

CIRCULAR LETTER No. 11/22 /MINESEC/SEESN/SG/DECC/SDOEC/CELTRAD OF 19 OCT 2022

TO

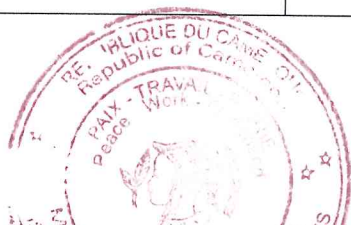
Regional Delegates;
Divisional Delegates;
National Council of Private Education;
Head of Government and Private Secondary Schools;

SUBJECT: Management of registration formalities for the 2023 session of Competitive and Certificate examinations organised by DECC

I call on all of you to fully comply with the following directives on management of the 2023 session of competitive and certificate examinations organised by the Department of Examinations and Certification in your respective areas.

A. REGISTRATION PERIODS

SESSION COMPETITIVE/CERTIFICATE EXAMINATION	Registration period in schools	Deadline to submit applications to DDSE	Deadline to publish DDSE-approved registration lists in schools	Deadline to submit applications to RDSE and acceptance slips visa by the DDSE	Compiling and withdrawing of files from RDSE by DECC officials
1 – BEPC	From Monday, 17 October to Friday, 30 December 2022	Tuesday, 3 January 2023	Monday, 9 January 2023	Monday, 9 January 2023	From Monday, 23 January 2023
2 – INDUSTRIAL CAP and STT					
3 – CAPIEMP and CAPIET					
4 – Common Entrance Examination	Registration periods in schools	Deadline for DDSE to transfer files received from MINEDUB to secondary schools.	Duration for DDSE to visa lists submitted by secondary schools	Deadline to submit lists, follow-up sheets, and registration slips to RDSE.	Compiling and withdrawing of Follow-up and receipt slips in RDSE by DECC officials.
5 – Entrance examination in 1 st Year of Technical Education					
6 – Entrance examination in the 1 st Year of Vocational and Agricultural Technical Education					
7– Competitive Entrance Examination into GTTC and GTTTC	Period registered in DDSE	Period registered in RDSE	Compiling and withdrawing of files from RDSE by DECC officials	Deadline to publish tentative lists in DDSE and RDSE	Publish the final lists in DRSE
	From Wednesday, 1 March to Friday, 30 June 2023	From Wednesday, 1 March to Friday, 30 June 2023			Friday, 21 July 2023
				From Monday, 10 July 2023	
8– Competitive Entrance Examination into Private TTC and TTTC	The registration period for competitive examination into Private TTC and TTTC : From Monday, 17 July 2023 to Friday, 25 August 2023.				
9—Competitive Entrance Examination in 2 nd Year Technical and 1 st Year BEP	Registration span : From Monday, 10 July to Friday, 21 July 2023		Publish lists in Government Technical Schools: Monday, 24 July 2023		
10 – Competitive Entrance Examination into 2 nd Year Technical Vocational and Agricultural Education					



B. DISPATCHING REGISTRATION MATERIALS TO SCHOOLS

Only the entrance examinations into Form 1 and 1st Year Technical can use the registration forms. "Spider" software is the only registration platform for other competitive and certificate examinations.

I. As for the examinations, entrance examinations to TTC and 2nd 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 hands over materials to the Divisional Delegates;
- The Divisional Delegates, in turn, transfer these registration materials to:
 - Principals;
 - 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 is the same.

II. Entrance examinations into Form 1, 1st Year Technical and 1st Year Technical Agricultural Schools

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

- Forwarding registration slips and forms should be 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^e class, 1st Year and Common Entrance into Form 1.

As a reminder, the prescribed schedule 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);
- School
 - Depending on the context, secondary school Principals may give the registration forms to Principals of TTC or parents of candidates.

N.B.: DECC will provide RDSE with lists of newly opened schools to make the digital registration platform available.

C. REGISTRATIONS

I. BEPC, CAP, CAPIEMP AND CAPIET EXAMINATIONS

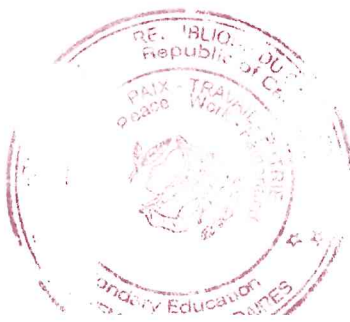
I.1. Registration of applications

I.1.1. General Information

Registration in these examinations needs no registration forms.

