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REPUBLIQUE DU CAMEROUN
Paix –travail – Patrie

MINISTERE DE L'EDUCATION DE BASE

SECRATARIAT GENERAL

DIRECTION DES EXAMENS, DES CONCOURS
ET DE LA CERTIFICATION

SOUS-DIRECTION DE L'ORGANISATION DES EXAMENS ET
CONCOURS

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REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF BASIC EDUCATION

SECRETARIAT GENERAL

DEPARTMENT OF EXAMS, COMPETITIVE EXAMINATIONS AND
CERTIFICATION

SUB DEPARTMENT OF ORGANISATION OF EXAMS AND
COMPETITIVE EXAMINATIONS

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DECISION N° 640/B1/1464/MINEDUB/SG/DECC/SDOEXC OF 14 OCT 2021

Fixing the Calendar and Modalities for the registration of official Examinations for the 2022 Session.

THE MINISTER OF BASIC EDUCATION

Mindful of the Constitution;

Mindful of Law n° 98/004 of 14 April 1998 to lay down guidelines of education in Cameroon;

Mindful of Decree N° 90/1087 of 31July 1990 to lay down general rules on competitive Examinations;

Mindful of Decree N° 2011/408 of 09 December 2011 to organize the Government;

Mindful of Decree N° 2018/190 of 02 Mar 2018 to complete certain dispositions of Decree N° 2011/408 of 09 December 2011 to organize the Government

Mindful of Decree N° 2019/001 of 04 January 2019 to appoint the Prime Minister, Head of the Government

Mindful of Decree N° 2091/1002 of 04 January 2019 to reshuffle the Government;

Mindful of Decree N° 2012/268 of 11 June 2012 to organize the Ministry of Basic Education;

Mindful of Order N° 054/1464/MINEDUB/CAB of 27th March 2015 to reorganize the First School Leaving Certificate

Mindful of Order N° 055/1464/MINEDUB/CAB of 27th March 2015 to reorganize the Certificat d'Etudes Primaires

Mindful of Order N° 078/B1/1464/MINEDUB/MINESEC of 25th August 2021 to lay down the calendar of the 2021/2022 school year in the Republic of Cameroon.

DECIDES

Article 1: This present decision sets the calendar and modalities for registration of Official Examinations organized by the Ministry of Basic Education for the 2022 session.

Article 2: The Official Examinations referred to in Article 1 above include:
- The Certificat d'Etudes Primaires (CEP);
- The First School Leaving Certificate (FSLC)
- The Common Entrance Examination into Secondary General and Technical Education (CEE).

Article 3: (1) The registration period for the above mentioned official examinations shall run in conformity with the calendar below:

Official Examination	Structure	Activity	Period	
			Start	End
1- The Certificat d'Etudes Primaires (CEP) 2- The First School Leaving Certificate (FSLC) 3- The Common Entrance Examination into General and Technical Education.	Schools	Reception of candidates file	6th September 2021	14th January 2022
		Filling of forms and registration broad sheet		
	Sub-Centres	Reception of attached school documents on presentation of payment receipt corresponding to the number of files at the SDIBE,	17th January 2022	21st January 2022
		Deposit of forms, registration broad sheet and statistics at the SDIBE,		
	SDIBE	Synthesis of statistics	24th January 2022	28th January 2022
		Signature of registration sheet		
		Franking of registration forms		
		Depositing of bordereaux and registration statistics at the DDBE		
	DDBE	Synthesis of statistics	31st January 2022	4th February 2022
		Treatment of registration sheet		
		Depositing of registration sheet and registration statistics at the RDBE		
	RDBE	Treatment of registration sheet and transmission of statistics by school, sub-centre, inspectorate and by division at DECC	7th February 2022	18th February 2022
		Production (typing visual control and printing) of tentative candidate lists by examination	21st February 2022	4th March 2022
		Putting at the disposal of school the tentative candidate lists for correction of errors		
		Signature of registration sheet		
		Return of registration sheet at the DDBE		
		Production, putting in place and publication of final lists of candidates for Common Entrance, CEP and FSLC	From 7th March to 1st April 2022 for Common Entrance and FSLC	
		Transmission of the data base to DECC	From 4th to 8th April 2022	

Article 4: All documents forwarded to the Regional Delegations of Basic Education after the 4th February 2022 shall be systematically rejected.

Article 5: (1) Only school establishments and examination sub-centers shall be authorized to give and collect registration forms to and from candidates, including external candidates.

(2) The Ministry of Basic Education shall not be responsible for application/registration files that have not followed this procedure.

(3) No application file sent by mail shall be accepted.

Article 6: (1) For the CEP and the FSLC, three categories of candidates can sit for the examinations with each constituting a separate registration bordereaux as follow:
- Internal candidates;
- Scolarised External candidates,
- Non Scolarised External candidates.

