

WEST AFRICAN EXAMINATIONS COUNCIL

P M B 158

BANJUL, THE GAMBIA

THE WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION

DIRECTIONS TO CANDIDATES

1. Report to the Supervisor of the examination hall at least thirty minutes before the time shown for the paper. The time-table shows the actual time writing begins but you will be allowed five minutes to provide the required details on the front cover of the answer book/sheet. You are not to write anything in the answer book/sheet during this period. The time specially allocated for reading through question papers or studying map etc. will be included in the total time for the papers unless the rubrics state otherwise.
2. If you arrive late you will be required to give a satisfactory reason to the Supervisor. No question paper will be given to you if you are more than half an hour late. You will not be allowed to leave the examination room until at least 30 minutes after the start of the examination.
3. If an examination paper for which you have not entered is handed to you or if the questions indicates that a map or other form should also have given but you have not received them raise your hand immediately and inform the supervisor or invigilator.
4. Read carefully the general directions that are given at the top of the question paper. You will not gain extra marks if you answer more than the number of question you are asked to answer. Much time may be wasted in writing down information not asked for.
5. Write your full index number, your name, the title of the paper and the date of examination clearly on every answer book, supplementary sheet, looser maps, graph paper and any other paper which you may use.
6. Pencils are **NOT** to be used in written answers.
7. Write on both sides of the paper unless the instruction on the question paper prohibits this and leave a margin at both right-hand and left-hand edges. Leave two lines between answers where these are sub-sections to same question. Do not leave blank pages between answers.
8. You must do all rough work in your answer book. (You will not be given rough work paper on which to do it and; of course, you should not bring any rough paper with you into the examination room). When you have finished the rough work; cross it out neatly. You will not lose marks for doing rough work in your answer book.

9. 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.
10. Remember that grammar, punctuation and spelling will be taken into account, **write your answer with pen**. You may use a fountain pen or a good ball-pointed pen, but pencils may be used only for diagrams and for multiple-choice objective tests.
11. Candidates must bring their own mathematical and drawing instruments for Mathematics and Science subjects to the examination.
12. Do not write so much on one or two questions that you leave yourself no time to answer others which you are able to answer. No marks are given for irrelevant answers.
13. If you decided 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 scripts to the Supervisor.
14. As soon as you are told that time is up, see that your answer book has your full index number and name written on it. Stay in place until your script has been collected and you are told to leave.
15. Do not leave your answer in such a position that another candidate can read them.
16. No communication whatsoever will be allowed between candidates in the examination room.
17. Any candidate, who is detected giving or attempting to obtain unfair assistance, or be otherwise in any dishonesty whatsoever, will be reported to the Council for appropriate action.
18. If it is discovered that candidates have either copied from other candidates or given opportunity to other candidates to copy from them or communicate with other candidates, their papers will be cancelled.
19. Candidates whose examinations have been cancelled for resorting to dishonest means may be refused re-entry to future examination.
20. All candidates must submit themselves to searching by supervisor or council representative before entering the examination Hall.
21. Supervisor and Invigilator have been authorized to search candidates both before they enter and before they leave the examination room, if they have reasons to suspect that candidates are carrying prohibited materials.
22. Candidates are not permitted to have in their lockers or in their possession while in the Examination Room, any book, memorandum, or pocket-book or any paper whatsoever.
23. Candidates are not to take copies of the examination paper just taken during the preceding period into the examination room when going back for next examination paper.

24. Candidates should not take any use or unused answer books or sheets out of the Examination Room.
25. Candidates guilty of disorderly conduct or causing disturbances in or near the examination room are liable to be expelled from the examination.
26. The Council reserves the right to cancel the result of candidates if it believes that they have been involved in irregularities before or during the examination.
27. It is a criminal offence punishable by law to engage in any examination malpractices. You are hereby requested to comport yourself strictly in accordance with the regulations bearing in mind that, in addition to having your examination result cancelled you may be prosecuted in court.

SPECIAL INSTRUCTIONS REGARDING OBJECTIVE ANSWER SHEETS

These instructions should be carefully followed by all candidates:

28. You are required to bring into the Examination Room two soft pencils, a pencil sharpener, a clean soft rubber eraser, and a ruler.
29. You must write your full index number and name on your objective answer sheet as required by the instructions on the answer sheet.
30. All index numbers and answer must be recorded in pencil. Biro, ball pens or fountain pens must **NOT** be used under any circumstances to record index number and answers.
31. 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 scores for question. Therefore if you shade one 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 a danger that the computer will read the erasure as a mark and give no score.
32. Under no circumstances must the answer sheet be folded or crumbled.

SPECIAL WARNING ON STARTING AND ENDING A PAPER

- 33. When question papers are given out, no candidate should start work before the order to start is given, furthermore, when the order “stop working” is given candidates should immediately put down their pens or pencils.
- 34. Any candidate found working on paper before the order is given to start work or found still writing when the order to stop work is given will be noted as having committed an irregularity and will penalized accordingly.

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AG. HEAD OF NATIONAL OFFICE