

CIRCULAR LETTER No. 11/25 /MINESEC/SEECEN/SG/DECC/SDOEC OF 19 SEPT 2025

**SUBJECT: Management of the 2026 Registrations Session for Certificate and Competitive Entrance Examinations Organised by DECC**

**TO**

Regional Delegates,  
Divisional Delegates,  
Representatives of Private Education,  
Head of Government and Private Secondary Schools.

I hereby urge you to meticulously comply with the following instructions to your utmost ability regarding managing registrations for the 2026 session of certificate and competitive examinations organised by the Department of Examinations and Certification: You are called upon to make every effort to adhere to these guidelines.

**A. REGISTRATION PERIODS**

| PERIODS<br>CERTIFICATE EXAMINATIONS /<br>COMPETITIVE EXAMINATIONS                                                                                                                                                                                                                           | Registration periods<br>at the school level<br>and the <u>concerned</u><br><u>DDSE (NEW)</u> . | Deadline to submit<br>applications (Digital<br>files and Hard copy<br>documents) to<br>DDSE.    | Deadline to paste<br>the DDSE<br>approved<br>registration list in<br>schools and the<br><u>concerned DDSE</u> .<br>(NEW) | 1) Deadline to submit<br>applications to RDSE.<br><br>2) Deadline to visa<br>examination<br>acceptance slips by<br>the DDSE.                                                                        | Deadline for<br>RDSE to treat,<br>compile and<br>package<br>application files<br>for withdrawal by<br>DECC officials. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1. BEPC                                                                                                                                                                                                                                                                                     | FROM<br>Monday, 22 September<br>to Monday, 29 December<br>2025                                 | Friday, 2 January<br>2026                                                                       | Monday, 5 January<br>2026                                                                                                | Friday, 9 January<br>2026                                                                                                                                                                           | Wednesday, 14<br>January<br>2026                                                                                      |
| 2. INDUSTRIAL CAP and STT                                                                                                                                                                                                                                                                   |                                                                                                |                                                                                                 |                                                                                                                          |                                                                                                                                                                                                     |                                                                                                                       |
| 3. CAPIEMP and CAPIET                                                                                                                                                                                                                                                                       |                                                                                                |                                                                                                 |                                                                                                                          |                                                                                                                                                                                                     |                                                                                                                       |
| 4. Common Entrance Examination<br>into 6 <sup>ème</sup><br>5. Competitive Entrance Examination<br>into the 1 <sup>st</sup> Year of Technical Education<br><br>6. Competitive Entrance examination<br>into the 1 <sup>st</sup> Year of<br>Vocational and Agricultural Technical<br>Education | Registration periods<br>at the schools.                                                        | Deadline for DDSE<br>to transfer the files<br>received from<br>MINEDUB to<br>secondary schools. | Duration for DDSE<br>to visa lists<br>submitted by<br>secondary<br>schools.                                              | Deadline to deposit<br>examination fees at<br>AFRILAND FIRST<br>BANK in the RDSE<br>account.<br><br>Deadline to submit<br>lists, registration<br>follow-up sheets and<br>receipts forms to<br>RDSE. | Deadline for<br>RDSE to treat,<br>compile and<br>package<br>application files<br>for withdrawal by<br>DECC officials. |
|                                                                                                                                                                                                                                                                                             | From Monday, 6 October to<br>Friday, 26 December 2025                                          | Monday, 19 January<br>2026                                                                      | From Monday, 2 February<br>2026                                                                                          | Monday, 13 April<br>2026                                                                                                                                                                            | Thursday, 30 April<br>2026                                                                                            |
| 7. Competitive Entrance Examination<br>into GTTC and GTTTC                                                                                                                                                                                                                                  | Registration Period at<br>the level of DDSE.                                                   | Registration Period at<br>the level of RDSE.                                                    | Deadline for RDSE<br>to treat, compile and<br>package application<br>files for withdrawal<br>by DECC officials.          | Deadline to publish<br>and paste tentative<br>lists in DDSE and<br>RDSE.                                                                                                                            | Paste the final<br>lists in DRSE.                                                                                     |
|                                                                                                                                                                                                                                                                                             | From Monday, 2 March to<br>Friday, 26 June 2026                                                | From Monday, 2 March to<br>Friday, 26 June 2026                                                 | Monday, 6 July 2026                                                                                                      | Wednesday, 8 July<br>2026                                                                                                                                                                           | Monday, 20 July<br>2026                                                                                               |
|                                                                                                                                                                                                                                                                                             |                                                                                                |                                                                                                 |                                                                                                                          |                                                                                                                                                                                                     |                                                                                                                       |
| 8. Competitive Entrance Examination<br>into Private TTC and Private TTTC                                                                                                                                                                                                                    | The registration period (at DDSE and RDSE)                                                     |                                                                                                 |                                                                                                                          |                                                                                                                                                                                                     | Final lists<br>published in RDSE.                                                                                     |
|                                                                                                                                                                                                                                                                                             | From Monday, 3 August 2026 to Monday, 31 August 2026.                                          |                                                                                                 |                                                                                                                          |                                                                                                                                                                                                     | Tuesday, 1<br>September<br>2026                                                                                       |
| 9. Common Entrance Examinations into<br>2 <sup>nd</sup> Year Technical and 1 <sup>st</sup> Year BEP.<br>10. Entrance Examinations into 2 <sup>nd</sup> Year<br>Technical Vocational and Agricultural<br>Education                                                                           | Registration period:<br><br>From Monday, 6 July to Friday, 17 July<br>2026                     |                                                                                                 | Pasting of the lists in Government Technical High Schools.<br><br>Monday, 20 July<br>2026                                |                                                                                                                                                                                                     |                                                                                                                       |



