THE WEST AFRICAN EXAMINATIONS COUNCIL

ACCRA

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION FOR PRIVATE CANDIDATES, 2026 - SECOND SERIES

MANUAL FOR REGISTRATION

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

Candidates are required to capture their fingerprints at designated internet cafés prior to the registration.

1. REGISTRATION OF CANDIDATES

Prospective candidates are to follow the steps below to register:

Candidates **CAN ONLY** select centres after payment of fees.

(1) Open the registration website: **www.waecgh.org**

(2) Select link to WASSCE for Private Candidates.

(3) Click on **START REGISTRATION HERE**.

(4) Fill in the required security information data, i.e. password, security question, etc.

(5) Fill in your personal information.

(6) Upload your picture. (See Caption 9 for details)

(7) Upload your signature.

(8) Select the subject(s) you intend to write.

(9) Print your invoice and take it to any of the banks listed in Caption 15.

(10) Pay the appropriate fees at the bank.

(11) Select the **Centre** where you wish to take the examination.

(12) You will use your **Invoice Number** to access your **Index Number** and **Admission Notice** by 2nd September, 2026.

NOTE THAT YOUR REGISTRATION IS NOT VALID UNTIL YOU PAY THE REQUISITE FEE.

2. DATES FOR THE EXAMINATION

The examination is scheduled to start on 4th September and end on 29th October, 2026.

The Timetable may be accessed by downloading it from the registration interface. Candidates are advised to study the Timetable carefully in order to avoid a clash of subjects.

3. SUBMISSION OF ENTRIES

The schedule for the receipt of entries is as follows:

- 6th April – 28th August, 2026, Registration and payment

4. CONTACT DETAILS

You may contact any of the Council's Offices in the list below for further information:

(1) **GREATER ACCRA REGION**

Private Candidates' Examination Administration Department (PCEAD)

(Examination Loop, near Ridge Hospital)

Tel: 0302-208172

(2) **ASHANTI REGION**
The WAEC Branch Office, Kumasi
(Near KTI, Amakom)
Tel: 0322034452/0322034449

(3) **WESTERN/WESTERN NORTH REGIONS**

The WAEC Branch Office, Sekondi

(Near the Sekondi Anglican Cathedral)

Tel: 03120-46334

(4) **CENTRAL REGION**
The WAEC Branch Office, Cape Coast
(Mempeasem; Jukwa Road)
Tel: 03122-96508

(5) **VOLTA/OTI REGIONS**
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) **BONO/BONO EAST/ AHAFO REGIONS**
The WAEC Branch Office, Sunyani
(Behind Ghana Legion & Municipal Assembly Offices)
Tel: 03520-24462

(8) **NORTHERN/NORTH EAST/ SAVANNAH REGIONS**
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
(Behind Dept of Feeder Roads, Chako)
03920-22278/20588

5. **INDEX NUMBER**

Your Index Number will be generated by the Office; you may access it online by 2nd September, 2026 using your Invoice Number after payment is made.

6. **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 **OTHER 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 appropriately indicated.

NB: **Candidate's surname and first name should always be entered in full.**

7. **DATE OF BIRTH**

Candidates should ensure that their correct date of birth is entered. Note that, **requests for correction/amendment of date of birth after release of results WILL NOT be permitted.**

8. **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.**

9. **SPECIFICATIONS OF PASSPORT-SIZED PHOTOGRAPHS**

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

(1) Dimensions: 160 pixels (width) by 200 pixels (length);

(2) 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, eyes, nose, mouth and chin) must appear in the Image;

(6) Image should be centered;

(7) Candidates must look straight into the camera.

Candidates are to personally ensure that their correct photographs are uploaded. Requests for change of photograph will not be allowed after the examination.

NB: In exceptional cases the Council may consider change of photographs after the release of results.

THE WEST AFRICAN EXAMINATIONS COUNCIL (WAEC) WILL NOT BEAR THE RESPONSIBILITY FOR ANY WRONG DATA CAPTURED.