All candidates taking *BEPC*, *CAP*, *CAPIEMP*, and *CAPIET* examinations should provide **a certified true copy of the birth certificate and not a certified copy** less than three months old to register.

The candidate first signs the acceptance slip, and then DDSE authenticates it before the Principal signs. This acceptance slip gives the candidate access to the examination hall.



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Note that:

- A Mayor should sign the certified copy of the birth certificate;
- **The school head must submit photocopies of the birth certificates of all candidates aged eleven (11) years and above to the competent civil status authority (new) for authentication;**
- **From the original copy, a photocopy of the national identity card must carry the stamp of the school registration centre (new);**
- Internal candidates are attributed a **registration number of their school as candidate code**;
- External schooling candidates shall be attributed the code **0000**;
- External candidates have the code **9999**;
- Internal candidates, external-schooling candidates, external candidates, candidates with disabilities (hearing impaired, visually impaired and, albino, etc.) shall be on separate registration slips;
- Each option or series shall be on a separate registration slip;
- Two separate working languages have two separate slips;
- Acceptance slips and SPE forms from the “spider” software must be handled carefully.

Officials chosen to carry out follow-up registrations start by writing candidates' registration information in the digital platform using the **certified copy of the birth certificate**.

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.

CAP examination has no external schooling candidates.

I.1.2.2. External Candidates

External candidates should register in government schools and centres where they prefer (new).

A close collaborator of the school head is the only person authorised to process the registration forms of external candidates.

The official authenticates the photocopy of the national identity card using the original copy in the presence of the external candidate (new).

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

As concerns *CAPIEMP and CAPIET* examinations, DDSE and Principals of these Teacher Training Colleges will:

- Organise a competitive entrance examination to admit students into these Teacher Training Colleges;
- Ensure all candidates got their admission diploma to GTTC or GTTTC (a certified true copy not more than three months);
- The length of the training.

I.1.3.1. Internal Candidates

Internal candidates register in their schools.

I.1.3.2. External Candidates

The official authenticates the photocopy of the national identity card using the original copy in the presence of the external candidate (new).



In the last session, they sat for this examination, and their centre must be entered in the software "Spider."

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 copy of the birth certificate, registration form, national identity card and certificate.

To this end:

I.2.1. 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 copy of the birth certificate;
 - Receipt attesting payment of examination levy: **listing provided by an approved operator;**
 - proof of payment of stamp fee (1000 francs) ;
 - Photocopy of the national identity card for:
 - External candidates,
 - Candidates attending evening classes,
 - **Candidates at least 20 years of age (new).**
 - A certified true copy of the *CAPIEMP* and *CAPIET* admission certificate.
- b) Make sure the candidate has got a passport-sized digital photo on a white background;
- c) Fill in all required information on the digital application form;
- d) Check that the names, series/option, candidate type, school code, centre code, date and place of birth are correctly written;
- e) Print out the acceptance slips and the SPE form to allow candidates to verify if the information on their application is correct. Thus, each candidate must sign these two documents if the information is correct.

Should there be any error, the official corrects it and prints another copy for the candidate to sign on.

On the eve of the deadline for forwarding the files, the official in charge of filling in this information and follow-up the registration process must:

- f) Print the soft copy of the Spider registration slip in seven (7) copies and the acceptance slip in One copy (1);
- g) Ensure the input data from (certified copy of the birth certificate, photocopy of I.D., certified true copy of certificates and output information on the slip, acceptance slip) for registration are correct.
- h) Burn the information on a CD/DVD or transfer the data into a flash drive, the Spider software.

N.B.: The school uses a new digital file for each file forwarded.

I.2.2. The Chief of the registration centre must

- a) Check that their students, potential candidates (*internal and external students*) have successfully registered in all the examinations;
- b) Sign the registration slip;
- c) Send the acceptance slip to the divisional delegation for visa and the SPE forms to the doctor to sign if there are no unfit candidates;
- d) Sign the acceptance slips only after DDSE has visaed them;
- e) Distribute acceptance slips to candidates, which they will use to access the examination hall;
- f) **Summon students who did not register to the Disciplinary Council.**

The school must stamp the acceptance slip, and the stamp should be affixed to the candidate's passport-size photo.