## **B. DISPATCHING REGISTRATION MATERIALS TO SCHOOLS.**

*Only the entrance examinations into 6<sup>eme</sup> and 1<sup>st</sup> Year Technical can use the registration forms. "Spider" software is the only registration platform for other certificate and competitive examinations. The lists of newly set up schools will be forwarded to the DECC by the RDSE, to provide them with the digital registration medium.*

*Only authorized schools will have the "Spider" software to register their candidates for the certificate and competitive examinations. Candidates whose schools do not have the "Spider" for registration will register at the Divisional Delegation of their locality. (NEW)*

### **I. Case of Examinations and Entrance to TTC and 2<sup>nd</sup> Cycle of Technical and Vocational Education**

- The Department of Examinations and Certification (DECC) provides the digital platform and discloses the password to the Regional Delegations of Secondary Education (RDSE);
- The Regional Delegate will forward the materials to the Divisional Delegates;
- The Divisional Delegates, in turn, transfer these registration materials to:
  - Principals of Government Schools;
  - Education Secretaries who give them to the Heads of private schools.
- However, in case of necessity, the Divisional Delegates of Secondary Education can give digital materials directly to some private schools with legal status;
- The password to the digital software given to schools in the previous session has not been changed.

### **II. Case of Entrance examinations into 6<sup>eme</sup>, 1<sup>st</sup> Year Technical and 1<sup>st</sup> Year Technical Vocational and Agricultural Education**

Registration forms and digital materials to be used are those DECC provided to the Regional Delegations of Secondary Education:

- The Forwarding of candidates' registration forms and lists is done in line with the provisions of Circular No. 10/06/MINESEC/MINEDUB of 10 March 2006 on the modalities to organise entrance examinations into 6<sup>eme</sup> class, 1<sup>st</sup> Year and Common Entrance into Form 1.

As a reminder, the prescribed itinerary is as follows:

- Regional Delegation of Secondary Education (RDSE);
- Divisional Delegation of Secondary Education (DDSE);
- Divisional Delegation of Basic Education (DDBE);
- Divisional Inspectorate of Basic Education (DIBE);
- Primary School.
- *Depending on the context, secondary school principals may give the registration forms to Head masters of primary schools or parents of candidates.*

## **C. REGISTRATION**

### **I. BEPC, CAP, CAPIEMP AND CAPIET EXAMINATIONS**

#### **I.1. Registration of applications**

##### **I.1.1. General information**

- *Candidates register using their unique identification number, which is available on the MINESEC platform for school mapping at [www.cartescolaire.cm/minesec](http://www.cartescolaire.cm/minesec).*
- *All candidates registering for the BEPC, CAP, CAPIEMP, and CAPIET examinations should provide a photocopy of the birth certificate and not a certified photocopy less than three months old to register.*

The candidate first signs the examination acceptance slip, generated by the "SPIDER" and then the DDSE visa it before the principal signs it.



**REGISTRATION OF CANDIDATES IN SCHOOLS SUSPENDED FOR REGISTRATION. (NEW)**

*The students in the schools below that have been suspended for registration of DECC examinations will be enrolled in the Divisional Delegation of Secondary Education of their locality:*

| No | REGION   | SCHOOL                                      | EXAM | MISCONDUCT                                                                                                                             | SANCTION                                                                                                    |
|----|----------|---------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1  | CENTRE   | Collège la Mefou                            | BEPC | Carelessness in the registration process leading to the non-enrolment of 63 students at Collège la Méfou                               | Three years (03) suspension (2026-2027-2028 Sessions)                                                       |
| 2  | LITTORAL | Collège Saint Thomas Excellent Bilingual    | BEPC | Negligence during the registration process that led to the non-enrolment of 80 students from Saint Thomas Excellent Bilingual College  | Three years (03) suspension (2026-2027-2028 Sessions)                                                       |
| 3  | LITTORAL | Institut Polyvalent Moderne les Anges       | BEPC | Negligence during the registration process that led to the non-enrolment of 26 students from the Institut Polyvalent Moderne les Anges | Three years (03) suspension (2026-2027-2028 Sessions)                                                       |
| 4  | LITTORAL | Institut de Technologie et de Gestion (ITG) | CAPI | Fraud and forgery in the registration process                                                                                          | Three years (03) suspension (2026-2027-2028 sessions), accompanied by coercive measurers for reimbursement. |
| 5  | WEST     | Collège Voltaire                            | BEPC | Fraudulent registration of a candidate                                                                                                 | Three years (03) suspension (2026-2027-2028 Sessions)                                                       |
| 6  | SOUTH    | Collège Privé Laïc le Bon Samaritain        | BEPC | Negligence in the registration process                                                                                                 | Three years (03) suspension (2026-2027-2028 sessions)                                                       |