(2) Each school shall present all its pupils in Class 6 or CM 2 for the said examinations as internal candidates without discrimination based on poor school performance. Moreover, it is strictly forbidden for school Heads to present pupils from other schools as their candidates;

(3) Internal candidates are regular pupils in Class 6 or CM 2 preparing for the current school year. They shall be allowed into the examination rooms upon presentation of their acceptance slip or school identity card.

(4) The scolarised External candidates are students in secondary schools. They shall be allowed to use their school identity card for the current school year to enter the examination rooms.

(5) The non scolarised External candidates are not students from any school. They shall only have access into the examination rooms upon presentation of the national identity card.

Article 7: (1) Internal candidates shall collect their registration forms from their school administration through their teacher who shall fill the forms for them correctly. They shall obligatorily write the exam in the sub centre upon which their school is attached.

(2) The scolarised External candidates shall collect and deposit their registration forms from/to the nearest school administration which is an examination sub centre. The Head Teacher of the said school shall help them to fill the forms. They shall obligatorily write the exam in that sub centre.

(3) The Non Scolarised External candidates shall collect and submit their registration forms with school administrations which are sub centres nearest to their place of residence. They shall obligatorily write the exam in that sub center.

(4) No registration form shall be given to a candidate who has not presented at least a copy of the birth certificate.

Article 8: (1) The candidate shall not pay anything at the time of collection of the registration form. Only one form shall be issued at a time.

(2) The registration form shall be accompanied by:
- A 1 000FCFA fiscal stamp for the registration/application form;
- A 1 000FCFA fiscal stamp and a 500FCFA communal stamp for the copy of birth certificate.

NB: The fiscal stamps shall be exclusively placed on the registration forms by the franking machines available at the decentralized services of the Directorate General for Taxation. To this effect, each Regional Delegate shall contact the Regional Head of taxation, to adopt practical arrangements for this operation; with the examination centres alongside sub divisional Inspectors in strict compliance with the provisions of the letter N ° 005452 / MINFI / SG / DGI of 19 August, 2019.

(3) The candidates for the different official examinations shall pay registration fees in cash to their Head Teacher or Head of sub-centre, according to the table below.

1	Certificat d'Etudes Primaires (CEP)	2 500FCFA
2	First School Leaving Certificate (FSLC)	2 500FCFA
3	Common Entrance into General and Technical Education	2 500FCFA

(4) The above amounts shall be scrupulously respected by all the schools **including private schools**.

Article 9: (1) Each application/registration form has a detachable part which serves as an acceptance slip for internal candidates for FSLC and school identity for internal candidates for CEP and for external candidates.

(2) A 4X4 passport size photo of the candidate shall obligatorily be attached to the detachable slip handed to the candidate;

3) At the moment of depositing the application/registration form, the Head of the establishments are required, to complete, sign, date, stamp, detach the acceptance slip/school identity card and hands it to the candidate, who shall keep it until the end of the examination.

Article 10: (1) The tentative candidate registration list shall be signed by the Head of the schools concerned.

(2) The candidate registration lists shall be forwarded to the Regional Delegation through hierarchy.

(3) The typing of the registered candidate list shall be done in the Regional Delegation of Basic Education with the updated software for the management of official examinations (LOGE) from the 7th February 2022 to 4th March 2022.

4) The officials in charge of the typing exercise shall avoid committing errors on the candidate's civil status and to abbreviate information written in full in the candidate registration list. To this effect, they shall use the registration form and list for the typing and visual control of the information concerning the identity of the candidates

5) A tentative list for registered candidates by school shall be typed and sent, accompanied by their registration forms to the schools, for the correction of eventual errors. They shall be corrected and signed by the Class six or CM2 teacher and counter signed by the Head Teacher of the school, before returning it through hierarchy to the Regional Delegation for the final correction of the indicated errors.

Article 11:. The Secretary General, the Director of Exams, Competitive Examinations and Certification, the Regional Delegates, the Divisional Delegates, Sub Divisional Inspectors for Basic Education and Head Teachers shall each as far as he/she is concerned be charged with the strict application of this present decision which shall be communicated and published wherever necessary./-

Done in Yaoundé today: _____ 14 OCT 2021 _____

AMPLIFICATIONS:

THE MINISTER OF BASIC EDUCATION

- MINETAT/SG/PR (ATCR)
- SG/PM
- MINSEP/MINAT
- MINEDUB/SEEDUB
- SG
- GOVONORS
- All DEPT/MINEDUB
- SENAT (REPRESNT. PRIVATE EDUCATION)
- RDBE/SDEXC
- DDBE
- SDIBE
- SCHOOLS
- CHRONO
- ARCHIVES

Fr. Laurent Serge ETOUNDI NGOA