10. EXAMINATION CENTRES

The centres for the examination are as listed below:

(1) **GREATER ACCRA**

Accra Central
Cantonments
Dansoman
Kaneshie
Madina
Tema
Dodowa
Sege

(2) **EASTERN**

Koforidua
Akim Oda
Akropong Akuapem
Nkawkaw
Nsawam
Somanya

(3) **CENTRAL**

Cape Coast
Agona Swedru
Winneba
Kasoa
Assin Fosu
Twifo Praso
Breman Asikuma

(4) **WESTERN/WESTERN NORTH**

Sekondi
Takoradi
Tarkwa
Sefwi Wiawso
Enchi

(5) **ASHANTI**

Amakom
Atonsu
Kwadaso
Old Tafo
Santasi
Ashanti-Bekwai
Konongo
Ashanti-Mampong
Dunkwa-On-Offin

(6) **BONO/BONO EAST/ AHAFO**

Sunyani
Techiman
Goaso
Sampa
Atebubu

(7) **VOLTA/OTI REGIONS**

Ho
Akatsi
Keta
Hohoe
Kete-Krachi
Dambai

(8) **NORTHERN/NORTH EAST/ SAVANNAH**

Tamale
Damongo
Yendi
Walewale

(9) **UPPER EAST**

Bolgatanga
Navrongo
Zebilla

(10) **UPPER WEST**

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.**

11. **EXAMINATION SUBJECTS**

You are required to select the subjects you wish to register for the examination. Please note that you are allowed a maximum of **four core** subjects and **four elective** 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

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION FOR PRIVATE CANDIDATES, 2026 – NEW CURRICULUM

EXAMINATION SUBJECTS

You are required to select the subjects you wish to register for the examination. Please note that you are allowed to register a maximum of **nine** subjects.

(1) **CORE SUBJECTS**

Social Studies
English Language
Mathematics
General Science

(2) **ELECTIVE SUBJECTS**

Agriculture

Agricultural Science
Agriculture

Business

Business Studies – Business Management
Business Studies – Accounting

Technical

Robotics
Computing
Engineering
Manufacturing Engineering
Design & Communication
Applied Tech I: Automotive and Metal Technology
Applied Tech II: Building Const. & Wood Technology
Applied Tech III: Electrical & Electronic Technology
Aviation and Aerospace Engineering
Information & Comm. Tech. (ICT)

Vocational

Clothing & Textiles
Foods & Nutrition
Management-In-Living
Art & Design – Foundation
Art & Design – Studio

General

Christian Religious Studies
Economics
Additional Mathematics
Geography
Government
History
Islamic Studies
Literature-In-English
French
Dagbani
Ewe
Fante
Twi (Akuapem)
Twi (Asante)
Biomedical Science
Physical Education & Health (Elective)
Biology
Chemistry
Physics
Music
Performing Arts

NOTE

- Candidates are supposed to select **one type of Curriculum** during the registration process.
- Candidates registering under the new curriculum **must not** select subject from the old curriculum.
- The registration of **new curriculum subjects** will be done at the Branch Offices.

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

Find below the subjects with Oral/Practical/Project work component.

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

* Subjects with project work component
+Subjects with practical component
\ Subjects with oral component

12. PROJECT/PRACTICAL TESTS /FRENCH ORAL

1. Candidates offering Biology, Chemistry, Physics, General Agriculture, Animal Husbandry, Crop Husbandry and Horticulture, Fisheries and Forestry will write the Alternative to Practical tests and will not pay additional fees.

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

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

13. **BARRED CANDIDATES**

Barred candidates who register for the examination before the expiration of their sanction will have **their registration annulled and fees paid shall be forfeited**.

14. **REGISTRATION FEES**

(1) **Subject Fees**

The subject fees are as follows:

6 or more subjects … …	GH¢1,054.04
5 subjects … … …	GH¢ 993.01
4 subjects … … …	GH¢ 927.96
3 subjects … … …	GH¢ 853.44
2 subjects … … …	GH¢ 810.68
1 subject … … …	GH¢ 766.82

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

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

GH¢ 98.42 per subject for Practical Test/ICT

GH¢ 98.42 per subject for Project Work

GH¢104.70 per subject for Oral (English, Arabic and French)

(3) **Correction of Entries during normal registration period**

After submission of entries, any amendments by candidates during the normal registration period will attract the following charges:

- GH¢100.00 plus Practical/Project Work/Oral fee where applicable
- GH₵200.00 for change of Centre, substitution of subject, correction of name, Date of Birth, Address and Photograph.
- Addition of Subject(s) will attract the subject fees as indicated in 14(1) above.

Note: Any change made after the normal registration period will attract the fees specified in 14(4) below.

