

RULES AND REGULATIONS

1. INTRODUCTION

This book contains the Rules, Regulations and Syllabuses, for the General Business Certificate Examination that will be taken from 2021 onward. The rules and regulations are meant to guide candidates for the examination. Candidates are expected to acquaint themselves thoroughly with them. The syllabuses seek to give students the opportunity to acquire relevant skills and knowledge for living meaningfully in the 21st century.

The examination will be taken once in a year. The examination is equivalent to the West African Senior School Certificate Examination.

Holders of the General Business Certificates have been specially prepared for the world of work and further academic studies at the Advanced Business Certificate level and in tertiary institutions.

2. ENTRY FOR THE EXAMINATION

- (1) A candidate may enter up to eight subjects.
- (2) A candidate would be awarded the General Business Certificate for the subjects he/she is successful in.
- (3) The certificates are in the following categories:

(a) Accounting

Compulsory Subjects

Financial Accounting
English Language
Mathematics
Economics

Optional Subjects

Cost Accounting
Business Law
Commerce
Social Studies
Integrated Science

(b) Business Studies

Compulsory Subjects

Economics
English Language
Mathematics
Commerce

Optional Subjects

Office Practice
Business Law
Financial Accounting
Social Studies
Integrated Science
Marketing
Salesmanship

(c) **Secretarial Duties**

Compulsory Subjects

Commerce
Text Processing
English Language
Office Practice

Optional Subjects

Economics
Business Law
Mathematics
Social Studies
Integrated Science

The following subjects will also be available to candidates who wish to register for the GBCE.

- Mathematics Elective
- Geography
- Government
- French

The WASSCE Syllabus will be used in this regard.

3. **How to Enter for the Examination**

- (1) The Examination is available to both school and private candidates ie. candidates who attend schools that prepare them and register them for the examination and those who study and register as individual candidates for the examination.
- (2) The candidates are expected to be registered by their schools or on their own by the approved means. Registration by both means is done electronically.
- (3) Entry software will be made available to all schools on the Council's approved list for the examination. The software should be returned by deadlines to be set by Council from year to year.
- (4) The compact discs (CDs) containing details of the registered candidates, evidence of payment of the appropriate registration fee, together with other documents to be specified should reach the appropriate Office of the Council by the deadline that will be determined by the Council from year to year.
- (5) It is the responsibility of Heads of School to ensure that the candidates check the correctness of their entries and sign against them on the hard copies of the entry documents before they are submitted to the Council.

The West African Examinations Council shall not take responsibility for any error, oversight or default made on the entry schedules (soft or hard copies) by Heads of School or their representatives.

- (6) The Council reserves the right to refuse entries which do not satisfy the regulations of the examination. Entries which do not arrive before the closing

date or which are not accompanied by the correct fees will also be rejected outright.

- (7) The Council reserves the right to cancel any entry at any stage before, during or after the examination is taken if it is found to be irregular.
- (8) The Council reserves the right to cancel the scripts of a candidate in subject/paper for which he/she did not enter.
- (9) No candidate will be permitted to sit the examination at a centre other than where he/she has been assigned.
- (10) The Council does not undertake to refund fees.

4. **GUIDELINES FOR ADMISSION INTO TERTIARY INSTITUTIONS**

Candidates are advised that they will be required to satisfy not only the tertiary institutions' general entrance requirements but also the requirements of the particular programmes which they wish to enter and that these requirements vary considerably. Particulars of admission requirements may be obtained from the National Accreditation Board and the tertiary institutions.

5. **GENERAL ARRANGEMENTS**

(1) **Dates for the Examination**

The examination will be held once in a year. The actual dates for the examination will be made known to candidates either directly or through their schools.

Detailed timetables will be made available along with the entry documents.

(2) **Fees**

Fees are to be paid at designated banks using the appropriate guidelines provided by the Council.

(3) **Time Allowed for Question Papers**

Unless otherwise indicated on the question papers, the time allowed for answering the questions include reading time.