**Registration of candidates of these schools are as follows:**

- The school provides a signed list of the names of students in the examination classes and their digital pictures, telephone number of students and parents;
- The DDSE confirms and consolidate the list with the school head on the field;
- The DDSE forwards a copy of the signed list to DECC through the RDSE;
- The candidates or the parents register directly at the DDES;
- The registration slip (Bordereau) is signed by the Chef of Bureau and acceptance slips are signed and DDSE and a copy sent to the school;
- The provisional and final list should be pasted at the DDSE and school concerned.
- The DDSE forward by a discharge form, the candidate's examination cards to the Centre for writing;
- By the end of the registration, the DDSE submits the list of non-registered candidates to the RDSE for onward transmission to DECC.



### CANDIDATES EXAMINATION ACCEPTANCE SLIP.

*The examination acceptance slip gives the candidate access to the examination hall.*

The following information will appear on the back of the examination acceptance slip and **must be signed** by the candidate:

| Information                   | Acceptance slip |             | Provisional list |             | Final list |             |
|-------------------------------|-----------------|-------------|------------------|-------------|------------|-------------|
|                               | Correct         | Not correct | Correct          | Not correct | Correct    | Not correct |
| Name and sur names            |                 |             |                  |             |            |             |
| Date and place of birth       |                 |             |                  |             |            |             |
| Specialty/Series              |                 |             |                  |             |            |             |
| Confirmation of my photograph |                 |             |                  |             |            |             |

**NB:** In the case and absence of names on the provisional and final lists, reach out to DECC on telephone number 222 223 193 or through the e-mail address [decc@minesec.gov.cm](mailto:decc@minesec.gov.cm) or [deccminesec@gmail.com](mailto:deccminesec@gmail.com) from Monday to Friday, during 7.30 A.M to 5 P.M

Note that:

- A civil status registrar should sign the legible photocopy of the birth certificate;
- The photocopy of the national identity card must be certified, from the original, by the stamp of the registration centre, in the presence of the candidate (regular candidates aged Twenty (20) or over, evening schooling candidates and external candidates);
- Internal candidates are attributed a registration number of their school followed by 'R' as candidate code
- External schooling candidates shall be attributed the registration number followed by 'L';
- External candidates have the code 0000;
- Internal candidates, external-schooling candidates, external candidates, candidates with disabilities (mobility impairments, writing impairments, visually impaired, deaf, deaf-mute, difficult hearing, albino etc.) will have distinct sheets in the registration slip (Bordereau);
- It should be noted that the same candidate may have several disabilities, which must be taken into account in the 'Spider'.
- Each option or series shall be on a separate sheet of registration slip; (Bordereau);
- Two separate working languages have two separate registration slips (Bordereau);
- *Acceptance slips and SPE (Sports and Physical Education) forms from the "Spider" software must be handled carefully. The school head must ensure that the SPE sheets, Internship form for CAP industrial candidates and also, the Evaluation forms for the Practical and Oral examinations for the CAPIEMP and CAPIET candidates have been printed before Friday, 9 January 2026.*

Officials selected to carry out the follow-up of registrations begin by entering candidates' registration information into the digital platform **using a certified photocopy of their birth certificates.**

After the data has been recorded, the Spider will be used to enter the candidate's physical characteristic marks. Distinctive marks are characteristics such as (scars, limb morphology, complexion, lip/ nose/ ear morphology and etc..) that differentiate one candidate from another.

**NB:** Any error entry of the candidate's identity in the "SPIDER" of registration will provoke prejudice in the system and to the candidate which will eventually result in the production of a useless diploma



## **I.1.2. Registering candidates for BEPC and CAP examinations**

### **I.1.2.1. Internal and External Schooling Candidates**

Internal and external schooling candidates only register in the government or private day or evening schools they attend. These schools are their registration centre. They write in the centre to which their school is affiliated.

**N/B:** Some schools have been suspended from the registration of candidates for some sessions, (refer to page 3)

External schooling BEPC exam candidates are those candidates regularly attending classes beyond 3<sup>ème</sup>, in a public or private school, either during the day or in the evening.

**CAP examination has no external schooling candidates.**

**N/B:** Internal or External schooling candidates must be at most 25 years old.

### **I.1.2.2. External Candidates**

**N/B:** External candidates will register in a Government Secondary or High School which is an examination centre situated in the head quarter of the division designated by the RDSE. (NEW)

A school head assigns a specific staff member to process the registration forms of external candidates.

The registration official authenticates the candidates 'photocopy of the national identity card using the original copy in the presence of the external candidate and put the school stamp. (NEW)

## **I.1.3. Registration of application for CAPIEMP and CAPIET examinations**

Two types of candidates will take the CAPIEMP or CAPIET examinations from this session:

**N/B:** The external candidates of this 2026 session will register for the CAPIEMP (FS) and CAPIET (FS) of former status. (NEW).

