

ORDER No 02/17 /MINEDUB/MINESEC of 10th JUL 2017
to define the Calendar of the 2017/2018 School Year in the Republic of Cameroon.

**THE MINISTER OF BASIC EDUCATION
AND
THE MINISTER OF SECONDARY EDUCATION**

Mindful of the Constitution;
Mindful of Decree No.2011/408 of 9 December 2011 to organise the Government;
Mindful of Decree No.2011/409 of 9 December 2011 to appoint the Prime Minister, Head of Government;
Mindful of Decree No.2011/410 of 9 December 2011 to appoint members the Government;
Mindful of Decree No.2012/267 of 11 June 2012 to organise the Ministry of Secondary Education;
Mindful of Decree No.2012/268 of 11 June 2012 to organise the Ministry of Basic Education;
Mindful of Decree No.2015/434 of 2 October 2015 to reshuffle the Government;
Mindful of Order No.6384/B1/1467/MINEDUB/MINESEC of 24 June 2016 to outline the calendar of the 2016/2017 school year in the Republic of Cameroon;

HEREBY ORDER AS FOLLOWS:

**PART I
GENERAL PROVISIONS**

Article 1.

The 2017/2018 school year for all public and private schools in the Republic of Cameroon shall begin on Monday, 4 September 2017 at 7:30 a.m. and end on Friday, 27 July 2018 at 3:30 p.m.

**PART II
BREAKDOWN OF THE SCHOOL YEAR**

Article 2.

(1)The afore-mentioned school year shall be subdivided into six (6) teaching and evaluation sequences.

(2)The sequences referred to in (1) of this article shall be interspersed with two periods of breaks.



Article 3.

(1) The periods of breaks shall be as follows:

1st break: from Friday, 22 December 2017 at 3:30 p.m.
to Monday, 8 January 2018 at 7:30 a.m.

2nd break: from Friday, 29 March 2018 at 3:30 p.m.
to Monday, 16 April 2018 at 7:30 a.m.

(2) Holidays for borders shall end on the eve of the school reopening day, before 6.00. p.m.

Article 4.

(1) The period set aside for official examinations shall run :

- from Monday, 4 June to Friday, 13 July 2018 for primary education;
- from Thursday, 24 May 2018 for secondary technical education;
- from Monday, 28 May to Friday, 27 July 2018 for secondary general and teacher education.

(2) Dates for the conduct of these examinations shall be made public by instruments signed by the Minister of Basic Education or the Minister of Secondary Education, each in their own sphere.

PART III PEDAGOGIC ORGANIZATION

Article 5.

The school year shall be organized into 6 (six) sequences for a total of 36 (thirty six) weeks.

Article 6.

The sequences referred to in (5) above shall be as follows:

1st sequence: from Monday, 4 September to Friday, 13 October 2017;

2nd sequence: from Monday, 16 October to Friday, 24 November 2017;

3rd sequence: from Monday, 27 November to Friday, 22 December 2017 and
from Monday, 8 to Friday, 19 January 2018;

4th sequence: from Monday, 22 January to Friday, 2 March 2018;

5th sequence: from Monday, 5 March to Friday, 30 March and from Monday, 16 to
Friday, 27 April 2018;

6th sequence: from Monday, 30 April to Friday, 8 June 2018.

Article 7.

(1) In educational establishments, each sequence shall be devoted to teaching, follow-up, evaluation and field work. Whatever the case, the allotted period for evaluation shall not exceed one week.

(2) For each sequence, the school administration shall ensure the smooth holding of class activities, the full coverage of syllabuses, the organization of assessments in the form of tests that could be harmonised for classes of

the same level, and the production of end-of-sequence progress reports.



(3) Assessments shall be organized during sequences and under no circumstances shall they lead to casual holidays for pupils/students.

Article 8.

(1) The end of each sequence shall be marked by the following activities:

- a) The recording by each teacher of pupils'/students' marks in the report cards;
- b) The finding of averages, signing of results and distribution of report cards to pupils/students by the Class Master or Class Teacher;
- c) The consultation meeting by the school administration with the Class Masters or Class Teachers, on the one hand, and Heads of Department or Level Coordinators on the other hand.

(2) Progress records in the form of report cards and bearing the general remarks of the Class Master or Class Teacher shall be distributed to students / pupils not later than one week after the end of each sequence. The report cards duly signed by parents or guardians shall be returned to school within the shortest possible time.

Article 9.

At the end of 2 (two) consecutive sequences, the school administration shall organize an intensive session of follow-up and pedagogic evaluation activities as follows:

(1) The study and analysis of the results for each class, in a class council meeting presided at by the Principal /Head Teacher or any top ranking official in the school. This meeting shall be an occasion for the appreciation of the following data:

- the coverage rate of the class teaching periods ;
- the coverage rate of syllabuses ;
- the attendance rate of the students/ pupils;
- the coverage rate of practicals in laboratories, specialised halls and workshops;
- the success rate per subject ;
- the class average ;
- the realization rate of Nursery School projects.