(4) **Materials to be provided by Candidates**

(a) Candidates must provide their own pencils, mathematical sets and typewriters.

(b) Candidates will be required to write their answers in ink; but pencils may be used only for diagrams and objective answers. Only black or blue ink should be used.

- (c) Unless otherwise stated electronic calculators of the silent, cordless and non-programmable type shall be allowed for the examination. A silent, cordless and non-programmable calculator must not have audio or noisy keys or be operated in such a way as to disturb other candidates
- (d) Supplementary materials such as instruction leaflets must under no circumstances be taken into the examination hall.

6. **ISSUE OF RESULTS AND THE AWARD OF CERTIFICATES**

- (1) The Council reserves the right to cancel the results of candidates if it considers that they have been involved in irregularities before, during or after the examination. It also reserves the right to withhold certificates and to cancel certificates of candidates involved in any acts of malpractice.
- (2) The Council will not enter into correspondence about results with school candidates or their parents or guardians or other persons claiming to act in *loco parentis*. All correspondence regarding such issues may only be dealt with directly between schools and the Council. The Council may however entertain correspondence on such issues with bonafide private candidates.
- (3) Request for re-marking of scripts whether from schools or individuals (i.e. private candidates) must be made within 60 days (2 months) after release of results of the examination.
- (4) Results listing will be sent to Heads of School as soon as possible after each examination. The result listing will indicate the grades attained in each subject taken by each candidate presented unless the results of the candidate have been withheld or cancelled.
- (5) Candidates, both school and private, may access their individual statements of results from the internet after paying the appropriate fee. The address of the website will be made known to the candidates when necessary.
- (6) Certificates will be awarded soon after the release of results. Those for successful school candidates will be forwarded to them through their Heads of School. Private candidates may collect theirs at the Council's offices according to programmes to be made public at the appropriate times.
- (7) The award of a certificate is entirely within the discretion of the Council. The Council will not be liable to any candidate in respect of the withholding or cancellation of any certificate improperly obtained.
- (8) Certificates remain the property of the Council and legal proceedings will be instituted against any person who alters anything on them.
- (9) Examination scripts will be disposed of three months after the release of results.

7. **THE CONDUCT OF CANDIDATES IN THE EXAMINATION HALL**

(1) **Supervision of the Examination**

- (a) The examination shall be under the control of the Supervisor who shall be responsible to the Council.
- (b) The Supervisor will be required to carry out the detailed instructions on the conduct of the examination at the centre that will be assigned to him/her.
These will relate to the admission of candidates into the examination halls, the distribution of examination question papers to candidates, the collection of scripts at the end of each period, and their despatch to the Council and the maintenance of constant and effective supervision over the candidates.
- (c) It is the duty of a Supervisor to report to the Council all cases of irregularity or misconduct in the examination. The report must be written immediately a candidate is caught in such irregularity or misconduct.
The candidate should be requested to write his/her statement on the incident and then allowed to continue the examination unless he/she interferes with the work of other candidates.
Further action on such candidates will be taken by the Council in accordance with its rules and regulations.
- (d) A candidate whose examination work is affected by adverse circumstances should inform the Supervisor at the centre at which he/she takes the examination. Where the candidate falls ill and cannot take the examination in some papers, he/she must supply the Supervisor with medical certificate to that effect, which should be forwarded to the Council together with the appropriate Special Report on the candidate which has been completed by the Supervisor.
- (e) The Council may, at any time, send an External Supervisor to a school or centre to take control of the examination, or may send an Officer or Inspector to a centre during the examination to verify if it is being conducted in strict accordance with the regulations.

(2) **Instructions to Candidates**

- (a) Candidates must obey all instructions given by the Supervisors and Invigilators. In particular, they must enter and leave the halls when told to do so.
- (b) Candidates must not give or receive any assistance in answering the examination questions.