N.B.: The school code is the school registration number.



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I.2.3. DDSE and RDSE:

- a) Ensure that:
- Schools must have a legal status and all its specialities/series before receiving application files of their students;
 - “Spider” platform is open in schools;
 - Compare the hard copy registration slip and the certified copy of the birth certificate;
- b) Sign the hard copy slip;
- c) Monitor and evaluate the level and the registration pace in the various schools within their jurisdiction to relaunch schools that are lagging **in registration**;
- d) 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;
- e) RDSE compiles the digital files according to examination. It can be done by Division or by accommodation centres depending on the number of candidates,
- f) The acceptance slip files, issued by the centre after compilation by the regional contact person, shall be given to the superintendent to make up for a possible loss of candidates’ acceptance slips.

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, 17 April 2023.

(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, 21 April 2023.**

(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.

I.3. Forwarding candidates’ files

I.3.1. Head of school

a) Forward to DDSE:

- Acceptance slips for the examination duly signed by the candidates only, together with five (5) copies of registration forms;
- Digital material (CD/DVD/USB flash drive) with the full name of the school and the transmission number;
- Certified copies of birth certificates with fiscal and communal stamps well-arranged according to each file and attached to the slip.

b) Send candidates’ SPE forms to the Chief of the Writing Centre (new) as one batch on 17 April 2023;

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

I.3.2. DDSE, after having done all the checking

- a) Classify the digital files according to centres, schools and forwarding numbers;
- b) Give two copies of the application slips to the school head, who must keep one (1);
- c) Return visa acceptance slips to the school head for signature and distribution to the candidates. The visa is the official abbreviation of DDSE, and the date should **not be beyond 9 January 2023.**
- Beyond the given date, the validity of the acceptance slip will depend on RDSE’s assent in conjunction with DECC;***



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d) Forward the digital material to RDSE, three (3) copies of the slips; DECC model statistical tables and the certified copies of the birth certificates attached to the slip, and in a separate order to the slips.

I.3.3. RDSE

- a) Classify the digital files according to centres, schools and forwarding numbers;
- b) Give one (1) copy of the registration slip to DDSE as proof of transmission of registration files and retain one (1) copy for archiving ;
- c) Makes available to DECC superintendents, during the mission, to authenticate and compile applications, the hard copy slips, registration statistics, certified photocopies of birth certificates attached to the slips, and in the order of the slips' inserts.

II. COMPETITIVE ENTRANCE EXAMINATION INTO GTTC/GTTTC

II.1. Registration of applications

Registration for this examination does not require an application form.

Candidates taking GTTC and GTTTC certificate examinations submit their application files in RDSE or DDSE.

II.2. Processing of application files

Specific regulations will establish the documents for the application files of these certificate examinations. For entrance examinations into GTTCs and GTTTCs, success testimonials and transcripts issued by competent bodies also serve as a diploma. No result slip will be accepted for this purpose.

RDSE and DDSE:

a) Register only those candidates who have chosen a teacher training college within their jurisdiction:

- Applications awaiting diplomas will be given special consideration;
- The files, acceptance slip, registration slips and statistical tables signed by the DDSE are sent to RDSE ;
- The regional contact person compiles the digital files received from the DDSE and RDSE;
- Acceptance slips, slips and lists are issued by the digital application for each school selected, by working language (English Language for English speakers and French for French speakers) and by option.

b) Ensure the documents of the file align with the provisions of the texts opening the said competitive examination.

II.3. Forwarding candidates' files

At the end of all these registration processes, RDSE should:

- Publish 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 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 returns files of candidates who failed and sends files of candidates who passed to TTC.

III. COMPETITIVE ENTRANCE EXAMINATION INTO FORM 1 AND 1st YEAR TECHNICAL

III.1. Registration of applications

The registration forms are used for the entrance examination into Form I class and 1st Year Technical 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.

III.2. Processing of application files

a) Officials of schools in charge of registration should:

- Arrange registration forms 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 copies.

