



2021 BECE USER GUIDE

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About Basic Education Certificate Examination (BECE)

The Basic Education Certificate Examination (BECE) is taken by candidates in the final year of Basic school.

The registration process starts with the offline App.

The BECE offline and online applications are a suite of software that enables schools (centres) to register candidates, make payments and manage their candidates.

The **minimum number of candidates** to be registered by a school for BECE is **twenty (20)**. Any centre registering less than 20 candidates is deemed **unviable**.

Note:

1. Centres must have been registered with NECO and in the database.
2. For new centres, the URL will be provided only after a centre has submitted its validation list to NECO, but for an existing centre, kindly follow the URL provided to you.
3. Centres must visit the nearest NECO state office with their candidates' validation slip for candidate accreditation by the state officer.
4. Centres must validate candidates before they can make payment for their registration.
5. Any centre registering less than 20 candidates is deemed unviable and will have to pay an unviable fee.

With the BECE Portal, you can perform these task below:

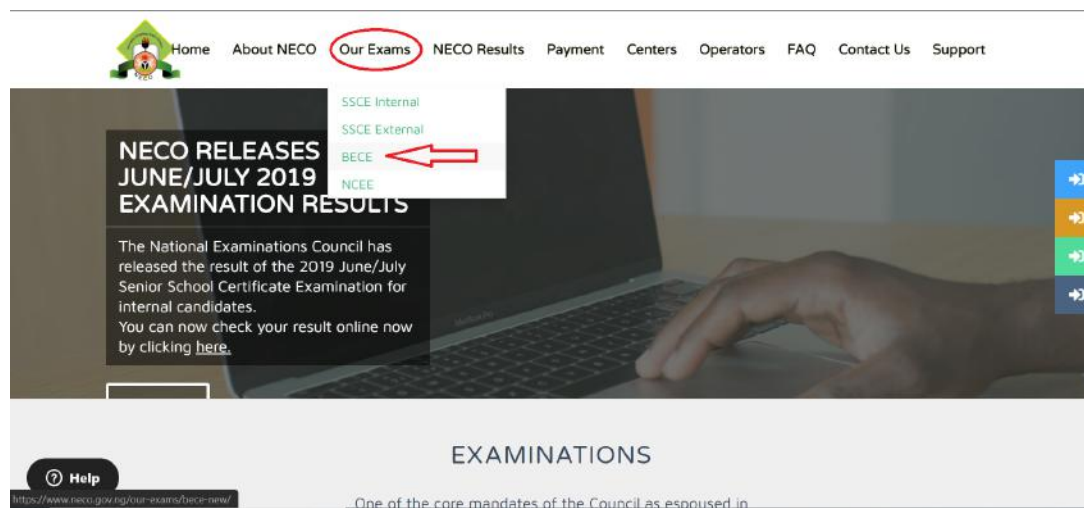
- Update Centre information by creating an admin account.
- Login and **Make payments** for the validated candidates.
- Upload candidate information and generate exam numbers.
- View candidates and print photo cards.
- Upload candidates' first year, second year & third-year continuous assessment scores (CA3)



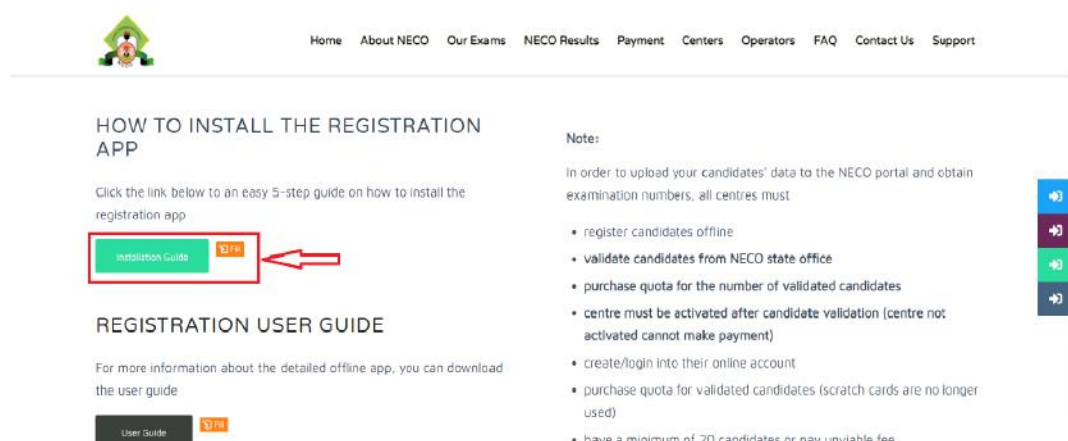
How to download the Registration Application

The following steps will guide you on how to download the offline application on your system.

1. Launch a web browser on your PC.
2. Click [here](#) to visit the official NECO website.
3. Click on **Our Exams** tab and select BECE.



