

REPUBLIC OF CAMEROON  
Peace -- Work -- Fatherland

MINISTRY OF BASIC EDUCATION

SECRETARIAT GENERAL

DEPARTEMENT OF FINANCIAL AND MATERIAL  
RESOURCES

DEPARTMENT OF EXAMS, COMPETITIVE  
EXAMINATION AND CERTIFICATION

REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

MINISTERE DE L'EDUCATION DE BASE

SECRETARIAT GENERAL

DIRECTION DES RESSOURCES FINANCIERES  
ET MATERIELLES

DIRECTION DES EXAMENS, DES CONCOURS  
ET DE LA CERTIFICATION

# CIRCULAR

**ON THE SMOOTH ORGANISATION AND CONDUCT OF THE  
2024 SESSION OF OFFICIAL EXAMINATIONS ORGANISED  
BY THE MINISTRY OF BASIC EDUCATION**

**2024 Session**



**MINEDUB**



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DEPARTMENT OF FINANCIAL AND MATERIAL RESOURCES  
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SUB-DEPARTMENT OF ORGANISATION OF EXAMS  
AND COMPETITIVE EXAMINATIONS  
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SERVICE OF EXAMS AND COMPETITIVE  
EXAMINATION ANGLOPHONE  
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CIRCULAR N° **09/BS/1464** /MINEDUB/SG/DRFM/DECO/SDOEXC/SEXCOA OF **29 AVR 2024**  
ON THE SMOOTH ORGANISATION AND CONDUCT OF THE 2024 SESSION OF OFFICIAL EXAMINATIONS  
ORGANISED BY THE MINISTRY OF BASIC EDUCATION

## THE MINISTER OF BASIC EDUCATION

TO

- The Regional Delegates;
- The Divisional Delegates;
- The Sub Divisional Inspectors;
- The Chiefs of Centres and Sub-Centres;
- The Examiners of FSLC, Common Entrance and CEP

In order to ensure a hitch free organization and conduct of official Examinations for the 2024 session,

I have the honour to exhort you to implement the following measures as concerns the conduct, supervision and the management of results of official examinations of this present session.

## I. GENERAL DISPOSITION.

The different members of the examination chain should ensure a hitch free material preparation from the central service right up to the centres and the examination rooms through the Regional and Divisional delegations in order to permit the candidates to be in a good examination mode to write the different phases of the examinations.

In line with this, the following should be noted:

In this light, they should ensure that:

- sufficient quantity of examination papers and materials arrives the examination Sub Centre in time including those for candidates with special needs;
- candidates with physical disability write in examination rooms located at the ground floor where ramps should be provided;
- Centres should be clean with water points, toilets and good lightings;
- A nurse from school Health or any trained medical personnel should be present at the Centre;
- The Centre shall have a day and night watch during examination period;
- Final registration list of candidates should reach the Centres 2 weeks before the beginning of the written part of the exams;
- The harmonized regional draft budget elaborated by the Regional Delegate should be sent to the Divisional Delegate and Inspectors one month before the beginning of exams;
- Transportation of questions to the exams Centres and subcentres should be done under strict security measures;
- Each authority should produce a succinct report with proposals for future amendments;
- Results should be published in accordance with the examination calendar in force;
- Result sheets should be available in the various services of exams as soon as the results are published.

A control mission on the strict respect of these instructions of this circular shall be carried out at any time by officials designated for this purpose by the Minister of Basic Education in accordance with the regulations in force.

## II. ORGANIZATION OF OFFICIAL EXAMINATIONS

### II.1 ADMINISTRATIVE DOMAIN:

The following points have been outlined:

- The management of registration of candidates;
- The management of the production of candidate list;
- The structures in charge with the conduct of the exams;
- The creation of Sub Centres;
- The designation of examiners;
- The attributions of examiners.

#### II.1.1. The Registration of candidates.

The registration process of Candidates for official examinations in The Ministry of Basic Education shall be done in conformity with the disposition of Decision No 639/B1/1464/MINEDUB/SG/DRFM/DECC/SDOEXC of 16<sup>th</sup> October 2023 fixing the calendar and modalities of registration of candidates for exams for the 2024 session.

During registration, the following information should be taken from every candidate:

➤ The candidate attached school with emphasis on:

- Type of school: Government School, Government Practicing School, Government Bilingual Practicing School, Lay Private, Catholic, Presbyterian, Baptist; Evangelic, Adventist, Pentecostal, Islamic, Lutheran or Orthodox Catholic, etc;
- the type of class: ordinary or multi-grade;
- the regime: Full time or double shift;
- the name of the head teacher;
- the name of the teacher;
  - Candidate situation with regards to his or her vulnerability status with focus on:
    - the type of candidate: internal or external (scholarised or non-scholarised external);
    - Coming from a minority group: Bororo, Baka;

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- Duration in the class: new or repeater;
- Disabilities: Physical challenge, visual(blind, visually impaired), auditory (hearing impaired, deaf-mute, deaf-speaking) or Mental(mild intellectual disability, autism, cerebral palsy);
- Status: refugee, internally displaced or rehabilitated;
- Sex: male or female;

**NB: the registration shall be done on presentation of birth certificate by the candidates. A nominative list of candidates without birth certificate shall be drawn up by each school head teacher following the reopening of the school year and transmitted to the Regional delegation through their hierarchy.**

## **II.1.2. THE MANAGEMENT OF THE PRODUCTION OF CANDIDATE LIST**

The list of registered candidates for official examinations shall be typed and printed at the level of the Regional Delegation of the Ministry of Basic Education.

The draft candidate list shall be forwarded through hierarchy to the schools for updates and eventual corrections of:

- errors on name, date of birth, place of birth as well as sex of candidates;
- omission of certain candidates who are duly registered;
- the filling of empty spaces left in the draft candidate lists.

The updated and corrected draft candidate lists, signed by their respective class teachers (class 6 and CM2) and counter signed by the Head Teachers shall be returned through hierarchy to the Regional Delegation of Basic Education for the final corrections of errors in the data base.

**The Sub Divisional Inspectors and the Divisional Delegates shall ensure that the corrected and completed draft candidate lists coming from the schools have been duly signed by their respective class 6 or CM 2 Teachers and Head Teachers. On the contrary, any draft candidate list which is not properly corrected and duly signed shall be returned to the Head teacher concerned for the respect of the procedure.**

To this effect, each authority shall produce a statistical report of errors made in each sub centres.



The final candidate lists shall be printed after corrections. They shall be sent to the Centres and Sub Centres of examinations before the beginning of the practical examinations of Sports and Physical Education (SPE) and FSLC Practicals.

