

26th November, 2016

TO: ALL PRINCIPALS/COMMANDANTS

**GUIDELINES FOR THE 2017 BASIC EDUCATION CERTIFICATE
EXAMINATION (BECE) REGISTRATION**

A. REGISTRATION PROCEDURE:

The following are registration procedures for Principals/Commandants of schools presenting bona-fide candidates for 2017 BECE.

1. Entry Schedules and Customized CD:

School Principals/Commandants are to collect Entry Schedules, Subjects' Analysis form and customized CD for their JSS 3 Candidates from NECO Offices in their respective States. The collected CD is usable for one year registration period, and it's not transferable.

2. Installation of the Software for Registration:

Schools shall install the customized registration software on their internet enabled laptop/Desktop and thereafter, commence registration information of all candidates presented for BECE registration.

3. Completion of Entry Schedule, Purchase of Scratch Cards and Registration:

- a. The carbonized Entry Schedules are to be completed in duplicate and submitted at the point of purchase of Registration Scratch Cards.
- b. Pin Numbers/Scratch Cards are to be purchased at the respective NECO State Offices.
- c. Schools shall submit to the NECO State Office the following:
 - i. Evidence of payments made into NECO Treasury Single Account (TSA) from any commercial Banks for the total number of candidates presented.
 - ii. Completed original and duplicate copies of the Entry Schedules.

- iii. Completed Subject Analysis forms.
- iv. Items i, ii and iii above should be submitted latest by Monday 6th February, 2017.
- d. Schools shall upload their registered candidates to NECO website www.mynecoexams.com.
- e. The number of candidates data to be uploaded must match the number of candidates on the Scratch Cards purchased. The procedures to upload the registered candidates can be found on the NECO website.
- f. Details of the Registration Procedure is available on the Manual distributed on the website CDs'.
- g. Please NOTE that once the names of candidates are filled on the Entry Schedule and submitted after registration, the Council does NOT GRANT OUTRIGHT REPLACEMENT OF REGISTERED candidate with UNREGISTERED one i.e NO REPLACEMENT OF NAME AFTER REGISTRATION. Only errors in spelling of name will be granted.

B. NUMBER OF SUBJECTS TO BE REGISTERED

Each candidate shall register a minimum of **9 (Nine)** and a maximum of **10 (Ten)** subjects made up of:

- (i) English Studies
- (ii) Mathematics
- (iii) Nigerian Languages (one Nigerian Language)
 - Edo L₁
 - Efik L₁
 - Hausa L₁
 - Hausa L₂
 - Ibibio L₁
 - Igbo L₁
 - Igbo L₂
 - Yoruba L₁
 - Yoruba L₂

- (iv) **Basic Science and Technology (BST)** [Comprising of Basic Science, Basic Technology, Physical and Health Education and Computer Studies/ICT].
- (v) **Pre-Vocational Studies (PVS)** [Comprising of Home Economics, Agricultural Science and their Entrepreneurship]
- (vi) **Religious and National Values Education (RVE)** [Comprising of Christian Religious Studies/Islamic Religious Studies, Social Studies, Civic Education and Security Education]
- (vii) **Cultural and Creative Arts (CCA)** [Comprising Fine Art, Music and Drama.
- (viii) **Business Studies**
- (ix) **French Language**
- (x) **Arabic Language**

OTHER REQUIREMENTS

- (i) Keyboarding/Computer shall be tested in practical Business Studies.
- (ii) Drawing and practical Computer are compulsory components of Basic Science and Technology.

C. REGISTRATION FEE

Registration fee for the 2017 BECE is **₦6,000.00 (Six Thousand Naira) only** per Candidate and Stamp Duty of **₦50.00 (Fifty Naira) only** per school.

D. MINIMUM NUMBER OF CANDIDATES

The **minimum number of candidates** to be registered by a school is **20 (Twenty)**. Any school registering less than Twenty candidates shall pay a surcharge of **₦10,000.00 (Ten Thousand Naira) only**.

E. RETURN OF COMPLETED REGISTRATION DOCUMENTS

School Principals/Commandants shall return copy of the downloaded on-line data of registered Candidates to NECO Office in their respective States

F. REGISTRATION PERIOD AND CLOSING DATE

- (a) The registration period starts from Monday 5th December, 2016 to Monday 10th April, 2017.
- (b) The website will be closed on Monday 10th April, 2017 at 12.00 midnight. Late registration will not be entertained.
- (c) The last date for the return of downloaded data of the registered candidates by schools to respective NECO State Offices is Wednesday 12th April, 2017.

Thank you.



Badayi Ahmed
Director Examination Administration
For: Registrar/Chief Executive.