4. Click [here](#) to visit our BECE online page.
5. Scroll down to the download section.



6. Install the app on your PC



How to Claim Centre for BECE Online

Centres are required to update their information and create a **CENTRE ADMIN** account which will be used to manage all their candidate(s) records by completing the process with the **URL provided by NECO**.

To Update Centre information follow the steps below;

- NECO will provide you with the link needed to update your Centre Information.
- Once you've received the link, enter your center number and Click on **DISPLAY CENTRE INFO**
- Enter your new Center Admin Information to update your center info. i.e email address, full name, phone number, and comment.

- A verification email will be sent to your registered email, click it to verify email and set a new password for your account.



Hi Sadiq,

You have been granted admin access to the centre with details as follows:

Centre Number: 0

Centre Name:

Login

Or copy the link below

Believe you were sent this email in error? Don't worry -- your address may have been entered by mistake. If you ignore or delete this email, nothing further will happen. However, if you'd like to report this email, simply reply with support@neco.gov.ng

Sent by NECO · www.neco.gov.ng · [Support](#)

- Enter your center number, the username (email or phone number), and a new password to login into your center's account.

Basic Education Certificate Examination
BECE Registration

Welcome to the NECO Basic Education Certificate Examination platform.
Centre Admin can login here:

To:

1. Make payment.
2. View uploaded candidates.
3. View resit candidates.
4. View transaction history.

[Help](#)

LOGIN
Login with your centre number, email address & password.

CENTRE NUMBER A-Z

EMAIL OR PHONE NUMBER

PASSWORD

LOGIN

[Forgot password?](#)



How to login to your BECE online account

After you have successfully registered and updated your center admin information via the link given to you from NECO. The next step is to login in which can be done by following the steps below;

Note: You need to verify your account before you begin. You can do this by clicking the verification link sent to your email click [here for steps](#).

To login, visit the page <https://bece.neco.gov.ng/> Enter your center number, username, and password, click on the LOGIN button.

Basic Education Certificate Examination
BECE Registration

Welcome to the NECO Basic Education Certificate Examination platform.
Centre Admin can login here:

To:

1. Make payment.
2. View uploaded candidates.
3. View resit candidates.
4. View transaction history.

Support

Support mail support@neco.gov.ng

LOGIN

Login with your centre number, email address & password.

CENTRE NUMBER

EMAIL OR PHONE NUMBER

PASSWORD

LOGIN

[Forgot password?](#)

Don't have an account? [Claim a centre](#)

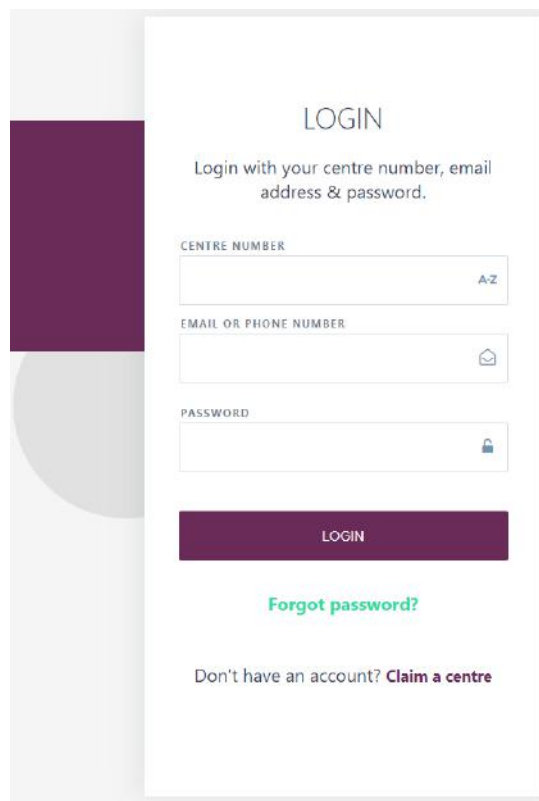


How to Update Centre Information for BECE

Centres are required to update their information and create a **CENTRE ADMIN** account which will be used to manage all their candidate records.

To update your center information follow the steps below;

- **STEP 1**
Visit the BECE online login page bece.neco.gov.ng



The image shows a screenshot of the BECE online login page. The page has a white background with a dark purple sidebar on the left. The main content area is titled "LOGIN" and contains the following elements:

- A heading "LOGIN" in a large, bold, black font.
- A sub-heading "Login with your centre number, email address & password." in a smaller, black font.
- Three input fields:
 - The first field is labeled "CENTRE NUMBER" and has a small "A-Z" icon on the right.
 - The second field is labeled "EMAIL OR PHONE NUMBER" and has a small envelope icon on the right.
 - The third field is labeled "PASSWORD" and has a small lock icon on the right.
- A dark purple button with the text "LOGIN" in white.
- A link "Forgot password?" in a green font.
- A link "Don't have an account? Claim a centre" in a black font.