- (c) Candidates must not talk to other candidates inside the examination hall.
- (d) Candidates must not tear part of their question papers, answer sheets or answer booklets.
- (e) Candidates must stop work when they are told to do so and must always hand over their answer scripts or answer booklets **personally** to the Supervisor/Invigilators at the end of the examination.
- (f) Candidates must not remove any answer booklet or paper from the examination hall. Examination papers remain the property of the Council.
- (g) In all cases of misconduct, the Council may, after considering the report, cancel **either** the result of the candidate in the subject involved **or** his/her entire results.
- (h) Candidates should not bring any book, mobile phone or other electronic gadgets (except calculators of the silent, non-programmable type), bag or other property into the examination room/hall.
- (i) The Council does not accept responsibility for such books, bags or other properties which candidates leave at the precincts of the examination hall.
- (j) Candidates may not be allowed into the examination hall after the commencement of the examination.
- (k) Candidates should not leave the examination hall within thirty (30) minutes of the commencement of the examination.

8. **RULES AND REGULATIONS FOR DEALING WITH CASES OF IRREGULARITY IN THE COUNCIL'S EXAMINATIONS**

(REVISED 2023)

DEFINITIONS

INSCRIPTION

This includes written or engraved, cut or carved letters, words, paragraphs, messages, etc. whether questions or answers to questions made and found on the skin, clothes or any surface.

MASS CHEATING

Where more than half of the candidates for a subject(s) at a centre are involved in collusion, this shall be regarded as mass cheating.

DE-RECOGNITION

This applies where the appropriate Committee of the Council is satisfied that a school involved in mass cheating cannot ensure the satisfactory conduct of the Council's examinations. This implies that the school authority can no longer organise or manage the school as a school centre, although the Council or its agent may use the physical facilities of the school for the purpose of the examinations. The school may be allowed to present its candidates as school candidates after fulfilling specified requirements, or move them to another centre for the conduct of the examination. However, the conduct of the whole examination (Objective, Practical and Essay) shall be the responsibility of the Council.

WITHDRAWAL OF RECOGNITION

Withdrawal of recognition implies that the school authority can no longer organise or manage the school as a centre, hence, the school will not be allowed to present its candidates as school candidates and the centre number will be withdrawn.

LEAKAGE

This occurs where candidates as well as the general public have access to examination question(s) before release from the Council's proper custody. It is the illegal filtration of the question(s) from the Council.

FOREKNOWLEDGE

This occurs where candidates and/or members of the general public have knowledge of the contents of examination question paper(s) after release from the Council's proper custody but before the scheduled time of examination.

EXPLANATORY NOTES

A candidate is deemed to be *found with a material in the examination hall*, if the material is found:

- (a) on any part of the candidate's body;
- (b) in or on the desk/seat of the candidate.

A school is deemed to have refused to grant examination official(s) *timely access into the school premises/examination hall* where it is found that the examination official(s) have identified themselves and they are not granted immediate entry thereafter, into the school premises for whatever reason.

THE RULES

BRINGING FOREIGN MATERIAL INTO EXAMINATION HALL

- (1) Where a candidate is found with a blank piece of paper, cribs, notes textbooks, prepared material or any other printed material, in the examination hall (except

mobile phone or any other electronic communication device), the following shall apply:

- (a) where it is confirmed or there is evidence to show that the candidate is involved in examination malpractice in only one subject, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found guilty, the subject result involved shall be cancelled by the Committee.*
 - (b) where it cannot be immediately confirmed or there is no evidence to show that the candidate is involved in examination malpractice in only one subject, the entire results of the candidate shall be withheld. *If the candidate is found guilty, the entire results of the candidate shall be cancelled by the Committee.*
- (2) Where a candidate is found with a programmable calculator in the examination hall, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*
 - (3) Where a candidate is found in the examination hall to have inscription(s) on any part of his/her body or clothing, the candidate's entire results in the examination shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*
 - (4) Where a candidate is found with a mobile phone or any other electronic communication device in the examination hall, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