(4) **Penalties**

Entries made after the normal registration period 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 14(1) and 14(2) above;

(c) Addition of Subject(s): Twice the subject(s) fee indicated in 14(1) and 14(2) above;

15. LIST OF DESIGNATED BANKS

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

(1) Agriculture Development Bank (ADB)
(2) Zenith Bank (GH) Limited
(3) Ecobank (GH) Limited
(4) Bank of Africa (GH) Limited
(5) United Bank of Africa (UBA)
(6) Prudential Bank (GH) Limited
(7) Access Bank
(8) Consolidated Bank (GH) Limited

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

16. REFUND OF FEES

The West African Examinations Council, (WAEC), does **NOT** undertake to refund fees paid for its services.

17. REQUEST FOR RE-MARKING

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

18. CANDIDATES WITH SPECIAL ASSESSMENT NEEDS

Candidates with special assessment needs (example: physically challenged, visually impaired and hearing impaired) who are duly registered for the examination should:

(i) Write officially to the Council stating type of disability
(ii) State the form of assistance required
(iii) Attach a valid medical report to the request(s).

19. ISSUANCE OF CERTIFICATES

Certificates would be issued to candidates upon request after the release of results. **Requests for the Addition and Re-arrangement of names after the release of results would not be permitted.**

HEAD OF NATIONAL OFFICE

WAEC, ACCRA

THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA
WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION FOR PRIVATE CANDIDATES

DIRECTIONS TO CANDIDATES

1. You are expected to be seated **30 minutes before** the start of a paper. Candidates who report after the start of the paper would not be admitted into the examination hall.

2. If you arrive after the start of the paper, you will not be allowed to write the examination. A candidate is deemed to be late after the Supervisor has issued the order to start work.

3. Note that you will be required to go through biometric verification (identification of candidates by their finger prints).

4. **Read very carefully the general directions given at the front cover page of the question paper. You will not gain extra marks if you answer more than the number of questions you are required to answer. Much time may be wasted in writing down information not asked for.**

5. Candidates offering Art or Geometrical/Building/Mechanical Drawing or Typewriting, must bring their own drawing boards or drawing instruments or typewriter to the examination hall.

6. 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 hand it over with your script to the Supervisor. You may, however, return at the end of the test to collect your question paper.

7. As soon as you are told that time is up, ensure that your answer booklet has your full name and index number written on it. Wait until your script has been collected before you leave the examination hall.

CAUTION

8. Candidates whose examination results have been cancelled for resorting to dishonest means shall be refused re-entry to future examinations.

9. Candidates must ensure that there are no marks or inscriptions on their Admission Notices.

10. **It is the responsibility of candidates to check inside, under and around their desks for notes, books, pieces of paper or any foreign materials and hand them over to the Supervisor/ Invigilator before sitting at their desks to write a paper.**

11. All candidates must submit themselves to searching by the Supervisor/Invigilator or Council representative before entering the Examination Hall. Candidates are not permitted to have in their possession any foreign material, while in the Examination Room, except the correct question paper given out by the Supervisor/Invigilator. Neither should they bring any book, memorandum nor pocketbook, notes, calculator manuals and cases or papers whatsoever into the Examination Room.

    Candidates using 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 instrument boxes must be shown to the Supervisor before being used.

12. **Under no circumstances should any candidate take a Mobile Phone/Smart watch or any electronic communication devices into the examination room. The punishment for bringing any such gadget into the examination room is the cancellation of the candidate's entire results.**

13. Candidates should not take any used or unused answer booklets out of the Examination Room. Candidates disregarding this caution would be severely punished.

14. Candidates guilty of disorderly conduct or causing disturbance in or near the Examination Room are liable to be expelled from the examination.

15. **Candidates and parents are to note that candidates who are alleged to have been involved in examination malpractice shall have their relevant results withheld. The candidate will also be invited to fair hearing as part of investigation and the relevant results will be cancelled if found capable.**

16. **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**.

17. 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 be prosecuted in court.

18. Do not use correcting fluid to clean name or index number. The use of correcting fluid (tipex) is not allowed.

19. **No amendment of date of birth will be allowed after release of results.** All requests for amendment of any information on bio-data will only be considered during the

registration and before the conduct of the examination. **Under no circumstance, will the Council consider correction of error of any kind after certificates have been printed.**

SPECIAL INSTRUCTIONS REGARDING OBJECTIVE TEST PAPERS

These instructions should be carefully followed by candidates taking objective tests.

20. You must use only the pencils supplied by WAEC. You are required to bring a pencil sharpener, an eraser and a ruler.

21. You must write your full index number and name on the question paper.

22. The answer sheets are pre-printed with candidates' names, index numbers and test codes. You should make sure that you have the correct answer sheet which bears your own index number and name. You are required to re-shade the machine shading of your index number and test code within the limits of the spaces provided.