(2) The organization of a Pedagogic Day to analyse the results per class and per level, to set objectives and map out strategies for improvement.

The minutes of these meetings as well as the sequential teaching period follow up forms shall be forwarded as follows:

- For primary and nursery education, to the Sub-Divisional Inspectors, who shall each forward a summary thereof within eight days to their respective Divisional Delegations of the Ministry of Basic Educations which shall forward their own summary to the competent Regional Delegation, for appraisal and onward transmission to the Central Services, within the same deadline.

- As for secondary and teacher education, these minutes shall be forwarded directly to the Regional Delegation and a copy to the Divisional Delegation within the eight days. Regional Pedagogic Inspectors and Pedagogic Advisers shall be responsible for their exploitation.

(3) A general report on the provisions on all pedagogic activities contained in this order shall be awaited at the Central Services at the end of each school year.



Article 10.

The last 2 (two) days before the holidays shall be set aside, amongst other activities, for the remedial classes mentioned in (9) above.

Article 11.

(1) Without any prejudice to the provisions of 7 (1) above, the last sequence shall be a period of teaching followed by end-of-year examinations.

(2)-End-of-year evaluation shall be subjected to an internal organization within each school or Sub-divisional Inspectorate. For examination classes, questions shall be set following the official examination formats. For intermediary classes, evaluations shall be backed by the school year schemes-of-work duly communicated to the pupils/students.

(3) The period that is set aside for the aforementioned examinations and for marking shall be scheduled from Monday, 21 May to Friday, 25 May 2018.

Mindful of the provisions of (2) above, no other end-of-term examinations shall be organized.

Article 12.

(1) The section of the report booklet coming after two (2) consecutive sequences shall summarise the results in the form of a report card.

(2)The report card that comes after the sixth sequence shall be a summary of the averages of the other sequences and shall bear the decision of the end-of- year class council.

(3) Each page of the report booklet mentioned above carrying the pupil's/ student's marks shall bear the name, date of birth, the class of the pupil/student as well as the indication "REPEATING" or "NOT REPEATING".

(4) The marks recorded in the report booklet, for all the pupils/students of a class, shall also be entered on a master sheet by each teacher, for the school records. Any other form of preserving marks shall serve only as a back-up to the said master sheet considered the most authentic.

Article 13.

Unless otherwise provided for by separate instruments governing continuous assessments in nursery, primary and teacher education, the end-of-year average for each pupil/ student shall be calculated on the basis of the sum of averages 'of the six(6) sequences divided by six(6).

**Part IV
OTHER PROVISIONS**

Article 14.

(1)The general staff meeting or school council shall be held no later than the last Friday before the reopening of the 2017/2018 school year, and the first Friday after each break as mentioned in Article 3 above.

(2) Class councils shall be held at the beginning and at the end of each term.



Article 15.

The International Literacy Day shall be celebrated on Friday, 8 September 2017.

Article 16

The World Teachers' Day shall be celebrated on Thursday, 5 October 2017.

Article 17

The National Day for the Promotion of Didactic equipment produced from local and/or Salvaged Materials shall be celebrated on Friday, 6 October 2017.

Article 18

The National School Guidance and Counselling Day shall be celebrated on Friday, 13 October 2017.

Article 19

The International Day of washing of hands with soap shall be observed on Sunday, 15 October 2017.

Article 20

The International Day of Philosophy shall be celebrated on Thursday, 16 November 2017.

Article 21

The National Week of Bilingualism shall run from Monday, 29 January to Friday, 2 February 2018. In this respect, classes shall be interrupted only on Friday, 2 February 2018.

Article 22

Youth Week activities shall take place from Monday 5 to Sunday, 11 February 2018.

Article 23

The International Day of the Mother Tongue shall be celebrated on Wednesday, 21 February 2018.

Article 24

The National Day of Art in school shall be celebrated on Friday, 9 March 2018.

Article 25

Commonwealth Day shall be celebrated on Monday, 12 March 2018.

Article 26:

Open Door Days shall run from Thursday, 15 to Friday, 16 March 2018.

Article 27

The International day of the "Francophonie" shall be celebrated on Tuesday, 20 March 2015.

Article 28

The mock examination for Social Sciences shall be organized all over the National territory from Thursday, 26 to Friday, 27 April 2018.

Article 29

Physical Education and Sports practical examinations shall be organized all over the National territory from Monday, 20 April to Friday, 18 May 2018.



Article 30

FENASCO games shall be held during Easter holidays.

Article 31

End-of-year holidays for 2017/2018 shall begin on Friday 27 July 2018 at noon and end:

- on Monday, 27 August 2018 at 7:30 a.m. for administrative staff;
- on Thursday, 30 August 2018 at 7:30 a.m. for teaching staff;
- on Monday, 3 September 2018 at 7:30 a.m. for pupils and students.