- **STEP 2**
On the page click on '**Claim a Centre**'

- **STEP 3**
Enter your center number and Click on **DISPLAY CENTRE INFO.**
Enter your new Center Admin Information to update your center info. i.e email address, full name, phone number, and comment.



BECE Centre Update





- STEP 4
Once your dispute has been approved, an activation email with a link for a password setup will be sent to your email. Kindly note that this link expires after 24 hours.



Hi [REDACTED]

We got a request to reset your password. Use the link below to reset it.

The password reset is valid for only 24 hours:

[Reset your Password](#)

Or copy the link below

[REDACTED]

Believe you were sent this email in error? Don't worry -- your address may have been entered by mistake. If you ignore or delete this email, nothing further will happen. However, if you'd like to report this email, simply reply with support@neco.gov.ng

Sent by NECO · www.neco.gov.ng · [Support](#)



- STEP 5
Enter a new password, confirm new and then click on *Reset Password*

Set Password

We just need you to enter your new password and confirm it

NEW PASSWORD

CONFIRM PASSWORD

Save Password

OR

Resend Activation

- STEP 6
Enter your center number, the username (email or phone number), and a new password to login into your center's account.



How to register a candidate on BECE

Here is a step by step guide on how to register your candidate on SSCE Internal:

- Log into your BECE account through <https://bece.neco.gov.ng/>.
- On your dashboard menu, select **Register Candidate** which is on the left-hand side of your screen, and this will take you to the registration form. See the image below.

The screenshot shows the 'Candidate Registration' page with a progress bar at the top indicating four steps: 01 Bio-Data, 02 Image Capture, 03 Select Subject, and 04 Detail Review. The 'Bio-Data' step is active. The form contains the following fields:

- GENDER:** Radio buttons for Male and Female.
- SURNAMES:** Text input field with a red asterisk.
- FIRST NAME:** Text input field with a red asterisk.
- MIDDLE NAMES:** Text input field with a red asterisk.
- COUNTRY:** Dropdown menu with 'Select Country'.
- STATE OF ORIGIN:** Dropdown menu with 'Select state of origin'.
- LGA:** Dropdown menu with 'Select LGA'.
- DATE OF BIRTH:** Date picker with 'dd / MM / yyyy' format.
- PHONE NUMBER:** Text input field with a red asterisk and a '+' icon.
- EMAIL ADDRESS:** Text input field with a red asterisk and an '@' icon.
- SPECIAL NEEDS:** Dropdown menu with 'None' selected.

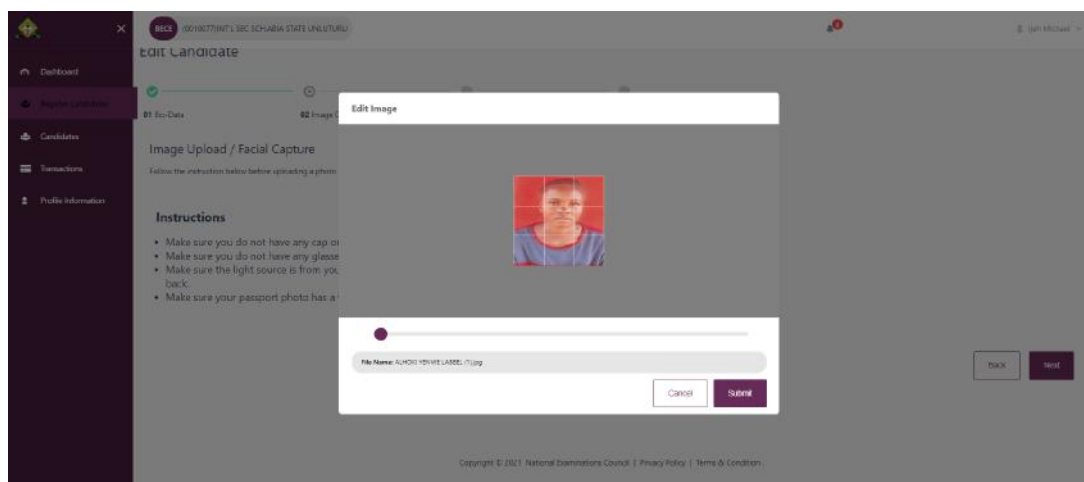
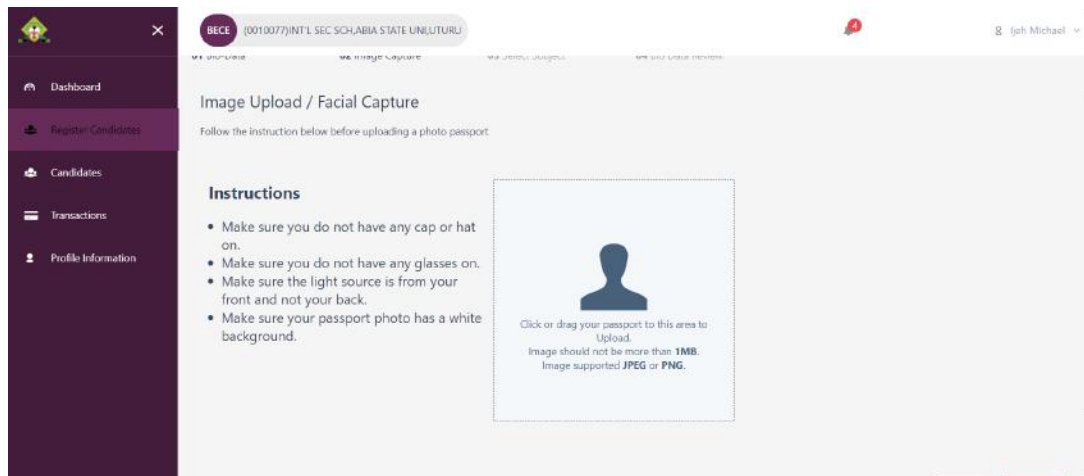
A 'Next' button is located in the top right corner of the form area.