23. All index numbers and answers must be shaded in pencil. Biros, Ball pens or Fountain pens must **NOT** be used under any circumstance to shade index numbers and answers. The scoring machine can only read pencil marks; it is therefore necessary that you use only PENCIL in shading your index number and answers.

24. To record your index number, you must shade carefully the spaces provided for index number. An example has been given on the cover of each question paper and this must be closely followed. The shading should cover the full width and length of the response position. The objective answer sheets are pre-printed with candidates' names and index numbers;

25. 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. "No mark should extend more than one-sixteenth of an inch beyond the edges or ends of the marked positions".

26. You must shade **ONE AND ONLY ONE** answer-space for each question. Candidates should note that marking two responses to one question automatically denies them any 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.

27. Under **NO** circumstance must the objective answer sheet be folded or crumpled or damaged. The computer will reject such answer sheets.

28. 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

29. When question papers are given out, no candidate should start work before the order to start is given. Furthermore, when the order "stop work!" is given, candidates should immediately put down their pens or pencils. **Any candidate found working before the order is given to start work or order to stop work is given, will be deemed/considered as having committed an irregularity and will be penalized accordingly.**

SPECIAL WARNING ON CENTRE ARRANGEMENT

30. Candidates **must** present their Admission Notices at the Centres assigned to them. Candidates who do not present their Admission Notices will not be allowed to write the examination.

31. **Candidates must write the examination only at centres assigned to them by WAEC. Candidates who write the examination at centres not assigned them will not get their result(s) processed**.

SPECIAL WARNING ON MOBILE PHONES

32. **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.**

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

Check **Appendix A** for the rules on the above.

HEAD OF NATIONAL OFFICE
WAEC, ACCRA

FORM A

THE WEST AFRICAN EXAMINATIONS COUNCIL

2026 WASSCE FOR PRIVATE CANDIDATES

FORM FOR CANDIDATES WITH SPECIAL EDUCATIONAL 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	VISUALLY IMPAIRED*	LOW* VISION	HEARING* IMPAIRED	CEREBRAL PALSY	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 will not be processed.

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

(REVISED 2023)

DEFINITIONS

INSCRIPTION

This includes written or engraved, cut or carved letters, words, paragraphs, messages,

etc. whether questions or answers to questions made and found on the skin, clothes or any surface.

MASS CHEATING

Where more than half of the candidates for a subject(s) at a centre are involved in collusion, this shall be regarded as mass cheating.

DE-RECOGNITION

This applies where the appropriate Committee of the Council is satisfied that a school involved in mass cheating cannot ensure the satisfactory conduct of the Council's examinations. This implies that the school authority can no longer organise 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. The school may be allowed to present its candidates as school candidates after fulfilling specified requirements, or move them to another centre for the conduct of the examination. However, the conduct of the whole examination (Objective, Practical and Essay) shall be the responsibility of the Council.

RECOGNITION

longer organise or manage the school as a centre, hence, the school will not be allowed to present its candidates as school candidates and the centre number will be withdrawn.

LEAKAGE

This occurs where candidates as well as the general public have access to

examination question(s) before release from the Council's proper custody. It is the illegal filtration of the question(s) from the Council.

FOREKNOWLEDGE

This occurs where candidates and/or members of the general public have knowledge of the contents of examination question paper(s) after release from the Council's proper custody but before the scheduled time of examination.

EXPLANATORY NOTES

(1) A candidate is deemed to be *found with a material in the examination hall*, if the material is found:

(a) on any part of the candidate's

(b) in or on the desk/seat of the candidate.

(2) A school is deemed to have refused to grant examination official(s) *timely access into the school premises/examination hall* where it is found that the examination official(s) have identified themselves and they are not granted immediate entry thereafter, into the school premises for whatever reason.