For the Teachers Training Examinations, we will have two CAPIEMP and CAPIET for the former and new status:

- CAPIEMP (FS) and CAPIET (FS) which concern candidates of the former status with the BEPC/PROBATOIRE /GCE O/L/ CAP background having 2 to 3 years of training.
- CAPIEMP (NS) and CAPIET (NS) which concern candidates of the new status with the BACCALUREAT and GCE A/L /TVEE having 2 years training. (NEW).

DRES and DDSE and DIRECTORS of these Teacher 's Training Colleges will:

- Assure that, students in these Teacher 's Training Colleges have passed the competitive entrance examinations;
- Ensure all candidates must provide their admission diploma to TTC or TTTC (a certified true copy not more than three months);
- The conformity of duration of the training.

### **I.1.3.1. Internal Candidates**

Internal candidates register in their schools.

### **I.1.3.2. External Candidates**

External candidates taking the CAPIEMP and CAPIET examinations are those candidates who failed a session of these examinations. They will register in TTC or TTTC of their choice, where the teaching language is their preferred language.

The official certifies the photocopy of the national identity card using the original copy in the presence of the external candidate.

Their last examination session and the writing centre must be entered into the Spider Software.

**N/B:** The external candidates of this 2026 session will register for the CAPIEMP (FS) and CAPIET (FS) of former status. (NEW).



## **I.2. Processing of application files**

At each stage of the application process (Schools, RDSE, DDSE) thoroughly check and compare the information on the acceptance slip, certified photocopy of the birth certificate, registration form, national identity card and certificate where necessary.

To this end:

### **I.2.1. The Official to whom this task is assigned under the supervision of the school head must:**

- a) Gather all the documents that make up the registration file, per the examination, such as
  - A Certified photocopy of the birth certificate;
  - Receipt attesting payment of examination fees: **listing provided by an approved operator;**
  - Proof of payment of stamp fee (1500 francs): attesting the acknowledgement of payment from taxation service (DGI);
  - Photocopy of the national identity card for the concerned candidates:
    - External;
    - Evening classes;
    - **At least 20 years of age** (Internal candidates, External candidates and External schooling candidates);
  - A certified photocopy of the *CAPIEMP* and *CAPIET* admission certificate.
- b) -Make sure the candidate has a passport-sized digital photo on a white background for internal, internal schooling, and evening schooling candidates;
  - Take photograph for external candidates on white background;
- c) Fill in all required information on the digital application form; and fill Distinctive marks are characteristics such as (scars, limb morphology, complexion, lip/nose/ear morphology and etc..) that differentiate one candidate from another
- d) -Check that the names, series/option, candidate type, school code, centre code, date and place of birth are correctly written;
  - Print the Spider registration slip (07examples), candidates Acceptance Slip (01 example), the Evaluation forms for the Practical and Oral examinations for the CAPIEMP and CAPIET candidates.
- e) -Each candidate must verify if the information on their application is correct. Thus, each candidate must sign these two documents if the information is correct behind their acceptance slip.

**Should there be any error, the official corrects it and prints another copy for the candidate to sign it, and the instructions mentioned on the back of the acceptance slip.**

**On the eve of the deadline for forwarding the files, the official in charge of filling in this information and following the registration process must before the Friday, 2 January 2026:**

- ✓ Ensure the input data from (certified copy of the birth certificate, photocopy of NIC., certified true copy of certificates) and output information (on the registration slip, candidate's acceptance slips.) are consistent
- ✓ Burn the information (Spider file) on a USB KEY or **transfer the data into a flash drive.**

**N/B.:**

- *The school uses a new digital file for each file forwarded.*
- *Once the Spider has stopped, no documents can be printed.*
- *The focal point of the DDES is the official to whom this task is assigned under the supervision of the Chief of Bureau (C/B -DDES) who in this case is the registration officer.*

### **I.2.2. The Chief of the Registration Centre must:**

- a) Check that all their potential candidates (**internal and external students**) have successfully registered in the examinations;
- b) Ensure that the receipts provided by the registration slip, the receipts in the payment list of partners and the acknowledgement of payment from the Directorate General of Taxes (DGI) are consistent;
- c) Sign the registration slip;



- d) Send the acceptance slip to the **Divisional Delegation for visa and the SPE forms to the doctor to sign in case of unfit candidates;**
- e) Sign the candidates' acceptance slips only after they have been endorsed by the DDSE; **These acceptance slips must bear the stamp of the Registration Centre, superimpose on the photo. Defiance of this is subject to suspected fraud.**
- f) Distribute to candidates the examination acceptance slips duly signed by the DDSE. The candidate checked off and sign on the back by the examination acceptance slip, **which they will use to access the examination hall;**
- g) **Summon the students who did not register to the Disciplinary Council and keep a copy of the said Disciplinary Council at the RDSE through the DDES.**

**N/B.:** The school code is the school registration number of that school.

**DDES is the registration centre of the suspended schools, and the examination official is the Chief of Bureau (C/B-DDES) (NEW).**