**The electronic copy of the data base of registered candidates of each Region shall be collected by a chief of mission from the Department of Exams, Competitive Examinations and Certification by Friday, 3<sup>rd</sup> May 2024 latest.**

### **II.1.3. Structures in charge of conducting the exams.**

The structures responsible for the conduct of official examinations shall be as follows:

- the sub centre for the written phase with examination rooms located in a school;
- the Centre located at the Sub Divisional Inspectorate of Basic Education
- the marking centre with marking rooms situated:
  - at the Regional headquarter for First School Leaving Certificate, Common Entrance in both Anglophone and Francophone zones and also Certificat d'Etudes Primaires in Anglophone zone;
  - at the Divisional headquarter for Certificat d'Etudes Primaires in Francophone zones;
- The deliberation jury situated:
  - at the Regional headquarter for First School Leaving Certificate, Common Entrance in both Anglophone and Francophone zones and also Certificat d'Etudes Primaires in Anglophone zone;
  - at the Divisional headquarter for Certificat d'Etudes Primaires in Francophone zones;

**NB: All the sub centres shall be inclusive.**

### **II.1.4. THE CREATION OF SPECIAL SUB CENTRES**

Special Sub Centre shall be created for CEP and FSLC when the number of candidates for CEP in the Anglophone zone and FSLC in the Francophone zone is less than 200. **In such a situation, no candidates for FSLC and CEP shall be displaced to go and write out of their sub division. The candidates of these special Sub Centres shall write the exams in different rooms.**



## II.1.5. DESIGNATION OF EXAMINERS:

### II.5.1. THOSE RESPONSABLE FOR DESIGNATING EXAMINERS.

The Regional Delegate shall designate the following examiners to the marking Centres and members of the deliberation jury:

- the chiefs of marking and deliberation Centres
- the presidents and secretaries of the Deliberation Jury
- the chiefs of marking rooms (room heads) and markers
- Braille transcribers
- specialists teachers for the correction of candidates with special needs (autism, mental deficiency, deaf-mute, etc);
- other members of the Deliberation Jury

The divisional delegate will designate:

- the chief and members of the secretariat of marking and deliberation Centres;
- the chiefs of Centres and Sub Centres
- the chiefs and members of the secretariats of Centres and Sub Centres.
- the divisional coordinators of Sports and Physical Education.

The Sub Divisional Inspector of basic education shall designate:

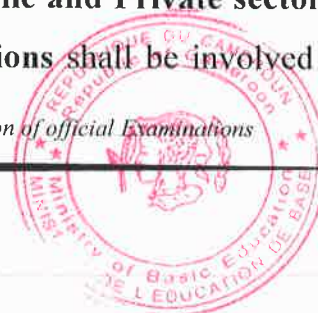
- room invigilators who shall also examine SPE and FSLC Practicals with one been in charge with candidates with special need education when need be..

**NB: Each official shall present a copy of their designations to their respective hierarchy for validation not later than 26 April 2024.**

The Regional Delegate, Divisional Delegate and the Sub Divisional Inspector of Basic Education shall ensure that only the personnel of the Ministry of Basic Education and teachers for candidates with special need Education shall be designated as intervenants.

### II.1.5.2. Orientation on the choice of examiners

The choice of examiners shall be done with rigour, objectivity and impartiality. To this effect, the Regional Delegates, Divisional Delegates and Sub Divisional Inspectors shall ensure that only teachers of both the **Public and Private sectors who effectively prepared the candidates for the examinations** shall be involved in the





organization and conduct of the examinations. They shall be selected amongst teachers who are competent, experienced, and diligent and of good reputation, with a good knowledge and mastery of the examination syllabuses.

The teachers of the Private sector selected for marking shall not exceed 50% of the total number of examiners invited. They are:

- proposed by hierarchy, Head of institutions and/or their Education Secretaries;
- permanent teachers in their schools, that is, those who are not in any case part time teachers.

The room invigilator shall be chosen from Primary school teachers of both Public and Private sectors, who master the main language of the examination in question or amongst specialised examiners according to the different types of disabilities presented by the candidates of the Sub Centre.

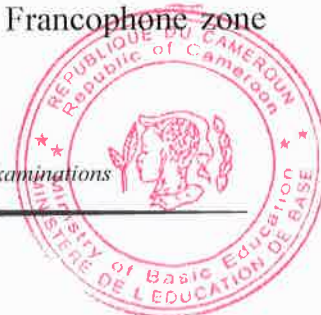
The markers shall be chosen from the Class 6 and CM 2 teachers of the current school year, who master the main language of the examination whose questions they are to correct or techniques of marking scripts in Braille as the case may be. In case of insufficient class 6 or CM 2 teachers, teachers of Class 5 or CM 1 shall be solicited.

The members of the Secretariat of the sub Centres shall be designated among the teachers who master the principal language of the said exams of which their school are not amongst the school attached to the concerned Sub Centres.

The members of the Secretariat of the Centre shall be designated among the administrative staff and trusted teachers of the Sub Divisional Inspector of Basic Education working under his/her area of jurisdiction upon his proposal.

The members of the Secretariat of the marking Centre shall be chosen among the administrative staff and trusted teachers of the Divisional Delegation of Basic Education, for the CEP in the Francophone zone.

The members of the Secretariat of the marking and deliberation Centre shall be chosen among the administrative staff and trusted teachers of the Regional Delegation of Basic Education, for the **CE and the FSLC** in the Francophone zone and for the **CEP, FSLC and CE** in the Anglophone zone.



The chiefs of Secretariats of Sub Centres shall be chosen among the Head teachers and **Class 6** or **CM 2** teachers who master the main language of the said examination. Their schools should not be attached to the Sub Centre.

The chiefs of Sub-Centres shall be Head teachers of the schools that host the Sub-Centres. In the case where the Sub Centre is located in a complex hosting several groups, the chief of Sub Centre shall be designated by the Divisional Delegate on proposition of the sub divisional Inspector.

The chief of the Centre shall be the Sub Divisional Inspector.

The chief of the marking Centre shall:

- For the CEP in the French-speaking area, the Divisional Delegate of Basic Education;
- By special dispensation, the chief of the marking Centre of the two divisions of Mfoundi, and Wouri shall be:
  - the Divisional Delegates of Mfoundi, and Wouri for the Mfoundi 1, and Wouri 1 Centres respectively;
  - the Inspector Coordinator of Education for the Centre and Littoral for the Mfoundi 2 and Wouri 2 Centres;
- For FS LC and Common Entrance in Anglophone Zone:
  - the Regional Delegate of Basic Education for the North-West 1 and South-West 1 Centres;
  - the Divisional Delegate of Basic Education with territorial jurisdiction for the North-West 2 and South-West Centres 2;
- For the FSCL and Common Entrance in the Francophone zone:
  - the Regional Delegate of Basic Education.

