

# THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA

## GENERAL/ADVANCED BUSINESS CERTIFICATE EXAMINATIONS (G/ABCE), 2022

### GUIDANCE FOR CANDIDATES

#### 1. INTRODUCTION

Registration for the examination(s) will be **BIOMETRIC** by capturing candidates Bio data and uploading their registration data online for all candidates (both school and private).

Recognized institutions interested in registering their candidates are advised to get in touch with the WAEC Branch Offices in their respective regions or the main WAEC Office in Accra for further information and directives. Registration starts on Monday, 14<sup>th</sup> February, 2022 and end on Tuesday, 29<sup>th</sup> March, 2022.

#### Biometric Registration

Candidates are required to have their fingerprints captured 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)

**NOTE: Candidates are advised to read the information provided in Items 3(8) and 3(9), 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

- Open the website [www.waecgh.org](http://www.waecgh.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**.
- 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 (signed 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** and select **Existing Candidate’s Section**. After the amendment, click on **submit**.
- Print your fee slip and take it to any of the banks listed in Item 3 (12).

- Pay the appropriate fees at the bank and obtain your receipt generated from the WAEC platform.
- You will use your Invoice Number to access your Index Number and Admission Notice from **Tuesday, 29<sup>th</sup> March, 2022 onwards.**

**NB: YOUR REGISTRATION IS NOT VALID UNTIL FULL PAYMENT OF THE APPROPRIATE FEE(S) IS MADE.**

### **3. FURTHER DETAILS ABOUT THE REGISTRATION**

#### **(1) ELIGIBILITY**

The General/Advanced Business Certificate Examinations, 2022 are open to both private individuals and students in approved institutions.

#### **(2) DATES FOR THE EXAMINATIONS**

The GBCE will start on Wednesday, 1<sup>st</sup> June, 2022 and end on Thursday, 30<sup>th</sup> June, 2022 whilst the ABCE will also start on Wednesday, 1<sup>st</sup> June, 2022 and end on Thursday, 30<sup>th</sup> June, 2022.

Access the timetable by clicking on the **timetable link** on the website. Carefully study it for your guidance in the choice of subjects.

#### **(3) INDEX NUMBER**

Candidates may access their Index Numbers online from **Tuesday, 3<sup>rd</sup> May, 2022 onward** using their Invoice Numbers.

#### **(4) CANDIDATE'S NAME**

Candidates should ensure that their names are correctly spelt.

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

- Candidates with compound names should ensure that the hyphen is properly indicated.

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

(5) **DATE OF BIRTH**

Prospective candidates should ensure that their correct dates of birth are captured. All requests for amendment of birth would only be considered during and after registration.

No amendment of date of birth would be entertained after release of results.

(6) **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.

**NOTE: WAEC WILL NOT TAKE RESPONSIBILITY FOR ANY WRONG DATA PROVIDED BY CANDIDATES.**

(7) **EXAMINATION CENTRES**

The centres for the examination are listed below.

REGION	CENTRE NAME
Greater Accra	Accra
	Tema
	Ada
Eastern	Koforidua
	Somanya
	Akim Oda
Central	Cape Coast
Western / Western North	Takoradi
Ashanti	Kumasi
Bono / Ahafo / Bono East	Sunyani
	Techiman

Volta / Oti	Ho
	Kpando
	Sogakope
Northern / Savannah / North East	Tamale
Upper East	Bolgatanga
Upper West	Wa

**NB:** The Council reserves the right to re-locate 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.

### **(8) SUBJECTS FOR THE EXAMINATIONS**

The subjects' combinations available for the 2022 examinations are as follows:

#### **(a) General Business Certificate Examination (GBCE)**

##### **Entry for the Examination**

##### **1. Options Available**

Two options of entry for the examination are available. These are the **Group Certificate** and **Single Subject** entry options.

##### **(1) Group Certificate Entry**

- (a) The Group Certificate Entry option of the GBCE involves a combination of four compulsory and two optional subjects, all of which must be passed at one sitting.
- (b) The Group Certificates are in the following categories and subjects areas:

##### **(i) Accounting**

##### **Compulsory Subjects**

Financial Accounting  
English Language  
Mathematics  
Economics

##### **Optional Subjects**

Cost Accounting  
Business Law  
Commerce  
Social Studies  
Integrated Science  
Text Processing  
Information Technology

**(ii) Business Studies**

**Compulsory Subjects**

Economics  
English Language  
Mathematics  
Commerce

**Optional Subjects**

Office Practice  
Business Law  
Financial Accounting  
Social Studies  
Integrated Science  
Marketing  
Salesmanship  
Text Processing  
Information Technology

**(iii) Secretarial Duties**

**Compulsory Subjects**

Commerce  
Text Processing  
English Language  
Office Practice

**Optional Subjects**

Economics  
Business Law  
Mathematics  
Social Studies  
Integrated Science  
Information Technology

(c) The following subjects will also be available to candidates who wish to register for the GBCE.

