



NATIONAL EXAMINATIONS COUNCIL (NECO)

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To: All States Ministries of Education, FCT Education Secretariat,
All Principals/Commandants.

REGISTRATION PROCEDURE & GUIDELINES FOR THE 2020 JUNE/JULY SENIOR SCHOOL CERTIFICATE EXAMINATION (SSCE)

This is to inform you that the same new registration procedure introduced by the Council last year is to be used for 2020 June/July Senior School Certificate Examination (SSCE). In view of the foregoing, please find below the comprehensive procedure & guidelines for the 2020 June/July SSCE. You are requested to painstakingly read through, understand and comply with the requirements therein. Do not hesitate to ask questions or seek for explanation on any aspect of the new registration procedure which you may not have clearly understood. **Please note that you are expected to read and clearly understand this registration procedure & guidelines before embarking on the registration exercise.**

This correspondence is strictly for all Principals and Commandants of Command /Airforce/Police Secondary Schools to read and implement.

1. ELIGIBILITY FOR REGISTRATION:

Principals/Commandants of schools are hereby informed that only candidates in their final year of Senior Secondary School i.e. (SS3) are eligible for registration. For the avoidance of doubt, the 2020 June/July SSCE is meant for only school-based candidates in Nigeria and overseas. It is not meant for private candidates. Principals/Commandants of schools and States Ministries of Education should endeavor to enforce the eligibility condition.

2. REGISTRATION PROCEDURE:

The 2020 June/July SSCE registration will be both **OFFLINE** and **ONLINE**. There is no more manual registration. The manual registration entries of candidates have been replaced with offline entries of candidates' registration data.

OFFLINE REGISTRATION

Schools are to uninstall the 2019 SSCE offline application from their computer systems and install the 2020 SSCE offline application. Schools are to make all entries of their candidates' bio-data and biometric data **completely offline**, using the 2020 SSCE offline registration application supplied in a recordable CD/DVD along with this registration guidelines. Inside the CD/DVD, there is a copy of 2020 SSCE offline application and a soft copy of the user manual on the step-by-step offline and online registration procedure. The offline registration application could also be downloaded from the Council's website www.neco.gov.ng. Schools are to print the user manual and strictly follow the registration procedure to successfully register candidates. The user manual can also be saved to a computer system from the offline application or downloaded from the Council's website. Ensure that all prospective Candidates are registered offline, such that as they pay, they could be uploaded online progressively. **Please note that a candidate is only registered if his/her offline entries are uploaded online to obtain a registration number. Online upload is only possible upon payment of registration fees.**

OFFLINE VALIDATION

After successful offline registration, schools are to do the offline validation before payment could be made. Validation of registration data has been separated from the third year Continuous Assessment (CA3). Validation of candidates is to be carried out during the offline registration before payment and upload of the corrected data online. * Schools are no longer to fill Validation Lists manually*. **PLEASE NOTE THAT THE COUNCIL IS NOT LIABLE FOR REGISTRATION ERRORS. ALL REGISTRATION ERRORS MUST BE CORRECTED DURING THE VALIDATION PROCESS BEFORE UPLOADING THE REGISTRATION ONLINE.** Correction of name is only limited to the results of years 2000 to 2018. However, with effect from 2019, all corrections of Name, Picture, Date of Birth, Sex, Subject and so on, are done during the offline validation process before uploading the registration data online.

PROCEDURE FOR OFFLINE VALIDATION

Upon completion of the offline registration, schools are to export and print the offline photocards of all the candidates from the offline application and issue to each candidate to confirm that his/her Picture, Name, State, LGA, Date of Birth, Sex and the Subjects he/she wishes to sit for are all correct. Where errors are discovered, candidates should correct such errors on the photocard and sign in the

appropriate column. Where there are no errors, Candidates should just sign the appropriate column. All signed photocards are to be returned to the person doing the registration to enter all corrections in the offline application. Note that all corrections must be done offline. **The Council is not liable for any registration errors committed by schools during registration and will only entertain non-validation after schools have uploaded their entries online upon payment of fine.**

Please note that any school that requests for correction of Name, Picture, Date of Birth, Sex or Subject is deemed to have indulged in “**NON-VALIDATION**”. The penalty fee for non-validation is ~~N~~5,000.00 per candidate irrespective of the nature of non-validation.

After validation, a separate folder where the Validation Documents (Validation List, Candidates' Photocards, Entry Schedule and Subject Analysis) are to be exported and saved should be created either on the computer in which the offline registration application is installed, or in any other external storage device. See User Manual on “How to export Validation Documents” (Validation List, Candidates' Photocards, Entry Schedule and Subject Analysis). The exported validation list is to be printed and given to candidates to further confirm that all the corrections they made on their photocards (if any) have been duly effected. Where Candidates discover on the Validation List that the errors they made were not effected, they should call the attention of the person doing the registration to effect the corrections in the offline application, discard the validation list and export the corrected copy of the Validation list before they append their signatures against their respective names. The signed offline validation list is one of the documents to be returned to respective NECO State offices along with other Validation documents.

CENTER ACTIVATION

Each School (Center) must be activated by the NECO State Officer of each respective State & FCT before payment and upload could be possible. Schools are to return the Validation Documents to their respective State Officers, who would thereafter, activate the School for payment and upload to conclude the registration.

