <b><u>UPPER WEST</u></b><br>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 there.

## 12. **EXAMINATION SUBJECTS**

You are required to select the subjects you wish to register for. Please note that you are allowed a maximum of four core subjects and four elective subjects. There are no compulsory subjects.

(1) **Core Subjects**

Social Studies  
English Language  
Mathematics  
Integrated Science

(2) **Elective Subjects**

**AGRICULTURAL**

General Agriculture  
Animal Husbandry  
Crop Husbandry and  
Horticulture  
Fisheries  
Forestry

**BUSINESS**

Business Management  
Clerical Office Duties  
Financial Accounting  
Principles of Cost  
Accounting  
Typewriting (40wpm)

**TECHNICAL**

Applied Electricity  
Auto Mechanics  
Building Construction  
Electronics  
Metalwork  
Technical Drawing  
Woodwork  
Information & Comm. Tech. (ICT)

**VOCATIONAL**

Clothing & Textiles  
Foods & Nutrition  
Management-In-Living  
Basketry  
Ceramics  
General Knowledge-In-Art  
Graphic Design  
Jewellery  
Leatherwork  
Picture Making  
Sculpture  
Textiles

**GENERAL**

Christian Religious Studies  
Economics  
Geography  
Government  
History  
Islamic Studies  
Literature In English  
French  
Dagaare  
Dagbani  
Dangme  
Ewe  
Fante  
Ga  
Gonja  
Kasem  
Nzema  
Twi (Akuapem)  
Twi (Asante)  
Arabic  
Mathematics (Elective)  
Biology  
Chemistry  
Physics  
Music  
West African Traditional Religion

(3) **Orals/Practicals/Project Work**

Please find below the subjects with Oral/Practical/Project work component.

- |                               |                     |
|-------------------------------|---------------------|
| (a) \English Language (Core)  | (n) *Basketry       |
| (b) \French                   | (o) *Ceramics       |
| (c) \Arabic                   | (p) *Graphic Design |
| (d) +Music                    | (q) *Jewellery      |
| (e) +Woodwork                 | (r) *Leatherwork    |
| (f) +Metalwork                | (s) *Picture Making |
| (g) +Applied Electricity      | (t) *Sculpture      |
| (h) +Electronics              | (u) *Textiles       |
| (i) +Auto Mechanics           |                     |
| (j) +ICT(elective)            |                     |
| (k) +Clothing and Textiles    |                     |
| (l) +Foods and Nutrition      |                     |
| (m) +General Knowledge in Art |                     |

\* Subjects with project work component

+Subjects with practical component

\ Subjects with oral component

**NOTE:** Candidates offering Biology, Chemistry, Physics, General Agriculture, Animal Husbandry, Crop Husbandry and Horticulture, Fisheries and Forestry will take the Alternative to Practical work and will not pay additional fees.

13. **PROJECT/PRACTICAL TESTS /FRENCH ORAL**

Candidates offering subjects under the Technical and Vocational programmes and Music will take the actual practical tests in those subjects.

Candidates offering Foods and Nutrition, Clothing and Textiles, Music and Oral French will be notified of the actual dates and time of the Practical through their mobile phones using Short Message Service (SMS).

14. **CONTINUOUS ASSESSMENT**

There will be no Continuous Assessment component for the examination.

15. **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.

## 16. **REGISTRATION FEES**

### (1) **Subject Fees**

The subject fees are as follows:

6 or more subjects	...	...	GH¢282.00
5 subjects	...	...	GH¢268.00
4 subjects	...	...	GH¢254.00
3 subjects	...	...	GH¢237.00
2 subjects	...	...	GH¢227.00
1 subject	...	...	GH¢217.00

### (2) **Fees for Oral/Practical/Project Work**

Candidates who offer subjects with oral/practical/project work component will pay additional fees as follows:

GH¢38.00 per subject for Practical  
GH¢38.00 per subject for Project Work  
GH¢27.00 per subject for Oral (English and French)

### (3) **Correction of Entries**

After submission of entries candidates who wish to make any change(s) between 12<sup>th</sup> February and 15<sup>th</sup> April, 2018 will pay the following charges:

- GH¢38.00 plus Practical/Project Work/Oral fee where applicable
- GH¢100.00 for correction of centre name, date of birth, address, picture or substitution of subject.
- For addition of subject(s), the fees are as stated in 16(1) and 16(2) above.