- Fill out the candidate's biodata. Click on the “Next” button to move to the next page as seen in the image above.

This is an identical screenshot of the 'Candidate Registration' form, Step 1: Bio-Data. It shows the same form fields and layout as described in the previous image, including the progress bar, form fields for personal information, and the 'Next' button.



Upload your passport photograph, click on the **Submit** button, and then **Next**.



NB: If after selecting your passport photograph, you cannot see the **Submit** button, kindly **zoom out** your page and you will see the “**submit**” button and then click on the “**Next**” button afterward



- Select your subjects. Bear in mind that you have to select a minimum of eleven and a maximum of twelve subjects. See the image below:

Candidate's Subject Selection

You can select a **minimum** of 11 subjects and a **maximum** of 12 subjects.
All **COMPULSORY** subjects are required.
You are required to select only **1 LANGUAGE** subject.
You are required to select only **1 RELIGION** subject.
You are required to enter **all CA** scores to proceed.

Total Selected subjects: 9

Search subject

Compulsory Subject(s)

- History
- National Values Education
- English Studies
- Mathematics
- Business Studies
- Basic Science & Technology
- Cultural & Creative Arts
- Pre- Vocational Studies
- French Language

ALL SUBJECTS | LANGUAGE | OTHER | RELIGION | View Selected Subjects

Subject	CA 1	CA 2	CA 3
History	CA 1 ₀₀₁	CA 2 ₀₀₁	CA 3 ₀₀₁
Basic Science & Technology	CA 1 ₀₀₂	CA 2 ₀₀₂	CA 3 ₀₀₂
National Values Education	CA 1 ₀₀₃	CA 2 ₀₀₃	CA 3 ₀₀₃
Cultural & Creative Arts	CA 1 ₀₀₄	CA 2 ₀₀₄	CA 3 ₀₀₄
Mathematics	CA 1 ₀₀₅	CA 2 ₀₀₅	CA 3 ₀₀₅
Pre- Vocational Studies	CA 1 ₀₀₆	CA 2 ₀₀₆	CA 3 ₀₀₆
Business Studies	CA 1 ₀₀₇	CA 2 ₀₀₇	CA 3 ₀₀₇
French Language	CA 1 ₀₀₈	CA 2 ₀₀₈	CA 3 ₀₀₈

- Fill out the candidate's CA1 and CA2 scores for all your selected subjects, then click on the “NEXT” button. See the image above
- Read through the information you provided and then click on the “SAVE” button which is at the top-right side of your screen.

That's it you are all done!

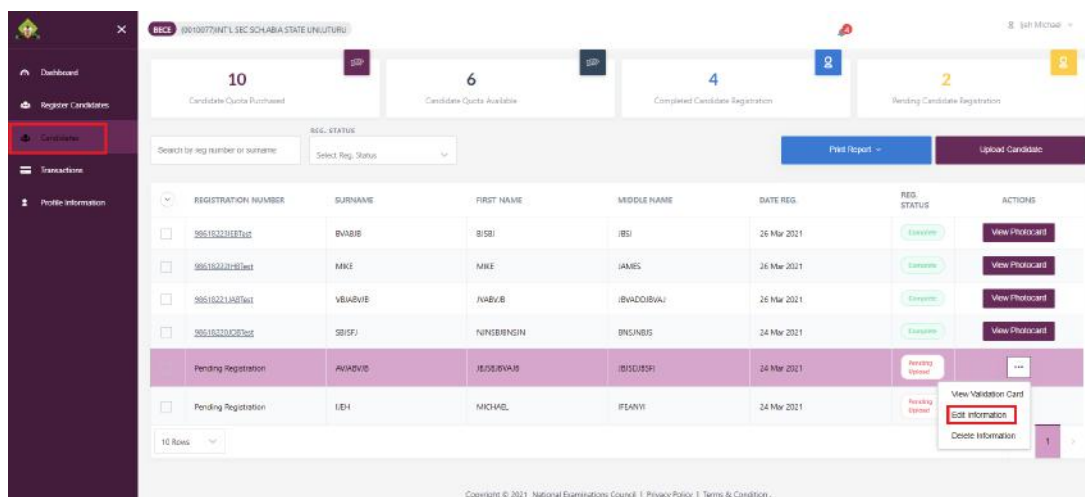


How to edit candidate's information on BECE

Making changes to your registration form is very easy. However, it is important that you bear in mind that you will no longer be able to make changes after a complete registration of your candidate. Having this in mind, take a look at the steps below for guides on how to make corrections or edit your candidates' information:

Step 1: On your BECE account's dashboard, click on "candidates", and this will take you to your candidates' list page

Step2: Search for the candidate you want to edit his or her info, and then hover your cursor on the **three dots** which appear at the end of the row for that particular candidate. This action will expose three options. See the image below:



Step 3: Click on the "edit information" option as shown in the image above. This action will take you to the registration form where you will be able to make changes to whichever section of the form

Step 4: Click on the "next" button when you're done. This will take you through all stages of the registration form. Continue clicking on the "next" button until you get to the last page.

Step5: Click on the "save changes" button and your corrections will be saved. See the image below:



Dashboard

Regional Candidates

Candidates

Transactions

Profile Information

REC | 020100779N1L30C SCHLABASTAZ UNILUFURU

John Michael


Edit Candidate

01 Bio-Data 02 Image Capture 03 Select Subject 04 Detail Review

Please read and make sure the information below is accurate.

Previous SAVE CHANGES

Candidate's Bio-Data

	Surname AWABWE	First Name Adam	Middle Name JESUS/ISSI
	Country Nigeria	State of Origin ANAMBRA	LGA AGUKATA
Date of Birth 2010-03-10	Phone Number 08090229035	Candidate Email ben@ben.com	
Gender Male	Special Needs Hearing Impairment, Visually Impaired, Albinism.		



How to Reset Your BECE Online Admin Password

Forgetting your password can be quite annoying, especially when you want to do something important. Here are guidelines to follow to create a new password;

Click on the ***FORGOT PASSWORD LINK***

You'll be redirected to a page where you enter your email address then click on the ***SUBMIT*** button.

Forgot your password?

Let us get you a new one



An email will be sent to your mailbox with a link to reset your forgotten password.

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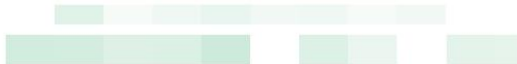
Hi Sadiq,

We got a request to reset your password, Use the link below to reset it.

The password reset is valid for only 24 hours:

Reset your Password

Or copy the link below



Believe you were sent this email in error? Don't worry -- your address may have been entered by mistake. If you ignore or delete this email, nothing further will happen. However, if you'd like to report this email, simply reply with support@neco.gov.ng

Sent by NECO · www.neco.gov.ng · Support

Please note! The link expires after 24 hours.



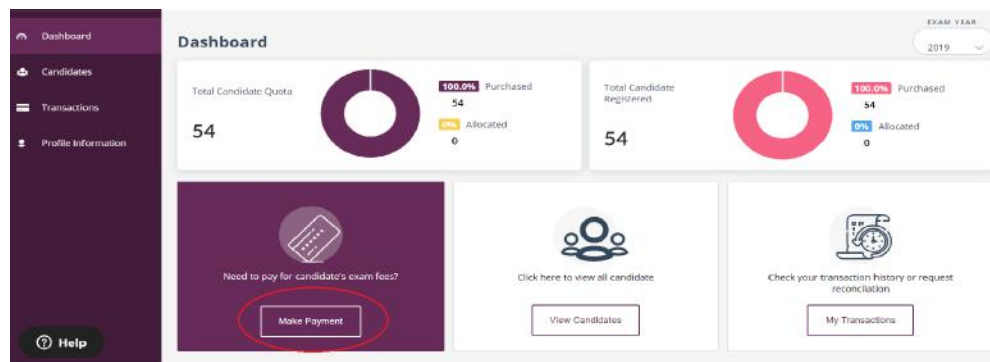
How to make payment for validated candidates on (BECE) Online Application

This article will guide you on how to make payment for the candidate registration quota and Syllabus.

Follow the steps below to know how to purchase candidate quota.

- **STEP 1**

Click on the **MAKE PAYMENTS** button on your dashboard



- **STEP 2**

A checkout form will be opened on the right side of your screen. Select the current exam year, enter the total number of candidates, and the total number of syllabus which you would like to purchase.

Note:

Payment can only be made for validated candidates.



Exam
Basic Education Certification Examination (BECE)

Centre Number
0280214

Select Exam Year : 2020

You can make payment for 138 VALIDATED CANDIDATES

Item	Unit Price	Amount
REGISTRATION	N 4,000	N 0
Enter Qty: 138		
SYLLABUS	N 8,000	N 0
Enter Qty: 138		
LATE REGISTRATION	N 1,000	N 0
Enter Qty: 138		

Proceed to Checkout

● STEP 3

You'll be given the total amount including all other essential fees you need to make payment for, check the consent box and click on the **SUBMIT** button to proceed.