### **1.2.3. DDSE and RDSE:**

#### **❖ The RDSE and DDSE**

- a) Ensure that:
  - Schools must have a legal status and all its specialties/series must be authorised before receiving application files of their students;
  - "Spider" platform can be opened and the availability of the content;
  - Ensure that, each candidate has a unique identification number;
  - The compilation of digital files per examination. It can be done per group of writing centres or by divisions depending on the number of candidates;
- b) Perform Computer-Assisted Digital Processing of applications (CADP), by checking the conformity between the digital inputs [(certified photocopy of birth certificate, photocopy of national identity card, certified photocopy of diploma (CAPIEMP/CAPIET)] and the outputs (application form, identity card, etc.);
- c) Print out the digital processing report;
- d) Print 'Spider' statistics per centre, per school, per series/specialty and per status;
- e) **In regards to the potential list of candidates for the school year, Monitor and evaluate the registration pace in the various schools within their jurisdiction to remind the schools lagging in the registration of candidates of the possible sanctions that awaits them if their candidates are not registered.**
- f) Sign the hard copy slip, the digital processing report and the 'Spider' statistics;

#### **-The DDSE**

- a) DDSE shall visa all acceptance slips of schools within its jurisdiction and each page of the hard copy registration slip before returning them to the schools before **Friday, 9 January 2026;**
- b) Sort and arrange digital files and the physical documents of schools based on examination, writing centre, school, and transmission number;
- c) Monitor and evaluate the statistics of unregistered candidates in each school for eventual request by the hierarchy latest **Wednesday, 14 January 2026. (NEW)**

#### **-The RDSE**

The RDSE compiles and regroup the digital files and the physical documents (listings, acknowledgement of payment receipts, etc.) of schools per exam, and per division).

### **SUPPLEMENTARY PROVISIONS**

- (i) **No application form sent by mail shall be accepted.**
- (ii) Erratum requests, correctly filled out and signed by the authorities, must reach the Regional Delegation **no later than Monday, 13 April 2026;**



(iii) **Multiple registrations for the same candidate in an examination are considered fraud.** However, the transfer of applications from one centre to another can only be done by the Department of Examinations and Certification **at the candidate's request, no later than Friday, 17 April 2026;**

(iv) The correction of an application forwarded in a given batch cannot be inserted in a subsequent batch but will follow the erratum procedure using the relevant form;

(v) **All incomplete application files will be rejected, and inter-divisional and inter-regional registrations are prohibited;**

(vi) **After the compilation of the files, the regional contact person (FP) will then supply a soft copy of examination acceptance slip, to the superintendent in his flash drive which he/she will use in case candidates or schools lose these documents or any other need.**

**N/B**

- **Provisional and final lists of registered candidates MUST be pasted in the school and parents' WhatsApp forum to allow candidates verify and signal errors if applicable on their personal information. This primordial activity, gives assurance to the candidates that, they have been included in the database for the examination session;**
- **It is forbidden to Head of Centres to allow candidates to sit for the examinations without their names on the final list. They SHOULD NOT expect results of these candidates if allowed to write the examination.**
- **The DECC do not withhold examination results of schools or candidates after litigation proceedings.**

### **I.3. Forwarding candidates' registration files**

#### **I.3.1. Head of school**

**a) Forward to DDSE:**

- The digital medium (USB key/external hard disk) containing the full name of the school, the forwarding number, digital photos of the candidates, payment list, the acknowledgement of payment, certified photocopies of birth certificates, photocopies of national identity cards, as well as certified photocopies of diplomas (*CAPTEMP and CAPIET*);
- The following hard-copies of documents:
  - ✓ Examination acceptance slips duly checked off and signed by candidates only;
  - ✓ Five (5) copies of registration slip;

**b) Send candidates' SPE forms in one batch to the Chief of Centre for writing on Friday, 17 April 2026;**

**c) MUST publish and paste a copy of the registration slip and get candidates to check once again if their registration data is correct and conform.**

#### **I.3.2. DDSE.**

After having done all the checking:

**a) Give two copies of the registration slips to the Heads of school who must keep *one* and **paste the other**;**

**b) Return visa candidates' acceptance slips to the Heads of school for signature and distribution to the candidates. The visa will carry the official acronym of the DDSE;**

***NB: Beyond Friday, 2 January 2026, once Spider has been closed down and before the files are sent to DECC, the visa of candidate's acceptance slip and the acceptance of files will depend on the approval of the DDSE, in agreement with the RDSE.***

**c) Forward the digital material to RDSE,**

- **The following hard documents:** three (3) copies of registration slip per school and transmission, the Spider statistical tables from the CADP/DDES, the digital processing report;
- **The following digital media:** compilation files, schools' source files including payment acknowledgement, payment listing, candidates' photos, certified photocopies of birth certificates, photocopies of national identity cards and certified photocopies of diplomas (*CAPTEMP/CAPIET*).