On the proposition of the Divisional Delegate of Mfoundi or Wouri, the Regional Delegate for the Centre or Littoral shall sign a service note which shall equitably distribute the scripts of the sub divisional Inspectorate of Mfoundi or Wouri between the two marking Centres according to the number of candidates on one hand, and the location of these two Centres on the other hand.



## II.1.6. THE COMPOSITION OF SUB CENTRES, CENTRES AND DELIBERATION JURY

### II.1.6.1. SUB CENTRES

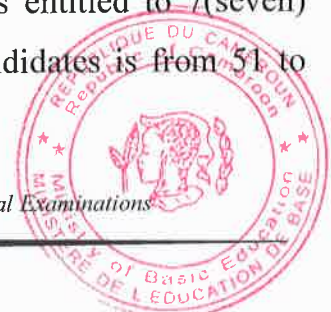
The Sub Centres of examinations shall comprise:

- A Chief of Sub Centre;
- A chief of secretariat in the classic CEP, FSLC, CE Sub Centres and 2 chiefs of secretariat: 1 Anglophone for the FSLC and the other a Francophone for the CEP in the Special Sub Centres.
- Members of the Secretariat with at least 1 member who masters the principal language of the exams with the least number of candidates in the special Centre.
- Invigilators: Anglophone invigilators in the FSLC room and Francophone invigilators for the CEP room.

The number of the members of the secretariat for the Sub Centre shall be determined as a function of the number of candidates in that Sub Centre as presented in the following table:

Number of candidates	Number of members of the Secretariat	Number of candidates	Number of members of the Secretariat
1 to 250	01	2001 to 2250	09
251 to 500	02	2251 to 2500	10
501 to 750	03	2501 to 2750	11
751 to 1000	04	2751 to 3000	12
1001 to 1 250	05	3001 to 3250	13
1 251 to 1500	06	3251 to 3750	14
1 501 to 1 750	07	3501 to 3750	15
1751 to 2000	08	XXXXXXXXXX	XX

In the case where the number of candidates is less than or equal to 100, the chief of the Secretariat works alone, without a member. He is entitled to 7(seven) sessions allowances instead of 6 (six) when the number of candidates is from 51 to



100. When the number of the member of the secretariat is more than or equal to two, this number is reduced to half during the Practicals for FSLC and for SPE.

## II.6.2. CENTRES

The members of the Examination Centre shall include:

- A chief of Centre;
- A chief of Secretariat;
- Members of the secretariat;

The number of the member of secretariat of the writing Centre shall be in function of the number of candidates in the Centre according to the table below. This number is reduced to half during Practicals for FSLC and SPE.

Number of candidates	Number of Secretariat members	Number of candidates	Number of Secretariat members
1 to1000	02	11001 to 12000	13
1001 to 2000	03	12001 to13000	14
2001 to 3000	04	13 001 to14 000	15
3001 à 4000	05	14001 to15000	16
4001 to 5000	06	15001 to 16000	17
5001 to 6000	07	16001 to 17000	18
6001 to 7000	08	17001 to 18000	19
7001 to 8000	09	18001 to 19000	20
8001 to 9000	10	19001 to 20000	21
9001 to 10000	11	20001 to 21000	22
10001 to 11000	12	21001 to 22000	23

### II.1.6.3. Marking Centres

The Examination marking Centre shall comprise:

- A chief of Centre;
- A chief of Secretariat;
- Members of the secretariat.



The number of members of the Secretariats of the marking and Deliberation Centres depends on the number of candidates of the Centre as presented in the table below.

Nbre de candidats	Nbre de Membres	Nbre de candidats	Nbre de Membres	Nbre de candidats	Nbre de Membres
1 to 500	02	8 501 to 9 000	19	17001 to 17500	36
501 to 1 000	03	9 001 to 9 500	20	17501 to 18000	37
1 001 to 1 500	04	9 501 to 10 000	21	18001 to 18500	38
1 501 to 2 000	05	10 001 to 10 500	22	18501 to 19000	39
2 001 to 2 500	06	10 501 to 11 000	23	19001 to 19500	40
2 501 to 3 000	07	11 001 to 11500	24	19501 to 20000	41
3 001 to 3 500	08	11501 to 12000	25	20001 to 20500	42
3 501 to 4 000	09	12001 to 12500	26	20501 to 21000	43
4 001 to 4 500	10	12501 to 13000	27	21001 to 21500	44
4 501 to 5 000	11	13001 to 13500	28	21501 to 22000	45
5 001 to 5 500	12	13501 to 14000	29	22001 to 22500	46
5 501 to 6 000	13	14001 to 14500	30	22501 to 23000	47
6 001 to 6 500	14	14501 to 15000	31	23001 to 23500	48
6 501 to 7 000	15	15001 to 15500	32	23501 to 24000	49
7 001 to 7 500	16	15501 to 16000	33	24001 to 24500	50
7 501 to 8 000	17	16001 to 16500	34	24501 to 25000	51
8 001 to 8 500	18	16501 to 17000	35	25501 to 26000	52

The marking Centre for the First School Leaving Certificates or Common Entrance in Anglophone zones shall be located in a Sub Centre in the regional or divisional head quarter.

The marking Centre for the Certificat d'Etudes Primaires in Anglophone zones and First School Leaving Certificates or Common Entrance in Francophone zones shall be located in a Sub Centre in the regional head quarter.

The Regional Delegates and Divisional Delegates shall be de facto Chiefs of Centres of the marking centre as the case may be in their respective area of jurisdiction, except for special reasons.



By special dispensation, the chief of Centre for Mfoundi 2 , and Wouri 2 shall be the coordinating Inspector of Education for the Centre, Littoral and North Regions respectively.

A service note by the Regional Delegate or Divisional Delegate shall determine the Sub Centre hosting the marking and deliberation Centres.

### II.1.7. Deliberation jury includes:

The deliberation jury includes:

- A president;
- One or more Secretaries;
- Three or six Heads of marking rooms plus a marker and possibly four or seven other markers of the three or six examination papers per additional secretary;
- A User of the Exam Management Software (LODE) per secretary.

By special derogation, the two divisions of Mfoundi, and Wouri shall each be divided into two deliberation juries.