The validation Documents to be returned to NECO State Offices before activation are:

- i. Validation List
- ii. Candidates' signed Photocards
- iii. Entry Schedule duly endorsed by the State Ministry of Education
- iv. Subject Analysis

Schools are to note that Centre activation commences on 10th January 2020

PAYMENT AND UPLOAD

As soon as a center is activated, schools are to connect to the internet and login to www.neco.gov.ng with their center number, username and password to make payment online. As soon as payment is successful, schools are to launch the offline application while the system is still connected to the internet and login to the upload page by clicking the “**check payment**” button (see user manual) and selecting the candidates that paid and uploading them accordingly.

PAYMENT PROCEDURE

All payments should strictly be made through the NECO portal. Upon successful payment, registration quota is allocated according to the amount paid into the NECO TSA. After the quota is allocated, schools can select the individual candidates to pay for (if the payment is not for all candidates) by checking the selection boxes against each candidate’s name or clicking the “**select all**” box to select the entire candidates, if the payment is for all the candidates. **Note that when paying in installments, schools should pay for at least 20 candidates at a time to avoid being wrongly surcharged for unviable centre fee.** After successful payment, a quota is allocated and the payment invoice is sent to the administrator’s email address. Schools can also print their payment invoice from the transaction history in their school profile and submit a copy to the NECO State Office along with the final Validation list that carries Candidates’ registration numbers. The allocated quota would be used to upload and register candidates. After successful upload, registration numbers are automatically assigned to each registered candidate on both the final photocard and the final validation list. Immediately after completion of the registration, schools should print the final validation list and give all candidates to sign against their respective names. The payment invoice and the signed final validation list should be endorsed by the School Principal/Commandant before submission to NECO State office. The final photocards that bear the candidates’ registration numbers are to be used for admission of candidates into the examination hall(s), as well as for candidates’ biometric verification exercise during the examination.

PROCEDURE FOR UPLOAD OF CANDIDATES’ DATA ONLINE

The procedure for upload of Candidates’ data online is as follows:

- Connect your computer to the internet;
- Launch the offline application;
- Click on “*Payment and Upload*” button;
- Click on “check Payment” button
- Enter your administrator login details to login;
- Select and Upload Candidates accordingly.

2. DETAILS OF EXAMINATION FEES AND OTHER MATERIALS

Details of the Examination fees and other registration materials are as follows:

- a. Registration fee for the 2020 June/July SSCE is **₦9, 850.00** only per candidate.
- b. Photo album is **₦1,350.00 per pair**,
- c. 4-figure table is **₦200.00 per copy**,
- d. Syllabus is **₦1,200.00 per copy**
- e. Unviable Centre fee is **₦ 40,000.00**
- f. Late Registration attracts a Penalty of additional **₦1,000.00** per candidate
- g. Note that Stamp Duty, Service and *Remita* charges apply

3. 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 is deemed unviable and as such shall pay unviable centre fee of **Forty Thousand Naira (₦ 40,000)** only if they wish to write the examination in their schools.

4. PHOTO ALBUMS

Manual photo albums have been replaced with **electronic photo albums**. **Schools will NO LONGER prepare photo albums manually and submit to NECO for stamping.** The Council would print a pair of photo album purchased by you, endorse both copies and send a copy to your school.

- a) The purchased Photo Albums are in pairs. Each photo album has provision for 171 candidates. A page has provision for 9 candidates and there are 19 pages. A pair of photo album costs **One Thousand, Three Hundred and Fifty Naira (₦ 1,350)** only.

5. NEW SYLLABUS AND FOUR FIGURE TABLE

Note: The new syllabus for NECO SSCE is available at the cost of **₦ 1,200** per copy and each school is advised to have at least four copies. Furthermore, each candidate is to obtain a copy of NECO 4-figure tables at the cost of **Two Hundred Naira (₦200.00) only** each.

6. 3RD YEAR CONTINUOUS ASSESSMENT SCORES (CA3)

The period for CA 3 entries by schools is from **21st May – 6th July 2020**. Schools should ensure that they use the offline application to make entries for CA3, within the stipulated period.

Procedure for CA3 entry and upload

- ✓ Connect to the internet
- ✓ Launch the offline application
- ✓ Click on Third Year CA menu
- ✓ Check time for CA3 Upload
- ✓ Select the Candidate

- ✓ Make entries for CA 3
- ✓ Login with your username and password to upload CA 3

Any school that fails to upload the CA3 within the stipulated period stated above, will have to pay a late submission fee of Twenty Thousand (N20, 000.00) Naira only. Any school that fails to upload CA 3 will not have results until they upload.

7. REGISTRATION PERIOD AND CLOSING DATE

- a. The regular registration period is between **Monday 16th December, 2019** and **Tuesday 4th May, 2020**.
- b. Late registration begins on Wednesday **5th May, 2020** and ends on **Wednesday 20th May, 2020**.
- c. The website will be closed at 12:00 midnight **on 20th May, 2020**.
- d. The last date for return of printed payment invoice and endorsed final validation list is **Monday 1st June, 2020**.

8. PLEASE NOTE THE FOLLOWING IMPORTANT DATES AGAIN

- a. Collection of CD/DVD plates and registration guidelines by the schools is from **Monday 16th December, 2019**.
- b. Last date for regular registration by schools is **4th May, 2020**.
- c. Last date for late registration by schools is **20th May, 2020**.
- d. Last date for submission of printed payment invoice and endorsed final validation list, **Wednesday 20th May, 2020**.
- e. Last date for upload for CA3 online is **6th July, 2020**.

Thank you



Mustapha K. Abdul

Ag. Director, Examination Administration

For: Registrar/Chief Executive.