### **I.3.3. RDSE**

- a) Give one (1) copy of the registration slip to DDSE as proof of transmission of registration files and retain one (1) copy for archiving;
- b) Make available to DECC,
- Physical registration slips one (01) copy per school per transmission);
  - Spider registration statistics signed by the RDSE;
  - DDSE and RDSE processing reports;
  - DDSE and RDSE compilation files and Spider school files;
  - Documents of affiliated schools to examination centres;
  - The list of candidates with disabilities;
  - The list of schools with ZERO candidates at date and the initiatives taken;
  - Where necessary, the lists of candidates of schools suspended from registration of candidates; (NEW)
  - *Cases of litigation relating to enrolments:*
    - *A report on late candidates (number of candidates, reasons, and disposition taken);*
    - *A report on the disciplinary council.*

### **I.4 FOLLOW-UP OF CANDIDATE'S APPLICATION FILES.**

After publishing the provisional and final lists, all stakeholders involved in the registration process (Head of School, DDSE and RDSE) should make sure that all the names of candidates registered forwarded by the DECC appear on the said lists.

#### **1.4.1 THE HEAD OF SCHOOL (Provisional list) THE CHIEF OF CENTRE (Final list) MUST:**

- a. Collect their physical provisional/final lists from the DDSE by discharge (DECC model), publish them in the school and invite candidates to consult these lists to check that the information is correct;
- b. Download the digital provisional/final lists, PASTE in school, and also publish them in the parents' WhatsApp forum;
- c. Ensure that all the names of registered candidates are included on the provisional /final lists;
- d. Forward to the RDSE via the DDSE:
  - requests for correction of candidates' information;
  - requests for the reintroduction of candidate's names, attach the registration slip(s) signed by the school head and the DDSE as well as the Spider digital source file(s).

#### **1.4.2. The DDSE and the RDSE**

##### **❖ The DDSE and the RDSE**

##### **a. Ensure:**

- The physical provisional/final lists are effectively withdrawn by all schools that have registered candidates;
- The provisional/final digital lists are forwarded to the forums created by school heads;
- The DDSE/RDSE statistics match the statistics of provisional/final lists;
- That all the applications received from the schools (during the registration period) have been successful, using the presence of the various provisional numerical lists of the names of each candidate registered;

For this purpose, they will compare the names on the registration forms of the said schools with the names on their provisional/final digital lists.

- b. Track all the late registration documents in schools based on provisional enrolment.
- c. Forward to the DECC all requests for omission of candidates, enclosing the registration slips(s) signed by the head of school, the DDSE and the RDSE, as well as the digital Spider source file(s) and the compilation files for each examination.

##### **❖ The DDSE**

- a. Signs all the examination identity cards of the schools within his/her area of jurisdiction;
- b. Forwards the discharges (model DECC) for the provisional/final lists to the RDSE;
- c. Make sure that all documents (digital and physical) have been forwarded to the RDSE based on the transmission slips.



## ❖ The RDSE

- A) Handles, in the correction compilation environment, all requests for correction of candidate information initiated by establishments;
- b) Forwards the discharge (model DECC) for the withdrawal of final lists to DECC;
- c) Make sure that all documents (digital and physical) have been forwarded to DECC based on the transmission slips.

**NB:** In the absence of names on the provisional and final lists, reach out to DECC immediately on telephone number 222 223 193 or the e-mail address [decc@minesec.gov.cm](mailto:decc@minesec.gov.cm) or [deccminesec@gmail.com](mailto:deccminesec@gmail.com) from Monday to Friday, during 7.30 A.M to 5 P.M.

## **II. COMPETITIVE ENTRANCE EXAMINATION INTO GTTC/GTTTC and PRIVATE TTC/TTTC**

1. **Registration for this examination does not require an application form;**
2. Candidates taking GTTC and GTTTC and PTTC/PTTTC certificate examinations submit their application files in RDSE or DDSE;
3. The composition of applications for these competitive examinations will be subjected to specific regulations;
4. For entrance examinations into PTTCs and PTTTCs, success testimonials and transcripts issued by competent bodies also serve as diplomas. **Result slip will be accepted for this purpose.**
5. Applications awaiting diplomas will be given special consideration.

### **II.1. Registration of candidates' applications files**

#### **II.1.1 Staff DDSE/RDSE:**

- a) Make sure that a given specialty (GTTTC/PTTTC) legally exists and that the number of places available is known, before receiving applications;
- b) Gather all the information required for applications (by the decision opening the application lists for the aforementioned competitive examinations);
- c) Scan all the documents collected per Examination, per Division, per Status, Series/ Specialty;
- d) Take pictures of candidates on a white background;
- e) Enter all the data required by the digital application form;
- f) Make sure that the entries of name, date and place of birth, school chosen and working language are consistent with the physical documents collected;
- g) **Compile the digital files received from the DDSE and the RDSE and Process the applications by computer (RDSE staff), making sure that the digital inputs are consistent with the outputs (application form, competitive examination acceptance slip, etc....);**
- h) Print the digital processing report (RDSE staff);
- i) Print Spider statistics per status, series/ speciality, working language and Division;
- j) Print Competitive Entrance acceptance slips, and lists per chosen school, working language and specialty;
- k) **Copy the Spider file and the inputs files on a USB flash drive/external hard disk;**
- l) Assemble the digital files by examination, division, working language (English for English speakers and French for French speakers), status, school, specialty and transmission number;
- m) Destroy the documents in the file and hands it to the candidate.