The number of the secretariat of the Deliberation jury shall be as a function of the number of candidates in the marking Centre according to the table below:

Number of candidates	Number of Secretary	Number of candidates	Number of Secretary	Number of candidates	Number of Secretary
1 to 2000	01	14001 to 16000	08	28001 to 30000	15
2 001 to 4000	02	16001 to 18000	09	30001 to 32000	16
4001 to 6000	03	18001 to 20000	10	32001 to 34000	17
6001 to 8000	04	20001 to 22000	11	34001 to 36000	18
8001 to 10000	05	22001 to 24000	12	36001 to 38000	19
10001 to 12000	06	24001 to 26000	13	38001 to 40000	20
12001 to 14000	07	26001 to 28000	14	40001 to 42 500	21

The users of the Software (LOGE) for the Management of Examinations for the Deliberation jury shall be as follows:

- For the CEP in the French-speaking area, the main LOGE user of the Divisional Delegation, possibly accompanied by a secondary user previously trained by the main user for each secretariat;
- For the FSLC and the Common Entrance in the English-speaking area, the main LOGE user of the Regional Delegation, possibly accompanied by a secondary



user of the Divisional Delegation hosting the deliberation Jury for each secretary, previously trained by the main user;

- For the CEP in the English-speaking regions, the FSLC and the Common Entrance in the French-speaking regions, a secondary LOGE user of the Regional Delegation, possibly accompanied by another secondary user of the same Delegation for each secretary, previously trained by the principal user of LOGE.

The Secretariat of the marking Centre shall be the same for the Jury of Deliberation. The members shall assist the deliberation Jury in its work. They shall not have deliberative voices. They shall be evenly distributed among the secretaries.

The president of the deliberation jury shall be chosen among:

- The Regional Coordinating Inspector of Education for marking Centres with large number of candidates of the Region except for Centre, Littoral and North Regions;
- The Regional Pedagogic Inspector and adviser who have the Teacher Training Diploma (PENI) Grade;
- The Divisional Pedagogic advisers who have the PENI Grade.
- In case of shortage or lack of teachers with the PENI Grade, recourse will be made to teachers with a duty post.

The secretaries of the deliberation jury shall be done following this order:

- The Regional Pedagogic Inspectors and Regional Pedagogic Advisers who have the PENI Grade;
- The Divisional Pedagogic Advisers who have the PENI Grade

In case of shortage or lack of teachers with the PENI Grade, recourse will be made to teachers with a duty post.

## **II.1.8. FUNCTIONS OF EXAMINERS**

### **II.1.8.1. FUNCTIONS OF CHIEF OF SUB CENTRES AND CENTRES**

#### **II.1.8.1.1. The chief of Sub Centre**

The chief of Sub Centres shall ensure a good organization of the practical, written and oral phases of the examinations. They shall supervise the different phases of the examinations.

The chief of Sub Centre shall ensure:

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- The cleanliness and lighting of the Examination hall destined to host the candidates and secretariat of the examination;
- Security of the Sub Centres of the examination;
- Control of the distribution of the candidates in the different examination rooms;
- Pasting of candidate lists;
- Pasting of examination timetable and calendar;
- Control the attendance of members of the secretariat;
- Putting at the disposal of the secretariat enough material necessary for the examination;
- Presiding over and follow-up of preparatory meetings to explain the regulation in force on the organization of the examination phase concerned;
- Replacement of any absent examiner;
- Putting aside teachers who have been suspended for examination malpractices in previous sessions;
- The toilet and taps are clean and also that the rooms are well lit;
- The assistance of candidates with specific needs;
- conservation of examination question envelopes and candidates copies;
- putting at the disposal of the chief of the secretariat examination question envelopes;
- the settlement of disputes relating to the identification of candidates;
- payment of participation allowances for organization of examinations in the Sub Centre;
- Transportation of examination question envelopes and candidates scripts with their stumps accompanied by the rectification sheet of errors noticed on the identification of candidates;
- Countersigning of the report on the conduct and organization of examination of the Sub Centre and annexing the stages of payment with signatures of teachers.
- Reporting to the Sub Divisional Inspector on all the malfunctions and compromises established.

#### **II. 1.8.1.2. The Chief of Centre.**

During the conduct of all the phases of the examinations, the chief of Centre shall be responsible for:

- supervision of the smooth conduct of examinations;
- the presiding over of the preparatory meeting to read and explain the regulations in force on the conduct of the examination;
- the provision of the following to the chief of Sub Centres with acknowledgement of reception of:
  - Examinations envelopes in sufficient quantity;
  - Payment vouchers of allowances and the required funds;

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- transportation fare for Examination papers and candidates' scripts;
- lists of registered candidates;
- Examination material in sufficient quantity;
- the provision to chiefs of Sub Centres all regulating text in force on the conduct of the examinations or competitions;
- the control of the scrupulous respect of the time table and the order of passage of the examination question papers, the regulations on the opening of sealed envelopes containing the examination question papers, the starting time of each paper, the duration and stopping time;
- The request for the replacement of absent invigilators;
- The request for the replacement of the members of the Secretariat of the Centres and Sub-Centres who are absent from the Divisional Delegate;
- Screening of teachers and candidates who have been suspended for fraud at previous examination sessions;
- The payment of examination allowances to members who participate in the conduct of official examinations of the Centre;
- The receptions, preservation and transportation of examination question envelopes and detached headings of candidates scripts, practical and SPE evaluation forms and the form for the rectification of errors noticed in the candidate's identification;
- The countersigning of the general report on the conduct of the examinations of the sub Centre with annexes of the payment vouchers with signatures of examiners.
- The production of disaggregate statistics of each sub centre, candidates with special needs by sex, type of disability after registration accompanied by a report of needs;
- Ensure that all dispositions of the centres are adapted for candidates with special need

### **II.1.8.3. The chief of the Marking and Deliberation Centre.**

The chief of the marking and Deliberation Centre shall be responsible for:

- the cleanliness and lighting of the rooms intended to accommodate the members of the Secretariat, the markers and the members of the Jury of deliberation of the examinations;
- the security conditions of the examination Centres;
- control of the composition of the secretariat;
- the provision of sufficient materials for marking or deliberation;
- the presiding over, a day before, the preparatory meeting to read and explain the regulation in force on the conduct of the marking of the candidates copies or the deliberation;
- replacement of absent examiners;



- the request for the regularization of the replacement of absent examiners from the Regional Delegate;
- put aside teachers suspended for malpractices during the previous examination sessions;
- The reception, transportation and preservation of examination question envelopes and detached headings of candidates' scripts, practical and SPE evaluation forms and the forms for the rectification of errors noticed in the candidate identification papers.
- the submission of candidates scripts to the chief of secretariat of the marking Centre;
- Correction of all types of errors noticed in the candidate's civil status information
- the countersigning of the general report of the conduct of the marking of scripts or deliberations with annexes of the payment vouchers with signatures of examiners;
- Information to the Regional Delegate on all the malpractices and compromises established;
- The payment of examination allowances to members who participate in the conduct of official examinations of the Centre.