IRREGULAR ACTIVITIES INSIDE OR OUTSIDE THE EXAMINATION HALL

- (1) Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council: *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*
 - (a) stealing, converting or misappropriating the scripts of other candidates.
 - (b) substituting worked scripts during or after the examination.
 - (c) submission of more than one worked script.
 - (d) possession of more than one question paper or answer booklet. seeking or receiving help from non-candidate(s) such as invigilator(s), supervisor(s), teacher(s) or other personalities before, during or after the examination.
- (2) Where the person giving the help is not a candidate for the examination in session, but a prospective candidate, he/she shall be barred from taking any examination conducted by the Council for 1 year and will also be reported to the appropriate

authority for disciplinary action to be taken against him/her. In addition to the above action, the candidate's entire results *of the candidate sitting the examination* shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

- (3) Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council: *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*
- (a) tearing part of the question paper or answer booklet during the examination.
 - (b) refusing to submit worked script to the Supervisor after the examination.
 - (c) starting to write an examination before commencement of work is officially announced OR continuing to write after official orders have been given for candidates to stop work.
 - (d) other irregular activities including but not limited to causing noise or disturbances within the immediate precincts of the examination hall before, during or after the examination.

COLLUSION

- (1) Where a candidate is found during the examination passing notes for help from other candidate(s), receiving or giving assistance, talking with or colluding in any manner with another/other candidate(s), the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*
- (2) Where cases of collusion are detected in script(s) and/or otherwise established in one paper, the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*
- (3) Where a candidate is proved to have colluded with another/other candidate(s) in more than one paper/subject, the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

IMPERSONATION

- (1) Where a person is found impersonating a candidate, he/she shall be handed over to the Police for prosecution. The bona fide candidate, if apprehended, shall also be handed

over to the Police for prosecution.

- (2) The entire results of the candidate being impersonated and those of the impersonator, if he/she is also a candidate for the examination, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*
- (3) Both the impersonator and the impersonated shall also be barred from taking any examination conducted by the Council for a period of not less than 2 years. The Council also reserves the right to publish the names of persons so barred.

FOREKNOWLEDGE

- (1) Where a case of foreknowledge in a subject(s) is established at a centre, the entire results of the candidates offering the subject(s) involved at the centre shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidates are found culpable, the entire results of the candidates shall be cancelled by the Committee.*
- (2) Where it is established that a case of foreknowledge occurred and any examination official(s), connived at, aided and/or encouraged the foreknowledge, the appropriate sanction(s) shall be meted out on all who are found culpable, by the appropriate Committee of the Council.
- (3) Where it is established that the school authorities condoned, connived at, and/or encouraged the case of foreknowledge, the school shall be de-recognised in accordance with Rule 7.

LEAKAGE

Where it is established that leakage has occurred and any examination official(s) connived at, aided and/or encouraged the leakage, the appropriate sanction(s) shall be meted out on all who are found culpable by the appropriate Committee of the Council. *The official would be handed over to the police for prosecution, reported to the employer, etc.*

MASS CHEATING

- (1) Where mass cheating in a subject(s) at a centre is established, the entire results of the candidates at the centre shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidates are found culpable, the subject results involved shall be cancelled by the Committee.*
- (2) Where mass cheating is established in more than one subject taken at a centre,

the following
shall apply:

- (a) in the case of schools, a report shall be made to the Ministry of Education or the appropriate Board for disciplinary action to be taken against the person(s) responsible.
 - (b) the school shall be de-recognised for a period not less than 1 year.
 - (c) the school concerned may be required to pay penalty fees in addition to prescribed fees for the supervision and invigilation of the examination before the examination begins.
 - (d) in the case of public centres, the Council shall take appropriate action.
 - (e) notwithstanding (b) above, recognition may be restored upon a written assurance from the administering authority of the school that the necessary requirements have been satisfied. Such assurance shall contain details of measures taken to ensure the satisfactory conduct of the examination, and those which shall be put in place subject to acceptance by the Council. Recognition, however, will only be restored after at least 1 year of de-recognition.
- (3) Where mass cheating is established in three (3) or more subjects taken at a centre, the school's/public centre's recognition shall be withdrawn. Recognition of the school/public centre may be restored upon re-inspection and a written assurance that necessary measures have been put in place to forestall such occurrence. The school after serving at least 5 years of the sanction, may begin a new process of recognition and a new centre number shall be given to the school.