Dashboard

Total Candidate Quota: 54

Total Candidates Registered: 54

Need to pay for candidate's exam fees? **Make Payment**

Click here to view all candidates **View Candidates**

Item	Unit Price	Amount
Registration Fees	N 4,000	N 552,000
Prise Figure Table Fees	N 200	N 4,400
Service Charge	N 950	N 1,589
Syllabus Fees	N 6,000	N 216,000
Late Registration Fees	N 1,000	N 22,000
Stamp Duty Fees	N 300	N 30
Total		N 291,550

I have verified the above information to be accurate and I agree that the payment I am about to make is non-refundable.

SUBMIT

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STEP 4: You should be redirected to the Remita page to make the payment. The amount payable will be displayed. Click on **SUBMIT**.



remita ABOUT REMITA MOBILE DEVELOPERS SIGNIN SIGNUP

Pay a Biller

PAY ONCE RECURRING PAYMENT PAY E-INVOICE

SYSTEMSPICS LIMITED

REMITA RETRIEVAL REFERENCE (RRR) *
1800-0780-1321

Amount Payable: ₦400.00
Beneficiary: SYSTEMSPICS LIMITED

PAYER'S NAME *
Sylvia

PAYER PHONE * PAYER EMAIL *

SUBMIT RESET

STEP 6: Choose your preferred payment method and click on **PAY**.

remita ABOUT REMITA MOBILE DEVELOPERS SIGNIN SIGNUP

Pay a Biller

PAY ONCE RECURRING PAYMENT PAY E-INVOICE

SYSTEMSPICS LIMITED

REMITA RETRIEVAL REFERENCE (RRR) *
1800-0780-1321

Amount Payable: ₦400.00
Beneficiary: SYSTEMSPICS LIMITED

PAYER'S NAME *
Sylvia

PAYER PHONE * PAYER EMAIL *

SELECT A PAYMENT OPTION

Card

Account Transfer

Bank Branch

USSD

QR Code

Internet Banking

Buy on Credit

Wallet

SYSTEMSPICS LIMITED

SYSTEMSPICS LIMITED

CARD NUMBER
1234 5678 9012 3456

EXPIRY DATE CVV
MM/YY 123

Pay NGN 400

Secured by remita

- If your transaction is successful, you'll be given the total amount of quota you purchased. On your dashboard, you'll be able to see how much quota you have and how many have been used.