- Elective Mathematics
- Geography
- Government
- French

The WASSCE Syllabus will be used in this regard.

- (d) (i) A candidate who satisfies the conditions for the Group Certificate option will be awarded one General Business Certificate on which all the subjects and the various grades obtained are indicated.
- (ii) A candidate who enters for the Group Certificate Option but is unable to obtain passes in the required subjects at one sitting will be issued a single certificate for those subjects in which he/she passes.

**(2) Single Subject Entry**

- (i) Under the Single Subject Entry Option, a candidate may enter up to eight single subjects.

- (ii) A candidate who enters for single subjects will be awarded one General Business Certificate if he/she is successful.

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

**Entry for the Examination**

**1. Options Available**

Two options of entry for the examination are available. These are the **Diploma** and **Single Subject** entry options.

(1) **Diploma Entry**

- (a) The Diploma option of the ABCE involves entering for a combination of three compulsory and two optional subjects, all of which must be passed in not more than two sittings within a maximum period of two (2) calendar years from the date of the first registration.

- (b) The Diploma is awarded in the following subject areas:

(i) **Diploma in Accounting**

**Compulsory Subjects**

Financial Accounting  
Cost and Management Accounting  
Auditing

**Optional Subjects**

Economics  
Taxation  
Business Law  
Business Finance  
Business Mathematics  
Business Communication  
Information Technology  
Logistics and Supply Chain Mgt.  
Microfinance

(ii) **Diploma in Business Administration**

**Compulsory Subjects**

Marketing  
Business Finance  
Human Resource Management

**Optional Subjects**

Economics  
Business Law  
Business Mathematics  
Financial Accounting  
Business Communication  
Information Technology  
Entrepreneurship  
Logistics and Supply Chain Mgt.  
Sales Management  
Tourism and Hospitality Mgt.

**(iii) Diploma in Office Management**

**Compulsory Subjects**

Business Communication  
Office Administration and Practice  
Text Processing

**Optional Subjects**

Business Finance  
Business Law  
Economics  
Human Resource Management  
Information Technology  
Marketing

**(iv) Diploma in Information Technology**

**Compulsory Subjects**

Hardware & Networking  
Information Technology  
Information Systems

**Optional Subjects**

Business Mathematics  
Entrepreneurship  
Financial Accounting  
Human Resource Management  
Logistics and Supply Chain Mgt.  
Marketing  
Office Administration & Practice.  
Tourism and Hospitality Mgt.

- (c) A candidate who satisfies the conditions for the Diploma option will be awarded a Diploma at the Advanced Business Certificate Examination. The subjects and the various grades will be stated on the certificate.
- (d) A candidate who makes an entry for the Diploma Option and obtains passes in some subjects at the first sitting may be issued with a statement of results pending the award of the Diploma when he/she passes the remaining subject(s) within the stipulated period.
- (e) A candidate who enters for the Diploma Option but is unable to obtain a pass in **all** the subjects within the stipulated period of 2 years from the date of the first registration will be issued a single Advanced Business Certificate for those subjects in which he/she has obtained passes.

**(2) Single Subject Entry**

- (a) Under the Single Subject option, a candidate may enter for any number of single subjects.
- (b) A candidate who enters for single subjects will be awarded the Advanced Business Certificate for subjects passed.

**(9) BARRED CANDIDATES**

Barred candidates who register for the examination before the expiration of the sanction shall have their entries nullified.

(10) **FEES**

(a) **Entry Fee**

The cost of the entry per candidate is **GH¢20.00**.

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

(i) **GBCE**

Entry in 1 subject	GH¢123.50
Entry in 2 subjects	GH¢247.00
Entry in 3 subjects	GH¢370.50
Entry in 4 or more subjects	GH¢493.99
English Language 3 (Oral)	GH¢40.00
French 3 (Oral)	GH¢40.00
Information Technology Practical Test	GH¢52.00
Text Processing Practical Fee	GH¢52.00

(ii) **ABCE**

Entry in 1 subject	GH¢165.67
Entry in 2 subjects	GH¢331.34
Entry in 3 or more subjects	GH¢497.00
Information Technology Practical Fee	GH¢52.00
Text Processing Practical Fee	GH¢52.00

(c) **Correction of Entries**

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

- **GH¢100.00** for correction of name, address and picture,
- **The relevant fees stated in 3(11)(b) plus practical fee (where applicable) for subject changes.**

**NB: The registration website will automatically shut down after Tuesday, 29<sup>th</sup> March, 2022.**



(11) **LIST OF DESIGNATED BANKS**

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

- Prudential Bank
- Ecobank
- Bank of Africa
- Consolidated Bank of Ghana (CBG)
- Access Bank
- Zenith Bank
- United Bank of Africa (UBA)
- Agricultural Development Bank

(12) **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.

