

CIRCULAR No. 16/21 /MINESEC/SEESN/SG/DECC/SDOEC OF

07 OCT 2021

FROM: The Minister

TO:

- Regional Delegates
- Divisional Delegates
- National Representatives of Private Education
- Heads of Government and Private Institutions

SUBJECT: Managing Registrations for the 2022 session of DECC Certificate and Competitive Examinations

I hereby request that you scrupulously follow the instructions below, as far as you are concerned, regarding the management of the 2022 session of certificate and competitive examinations under the responsibility of the Department of Examinations and Certification.

**A. REGISTRATION PERIODS**

PERIOD	Registration period at school level	Deadline for submitting files to the DDSE	Deadline for putting up the forms approved by the DDSE in schools	Deadline for submission of files to the RDSE and approval of access cards by the DDSE	Compilation and collection of files in the RDSE by officials of DECC
<b>CERTIFICATE/ COMPETITIVE EXAMINATION</b>					
1 – BEPC	From Monday, 18 October to Friday, 31 December 2021	Monday, 3 January 2022	Monday, 10 January 2022	Monday, 10 January 2022	From Monday, 24 January 2022
2 – INDUSTRIAL CAP and TST					
3 – Teachers' Grade One and Technical Teachers' Grade One					
4 – Entrance examination into Sixième	Registration period at school level	Deadline for the transfer of files received from MINEDUB to secondary schools by DDSE	Deadline for approval of the lists submitted by secondary schools at the DDSE	Deadline for submission of lists and forms for registration follow-up and exam fee collection to the RDSE	Compilation and collection of forms for registration follow-up and exam fee collection from RDSE by officials of DECC
5 – Entrance examination into 1st year of technical education					
6 – Entrance examination into 1st year of technical and vocational schools of agriculture					
7–Entrance examinations into GTTC and GTTTC	Registration period at DDSE	Registration period at RDSE	Compilation and collection of files in the RDSE by DEC officials	Deadline for publishing tentative lists in DDSE and RDSE	Publishing of final lists in RDSE
	From Tuesday, 1 March to Friday, 27 May 2022	From Tuesday, 1 March to Friday, 27 May 2022	From Monday, 13 June 2022	Friday, 17 June 2022	Friday, 1 July 2022
8–Entrance examinations into private teacher and technical teacher training schools	Registration period (private teacher and technical teacher training schools) and examination period: From Monday, 18 July 2022 to Friday, 26 August 2022				
9 – Entrance examinations for Technical <i>Seconde</i> and 1st Year BEP	Registration period:		Publishing of lists in Technical High Schools:		
10–Entrance examination into <i>Seconde</i> of technical, vocational and agricultural schools	From Monday, 11 July to Friday, 22 July 2022		Monday, 25 July 2022		

## **B. DELIVERY OF REGISTRATION MATERIALS TO SCHOOLS**

*From this session onwards, only entrance examinations into Sixième and the 1st year of technical education shall involve registration forms. Registration for the other examinations will only be done through the "spider" software. (new)*

### **I. The case of examinations, entrance examinations into teacher-training colleges and the second cycle of technical and vocational schools**

- the digital materials and confidential codes shall be deposited in the Regional Delegations of Secondary Education (RDSE) by the Department of Examinations and Certification (DECC);
- the Regional Delegate shall be responsible for making them available to Divisional Delegates;
- the Divisional Delegates, in turn, shall forward these registration materials to the following:
  - Principals of government schools;
  - education secretaries who shall hand them over to Principals of private schools;
- however, in case of necessity, the Divisional Delegates of Secondary Education may directly hand over the digital materials to some private schools which operate legally;
- the confidential access codes to the digital application which were assigned to schools in the previous session shall remain unchanged.

### **II. The case of entrance examinations into Sixième, 1st year of technical education and 1st year of agricultural technical education**

The registration forms and digital media to be used are those that have been delivered to the Regional Delegations of Secondary Education by the DECC.

- Transmission of registration forms and slips is done in accordance with the provisions of Circular No. 10/06/MINESEC/MINEDUB of 10 March 2006 relating to the modalities of organisation of entrance examinations into Sixième, first year of technical education and the Common Entrance into Form One.

**As a reminder, the prescribed course is as follows:**

- Regional Delegation of Secondary Education (RDSE);
- Divisional Delegation of Secondary Education (DDSE);
- Divisional Delegation of Basic Education (DDBE);
- Sub divisional Inspectorate of Basic Education (IAEB);
- school.
  - Depending on the context, Principals of secondary schools may distribute the registration forms to school Head teacher or to parents of candidates.