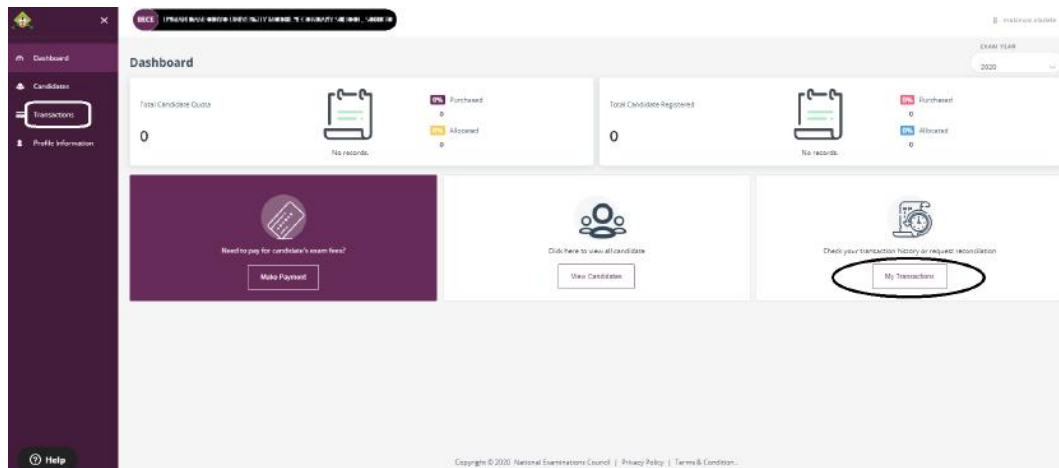


How to re-query your pending transaction on the BECE App

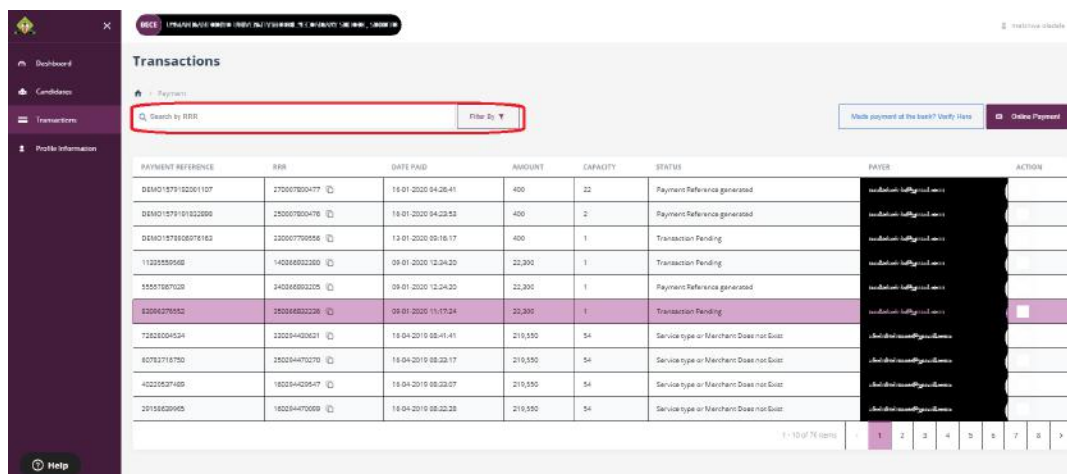
The following steps will guide you on how to query your pending transactions;

Step 1: Log in to your account on the BECE online app.

Step 2: Click on **Transactions** on the side menu or click on **My Transactions** button on the dashboard.



Step 3: Search for the transaction you wish to query by its RRR number or Payment Reference. You can also filter by date and transaction status.





Step 4: Click on the **Action** button beside the selected transaction and from the dropdown list select **Check Status**

The screenshot shows the BECE Transactions page. The page header includes the BECE logo and the school name: USMAN DANFORYA UNIVERSITY MODEL SECONDARY SCHOOL, SOKOTO. The user's name, makinwa oladele, is visible in the top right corner. The main heading is "Transactions" with a breadcrumb "Payment". There is a search bar for RRR, a "Filter By" dropdown, and buttons for "Made payment at the bank? Verify Here" and "Online Payment".

PAYMENT REFERENCE	RRR	DATE PAID	AMOUNT	CAPACITY	STATUS	PAYER	ACTION
DEMO1579192001107	270007800477	16-01-2020 04:26:41	400	22	Payment Reference generated	makinwaoladele@gmail.com	<input type="checkbox"/> View Check Status
DEMO1579191832898	250007800476	16-01-2020 04:23:53	400	2	Payment Reference generated	makinwaoladele@gmail.com	<input type="checkbox"/> View Check Status
DEMO1578906976163	330007799556	13-01-2020 09:16:17	400	1	Transaction Pending	makinwaoladele@gmail.com	<input type="checkbox"/> View Check Status
1133559568	140366932380	09-01-2020 12:34:20	22,300	1	Transaction Pending	makinwaoladele@gmail.com	<input type="checkbox"/> View Check Status
55557867029	340366893205	09-01-2020 12:24:20	22,300	1	Payment Reference generated	makinwaoladele@gmail.com	<input type="checkbox"/> View Check Status



How to view your transaction history

To view your Transaction History;

- Click '**VIEW TRANSACTIONS**' on the dashboard OR '**TRANSACTIONS**' on the sidebar.

The screenshot shows the NECE dashboard. On the left sidebar, 'Transactions' is highlighted. The main dashboard area has a 'My Transactions' button circled in red. The dashboard also displays 'Total Candidate Quota' (0) and 'Total Candidates Registered' (0).

- View List of Transactions made

The screenshot shows the 'Transactions' page with a table of transactions. The table has columns for Payment Reference, BRN, Date Paid, Amount, Capacity, Status, Payer, and Action. The first row is highlighted in purple.

PAYMENT REFERENCE	BRN	DATE PAID	AMOUNT	CAPACITY	STATUS	PAYER	ACTION
DEMO15791919001107	270007800477	16-01-2020 04:26:41	400	22	Payment Reference generated	mkulusele@gmail.com	
DEMO1579191932396	250007800476	16-01-2020 04:23:03	400	2	Payment Reference generated	mkulusele@gmail.com	
DEMO1579098756143	330007799556	13-01-2020 05:16:17	400	1	Transaction Pending	mkulusele@gmail.com	
1133559368	140888931389	09-01-2020 12:34:20	22,300	1	Transaction Pending	mkulusele@gmail.com	
30037857029	340008893293	09-01-2020 12:24:03	22,300	1	Payment Reference generated	mkulusele@gmail.com	
02064278552	250008822234	09-01-2020 11:17:24	22,300	1	Transaction Pending	mkulusele@gmail.com	
72072006524	33000102067	16-04-2019 09:01:01	219,550	54	Service type or Merchant Does not Exist	akulusele@gmail.com	
60783718150	350204270279	16-04-2019 08:38:17	219,550	54	Service type or Merchant Does not Exist	akulusele@gmail.com	
4022037489	160204429547	16-04-2019 09:33:07	219,550	54	Service type or Merchant Does not Exist	akulusele@gmail.com	
20159839865	160204470009	16-04-2019 08:32:03	219,550	54	Service type or Merchant Does not Exist	akulusele@gmail.com	