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

Candidates who will request for re-marking of their scripts should do so not later than **sixty (60) days** after the release of results. Any such candidate will pay the appropriate fees.

(14) **DISPOSAL OF SCRIPTS**

Scripts will be disposed off **ninety (90) days** after the release of results.

**NB: NO QUERIES RELATING TO SCRIPTS WILL THEREFORE BE ENTERTAINED AFTER THIS PERIOD**

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

# THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA

## DIRECTIONS TO CANDIDATES

1. Report at the examination hall at least **thirty minutes** before the start of a paper.
2. Candidates who arrive late will not be permitted to write the examination. For the avoidance of doubt, candidates are deemed to be late when the supervisor has given the order to start work.
3. Candidates will be searched thoroughly to ensure that no unauthorised (foreign) materials are brought into the examination hall/room.
4. Write your full index number, your name, the title of the paper and the date of examination clearly on every answer booklet, supplementary sheet and graph sheet (paper).
5. Remember that grammar, punctuation and spelling will be taken into account. Write your answers with Pen. It should be a good ball-point pen; pencils would be used only for diagrams and for multiple choice tests.
6. You may bring mathematical and drawing instruments, a calculator (not programmable) for Mathematics and Science subjects.
7. Do not waste too much time on particular questions as this may affect the time available for the rest of the questions. No marks are given for irrelevant answers.
8. If you decide to leave the examination room before the end of the period allotted to the paper, do not take your question paper away with you; you must submit it together with your script to the supervisor. You may, however, return at the end of the period to collect your question paper.
9. As soon as you are told that time is up, arrange your papers in the order in which you have answered the questions. Also, 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 at your place until your script has been collected and you are told to leave.
10. Subject combinations for the award of Group Certificate (GBCE) and Diploma Certificates (ABCE) can be found in Appendices 'A' and 'B' of the registration manual.
11. Rules and Regulations for dealing with cases of irregularity at the Council's examinations is on Appendix 'C' of the regulation manual.
12. The provisional Timetables for the General/Advanced Business Certificate Examinations (G/ABCE), 2022 are also on Appendix 'D' of the manual.

## **CAUTION**

13. Do not leave your answers in such a position that another candidate can read them.
14. No communication whatsoever will be allowed between or among candidates in the examination room.
15. Any candidate who is detected giving or trying to obtain unfair assistance, or who is detected in any act of dishonesty whatsoever, will be reported to the Council for appropriate punishment to be meted out to him.
16. 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 affected papers will be cancelled.
17. Candidates whose examination results have been cancelled for resorting to dishonest means may be barred from writing future examinations.
18. 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, books/pocket books, 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 (formulae or other data) shown on them is completely covered. The instrument boxes must be shown to the supervisor/invigilator before they are taken to the examination room.
19. 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 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.
20. Candidates guilty of disorderly conduct or causing disturbance in or near the examination room are liable to be expelled from the examination room.
21. The Council reserves the right to cancel the results of candidates if it is believed that they have been involved in irregularities before, during or after the examination.
22. It is a criminal offence, punishable by law, (WAEC Act, 719 2006), to engage in any examination malpractice. You are therefore advised 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.*

23. You are required to bring into the examination room a pen, pencil sharpener, an eraser and a ruler. 2B pencils will be supplied to candidates in the examination room.
24. You must write your full index number and name in ink on the question paper as required by the instructions on the question paper.
25. 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.
26. 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.**
27. 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 have 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 has 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".

28. 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.
29. Under **no** circumstance should the objective answer sheet be folded or crumpled or damaged. The computer will reject such answer objective sheet(s).

30. Candidates are further asked to note that, since The West African Examinations Council processes a large number of answer sheets when processing results, it is quite impossible for each one to be given individual human scrutiny. It is therefore the responsibility of the candidate to complete his/her Objective Answer Sheet exactly as described in these instructions.

31. **SPECIAL WARNING ON STARTING AND ENDING A PAPER**

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.**

32. **SPECIAL WARNING ON CENTRE ARRANGEMENTS**

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.

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.

33. **SPECIAL WARNING ON THE USE OF CALCULATORS**

Programmable calculators are not permitted for the examination.