*The chief of the Sub Centres or Centres shall be expected to be present in the Sub Centre or the Examination Centre for which they are responsible throughout the duration of the different activities of the day. They shall have access to the Secretariat and the entire organizational plan of work of the Secretariat.*

## **II.1.8.2. Functions of the chief and members of the secretariat of the Sub Centres and Centres**

### **II.1.8.2.1. The chief of the secretariat of the Sub Centre**

The chief of the secretariat of the Sub Centre shall be responsible for:

- The general organization of the secretariat work at all the phases of the examinations;
- The control of the attendance of all the examiners who shall be invited to the Sub Centre;
- Report the absence of examiners and request for their immediate replacement by teachers who are available;
- The respect of the regulation in force and timetable showing the different examination papers and their duration;
- Designation of invigilators to the various examination rooms;



- Coordination of the distribution of sealed examination question envelopes to the chief invigilator of each examination room;
- The coordination of the reception of candidates' scripts by the members of the secretariat;
- The equitable distribution of candidates' scripts to member of the secretariat for coding;
- Ensuring that candidates with specific needs are properly assisted;
- The parceling of candidates' scripts alongside their stumps accompanied by the rectification form of errors noticed in the candidate's identification papers.
- The writing and signing of a general report on the conduct of the examination which should clearly state the disaggregate statistics of candidates pertaining to registered by:
  - Type of school, present, absent or having interrupted their exams due to illness or any other cause;
  - Special need by type of disability.

#### **II.1.8.2.2. The chief of secretariat of the Examination Centre**

The chief of secretariat of the Examination Centre shall be responsible for:

- The general organization of the secretariat work;
- The elaboration of a working plan for the secretariat of the Centre and follow up its execution;
- The control of the attendance of all the members of the secretariat;
- Report the absence of members of the secretariat and request for their immediate replacement by the chief of Centre;
- The equitable distribution of work among the members of the secretariat;
- The reception, classification and preservation of files and transcripts, rectification forms of errors noticed in the candidate identification and candidates' scripts alongside their stumps coming from the Sub Centres;
- The classification and submission to the Chief of Bureau of Pedagogic Affairs and co-curricular activities of the Sub Divisional Inspectorate documentations of the written Centre for storage;
- The assistance of candidates with specific needs;
- The reception, exploitation and synthesis of reports coming from the Sub Centres;
- The writing and signing of a general report on the conduct of the examination.

#### **II.1.8.2.3. The chief of secretariat of the marking and deliberation Centre**

The chief of secretariat of the marking and deliberation Centre shall be responsible for:

- The general organization of the secretariat work;
- The elaboration of a plan of working for the secretariat of the Centre and follow up its execution;



- The control of the attendance of all the members of the secretariat;
- Report the absence of members of the secretariat and request for their immediate replacement by the chief of Centre;
- The equitable distribution of work amongst the members of the secretariat;
- The reception, classification and preservation of files and result sheets and candidates' scripts alongside their stumps coming from the written Centres;
- The reception, classification and conservation of files and transcripts, rectification forms of errors noticed in the candidate's identification and candidates' copies alongside their detached headings coming from/to the Regional Delegation for marking/deliberations;
- The submission of candidates scripts to the head of the marking room;
- The reception, classification and preservation of marked candidates' scripts .
- The submission to the President of the jury, files and result sheets, rectification form of errors noticed in the candidate identification, candidates' scripts and marked candidates' scripts alongside with their stumps;
- The classification and submission to the Chief of Bureau for Exams at the Divisional delegation documents of the written centre for storage;
- The classification and submission to the Chief of Bureau for exams of the Divisional delegation documents of the marking centre and deliberation jury for storage;
- The reception, exploitation and synthesis of reports coming from the written Centres;
- The writing and signing of a general report on the conduct of the examination.

### **II.1.8.3. Functions of the Room Head and Room invigilators**

#### **II.1.8.3.1. The chief invigilator or Room Head**

The room head shall be responsible for, together with the tasks assigned as room invigilators:

- **At the SPE practical examination** where they work together with one invigilator as examiners per workshop:
  - To collect evaluation forms and examination materials and submit to the secretariat;
  - To record candidates' marks in the evaluation form;
  - Assist candidates with specific needs
  - The submission of error rectification form to the secretariat;
  - The submission of examination materials and the evaluation form to the secretariat.
- **At the writing phase**
  - The collection of examination envelopes to the secretariat;
  - The presentation of the well-sealed envelopes to candidates;

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- The first reading of dictation/dictée passage;
- The filling of the word << **ABSENT**>> uniquely on the headings of the candidate's scripts who are absent;
- The classification and counting of candidate's copies;
- Assist candidates with specific needs
- The deposit of candidate scripts to the secretariat at the end of each examination paper;
- The submission of rectification sheet of errors filled to the secretariat;
- Fill and sign the invigilator report.
- **At the oral phase:**
  - The smooth conduct of the oral examination by candidates in their rooms;
  - The record marks on the previewed form to that effect;
  - Write and sign chief invigilator report form

### **II.1.8.3.2. The room invigilator**

The examination room invigilator shall be responsible for:

- At the SPE practical examination where they work in a pair of two as examiners:
  - Welcome and orientate candidates;
  - The control of identification of candidates before the passage of the examinations;
  - The control of the candidates' identity spelling between their identity card and the final list;
  - The filling of the rectification form for errors noticed in the candidate's identity spelling;
  - Inform the secretariat on the candidates who fall sick in workshops;
  - The conduct of SPE practicals in the workshops, taking note of physically challenged candidates;
  - Recording the performance of candidates in terms of marks;
  - The signing of the mark sheets of the candidates
  - Offer assistance to candidates with special needs. Visually impaired candidates and those with Autism are handled by specialists duly invited for this purpose, who assist them :
    - During orientation in the Playground on the various sporting activities/disciplines;
    - During SPE in activity selected;
    - At the end of the examination till they return home.
- **At the FSLC practical examination:**
  - Welcome and orientation of candidates;
  - The control of identification of candidates before examinations room;

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- The control of the candidates' name spelling with their identity card and the final list;
  - The filling of the rectification form for errors noticed in the spellings candidate civil status information;
  - Inform the secretariat on the candidates who fall sick in the room;
  - The conduct of practical activities taking note of physically challenged candidates;
  - Recording performance/marks of candidates on the form previewed to that effect;
  - The signing of the mark sheets of the candidates
  - Offer assistance to candidates with special needs. In that light, visually impaired candidates and those with Autism are permanently handled by specialists duly invited for this purpose, who assist them to take adequate working material, to respect the instructions given and to properly arrange their material. These accompanying specialists, who are commissioned by their schools, shall be in the ratio of 1 teacher to 3 autistic candidates, and 1 teacher to 1 visually impaired candidate.
- **At the written phase:**
    - Welcome and orientation of candidates to their respective numbered table seats;
    - The control of identification of before entering examination room;
    - The control of the conformity of spelling candidates' names with their identity card and the final list;
    - The filling of the rectification form for spellings errors noticed in the candidate's identity;
    - The control of the possession of documents and mobile telephone by candidate which may act as means of fraud and their confiscation till the end of the examination day;
    - The provision of examination papers and rough work papers to all candidates;
    - The invigilation of candidates;
    - The collection of candidates scripts in ascending order of the table numbers, at the end of each examination paper;
    - The escorting of candidates to the toilet once per examination paper;
    - Inform the secretariat on the candidates who fall sick in examination room;
    - The reading of the rules of the examination to the candidates before the start of the first examination paper;
    - The second reading of dictation/dictée passage;
    - Offer assistance to candidates with special needs. In that light, visually impaired candidates and those with Autism are permanently handled by



specialists, in the ratio of 1 teacher to 3 candidates and they should also insure:

- To orientate the visually impaired candidates towards their seats and ensure that they have their tablets and hallmarks (*poincons*)
- Assure concentration and confidence of candidates with Autism.
- The collection of candidate copies.
- **At the oral phase:**
  - The administration and scoring of oral questions to candidates in their rooms;
  - Offer assistance to candidates with special needs. In light of this candidates should be informed by their specialist or their teacher of the technique/methodology of reading for the visually impaired (discontinued reading or continued reading) or for the autistic candidate (syllabic reading or reading isolated words).

#### **II.1.8.4. Attributions of the college of markers**

The college of markers shall constitute a chief of marking room and markers.

##### **II.1.8.4.1. The chief of the marking room.**

The chief of the marking room who shall be guarantor of good evaluation of candidates ensures:

- The function of an adviser for the markers;
- Conduct the elaboration of the marking guide;
- The application of the scale and coefficient indicated on the examination paper following the regulation in force;
- The control of the strict application of the criteria of evaluation agreed upon by the college of markers;
- The control of good marking of all the scripts;
- The control of good rhythm of marking;
- The control of good calculation of total marks;
- After trial marking of 50 copies by a marker, the room head shall evaluate the difficulties encountered by the candidates in order to identify the questions where majority of the candidates had problem.

They shall send to the Regional Delegate, a form of appreciation of the markers with the grade rating *Good, Fair, and Average*, as the case may be for each examiner.

##### **II.1.8.4.2. Markers**

- No marker shall for what so ever reason mark the scripts of his/her pupil

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- The markers mark the scripts following the marking guide agreed upon by the college of markers, calculate the total marks and sign on the script before handing it to the Chief of the marking room.
- Before harmonizing the marking and the marking of the scripts:
  - braille specialist, in the ratio of 1 marker to 5 candidates shall transcribe copies from braille to normal writing;
  - Specialists in autism shall adapt the corrections for this type of candidates.

**The Chief of the marking room may solicit the suspension of a marker who is irresponsible or dishonest.**

- The Regional Delegate may regularize the replacement of all suspended and replaced markers by the Divisional Delegate.
- **Each examiner shall mark 400 scripts per examination i.e., 80 scripts per day. For that reason, the Regional Delegate can determine the number of markers he/she shall invite.**

The following marking rooms shall be set up for the marking of examination scripts:

- CEP :**
- le Français ;
  - les Mathématiques ;
  - les Connaissances générales ;
  - les Technologies de l'Information et de la Communication et l'écrit de l'EPS ;
  - les Sciences ;
  - l'Anglais.

- FSLC :**
- Mathematics ;
  - English language I and II;
  - French ;
  - General paper I ;
  - General paper II ;
  - Information and Communication Technologies and Written Sports and Physical Education.

- CE:**
- Mathematics;
  - English language I;
  - English language II.





The allowance shall be paid per examination paper marked in accordance with the text in force. For example, the French examination paper has many scripts.

## **II.1.8.5. The attributions of the president, Secretaries and members of jury**

### **II.1.8.5.1. The president of jury**

The president of jury shall be responsible for the general supervision of the deliberations. For that reason, he/she shall:

- Chair preparatory meetings during which he/she controls the presence of member of jury, reads for the attention of the members the text organizing the examination and the regulation in force concerning the deliberation in the present circular;
- Equitable distribute the members of jury and those of the secretariat of the deliberation centre who shall work with each secretary;
- Solve all the deliberation problems such as calculation errors of marks by markers, loss of candidate scripts and any other problem concerning the deliberation process that might arise;
- Correct errors signaled in the rectification form concerning the civil status identity of the candidate in the manual and electronic result sheets (PVs) and signs at the << Observation>> box of the manual result sheet (PV) of each concerned candidate to authenticate that correction;
- Control the regularity of the deliberation in conformity with the regulation in force;
- Sign all the manual and electronic result sheets (PVS), successful candidate list and result booklets
- Ensure that all the manual and electronic result sheets (PVs) shall be signed by secretary and members of the jury of deliberation who deliberated on the candidates on that result sheet.

### **II.1.8.5.2. The secretary of the jury**

Under the supervision of the president of the jury, **the secretary** shall be responsible to note down the marks of the candidate with an ordinary pencil in the red manual result sheet and control simultaneously the filling of the same marks in the electronic result sheet by the person responsible for the operation of the software. The total calculation of the marks and decision shall be done by the software. He/she shall not delegate this responsibility in any case. **All the marks with decimal points shall be rounded up to the nearest superior whole number without which they shall be refused by the software.**



### **II.1.8.5.3. The chiefs of marking room and markers**

The chiefs of marking rooms and markers of the jury of deliberation shall be assimilated to the member of the secretariat and shall have same benefits allowance in addition to their sessions.

The chiefs of marking room and markers shall be responsible for:

- The reading of candidates marks for six chiefs of rooms and the six eventual markers.
- The handling of the black result sheet by the 7<sup>th</sup> marker;
- The declaration of Passed or Failed of each candidate in accord with the president and secretary of the jury;
- All tasks assigned to them by the president and secretary of the jury.

### **II.1.8.5.4. The secretariat of deliberation**

The secretariat of deliberation shall be the same as that of the marking.

The chief of Centre, the chief of the secretariat and members of the secretariat of the writing Centre shall assist the members of the jury of deliberation. They shall not have a deliberative voice.

The member of the secretariat of deliberation put at the disposal of each secretary shall be divided according to the following workshops:

- Workshop 1 responsible for bold printing and cleaning of the result sheets;
- Workshop 2 responsible for filling the statistics of the result at the second cover page of the result sheets;
- Workshop 3 responsible for writing the decision of the jury in the successful candidate list and on the registration form of the candidates.

All these workshops shall come together at the end of the deliberation for the following common work:

- The printing and binding of result sheets and lists of successful candidates;
- The packaging of deliberation materials to be carried to the Regional and Divisional delegations and Sub Divisional Inspectorates;
- The classification of deliberation archives for the Divisional delegations or Regional Delegation as the case may be (copies of the detached headings of candidate's scripts, transcripts, collective SPE and practical forms).