**NB: Lists of newly opened schools shall be submitted to the DECC by the RDSE, so as to make the digital registration media available to them.**

## **C. REGISTRATION**

### **I. BEPC, CAP, TEACHERS' GRADE ONE AND TECHNICAL TEACHERS' GRADE ONE EXAMINATIONS**

#### **I.1. Registration of Candidates**

##### **I.1.1. Background**

***Registration for these examinations shall be done without any registration form (new).***

All candidates to register for the BEPC, CAP, Teachers' Grade One and Technical Teachers' Grade One examinations must submit a **certified photocopy of their birth certificate (new)**, which must be less than three months old.

***The receipt shall be replaced by the access card which shall be signed by the candidate, then endorsed by the DDSE, before being signed by the head of institution (new). This access card shall be required for candidate's access to the examination room.***

The following should be noted:

- the certified photocopy of the birth certificate shall bear, as usual, a fiscal stamp of 1000 francs and a communal stamp of 500 francs;

- internal candidates shall receive the **registration number of their school** as candidate code;
- external candidates in schools shall be assigned the code **0000**;
- external candidates will have the code **9999**;
- internal candidates, external candidates in school, external candidates and candidates with disabilities (hearing impaired, visually impaired and albinos) shall be given separate registration forms;
- each option or series shall also have a separate form;
- two separate working languages shall have two separate forms;
- access cards and SPE sheets, generated by "spider", must be handled with great care.

The staff for the registration and follow-up operations shall enter the information necessary for the registration of candidates in the digital application, on the basis of the certified photocopy of the birth certificate.

### **I.1.2. Registration of candidates for BEPC and CAP examinations**

#### **I.1.2.1. Internal candidates and external candidates in school**

Internal candidates and external candidates enrolled in school shall register exclusively in the government or private, day or evening schools where they are students. These institutions shall serve as their registration centre. They shall sit for the examination in the centre to which their school is attached.

**CAP examinations are not concerned with external candidates in school.**

#### **I.1.2.2. External candidates**

Only examination centres located in headquarters of divisions and designated by the RDSE shall be authorised to register external candidates, in accordance with the Decision setting the registration calendar. External candidates shall sit for the examination in their registration centre.

The processing of the files of external candidates will be handled exclusively by an employee of the Chief of centre authorised to register this type of candidate for the examination.

Under no circumstances shall other centres handle this category of candidates.

**NB: The files of external candidates and those of evening schools must be accompanied by a legible photocopy of their national identity card.**

#### **I.1.3. Registration of candidates for Teachers' Grade One and Technical Teachers' Grade One examinations**

For the Teachers' Grade One and Technical Teachers' Grade One examinations, the DDSE, and principals of GTTC and GTTTC shall ensure the following:

- that candidates are admitted to the teacher training colleges by competitive examination;
- that all candidates have obtained the Teachers' Grade One or Technical Teachers' Grade One success certificate (certified photocopy less than three months old);
- that the duration of training is respected.

##### **I.1.3.1. Internal candidates**

Internal candidates shall register in their schools.

##### **I.1.3.2. External candidates**

External candidates for the Teachers' Grade One and Technical Teachers' Grade One certificate examinations shall be those who have been unsuccessful in a session of these examinations. These candidates shall enrol at the GBTTC or GTTTC of their region of choice, in accordance with their working language.

Their last examination session as well as the writing centre must be entered in the "Spider" software.

## **1.2. Processing of applications**

***At each stage of the registration process (school, DDSE, RDSE), the information on the access card, the certified photocopy of the birth certificate and the registration form must be carefully checked and compared.***

***To this effect:***

**1.2.1. The staff in charge of this activity, under the coordination of the Principal, shall:**

a) collect all the documents constituting the registration file, according to the examination. *These are:*

- certified photocopy of the birth certificate;
- proof of payment of examination fees;
- proof of payment of stamp fees (1000 francs);
- photocopy of the national identity card (external candidates and those attending evening schools);
- certified photocopy of the success attestation (Teachers' Grade One and Technical Teachers' Grade One).

b) make sure that the candidate's digital photo is included;

c) enter all the data required in the application form

d) ensure the correct writing of names, series/option, candidate type, school code, centre code, date and place of birth;

e) **print out the access cards and the SPE forms (new)**, to enable candidates check the accuracy of the information in their application. ***For this purpose, each candidate must sign both documents if the data is correct.***