THE RULES

1. **BRINGING FOREIGN MATERIAL INTO EXAMINATION HALL**

(1) Where a candidate is found with a blank piece of paper, cribs, notes textbooks, prepared material or any other printed material, in the examination hall (except mobile phone or any other electronic communication device), the following shall apply:

(a) where it is confirmed or there is evidence to show that the candidate is involved in examination malpractice in only one subject, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found guilty, the subject result involved shall be cancelled by the Committee.*

(b) where it cannot be immediately confirmed or there is no evidence to show that the candidate is involved in examination malpractice in only one subject, the entire results of the candidate shall be withheld. *If the candidate is found guilty, the entire results of the candidate shall be cancelled by the Committee.*

(c) Where a candidate is found with a programmable calculator in the examination hall, the entire results of the candidate shall be withheld

pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(2) Where a candidate is found in the examination hall to have inscription(s) on any part of his/her body or clothing, the candidate's entire results in the examination shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(3) 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 outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

2. **IRREGULAR ACTIVITIES INSIDE OR OUTSIDE THE EXAMINATION HALL**

(1) Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council: *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(a) stealing, converting or misappropriating the scripts of other candidates.
(b) substituting worked scripts during or after the examination.
(c) submission of more than one worked script.
(d) possession of more than one question paper or answer booklet.
(e) seeking or receiving help from non-candidate(s) such as invigilator(s), supervisor(s), teacher(s) or other personalities before, during or after the examination.

(2) Where the person giving the help is not a candidate for the examination in session, but a prospective candidate, he/she shall be barred from taking any examination conducted by the Council for 1 year and will also be reported to the appropriate authority for disciplinary action to be taken against him/her. In addition to the above action, the candidate's entire results *of the candidate sitting the examination* shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If*

the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.

(3) Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council: *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(a) tearing part of the question paper or answer booklet during the examination.

(b) refusing to submit worked script to the Supervisor after the examination.

(c) starting to write an examination before commencement of work is officially announced OR continuing to write after official orders have been given for candidates to stop work.

(d) other irregular activities including but not limited to causing noise or disturbances within the immediate precincts of the examination hall before, during or after the examination.

3. COLLUSION

(1) Where a candidate is found during the examination passing notes for help from other candidate(s), receiving or giving assistance, talking with or colluding in any manner with another/other candidate(s), the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*

(2) Where cases of collusion are detected in script(s) and/or otherwise established in one paper, the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*

(3) Where a candidate is proved to have colluded with another/other candidate(s) in more than one paper/subject, the entire results of the candidate(s) involved

shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

4. IMPERSONATION

(1) Where a person is found impersonating a candidate, he/she shall be handed over to the Police for prosecution. The bona fide candidate, if apprehended, shall also be handed over to the Police for prosecution.

(2) The entire results of the candidate being impersonated and those of the impersonator, if he/she is also a candidate for the examination, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(3) Both the impersonator and the impersonated shall also be barred from taking any examination conducted by the Council for a period of not less than 2 years.

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

5. FOREKNOWLEDGE

(1) Where a case of foreknowledge in a subject(s) is established at a centre, the entire results of the candidates offering the subject(s) involved at the centre shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidates are found culpable, the entire results of the candidates shall be cancelled by the Committee.*

(2) Where it is established that a case of foreknowledge occurred and any examination official(s), connived at, aided and/or encouraged the foreknowledge, the appropriate sanction(s) shall be meted out on all who are found culpable, by the appropriate Committee of the Council.

(3) Where it is established that the school authorities condoned, connived at, and/or encouraged the case of foreknowledge, the school shall be de-recognised in accordance with Rule 7.

6. LEAKAGE

Where it is established that leakage has occurred and any examination official(s) connived at, aided and/or encouraged the leakage, the appropriate sanction(s) shall be meted out on all who are found culpable by the appropriate Committee of the Council. *The official would be handed over to the police for prosecution, reported to the employer, etc.*

7. MASS CHEATING

(1) Where mass cheating in a subject(s) at a centre is established, the entire results of the candidates at the centre shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidates are found culpable, the subject results involved shall be cancelled by the Committee.*

(2) Where mass cheating is established in more than one subject taken at a centre, the following shall apply:

(a) in the case 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.

(b) the school shall be de-recognised for a period not less than 1 year.

(c) the school concerned may be required to pay penalty fees in addition to prescribed fees for the supervision and invigilation of the examination before the examination begins.

(d) in the case of public centres, the Council shall take appropriate action.

(e) notwithstanding (b) above, recognition may be restored upon a written assurance from the administering authority of the school that the necessary requirements have been satisfied. Such assurance shall contain details of measures taken to ensure the satisfactory conduct of the examination, and those which shall be put in place subject to acceptance by the Council. Recognition, however, will only be restored after at least 1 year of de-recognition.

(3) Where mass cheating is established in three (3) or more subjects taken at a centre, the school's/public centre's recognition shall be withdrawn.