INSULT/ASSAULT ON SUPERVISORS/INVIGILATORS/SCHOOL OFFICIALS/INSPECTORS

- (1) Where a candidate insults or assaults a supervisor/invigilator/school official/inspector in the lawful performance of his/her duties inside or outside the examination hall, or in any other way disturbs the conduct of the examination, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.* The candidate shall also be barred from taking any examination conducted by the Council for a period not less than 2 years. In addition, he/she may be handed over to the Police for prosecution.
- (2) Where a candidate brings into the examination hall or uses anything including firearms, chemical substances with intent to cause injury, temporary or permanent incapacity to any authorised person in the examination hall including other candidates, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.* In addition, the candidate shall be barred for a period of not less than 2 years from taking any examination conducted by the Council.
- (3) Where a school official(s) insult(s) or assault(s), incite(s)/instigate(s) the assault on an examination official(s) before, during or after the examination, such school(s)

shall be de-recognised for a period not less than 2 years.

- (4) Where such assault in 8(3) causes injury (temporary or permanent) on the official(s), Such school's recognition shall be withdrawn. The school shall be required to pay the cost of treatment of the injured examination official(s).
- (5) Without prejudice to Rule 8(3), where the Proprietor of the school is found to be involved in the assault, the recognition of the school shall be withdrawn.
- (6) Sanctions for Rules 8(1)- (5) above, shall not preclude legal action being taken against the offender(s) by the Council or affected individual(s).

CONTRAVENTION OF INSTRUCTIONS TO CANDIDATES

- (1) Where a candidate, in contravention of the instructions to candidates, writes with pencil instead of ink or shades with ink instead of pencil, the following shall apply:
 - (a) where it is confirmed that this is the only examination malpractice the candidate is involved in, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*
 - (b) where it cannot be immediately confirmed that this is the only examination malpractice the candidate is involved in, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*
- (2) Where a candidate fails to complete the cover page of his/her answer booklet as specified in the instructions, the following shall apply:
 - (a) where it is confirmed that this is the only examination malpractice the candidate is involved in, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the subject result involved shall be cancelled by the Committee.*
 - (b) where it cannot be immediately confirmed that this is the only examination malpractice the candidate is involved in, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

MULTIPLE REGISTRATIONS/REGISTRATION OF UNQUALIFIED CANDIDATES

- (1) Where a candidate is involved in multiple registrations for the same diet of examination and investigations reveal that the candidate sat the examination in more than one centre, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

- (2) Where a Head of school(s) or its official(s) or representative(s) is/are found to have committed any of the offences listed below, before, during or after the conduct of the examination;
 - (a) registration of non-school/unqualified candidate(s) for School Candidates' examinations;
 - (b) fabrication and/or falsification of continuous assessment scores for the affected candidate(s) in (a) above;

a report shall be made to the Ministry of Education or the appropriate Board for disciplinary action to be taken against the person(s) responsible and the school shall be de-recognised for a period not less than 1 year.

- (3) The non-school/unqualified candidate(s) who is/are found to be beneficiary(ies) of the school's breach as described above, shall have his/her/their entire results withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

DESTRUCTION OF EXHIBITS

Where a candidate is apprehended in the examination hall or within its precincts, committing an offence or aiding another/other candidate(s) to commit an offence, and he/she proceeds to destroy the evidence of his/her offence, his/her entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*

POSTING LIVE QUESTIONS ON THE INTERNET

- (1) Where a candidate is found to have posted/received live questions/answers on the internet via social media, his/her entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. *If the candidate is found culpable, the entire results of the candidate shall be cancelled by the Committee.*
- (2) Where it is found that the live questions were posted by any examination official(s), appropriate sanctions shall be meted out to whoever is found culpable. The matter shall also be reported to the Police for investigation and prosecution.