### (4) **Penalties**

Entries made between 19<sup>th</sup> – 30<sup>th</sup> April, 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 indicated in 16(1) and 16(2) above;
- (c) Addition of Subject(s): Twice the subject(s) fee indicated in 16(1) and 16(2) above;
- (d) Correction of name, date of birth, address, or signature: GH¢100.00.



17. **LIST OF PARTICIPATING BANKS**

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

- (1) Prudential Bank (GH) Limited
- (2) Zenith Bank (GH) Limited
- (3) Bank of Africa (GH) Limited
- (4) United Bank of Africa (UBA)
- (5) Uni Bank (GH) Limited
- (6) Ecobank (GH) Limited
- (7) Access Bank
- (8) FBN Bank (GH) Limited
- (9) Agriculture Development Bank (ADB) (only in the following regions):  
**EASTERN, VOLTA, NORTHERN, UPPER EAST AND UPPER WEST**

The registration shall become valid only after the requisite fee has been paid and the appropriate receipt has been obtained by the candidate at the bank.

18. **REFUND OF FEES**

The West African Examinations Council, (WAEC), does **NOT** undertake to refund fees paid for its services. However, if notice of withdrawal of candidature is received before 29<sup>th</sup> June, 2018, consideration may be given for the refund of fees paid, solely at the discretion of the Council.

19. **REQUEST FOR RE-MARKING**

Requests for remarking received 60 days after the release of results would not be granted. Any candidate who makes a request for remarking will be required to pay the appropriate fee.

20. **CANDIDATES WITH SPECIAL NEEDS**

Candidates with special needs (example: physically challenged, visually impaired and hearing impaired) who are duly registered for the examination should complete the attached **Form A** and forward it to the Council to enable us make special arrangements for them. This notification should be received not later than 1<sup>st</sup> June, 2018.

- (1) **ADDITIONAL TIME FOR SPECIAL NEEDS**  
Candidates who are blind/deaf are to be allowed one and half (1½) times the time allotted to other candidates.
- (2) **ORAL TESTS**  
Candidates who are deaf are exempted from Oral Tests.

21. **ISSUANCE OF CERTIFICATES**

Certificates would be issued to candidates upon request three months after release of results.

**HEAD OF NATIONAL OFFICE**  
**WAEC, ACCRA**  
**JANUARY, 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 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. Candidates who arrive late after the start of a paper 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, title of the paper and the date of examination clearly on every answer booklet, **supplementary sheet, loose maps, 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). Neatly cross out all rough work. 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 in ink. 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 for Mathematics, Science subjects and Technical Drawing. If you are offering Art or Technical Drawing or Typewriting, you must bring your own brushes and colours or drawing board, or typewriter for 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, 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 them together securely with twine 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 biometric verification and 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 a law 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 will 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.**

Where a candidate is found with a mobile phone or any other electronic communication device in the examination hall, the entire results of the candidate shall be withheld pending the cancellation of his/her entire results by the appropriate Committee of Council.

**HEAD OF NATIONAL OFFICE**  
**WAEC, ACCRA**  
**JANUARY, 2018**

# FORM A

## THE WEST AFRICAN EXAMINATIONS COUNCIL

### 2018 WASSCE FOR PRIVATE CANDIDATES

#### 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 and the duplicate kept by the candidate)*

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

\*Please **TICK** as appropriate

CORE SUBJECTS	ELECTIVE SUBJECTS
1)	1)
2)	2)
3)	3)
4)	4)

#### **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 assistance needed.
2. Requests without medical reports would not be processed.