**If an error is found, the staff shall make changes and print new documents.**

**On the eve of the date set for the forwarding of the files, the staff in charge of the registration and follow-up operations must:**

f) print the Spider registration form (7 copies), the forms for registration follow-up and exam fee collection (5 copies) and the access cards (1 copy);

g) ensure conformity between the registration form and the access cards previously signed by the candidates;

h) **burn the Spider file onto a CD/DVD or copy it to a USB flash drive.**

**NB: For each transmission, the school shall use a blank digital file.**

**1.2.2 For regular, external and enrolled candidates and external candidates, principals must**

a) **make sure that the physical form and the list of their students are correct;**

b) stamp access cards;

c) **sign the registration forms and the forms for follow-up and exam fee collection;**

d) submit the access cards to the Divisional Delegation for approval, and the SPE forms to the doctor for signature in the case where a student is unfit;

e) **sign access cards only after the DDSE has given his approval; (new)**

f) give the candidate the access card, which will be required at the entrance to the examination room.

***This access card must be stamped with the structure's stamp, and include the photo.***

**NB:**

1) **The school code shall be the registration number of the school.**

2) **The principal shall ensure that all his students who are potential candidates are effectively registered for the examinations.**

### **1.2.3 The DDSE and the RDSE:**

- a) ensure the following:
  - o that the school and all its specialities/series are operating legally, before receiving the registration files of its students;
  - o **the opening of the "Spider" file of the schools;**
  - o **that the physical form, form for follow-up and exam fee collection and the certified photocopy of the birth certificate are consistent;**
- b) sign physical forms and form for registration follow-up and exam fee collection;
- c) monitor and evaluate the level and pace of registration in the various schools under their jurisdiction, so as to boost those institutions that are lagging behind.
- d) **the DDSE shall endorse all access cards of the schools under his/her jurisdiction and each page of the physical form, before returning them to the school (new);**
- e) the RDSE shall ensure that the digital files are compiled by examination. Depending on the number of candidates, this may be done by department or by group of centres;
- f) **access card files, generated by the centre after compilation by the regional focal point, shall be made available to the relevant superintendent, in view of addressing any loss of access cards by candidates (new).**

### **ADDITIONAL PROVISIONS**

- (i) No registration file sent by post shall be accepted.
- (ii) Applications for correction, correctly filled in and signed by the relevant authorities, must reach the Regional Delegation by **Monday, 18 April 2022 at the latest.**
- (iii) Multiple registrations for the same candidate for an examination shall be considered as fraud. Meanwhile, the transfer of an application from one centre to another may only be done by the Department of Examinations and Certification at the request of the candidate, **by Friday, 22 April 2022.**
- (iv) The correction of an application forwarded in a given batch must not be inserted in a subsequent batch, but must follow the rectification procedure through the relevant form.
- (v) **Any application that does not comply with the rules shall be rejected, and inter-division and inter-regional applications are prohibited.**

### **1.3. Forwarding applications**

#### **1.3.1. The Principal shall:**

- a) forward to the DDSE:
  - examination access cards duly signed by the candidates only, together with five (5) copies of registration forms and four (4) copies of forms for follow-up and exam fee collection;
  - the digital medium (CD/DVD/USB flash drive) with the full name of the school and the dispatch number;
  - the registration follow-up sheet of his/her school, justifying the case of regular or school external candidates who are not registered;
  - **certified photocopies of birth certificates bearing a fiscal stamp and a communal stamp, classified in the order of the items of the form, and stapled to the form;**
- b) forward in a single batch, to the SPE Coordinator of the writing centre, the SPE sheets of their candidates (new);
- c) Must put up a copy of the registration form and shall invite candidates to check that their registration is done correctly once again.

**I.3.2. The DDSE, after all verifications, shall:**

- **group the digital files by centre, by school and transmission number;**
- Hand over two (2) copies of forms to the Principal who shall keep one (1) with one (1) follow-up and revenue sheet;
- **return endorsed access cards to the Principal for signature and delivery to candidates; the endorsement shall include the official abbreviation of the DDSE and the date, which shall not be later than 10 January 2021. After the period indicated, the access cards shall only be endorsed upon authorisation of the RDSE, in collaboration with the DEC;**
- forward to the RDSE, the digital media, three (3) copies of forms and forms for registration follow-up and exam fee collection, DECC model statistical tables, and certified photocopies of birth certificates stapled to the form, and in the order of the slips.

