

# NATIONAL EXAMINATIONS COUNCIL

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From: DEA

To: All State Officers

Ref No: NECO/EA/NCEE/GEN/01/VOL II/280

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## SUBJECT: 2016 NCEE: GUIDELINES FOR REGISTRATION

Please note that the 2016 NCEE advertisement will commence on Wednesday, 23<sup>rd</sup> December, 2015. State Officers are expected to contact their State Media Houses and publicize the Examination on a regular basis using the **Radio Jingle message** enclosed. This should be done 20 times during the registration period. **Evidence of the payment** for the jingle message should be forwarded to **Finance and Accounts Department** of the Headquarters. In addition, the posters and fliers should also be circulated. The Posters and Fliers should be disseminated for widespread publicity of the Examination.

Please note the following relevant points:

### A. REGISTRATION MATERIALS

1. **On-line Registration:** Registration this year will as usual be 100% on-line.
2. **Website:** The website for the 2016 NCEE is [www.mynecoexams.com](http://www.mynecoexams.com)
3. **Registration package:** The registration package consists of an on-line registration scratch card.
4. **Registration Fee:** The registration fee is ~~₦~~2, 500.00 (**Two Thousand Five Hundred Naira**) only per candidate, payable into NECO Treasury Single Account (TSA) in any of the Commercial Banks for **Nigerian Candidates. Overseas Candidates (Europe and other overseas countries)** are to liaise through their High Commissions, Embassies or Consulates to collect scratch cards from the nearest NECO State Office after the payment of \$400.00 per candidate into NECO Treasury Single Account (TSA) in any of the Commercial Banks.
5. **Selling Points for Registration Materials:** The scratch cards will be sold in all the State Offices nationwide and by State Coordinators as appointed by the respective State Ministries of Education.

### B. REGISTRATION PROCEDURE

6. **State Coordinators:** State Coordinators shall be appointed by the Ministry of Education in your State. You are expected to enlighten them on the details of NCEE and liaise with them for increased publicity, smooth registration and conduct of the 2016 NCEE as in the instructions to State Coordinators.

7. **Issuance of Registration Scratch Cards:** You are to issue registration scratch cards to your State Coordinator. You are expected to meticulously document the number of card issued and remittances made by them for proper accountability, as their commission will strictly be based on the number of cards sold.
8. **Need for candidates to Use Good Cyber-Cafes:** As mentioned earlier, registration is strictly online. Candidates should be advised to process their registration in reputable cyber-cafes so as to have a good output.
9. **Examination Centres:** The Examination centres are available on-line.
10. **Examination Date and Registration Period:** The 2016 NCEE is scheduled to hold on **SATURDAY, 16<sup>TH</sup> APRIL 2016**. The registration period spans from **Wednesday, 23<sup>rd</sup> December, 2015 to Saturday, 2<sup>nd</sup> April 2016**.
11. **Attestation Cards/Photo Album:** Each candidate is expected to download one clear copy of the Photocard from the cyber-café where he/she registers, which is expected to be presented at the examination hall.
12. **Blind Candidates:** Blind candidates are to register like everyone. However, they are to notify the NECO State Officer of the State where they intend to write the examination not later than **3 weeks** to the commencement of the examination. State Officers are to promptly inform the Deputy Director, Registration of the statistics of blind candidates in the respective examination centres of their state. **PLEASE TREAT THIS INFORMATION AS VERY IMPORTANT.**
13. **Online Registration Complaints:** Please notify candidates that registration complaints can be treated online at the registration website ([www.mynecoexams.com](http://www.mynecoexams.com)) and with the use of NECO GSM help lines (08069232760, 08052218069 & 08052218070) during the registration period. As such, no complaint will be entertained in any of the NECO offices nationwide.
14. **Find attached a copy of both the 2016 NCEE hard copy of the Radio Jingle, Posters, Fliers and time table for your perusal and further action please.**

Thank you.

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

**NATIONAL EXAMINATIONS COUNCIL (NECO)  
DEPARTMENT OF EXAMINATION ADMINISTRATION**

**2016 NATIONAL COMMON ENTRANCE EXAMINATION (NCEE)**

**INSTRUCTIONS TO STATE COORDINATORS**

1. There shall be at least one (1) Coordinator for each State including the FCT and he/she shall be the designated State Coordinator for National Common Entrance Examination. He/She should be a management staff of the State Ministry of Education.
2. The State Coordinator shall liaise with the State Officer and collect the 2016 National Common Entrance registration scratch cards and some posters for widespread publicity of the examination.
3. The State Coordinator shall meticulously document all records of the 2016 NCEE registration scratch cards collected and returns made to the State Officer.
4. The State Coordinator shall regularly make payment into NECO Treasury Single Account (TSA) in any of the Commercial Banks and present evidence of payment accruing from the sale of 2016 NCEE registration scratch cards to the State Officer.
5. The State Coordinator in conjunction with the State Officer shall identify Viable Examination Centre(s) in the Headquarters of the Local Government Areas. The Centre must be a Secondary School that is well equipped with chairs and tables or desk and can accommodate a maximum of 250 Candidates. The Local Government Areas with a large number of candidates shall have more than one Examination Centre.