Recognition of the school/public centre may be restored upon re-inspection and a written assurance that necessary measures have been put in place to forestall such occurrence. The school after serving at least 5 years of the sanction, may begin a new process of recognition and a new centre number shall be given to the school.

8. INSULT/ASSAULT ON SUPERVISORS/INVIGILATORS/SCHOOL OFFICIALS/ INSPECTORS

(1) Where a candidate insults or assaults a supervisor/invigilator/school official/inspector in the lawful performance of his/her 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 the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.* The candidate shall also be barred from taking any examination conducted by the Council for a period not less than 2 years. In addition, he/she may be handed over to the Police for prosecution.

(2) Where a candidate brings into the examination hall or uses anything including firearms, chemical substances with intent to cause injury, temporary or permanent incapacity to any authorised person in the examination hall including other candidates, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.* In addition, the candidate shall be barred for a period of not less than 2 years from taking any examination conducted by the Council.

(3) Where a school official(s) insult(s) or assault(s), incite(s)/instigate(s) the assault on an examination official(s) before, during or after the examination, such school(s) shall be de-recognised for a period not less than 2 years.

(4) Where such assault in 8(3) causes injury (temporary or permanent) on the official(s), such school's recognition shall be withdrawn. The school shall be required to pay the cost of treatment of the injured examination official(s).

(5) Without prejudice to Rule 8(3), where the Proprietor of the school is found to be involved in the assault, the recognition of the school shall be withdrawn.

(6) Sanctions for Rules 8(1)- (5) above, shall not preclude legal action being taken against the offender(s) by the Council or affected individual(s).

9. CONTRAVENTION OF INSTRUCTIONS TO CANDIDATES

Where a candidate, in contravention of the instructions to candidates, writes with pencil instead of ink or shades with ink instead of pencil, the following shall apply:

(a) where it is confirmed that this is the only examination malpractice the candidate is involved in, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*

(b) where it cannot be immediately confirmed that this is the only examination malpractice the candidate is involved in, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(2) Where a candidate fails to complete the cover page of his/her answer booklet as specified in the instructions, the following shall apply:

(c) where it is confirmed that this is the only examination malpractice the candidate is involved in, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*

(a) where it cannot be immediately confirmed that this is the only examination malpractice the candidate is involved in, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

i. MULTIPLE REGISTRATIONS/REGISTRATION OF UNQUALIFIED CANDIDATES

(1) Where a candidate is involved in multiple registrations for the same diet of examination and investigations reveal that the candidate sat the examination in more than one centre, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(2) Where a Head of school(s) or its official(s) or representative(s) is/are found to have committed any of the offences listed below, before, during or after the conduct of the examination;

(a) registration of non-school/unqualified candidate(s) for School Candidates' examinations;
(b) fabrication and/or falsification of continuous assessment scores for the affected candidate(s) in (a) above;

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-recognised for a period not less than 1 year.

(3) the non-school/unqualified candidate(s) who is/are found to be beneficiary(ies) of the school's breach as described above, shall have his/her/their entire results withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

11. DESTRUCTION OF EXHIBITS

Where a candidate is apprehended in the examination hall or within its precincts, committing an offence or aiding another/other candidate(s) to commit an offence, and he/she proceeds to destroy the evidence of his/her offence, his/her entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

12. POSTING LIVE QUESTIONS ON THE INTERNET

(1) Where a candidate is found to have posted/received live questions/answers on the internet via social media, his/her entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

(2) Where it is found that the live questions were posted by any examination official(s), appropriate sanctions shall be meted out to whoever is found culpable. The matter shall also be reported to the Police for investigation and prosecution.

13. REFUSAL TO GRANT TIMELY ACCESS INTO THE SCHOOL PREMISES

Where a school is found to have refused to grant examination official(s) timely access into the school premises/examination hall, the following shall apply:

(1) in the first instance, the school shall be warned.

(2) where another report is received on the same school, the school shall be de-recognised for 2 years.

14. MISCONDUCT OF EXAMINATION OFFICIAL(S)

(1) Where an examination official is found, inside or outside the examination hall with any material relevant to the examination being conducted and which may impugn the conduct of the examination, the examination official shall be handed over to the Police for investigation and prosecution. In addition, he/she shall be formally reported to his/her employer.

(2) Where the school authorities offer bribe to examination officials before, during or after the period of the conduct of examinations, the school shall be de-recognised for 2 years and the relevant conditions in Rule 7 shall apply as appropriate.

15. NEW CASES

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

16. REVIEW

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

Headquarters, Accra