The Regional delegate, Divisional delegate and Sub Divisional Inspectorates of Basic Education shall not be President of jury of deliberation.



## **II.2. PEDAGOGY DOMAIN:**

All the dispositions of ministerial order *N<sup>o</sup> 55/B1/1464//MINEDUB/CAB of 27<sup>th</sup> March 2015 and N<sup>o</sup> 54/B1/1464/MINEDUB/CAB of 27<sup>th</sup> March 2015* on the reorganization of Certificat d'Etudes Primaires (CEP) and First School Leaving Certificate (FSLC) shall be scrupulously followed respectively.

## **II.3. MATERIAL DOMAIN:**

### **II.3.1. The management of examination questions papers**

#### **II.3.1.1. Transportation of question papers**

The transportation of envelopes of 5, 25 and 50 copies of examination papers is exclusively done by the personnel of the Ministry of Basic Education assigned to this effect by the Director of Exams and Competitive exams.

The package of examination questions are handed to the conveyor few minutes before his/her departure. He/she is responsibility for the package until it is effectively discharged by the receiver.

Brailed examination questions should be transported, received, and stored with utmost care.

#### **II.3.1.2. RECEPTION OF EXAMINATIONS QUESTIONS**

The reception and transfer of examinations questions should be carried out with the utmost discretion, seriousness and maximum care.

A commission for reception of examination paper made up of officials of the examination department of the Regional or Divisional Delegation shall be set up at each level by a service note of the Regional or Divisional Delegate.

The Regional or Divisional Delegate of Basic Education shall ensure that the members of this commission shall be the only people authorized to handle the envelopes containing the examination questions.

The questions shall be addressed to the highest local authority of the Ministry of Basic Education who shall in turn give a feedback on the exercise.



The chief of mission for the examinations and the Regional or Divisional Delegate shall open and control the packages and envelopes containing the examination questions upon arrival.

At the end of the exercise, all the heads and the members of the reception committee shall sign the reception acknowledgement sheet and mail enclosure slip (bordereaux).

A copy of these documents shall be handed to the chief of mission for onward transmission to hierarchy. The sample of these documents shall be provided by the chief of mission of the Department of Exams, Competitive Examinations and Certification in MINEDUB.

#### **II.3.1.3 Preservation of examination questions:**

The examination questions shall be kept in a safe place. The Regional, Divisional Delegates or Sub Divisional Inspector shall each ensure that there is a “strong room” or storage boxes for these examination questions which provide maximum security.

The Regional Delegate, Divisional Delegate and Sub Divisional Inspector shall inspect the examination secretariat, the “strong room” or the “storage rooms” to ensure that these examination questions are well secured.

The Regional Delegate, Divisional Delegate or Sub Divisional Inspector shall each, forward to the hierarchy an objective report about the inspection carried out prior to the start of the examinations.

The Regional Delegate, Divisional Delegate and the Sub Divisional Inspector shall each take all necessary measures to ensure that all the Examination Centres and Sub Centres are secured throughout the examinations.

#### **II.3.1.4. Transfer of examination questions:**

The procedure for the transfer of examination questions shall be similar to that of transportation of examination questions.



A copy of the mail enclosure slip (bordereaux) of the examination questions shall be addressed to the immediate hierarchy.

The chief of mission, Regional Delegate, Divisional Delegate and the members of the reception committee shall at each level of the examination chain:

- (1) Ensure that the packages and envelopes containing the examination questions are well sealed as they change hands, and that all the Sub Centres are provided with enough question papers;
- (2) Verify that the number of envelopes containing the question papers received are the same as indicated in the dispatch form and mail enclosure slip/bordereaux;
- (3) Immediately inform the Department of Exams, Competitive Examinations, and Certification, MINEDUB on any shortage of examination questions or abnormality.
- (4) Whenever the number of envelopes containing the examination question for one or more subjects of a Centre or Sub Centre in a remote area is not enough, same number of envelopes are taken from those of Centres or Sub Centres of the Regional Head quarter, Division or Sub Division to make up for the deficit. The Department of Exams, Competitive Examinations, and Certification shall replace the envelopes to the Centre and Sub-Centre which supplied the examination questions;
- (5) Make sure that this operation stipulated in 4 above is decided by the highest local competent authority of the Ministry of Basic Education, and is done under his/her supervision;
- (6) Forbid the opening of any envelope containing the examination question papers during the process stipulated in 5 above.

The envelopes containing the examination question papers shall be packaged and sealed according to Sub Centres for FSL and CE.

At the level of the Divisional Delegation of Basic Education, the examination question papers of each examination Centre shall be handed to the Sub Divisional Inspectors of the Ministry of Basic Education who in turn, shall hand them to the Chiefs of the Sub-Centres in their areas of competence.



Each official, upon reception of the examination question papers shall ensure that they are well preserved and secured.

#### **II.3.1.5. The parceling/packaging of the examination questions:**

The Department of Exams, Competitive Examinations and Certification shall ensure that each Centre is provided with enough examination question envelopes in each examination room of 50 candidates.

The head and members of the secretariat shall ensure that upon reception:

- (1) The envelopes containing the examination questions papers are well sealed;
- (2) Their number correspond to that on the mail enclosure slip/bordereaux indicated by the Department of Exams, Competitive Examinations and Certification;
- (3) The examination questions are parceled in envelopes of 05, 25 and 50 copies with special adhesive band labeled **MINEDUB-EXAMINATION TO BE OPENED ONLY IN THE EXAMINATION ROOM;**

*However, the Examination papers of candidates with disabilities shall be conditioned in a particular way in respect to their volume. The envelops shall specify the different type of disability and number of copies. As concerned candidates with visual disabilities, their papers shall be produced on an A3 paper in bold characters*

- (4) The sealed envelopes are distributed as they came from the Department of Exams, Competitive Examinations and Certification;
- (5) The envelope containing the examination questions shall be shown to the candidates before the start of the examination in order for them to confirm that it is duly sealed. The envelope shall be opened in the examination hall in front of the candidates;
- (6) For no reason shall the envelopes containing the examination question papers be opened in the examination secretariat;

#### **II.4. FINANCIAL DOMAIN:**

##### **II.4.1. GENERAL DISPOSITION**

The various officials in charge of the examinations shall scrupulously implement the provisions of **Decree N° 2010/1738/PM of 7<sup>th</sup> June 2010** on the review of the rate of payment of compensation and participation allowances for the



organization and conduct of official examinations organized by the Ministry of Basic Education.

Only personnel of the Ministry of Basic Education and Sports and Physical Education teachers who effectively participated in the preparation and organization of the examinations and entrance examinations shall be paid these allowances.