**I.3.3. The RDSE**

- Groups the digital files by centre, by school and transmission number;
- gives one (1) copy of the slip to the DDSE as proof of dispatch of the registration documents and keeps one (1) copy for archiving;
- Forwards to DECC, at the time of the validation and compiling of applications, a physical slip, a form for follow-up and exam fee collection, enrolment statistics, and certified photocopies of birth certificates stapled to the slip, and in the order of the inserts of the form.

**II. ENTRANCE EXAMINATIONS INTO GTTC AND GTTTC**

**II.1. Registration of Candidates**

**Registrations for these examinations are done without any registration form (new)**

For the entrance examinations into GTTC and GTTTC, the success testimonial and the transcript issued by the competent bodies also serve as a certificate. **No result slip will be accepted for this purpose**

Candidates for the GTTC or GTTTC entrance examinations must submit their registration file to the RDSE or DDSE.

**II.2. Processing of applications**

**The RDSE and DDSE shall:**

**(a) enrol only those candidates who have chosen the teacher training colleges under their authority:**

- applications subject to obtaining the required diploma shall be highlighted;
- files, access cards, forms and statistical tables signed by the DDSE shall be forwarded to the RDSE;
- regional focal points shall compile the digital files received from the DDSE and the RDSE;
- access cards, forms and other documents (lists, forms for follow-up and exam fee collection, etc.) shall be generated through the digital application by chosen school, by working language (English for English speakers and French for French speakers) and by option.

**b) ensure that the components of the file are consistent with the provisions of the texts launching the said examinations.**

**II.3. Forwarding applications**

At the end of all these candidate registration operations, the RDSE shall:

- publish a copy of the form resulting from the compilation, as a tentative list of registered candidates, in accordance with the date set for this purpose;



- forward a second copy of the form to the various DDSE concerned, for publishing at their level.

The forms and the follow-up and revenue sheets generated by the digital application, the statistical tables and the digital media (CD/DVD/USB flash drive) shall be forwarded to the DECC after compilation of the data by the mission to collect registration documents.

**After publishing results, the RDSE returns the rejected candidates their files and forwards those of the candidates admitted to the teacher training college.**

### **III. ENTRANCE EXAMINATION INTO SIXIEME AND FIRST YEAR**

#### **III.1. Registration of Candidates**

**Registration forms are used for the entrance examinations into *Sixième* and 1st year of Technical Education.**

Candidates for these examinations shall register as a priority in the schools where they are pupils or directly in the secondary schools of their choice, which shall serve as registration centres.

#### **III.2. Processing of applications**

a) The secondary school staff in charge of registration shall:

- classify by school the registration forms received from DDSE, primary schools or candidates concerned;
- enter the applications into the spider software;
- print and sign the lists and the forms for follow-up and exam fee collection generated by the digital application, in five (5) copies.

***NB: The digital file will be carefully preserved to serve as a medium for the grading and data collection phases of the said examinations by the DECC.***

b) The DDSE shall ensure:

- that all registration forms sent to him by the DDBE are stamped;
- that the fees collected correspond to the number of application files.

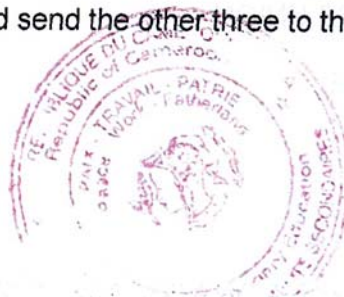
#### **III.3. Forwarding applications**

Head teachers shall draw up the DECC model registration forms or lists of candidates of their school, in five (5) copies, per competition, per secondary school chosen and in alphabetical order. The said forms or lists shall be signed at each level of transmission of the registration files.

The return of files, forms or lists follows the exact reverse path of the forms right to the DDSE.

To control the number of candidates for the *Sixième* and 1st year entrance exams:

- The DDSE shall record in a register the statistics of the files received from the DDBE and forwarded to each secondary school;
- Each secondary school Principal shall:
  - collect the registration forms of his school and sign in this register;
  - edit and forward five (5) copies of lists and follow-up and revenue forms to the DDSE;
- The DDSE shall:
  - approve the five (5) copies of the lists and the follow-up and revenue sheets, after comparing them with the data in the registration forms collection register;
  - return two (2) copies to the institution and send the other three to the RDSE;



- The RDSE shall:
  - endorse the three copies and return one to the DDSE;
  - forward one (1) copy of the follow-up and revenue sheet of each secondary school to the DECC, after compilation of the data by the mission to validate candidate application.