#### **NB:**

- ✚ **An empty digital file will be used for each transmission.**
- ✚ **After checking the accuracy of the information, each candidate must sign his/her examination acceptance slip. If a mistake is identified, staff will correct it and print new documents.**



### **II.1.2. The DDSE and the RDSE:**

- a) Approve only the registration of candidates having chosen the teacher training colleges under their jurisdiction;
- b) Monitor and evaluate the level and pace of registrations compared with **the enrolment of the previous year**;
- c) Sign the physical registration slips, the digital processing report and the Spider statistics.

### **II.2. Forwarding candidates' registration files**

At the end of all these registration processes:

- a) The DDSE forwards the files, the examination acceptance slip, the registration slips (in 3 copies) and the signed statistical tables to the RDSE.

The RDSE:

- Publish and a copy of the registration slip from the compilation as a tentative registration list, in line with the date given for this task;
- Send a second copy of the slip to the other DDSE involved in the application process to be published at their level;
- The registration slips issued by the digital software, the statistical tables and the digital materials (CD/DVD/USB flash drive) are sent to DECC after the compilation of data by the mission team that picks up registration documents;
- After the publication of the results, RDSE return files of candidates who failed and send files of candidates who passed to the schools.

## **III. COMPETITIVE ENTRANCE EXAMINATION INTO 6<sup>ème</sup> & 1<sup>st</sup> YEAR TECHNICAL VOCATIONAL AGRICULTURAL EDUCATION**

### **III.1. Registration of applications**

**The registration forms are used for the entrance examination into 6<sup>ème</sup> and 1<sup>st</sup> Year Technical Agricultural Education.**

Candidates for these examinations are allowed to register in schools they attend or directly in a secondary school of their choice, which will be their writing centre.

**NB: An examination centre is any school that registers at least 60 candidates.**

### **III.2. Processing of candidate's application files**

- a) Officials of schools in charge of registrations in secondary schools should:

- Arrange registration forms received from DDSE according to schools, primary schools or candidates concerned;
- Fill in the application in the "Spider" software;
- Print the lists, follow-up sheet and the receipts issued by the software and sign them in five (5) copies.

**N/B: The digital files should be carefully preserved because, they will be use by DECC during this examination's grading or deliberation and data collection phases.**

- b) DDSE ensures:

- **The authenticity of the proof of payment of fiscal stamp levy sent by DDBE and report to RDSE on the number of applications received.**
- **That the examination funds received from DDBE and secured in Afriland First Bank MINESEC's account matches with the number of applications received.**

### **III.3. Forwarding candidates' application files**

School principals shall prepare five (5) copies of the DECC model registration slip or lists of candidates from their school, according to examination, by secondary school chosen and in alphabetical order. The said registration slips or lists are countersigned at each stage of forwarding the registration files.

Files, registration forms or lists strictly follow the same reverse pattern of forwarding forms till they get to DDSE.

To check the number of candidates for the Common Entrance examination into 6<sup>ème</sup> and 1<sup>st</sup> Year Technical Education:



- **DDSE** keeps a register of the statistics of files received from DDBEs and sent to each secondary school;
- **Each Secondary School Head:**
  - Collects the files from the DDSE and enter the information's of their candidates in the register software.
  - Prints and forward five (5) copies of the lists and follow-up sheet to the DDSE;
- **DDSE**
  - Visa the five (5) copies of the lists, follow-up sheets, after comparing them with the data in the register of registration;
  - Return two (2) copies to the school and send the other three (3) to RDSE;
- **RDSE**
  - Visa or stamp the three copies and send one (1) back to the DDSE;
  - Forward one (1) copy of the follow-up form and the receipts of each secondary school to DECC after the authentication team has compiled the data.

#### **IV. COMPETITIVE ENTRANCE EXAMINATIONS INTO Form V TECHNICAL VOCATIONAL & AGRICULTURAL EDUCATION.**

**N/B:** This Competitive Entrance Examinations concerns the French speaking candidates (NEW).

##### **IV.1. Registration of applications (ONLY FOR CANDIDATES OF FRANCOPHONE SUB -SYSTEM)**

Registration for these competitive examinations is done without a registration form and in Technical High Schools used as registration centres.

All candidates (except those of the English sub- system) for the entrance examination to the Form V Technical must provide **a certified photocopy of their birth certificate**, dated less than three months before.

##### **IV. 2. Processing of candidate's application files**

The staff in charge of registration should ensure that:

- The candidate has already passed the BEPC or CAP;
- The certified photocopy of the birth certificate and the examination acceptance slip match;
- The examination acceptance slip has been signed by the candidate and the school principal;
- Print out the lists of candidates by division or specialty;
- The lists are published and paste in the examination centre for candidates to check their names.

##### **IV.3. Forwarding candidates' files**

- The candidates' registration files stay in the chosen institutions, which are the writing centres;
- The school head prepares the lists of candidates and publish them;
- DDSE ensures that the fees stored in the Afriland First Bank MINESEC account tally with the number of candidates;
- At the end of the registration process, the follow-up sheet from the software will be sent to DECC.