- Click check status under the "Action" button to retry any pending or failed transactions

PAYMENT REFERENCE	ESR	DATE PAID	AMOUNT	CAPACITY	STATUS	PAYER	ACTION
DEMO1579102011037	27007181347	16-01-2020 04:26:41	400	22	Payment Reference generated	makladede@gmail.com	<input type="checkbox"/>
DEMO157919185289	25007180476	16-01-2020 04:23:53	400	2	Payment Reference generated	makladede@gmail.com	<input type="checkbox"/> View <input type="checkbox"/> Check Status
DEMO1579008976101	30007799306	13-01-2020 09:16:17	400	1	Transaction Pending	makladede@gmail.com	<input type="checkbox"/>
1122559566	14036822380	09-01-2020 12:24:20	22,300	1	Transaction Pending	makladede@gmail.com	<input type="checkbox"/>
55557867320	34036883208	08-01-2020 12:24:20	22,300	1	Payment Reference generated	makladede@gmail.com	<input type="checkbox"/>
83094379552	35036882236	09-01-2020 11:17:24	22,300	1	Transaction Pending	makladede@gmail.com	<input type="checkbox"/>
70628004534	33024449431	16-04-2019 08:41:41	219,550	54	Service type or Merchant Does not Exist	abdululmalid@gmail.com	<input type="checkbox"/>
60783716750	350244479270	16-04-2019 08:33:17	219,550	54	Service type or Merchant Does not Exist	abdululmalid@gmail.com	<input type="checkbox"/>
4022057489	16024442947	16-04-2019 08:33:07	219,550	54	Service type or Merchant Does not Exist	abdululmalid@gmail.com	<input type="checkbox"/>
29130859895	18024447009	16-04-2019 08:32:28	219,550	54	Service type or Merchant Does not Exist	abdululmalid@gmail.com	<input type="checkbox"/>

If after clicking on retry severally and it's still showing "pending", kindly exercise patience, as the transaction will eventually go through after a while.

How to view registered candidates on the BECE App

To view your registered Candidates;

- Click on **View Candidates** on the dashboard shortcut OR **Candidates** on the Side menu.

Dashboard

Total Candidate Quota: 54 (100.0% Purchased, 0% Allocated)

Total Candidate Registered: 54 (100.0% Purchased, 0% Allocated)

Need to pay for candidate's exam fees? [Make Payment](#)

Click here to view all candidate [View Candidates](#)

Check your transaction history or request reconciliation [My Transactions](#)



- Select **Exam Year** from the dropdown as seen in the image below to reveal the registered candidates from the selected year.

REGISTRATION NO	DATE REGISTERED	SURNAME	FIRST NAME	MIDDLE NAME	COUNTRY	STATE	CA3	ACTION
986754621E	25 Apr 2019	Abubakar	Zainab	Sheta	🇳🇮	SOKOTO	No	
986754621E	16 Apr 2019	Sani	Zayyan	M.	🇳🇮	SOKOTO	No	
986754621E	16 Apr 2019	Muhammad	Zainab	Ghale	🇳🇮	SOKOTO	No	
986754621E	16 Apr 2019	Abubakar	Zainab	Adam	🇳🇮	SOKOTO	No	

How to complete registration and print final photocard on BECE

You're almost done with your registration! Once you've made payment for all your validated candidates, the few steps below will guide you on how to complete your registration:

- On your candidates' list, select all registered candidates, click on the **"upload candidates"** button which is at the top-right of your screen. See the image below:

REGISTRATION NUMBER	SURNAME	FIRST NAME	MIDDLE NAME	DATE REG.	REG. STATUS	ACTIONS
Pending Registration	EZUMA	CHINYE	JUJIAN	17 Mar 2021	Pending Upload	...
Pending Registration	LOH	MICHAEL	IFIANVI	15 Mar 2021	Pending Upload	...
Pending Registration	CHINYE	GRACE	MARTHA	15 Mar 2021	Pending Upload	...



Confirm the upload of all your candidates by checking the small box by the left-hand side of the upload page and then click on the "upload candidates" button to upload your candidates. See the image below:

The screenshot shows the 'Candidates' management interface. A modal dialog titled 'Confirm Upload' is open, displaying the following information:

- Total Purchase Quota: 0
- Total Available Quota: 0
- Total Used Quota: 0

You are about to complete the registration of 3 candidates. This would consume 3 available registration quotas.

Note! **Insufficient registration quota.** You currently have 0 available quota, you would require an additional 3 registration quota.

confirm that all the bio data of the candidate(s) is correct.

Buttons: CANCEL, UPLOAD CANDIDATES

The background interface shows a table of candidates with columns: REGISTRATION NUMBER, SURNAME, DATE REG., REG. STATUS, and ACTIONS. Three candidates are listed, all with a 'Pending Registration' status. The 'UPLOAD CANDIDATES' button is highlighted with a red box.