#### **IV. ENTRANCE EXAMINATION INTO SECONDE OF TECHNICAL EDUCATION**

##### **IV.1. Registration of Candidates**

**Registration for these examinations shall be done without a registration form (new)** and in the Technical High Schools, which serve as a registration centre.

All candidates for the entrance examination into *Seconde* of technical education must submit a **certified photocopy of their birth certificate (new)**, which must be less than three months old.

##### **IV.2. Processing of applications**

**The receipt shall be replaced by the access card which shall be signed by the candidate and the head of institution. (new)**

The head of institution must be make sure that the candidate has already passed the BEPC or CAP.

##### **IV.3 Forwarding applications**

- Candidates' registration files shall remain in the selected schools which shall be the writing centres;
- lists of candidates shall be drawn up and posted by the principals;
- the DDSE shall ensure that the fees collected correspond to the number of candidates;
- at the end of the registrations, the follow-up and revenue sheet generated by the software will be forwarded to the DEC via the DDSE and the RDSE.

#### **V. SPECIFIC CASE OF AGRICULTURAL TECHNICAL AND VOCATIONAL EDUCATION**

Candidates for these examinations shall:

a) register, either:

- at the chosen technical school of agriculture;
- at the DDSE or the RDSE where the said Technical High School is located.

b) sit for the exam, either:

- at the chosen technical school of agriculture;
- in a Technical High School located in the capital of the region, chosen by the head of the centre, offering the examinations at the same level and serving as a borrowed site.

#### **VI - COLLECTION AND SAFEGUARDING OF EXAMINATION FEES**

##### **VI.1. Payment of fees**

Payment of the registration and materials fee must be done electronically **by the parent, guardian or candidate** through an operator of their choice:

- AFRILAND FIRST BANK;
- CAMPOST;
- ECOBANK;
- EXPRESS UNION;
- MTN;
- ORANGE.





These fees shall be as follows:

No.	Examinations	Registration	Materials	Total
1	Entrance examination into <i>Sixième</i>	2,500 F	/	2,500 F
2	Entrance examination into 1st year of technical education			
3	Entrance examination into 1st year of technical and vocational schools of agriculture			
4	BEPC	3,500 F	/	3,500 F
5	INDUSTRIAL CAP and ESF	3,500 F	6,500 F	10,000 F
6	CAP STT (EXCEPT ESF)	3,500 F	3,500 F	7,000 F
7	CAPIEMP	15,000 F	5,000 F	20,000 F
8	CAPIET	11,000 F	9,000 F	20,000 F
9	Entrance examinations into GTTC and GTTC	10,000 F	/	10,000 F
10	Entrance examinations into Technical <i>Seconde</i> and 1st Year BEP	3,500 F	/	3,500 F
11	Entrance examination into <i>Seconde</i> of technical, vocational and agricultural schools			

All candidates shall pay to the Financial Agent of the institution, 1000 francs for fiscal stamp to be put on the access card. *(new)*

*Candidates for the Industrial CAP examination who obtained at least an average of fifteen out of twenty (15/20) in the practical tests in the 2021 session, and who were not successful, shall not pay the cost of materials. (new)*

#### VI.2 Safeguarding of fees

The updated financial situation of registration fees, obtained through the approved partners for e-payment, shall have to be submitted alongside the application files of each institution.

Each person responsible for registration of the various certificate and competitive examinations (head of institution, DDSE, RDSE) shall ensure that the number of files received correspond to the total fees collected:

- ❖ the head of institution shall validate a candidate's file after checking the payment made by the latter to his or her school. The number of this transaction provided by the approved partner is written in front of the candidate's name on the physical slip;
- ❖ the Divisional Delegate shall only receive the institutions' files if the supporting documents for payment from the institutions correspond to the follow-up and revenue form;
- ❖ the Regional Delegate shall ensure that the financial situation of the divisions under his jurisdiction corresponds to the expected amount, before any receipt of files submitted by the Divisional Delegates.

No registration file shall be accepted by the DECC if it is not accompanied by tangible proof of payment of the related fees through "mobile money."

**No expenditure may be made by the RDSE without prior authorisation from the Minister of Secondary Education.**

I count on you for the execution of the terms of this important Circular.

The Minister of Secondary Education,

ENCLOSURES:  
 - SG/PM (FI)  
 - SEESEN  
 SG, IGS, IGE MINESEC  
 - All MINESEC departments  
 National Representatives of Private Education  
 RDSE and DDSE  
 Principals  
 - All services concerned  
 - Chrono/Archives



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