

**THE WEST AFRICAN EXAMINATIONS COUNCIL**

**PMB 158**

**BANJUL, THE GAMBIA**



**The West African Senior School Certificate Examination (WASSCE-Private)**

**November/December 20.....**

**NOTES FOR THE GUIDANCE OF PRIVATE CANDIDATES**

1. **DATE OF THE EXAMINATION**

The Practical and Oral Examinations will be conducted in September and the Theory Papers in September/October. The time-table for the Examination is among the entry documents you are to view, print or download from the website.

2. **ENTRY PERIOD**

Entries will be accepted from February 14<sup>th</sup> to May 13<sup>th</sup> 2012. Please be informed that late entry attracts penalty fee.

3. **ENTRY PROCEDURE**

Please note that **all** fields with \* are mandatory

**REGISTRATION STEPS**

1. **LOGIN**

you start your registration by logging into the system using the serial number and Personal Identification Number (PIN) on your Subject card. Keep your Subject Card safely for subsequent login.

2. **BIO DATA**

you are required to enter your bio data which includes: Phone Number, Postal Address, and Email (Your Email address should be correct and active). Note that your name must not be more than 25 characters; this includes spaces between the surname, first name and other name. It is important to start your name with your surname.

3. **PASSPORT PHOTOGRAPH UPLOADING**

you are required to upload your scanned passport size photograph with a white background. The photograph must be a recent one and must be in Joint Portable Exchange (jpg) format. Note that the photograph you upload will be printed on your photo card and certificate. The dimension of the passport must be between 150 and 200 pixels (height) and 150 and 200 than 40kilobytes in size.

4. WITNESS INFORMATION

you are required to supply your witness information which includes name, occupation and telephone. Note that all the information is compulsory.

5. EXAMINATION CENTRE SELECTION

you are required to select the centre you wish to write the examination.

6. SUBJECTS SELECTION

you are required to select the subjects you wish to register for in this examination. Please note that a maximum of Nine (9) subjects are allowed.

7. CERTIFICATION BY CANDIDATE

you are required to read the certification section carefully and check the checkbox before submitting your form.

8. SUBMITTING REGISTRATION

once you have completed the registration form, you are required to click on the PREVIEW button after which a preview of your details will be displayed. You are expected to review your application at this stage and click the EDIT button if you desire to make any modification. You should click SAVE if you want to save your application and still come back to modify it. Note that you can only modify up to 3 times. Click SUBMIT button if you want to submit your application. NOTE that you will no longer be able to modify your application once you click the SUBMIT button.

9. ADMISSION NOTICE AND CONFIRMATION PAGE PRINTING

on successful completion and submission of your registration form, the system will generate your confirmation page which you are required to print. You will be able to print your Admission Notice once an index number has been assigned to you. Note that these two documents will be required before you are granted access to the examination hall.

4 SUBJECTS AVAILABLE FOR WASSCE PRIVATE

- (1) Business Management  
 Commerce  
 Financial Accounting  
 Principles of cost Accounting  
 Christian Religious Knowledge  
 Economics  
 Geography  
 Government  
 History  
 Islamic Studies  
 Literature-in-English  
 Arabic  
 English Language (Core)  
 French  
 Further Mathematics  
 Mathematics  
 Agricultural Science  
 Biology  
 Chemistry  
 Health Science  
 Science  
 Physical Education  
 Physics  
 Technical Drawing  
 Foods & Nutrition  
 Home Management  
 Visual Art
- (2) Candidates are warned that it is their responsibility to see that they do not enter for subjects scheduled for the same time on the timetable. Where such “clashes” occur, Council shall not re-arrange the time for such papers. No refund of fees will be made to any candidate who fails to sit for such subject(s).

5. FEES

<u>NO. OF SUBJECTS</u>					<u>AMOUNT</u>
One Subject Card	...	...	...	...	D675.00
Two Subjects Card	...	...	...	...	D830.00
Three Subjects Card	...	...	...	...	D1,010.00
Four Subjects Card	...	...	...	...	D1,150.00
Five Subjects Card	...	...	...	...	D1,315.00
Six or Seven Subjects Card	...	...	...	...	D1,410.00
Eight or Nine Subjects Card	...	...	...	...	D1,430.00
*Oral Subject Card (English Language, Arabic and French)...	...	D	115.00	per subject	
Practical Subject Card	...	...	...	...	D 115.00 per subject

6 REFUND OF FEES

The fees once paid, are not refundable. The Head of National office, West African Examinations Council may at his/her discretion grant refund of part of the fees for exceptional reasons. It should however, be understood that such refunds are granted only in very rare cases, for example, when candidate is admitted in hospital at the time of the examination and produces a Certificate from a registered Medical Practitioner as evidence, to reach the Council's Offices by the last day of the examination.

Fees are **NOT** transferable from one year to another.

7. SUBJECTS INVOLVING PRACTICALS OR ORAL EXAMINATIONS(1) ORALS

French  
English Language  
Arabic

(2) PRACTICALS

Foods & Nutrition  
Home Management  
Visual Art