## **D -COLLECTING AND HOARDING OF CERTIFICATE AND OFFICIAL EXAMINATION FEES**

### **I. FISCAL STAMP LEVY**

The fiscal stamp levy of the candidates declared in the platform must be paid electronically by the head of the school to the operators approved by the Directorate General of Taxation (DGI):

- Orange Cameroun;
- MTN Cameroun.

**The fiscal stamp levy is as follows:**

| No. | Certificate and Competitive Examinations                                                                                   | Fiscal stamps | Remarks                                                                                      | Expected accounting document                 |
|-----|----------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------|----------------------------------------------|
| 1   | BEPC, CAP, CAPIEMP, CAPIET, 2 <sup>nd</sup> Year Technical, GTTTC, GTTC, PTTTC and PTTC.                                   | 1500 Frs      | For the registration form (acceptance slip)                                                  | Acknowledgement of payment (payment receipt) |
| 2   | Common Entrance Examinations into 6 <sup>eme</sup> / 1 <sup>st</sup> Year Technical Vocational and Agricultural Education. | 3,000 Frs     | For the registration form and certified photocopy of the birth certificate (acceptance slip) | Acknowledgement of payment (payment receipt) |

**N/B:**

- The transaction references with operators approved by the DGI will be stored in the “Spider” software;
- The payment receipt is attached to the “Spider” software.

### **II. EXAMINATION FEE**

#### **II.1. Payment of fees**

The **registration fee** and the **working material levy** (CAP/CAPIET candidates) must be paid electronically by the candidate, parent or guardian using **unique identification number** of the candidate available on the MINESEC platform at [www.cartescolaire.cm/minesec](http://www.cartescolaire.cm/minesec) through an operator of their choice:

- MTN Cameroun,
- Express Union,
- Orange Cameroun,
- Cameroon Postal Services (CAMPOST),
- Afriland First Bank.
- 

The costs are as follows:



| No. | Certificate and Competitive Examinations                                                                    | Registration | Labour cost | The amount to be paid |
|-----|-------------------------------------------------------------------------------------------------------------|--------------|-------------|-----------------------|
| 1.  | Common Entrance into 6 <sup>eme</sup> .                                                                     | 2,500 Frs    | /           | 2,500 Frs             |
| 2.  | Competitive Entrance Examination into 1 <sup>st</sup> Year Technical Education.                             |              |             |                       |
| 3.  | Competitive Entrance Examination into 1 <sup>st</sup> Year Technical Vocational and Agricultural Education. |              |             |                       |
| 4.  | BEPC                                                                                                        | 3,500 Frs    | /           | 3,500 Frs             |
| 5.  | Industrial CAP without the prerequisite.                                                                    | 3,500 Frs    | 6,500 Frs   | 10,000 Frs            |
| 6.  | Industrial CAP with the prerequisite.                                                                       | 3,500 Frs    | /           | 3,500 Frs             |
| 7.  | CAP STT (Without Home Economics (HE))                                                                       | 5,500 Frs    | 1,500 Frs   | 7,000 Frs             |
| 8.  | CAP STT (Home Economics (HE))                                                                               | 3,500 Frs    | 6,500 Frs   | 10,000 Frs            |
| 9.  | CAPIEMP                                                                                                     | 20,000 Frs   | /           | 20,000 Frs            |
| 10. | CAPIET                                                                                                      | 11,000 Frs   | 9,000 Frs   | 20,000 Frs            |
| 11. | Competitive Entrance Examination into GTTC, GTTTC, PTTTC and PTTC.                                          | 10,000 Frs   | /           | 10,000 Frs            |
| 12. | Competitive Entrance Examination into 2 <sup>nd</sup> Year Technical and 1 <sup>st</sup> Year BEP.          | 3,500 Frs    | /           | 3,500 Frs             |
| 13. | Competitive Entrance Examination into 2 <sup>nd</sup> Year Technical Vocational and Agricultural Education. |              |             |                       |

## II.2. Hoarding fees

Each official in charge of registration for the various certificates and official examinations (School Head, DDSE, RDSE) checks that the list and the registration slips are consistent:

- ❖ The school head will have to upload the registration list and the payment receipt of the stamp, and of the registration fees obtained from the authorised partners in the Spider software;
- ❖ The Divisional Delegate **only** receives files from schools whose payment receipts conform to the hard copy registration slip;
- ❖ The Regional Delegate ensures that the financial situation of the divisions within their jurisdiction corresponds to the sum due before any reception of files from the Divisional Delegates.

The DECC only accept applications with tangible proof of an electronic payment of the examination fees.

**The RDSE is not authorised to carry out any expenditure without prior authorisation from the Ministry of Secondary Education.**

**N/B: The School Head, parents or candidates will not be received at the Ministry or at the Department of Examinations and Certification for any case of late registration.**

I count on your indulgence for the effective execution of the terms of this circular letter to which I attach utmost importance.

Yaounde,

**The Minister of Secondary Education,**

### ENCLOSURE:

- SG/PM (fc)
- SEESN
- SG/IGS/IGE/MINESEC
- All MINESEC DEPARTMENTS
- NATIONAL REPRESENTATIVE OF PRIVATE EDUCATION
- RDSE AND DDSE
- Heads of institutions
- All external services
- Chrono/Archives

  