REFUSAL TO GRANT TIMELY ACCESS INTO THE SCHOOL PREMISES

Where a school is found to have refused to grant examination official(s) timely access into the school premises/examination hall, the following shall apply:

- (1) in the first instance, the school shall be warned.
- (2) where another report is received on the same school, the school shall be de-recognised for 2 years.

MISCONDUCT OF EXAMINATION OFFICIAL(S)

- (1) Where an examination official is found, inside or outside the examination hall with any material relevant to the examination being conducted and which may impugn the conduct of the examination, the examination official shall be handed over to the Police for investigation and prosecution. In addition, he/she shall be formally reported to his/her employer.

Where the school authorities offer bribe to examination officials before, during or after the period of the conduct of examinations, the school shall be de-recognised for 2 years and the relevant conditions in Rule 7 shall apply as appropriate.

NEW CASES

As new cases arise, which are not covered by the above rules, the appropriate Committee of the Council shall take necessary action.

REVIEW

These rules shall be subject to review as and when necessary.

Headquarters, Accra

December, 2023

9. DECLARATION BY CANDIDATES

Every candidate registering for the examination shall be required to complete the following declaration:

“I, have read the rules and regulations governing the conduct of the examination and I agree to be bound by them. I hereby declare that I shall render myself liable for prosecution in case of a breach of any of the rules and regulations.”

.....
Name Signature Date

10. FORMAT FOR REPORTING THE RESULTS OF THE EXAMINATION AND RELATED ISSUES

- (1) **Grades and their Interpretation**
There will be nine grades in order of merit from A1 to F9. Grade A1 being the highest and Grade F9, the lowest.

<u>Grades</u>		<u>Interpretation</u>
A1	-	Excellent
B2	-	Very Good
B3	-	Good
C4	-	Credit
C5	-	Credit
C6	-	Credit
D7	-	Pass
E8	-	Pass
F9	-	Fail

Only Grades A1 to E8 will be shown on the certificate.

(2) Conditions of Issue

- (a) The certificate issued remains the property of the West African Examinations Council at all times.
- (b) The certificate should be kept in a safe place.
- (c) The West African Examinations Council will not issue any copies of the original certificate.
- (d) Any alteration on the certificate renders it invalid. Holders of such certificates may be prosecuted.
- (e) The certificate must be surrendered to the West African Examinations Council on request.

(3) Confirmation of Results

- (a) On application and after the payment of a prescribed fee, a confirmed statement of a candidate's results in the examination will be forwarded to institutions of learning and prospective employers. Such statements are however, **not** issued to individual candidates or persons.
- (b) If a candidate is required to submit a confirmed statement of his/her results to any organisation as indicated above, he/she should forward the following details together with the prescribed fee and his/her two passport-size photographs to the Council:
 - (i) Name (in full and as used in the examination)
 - (ii) Month and Year of Examination
 - (iii) Index Number used for the examination
- (c) Each passport-size photograph should be endorsed at the back by one of the following persons indicating that the applicant is the bona fide candidate who took the examination:
 - (i) Head of a Recognised Educational Institution;
 - (ii) A Barrister/Solicitor;

- (iii) A Senior Civil/Public Servant;
 - (iv) A Senior Military/Police Officer etc.
 - (v) A Medical Officer.
- (d) Any organisation or institution that wishes to confirm the examination results of its employees is required to submit to the Council photocopies of the document presented by the employees together with two passport-size photographs of each of them, endorsed at the back by a senior official of the company/institution and the prescribed fees.
- (e) Only applications accompanied by all the requirements will be processed.