Article 32

As a waiver to 31 above, pupils and students who are not involved in official examinations shall go on holiday on Friday, 8 June 2018 at noon.

Part V FINAL PROVISIONS

Article 33

(1)-Apart from official public holidays and those ordered by the Head of State, any other suspension of classes shall first be authorised exclusively, by the Minister of Basic Education or the Minister of Secondary Education.

(2)-In any case, the sum total of teaching/lesson hours per pupil/student shall not be less than 900 hours, excluding the time set aside for assessment.

Article 34:

(1)-Official examinations levies for the 2018 session, shall compulsorily be collected by school authorities as follows:

- as soon as schools reopen, for the Ministry of Basic Education;
- at the same time with school fees, for the Ministry of Secondary Education.

These levies shall be deposited in the bank accounts opened for these purposes not later than Monday, 6 November 2017.

(2)-The levies referred to in (1) above, shall be those in force as at the 2017 examination session, save those relating to the *Brevet des Techniciens (BT)* in Hotel Management, Grade One Technical Teacher Certificate (CAPIET) and, Grade One Primary and Nursery Teacher Certificate (CAPIEMP).

(3)-Stamp duties for this exercise that are not included in the afore-mentioned levies shall be recovered following conditions laid down by the Minister of Finance.

Article 35:

The Secretaries General, the Inspectors General of Services, the Inspectors General of Education, the Inspectors Coordinator General, the Inspectors of Pedagogy, Directors in the Central Administration, the Registrar of the GCE Board, the Director of the Office du Baccalauréat du Cameroun, the National Secretaries of Private Education Agencies, Regional and Divisional Delegates, Education Secretaries, Sub-divisional Inspectors, Principals and Head teachers shall, each in their own sphere, be charged with the strict implementation of this Order, which shall be registered and published in the Official Gazette in English and French.



**The Minister of
Basic Education**



**Mme YOUSOUF
née HADIDJA ALIM**

**The Minister of
Secondary Education**



Jean Ernest Massona Ngalls Kibehé

Copies to

- PRC
- PM
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- SEESEN
- SEEDUB
- Regional Governors
- SG
- IGS
- IGE
- ICG
- IP
- Directors
- Registrar GCE Board
- Director OBC
- Education Secretaries
- Regional Delegates
- Divisional Delegates
- Sub-Divisional Inspectors
- School Heads
- Records
- Files/Archives.

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**A working document: for internal service use
2017/2018 SCHOOL YEAR CALENDAR**

N°	WEEKS		SEQUENCES AND HOLIDAYS
1.	4 September 2017	8 September 2017	1st SEQUENCE
2.	11 September 2017	15 September 2017	
3.	18 September 2017	22 September 2017	
4.	25 September 2017	29 September 2017	
5.	2 October 2017	6 October 2017	
6.	9 October 2017	13 October 2017	
7.	16 October 2017	20 October 2017	2nd SEQUENCE
8.	23 October 2017	27 October 2017	
9.	30 October 2017	3 November 2017	
10.	6 November 2017	10 November 2017	
11.	13 November 2017	17 November 2017	
12.	20 November 2017	24 November 2017	
13.	27 November 2017	1 st December 2017	3rd SEQUENCE 1st part
14.	4 December 2017	8 December 2017	
15.	11 December 2017	15 December 2017	
16.	18 December 2017	22 December 2017	
17.	25 December 2017	29 December 2017	CHRISTMAS BREAK
18.	1 January 2018	5 January 2018	3rd SEQUENCE 2nd part
19.	8 January 2018	12 January 2018	
20.	15 January 2018	19 January 2018	
21.	22 January 2018	26 January 2018	4th SEQUENCE
22.	29 January 2018	2 February 2018	
23.	5 February 2018	9 February 2018	
24.	12 February 2018	16 February 2018	
25.	19 February 2018	23 February 2018	
26.	26 February 2018	2 March 2018	
27.	5 March 2018	9 March 2018	5th SEQUENCE 1st part
28.	12 March 2018	16 March 2018	
29.	19 March 2018	23 March 2018	
30.	26 March 2018	30 March 2018	
31.	2 April 2018	6 April 2018	EASTER BREAK
32.	9 April 2018	13 April 2018	
33.	16 April 2018	20 April 2018	5th SEQUENCE 2nd part
34.	23 April 2018	27 April 2018	
35.	30 April 2018	4 May 2018	
36.	7 May 2018	11 May 2018	6th SEQUENCE
37.	14 May 2018	18 May 2018	
38.	21 May 2018	25 May 2018	
39.	28 May 2018	1 st May 2018	
40.	4 June 2018	8 June 2018	
41.	11 June 2018	15 June 2018	OFFICIAL EXAMINATIONS
42.	18 June 2018	22 June 2018	
43.	25 June 2018	29 June 2018	
44.	2 July 2018	6 July 2018	
45.	9 July 2018	13 July 2018	
46.	16 July 2018	20 July 2018	
47.	23 July 2018	27 July 2018	