NB: The digital file should be carefully preserved as DECC will use them 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;
- Consistency between levies deposited in the Afriland First Bank MINESEC account and the number of application files.

III.3. Forwarding candidates’ files

School Principals shall prepare five (5) copies of the DECC model registration slip or lists of candidates from their school. This should be done according to examination, the 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 Form I and 1st Year Technical Education:

- **DDSE** keeps a record of the statistics of files received from DDBEs and sent to each secondary school;
- Each school head:
 - enters the registration form of their institution in the register;
 - edits and forwards five (5) copies of the follow-up and receipts to DDSE;
- **DDSE**
 - visas the five (5) copies of the lists, follow-up and receipts slip, after comparing them with the data in the register for registration slip;
 - Returns two (2) copies to the school and sends the other three (3) to RDSE;
- **RDSE**
 - Visas the three copies and sends them back to DDSE;
 - Forwards one (1) copy of the follow-up form and the receipts of each secondary school to DECC after the application authentication team has compiled the data.

IV. COMPETITIVE ENTRANCE EXAMINATION INTO 2nd YEAR TECHNICAL

IV.1. Registration of applications

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

All candidates for the entrance examination into the 2nd Year Technical must provide a **certified true copy of their birth certificate**, not older than three months.

IV. 2. Processing of application files

- An acceptance slip replaces the deposit receipt, which will be signed by the candidate and the head of the school.
- The head of the institution must be sure that the candidate has already passed the BEPC or CAP. 



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 publishes them;
- DDES 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 and receipt slip from the software will be sent to DECC through DDSE and RDSE.

V. SPECIAL CASE OF TECHNICAL AND PROFESSIONAL AGRICULTURAL EDUCATION

Candidates sitting for the said competitive entrance examination.

a) register in either:

- A chosen Agricultural High School;
- In DDSE or RDSE, where the Agricultural High School is situated.

b) write either:

- In the chosen Agricultural High School;
- In a GTHS in the region's capital, chosen by the head of the centre, presents the same examination levels and is used as a borrowed writing centre.

D - COLLECTING AND HOARDING OF CERTIFICATE AND OFFICIAL EXAMINATION FEES

I. FISCAL STAMP LEVY

The fiscal stamp levy of the candidates stated 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.	Competitive and Certificate Examinations	Fiscal stamps	Remarks
1	BEPC, CAP, CAPIEMP, CAPIET, 2 nd e Technique, GTTTC, GTTC	1,000 Frs	For the registration form (acceptance slip)
2	Common Entrance Examination into Form I / 1 st Year Technical	2,000 Frs	For the application form and certified copy of the birth certificate (the registration form)

N.B.: The transaction references with operators approved by the DGI will be stored in the "Spider" software.

II. EXAMINATION FEE

II.1. Payment of fee

The registration fee and the working material levy must be paid electronically by the parent, guardian or candidate through an operator of their choice:

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



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The costs are as follows:

No.	Competitive and Certificate Examinations	Registration	Working material	Amount be paid
1.	Common Entrance into Form I	2,500 Frs	/	2,500 Frs
2.	Competitive Entrance Examination into 1 st Year Technical Education			
3.	Competitive Entrance Examination into 1 st Year Vocational and Agricultural Technical 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)	3,500 Frs	3,500 Frs	7,000 Frs
8.	CAP STT (Home Economics)	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 and GTTC	10,000 Frs	/	10,000 Frs
12.	Competitive Entrance Examination into 2 nd Technical and in 1 st Year BEP	3,500 Frs	/	3,500 Frs
13.	Competitive Entrance Examination into 2 nd Technical and Vocational Agricultural Education			

II.2. Hoarding fees

Each official in charge of registration for the various Competitive and Certificate examinations (school head, DDSE, RDSE) checks that the list and the registration form conform:

- ❖ The school head will have to update the registration list of the payment of the registration fees obtained from the authorised partners in the Spider software (**new**);
- ❖ The Divisional Delegate only receives files from institutions whose payment vouchers 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 submitted by the Divisional Delegates.

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

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

I count on your indulgence for an effective execution of the terms of this Circular-Letter to which I attach utmost importance.

Yaounde, **19 OCT 2022**

The Minister of Secondary Education,

(Signature)

Nalova Lyonga, Ph.D

ENCLOSURE:

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