34. **SPECIAL WARNING ON MOBILE PHONES**

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

**The PUNISHMENT for bringing mobile phone or any electronic communication device(s) into the examination hall is the CANCELLATION OF THE CANDIDATE’S ENTIRE RESULTS.**

**WAEC, ACCRA**

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

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

<b>CODE</b>	<b>TITLE</b>	<b>COMPULSORY SUBJECTS</b>	<b>OPTIONAL SUBJECTS (minimum 3 subjects)</b>
C1	Accounting	<ul style="list-style-type: none"><li>• Financial Accounting</li><li>• English Language</li><li>• Mathematics</li><li>• Economics</li></ul>	<ul style="list-style-type: none"><li>• Commerce</li><li>• Business Law</li><li>• Cost Accounting</li><li>• Social Studies</li><li>• Integrated Science</li><li>• Text Processing</li><li>• Information Technology</li></ul>
C2	Business Studies	<ul style="list-style-type: none"><li>• Economics</li><li>• English Language</li><li>• Mathematics</li><li>• Commerce</li></ul>	<ul style="list-style-type: none"><li>• Financial Accounting</li><li>• Business law</li><li>• Office Practice</li><li>• Social Studies</li><li>• Integrated Science</li><li>• Marketing</li><li>• Salemanship</li><li>• Information Technology</li><li>• Text Processing</li></ul>
C3	Secretarial Studies	<ul style="list-style-type: none"><li>• Commerce</li><li>• Text Processing</li><li>• English Language</li><li>• Office Practice</li></ul>	<ul style="list-style-type: none"><li>• Business Law</li><li>• Economics</li><li>• Mathematics</li><li>• Social Studies</li><li>• Integrated Science</li><li>• Information Technology</li></ul>

**THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA**

**APPENDIX B**

**ADVANCED BUSINESS CERTIFICATE EXAMINATION SUBJECT  
COMBINATIONS FOR THE AWARD OF DIPLOMA CERTIFICATES**

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

<b>CODE</b>	<b>TITLE</b>	<b>COMPULSORY SUBJECTS</b>	<b>OPTIONAL SUBJECTS (2 Subjects Minimum)</b>
D1	Diploma in Accounting	<ul style="list-style-type: none"><li>• Financial Accounting</li><li>• Cost and Management Accounting</li><li>• Auditing</li></ul>	<ul style="list-style-type: none"><li>• Economics</li><li>• Taxation</li><li>• Business Law</li><li>• Business Finance</li><li>• Business Mathematics</li><li>• Business Communication</li><li>• Information Technology</li><li>• Logistics and Supply Chain Management</li><li>• Microfinance</li></ul>
D2	Diploma in Business Administration	<ul style="list-style-type: none"><li>• Marketing</li><li>• Business Finance</li><li>• Human Resource Management.</li></ul>	<ul style="list-style-type: none"><li>• Economics</li><li>• Business Law</li><li>• Business Mathematics</li><li>• Financial Accounting</li><li>• Business Communication</li><li>• Information Technology</li><li>• Entrepreneurship</li><li>• Logistics and Supply Chain Management</li><li>• Sales Management</li><li>• Tourism and Hospitality Management</li></ul>
D3	Diploma in Office Management	<ul style="list-style-type: none"><li>• Business Communication</li><li>• Office Admin. &amp; Practice</li><li>• Text Processing</li></ul>	<ul style="list-style-type: none"><li>• Information Technology</li><li>• Economics</li><li>• Business Law</li><li>• Business Finance</li><li>• Human Resource Mgt.</li><li>• Marketing</li></ul>

CODE	TITLE	COMPULSORY SUBJECTS	OPTIONAL SUBJECTS (2 Subjects Minimum)
D4	Diploma in Information Technology	<ul style="list-style-type: none"> <li>• Hardware &amp; Networking</li> <li>• Information Technology</li> <li>• Information Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Business Mathematics</li> <li>• Financial Accounting</li> <li>• Marketing</li> <li>• Human Resource Mgt.</li> <li>• Office Admin. &amp; Practice</li> <li>• Entrepreneurship</li> <li>• Logistics and Supply Chain Management</li> <li>• Tourism and Hospitality Management</li> </ul>



**THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA**

**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 in Court.*

**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 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.
- (d) Mobile Phones are not allowed under any circumstance in the examination hall. The punishment for bringing mobile phone into the examination hall is cancellation of the candidate's entire results.

**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 results 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 entire results of the candidate receiving the help 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 results 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 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 at 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 are established, the school centre shall be de-recognized in accordance with rule 6.

## **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 (7b) above shall not preclude legal action being taken against the candidate or individuals concerned by the Council.

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

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

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