The allowances shall not for any instance be distributed as fringe benefits to individuals.

**The payment of sessions and fixed allowances amounting up to 62 000FCFA shall be subjected to IRPP revenue tax deduction of 5,28%.**

For the 2024 session, the Regional Delegate for Basic Education for the North West shall ensure the printing of the Common Entrance and FSLC examination questions.

The funds for the printing and transportation of the Common Entrance and FSLC examination question shall be from the one third (1/3) - DECC of the North West and South West Regions and the one third (1/3) - DECC of the FSLC and Common Entrance examinations for Centre, Littoral and West regions and shall be put at the disposal of the Regional Delegate for the North West.

#### **II.4.2. Treatment of Examiners**

The Regional Delegate shall:

- Ensure that teachers are progressively paid against signature following the different stages of the examinations;
- Keep all the expenditure receipts of the examinations and shall hand over only copies to any control team;
- Identify officials who swindled registration funds of candidates causing them not to sit for the examinations;
- Harmonize expenditures at the regional level, by permitting Divisional Delegations which are better off financially to assist the Delegations which are not financially viable, by transferring funds.

The allowances for participation in the organization of official examinations allocated to examiners shall be paid at the sub Centres, Centres or marking and jury of deliberation Centres following the number of session (half days) as follows:



Structures and Examiner Phases	Writing Centre		Marking Centre		Jury of deliberation				
	Chief of Sub-Centre	Chief and mber of secretariat	Chief of Centre	Chief and mber of Secretariat	Chief of Centre	Chef et mber du Secrétariat	Chief of marking room	markers	President, Secretary, Chief of marking room, marker, User of LOGE
Writing of CE	04	04	06	06					
Writting of FSLC and CEP	08	08	10	10					
Marking of CE					08	08	04	04	
Marking of FSLC and CEP					14	14	10	06	
Deliberation of CE					08	08	08		08
Deliberation of FSLC and CEP					14	14	14		14

### II.4.3. PAYMENT OF SESSION AND FIXED ALLOWANCE

#### II.4.3.1. Classification of different examiners:

Beneficiaries in the exams process are grouped in three distinct categories.

**Group 1:** Examiners who benefit only session.

**Group 11:** Examiners who benefit session and fixed allowance also.

**Group 111:** Consists of members of the Regional Delegation, Divisional Delegation, Sub Divisional Inspectorate and schools benefitting from Fixed allowances.

#### II.4.3.2. Order of payment of Session and Fixed allowance.

The fixed allowance for participation in official examination allocated to authorities shall be paid at the end of the last phase of the examination and in addition to their normal sessions if available.

**No examination authority shall benefit more than one fixed allowance for participation in any given official examination.**

The payment of Session and Fixed allowance for participating in official exams shall be prioritized as follows:





-The session for participating in exams comes in the first position. If it cannot be fully paid, the Regional harmonised percentage shall act as a base for payment.

- The fixed allowance for participating in exams comes in the second position and can only be paid using Regional harmonised percentage if the session has been paid in its entirety i.e, 100%.

The payment of Session and Fixed allowance for participating in Common Entrance shall be paid in priority. The remaining fund shall be transferred for the payment of FSLC.

All expenditure for the budgeted 20% of the 2/3 of registration fees allocated to the Regional Delegation are obligatorily paid in full 100%.

In a Region with deficit, the remuneration for members of group III: Sub Divisional Inspectors and Divisional Delegates automatically become arrears.

#### **II.4.3.3. PAYMENT OF CENTRES AND SUB CENTRES AUTHORITIES**

In addition to fixed allowance stipulated in the above-mentioned decree, the Chief of Centre or Sub-Centre are entitled to:

- same session allowances like those of the members of the Secretariat of the Centre or Sub-Centre;

#### **II.4.3.4. PAYMENT OF THE CHIEFS AND MEMBERS OF THE SECRETARIAT:**

The chief of Secretariat shall benefit in addition to fixed allowance stipulated in the decree, same session allowances just like the other members of the Secretariat.

The members of the Secretariat are entitled to payment of two sessions per day.

#### **II.4.4. OTHER EXPENSES:**

The other expenses are as follows:

- Organisational expenditure;
- an installation allowance of thirty thousand francs (30 000) for the Presidents of Jury;



- Provision of running cost to Regional Delegates, Divisional Delegates and Sub Divisional Inspectors.

#### **II.4.4.1. ORGANISATIONAL EXPENDITURE:**

The following are considered as organizational cost: preparatory material, typing and publication of candidates' lists.

The following are considered as preparatory material for examination Centres and Sub-Centres to be used for orals, written, practical, and marking of scripts and deliberations:

- Buying of secretariat materials for official examinations (envelopes, adhesive gum to seal the envelopes containing the identification section and candidates' scripts, files, pens pencils, bold markers, etc.);
- Cleaning examination halls, etc.;
- security and health.

In order to foot these expenses, the Chiefs of writing Centres and sub Centres shall receive **100 FCFA** per candidate for each official examination.

However, the Sub Divisional Inspector shall receive not less than **10 000 FCFA** for all the examinations Sub-Centres under his/her area of jurisdiction. He/she provides the Chiefs of the Sub-Centres with all the necessary materials to ensure hitch free written and oral examinations.

The Chiefs of the marking and deliberations Centres, receives **100 FCFA** per candidate for each official examination to foot their expenses.

However, the chief of the marking and deliberation centre shall receive not less than **50 000 FCFA** for the marking and deliberation Centres under their area of competence. He/she provides the Secretariat of the marking and deliberation Centres all the necessary materials to ensure a hitch free marking and deliberations.

All the funds preserved at the Divisional and Regional delegations are kept and manipulated by the financial agents regisseur of examination account under the supervision of his hierarchy (DDBE, RDBE).



The Regional Delegate shall render an account to the Director of the Department of Exams and Certification for information to hierarchy.

The chief of service for finance of the Regional Delegation of Basic Education under the supervision of the Regional Delegate shall deposit one third DECC/MINEDUB of FSLC and CEP and the total of the support fund at the Department of Material and Financial Resources latest 31<sup>st</sup> March 2024.

**NB:** it is important to note that head teachers, Sub Divisional Inspectors, Divisional delegates and Regional Delegates are not in any case authorize to manipulate the registration funds.

#### **II.4.4.2. Allowance to Presidents of Jury:**

The sum of **60 000FCFA** shall be given to the President of Jury for his up keep during the mission.

#### **II.4.4.3. Funds Allocated to some Officials:**

The funds collected are distributed as follows:

- 20% of two thirds goes to the Regional Delegation of Basic Education Base;
- 80% of two thirds goes to the Divisional Delegation of Basic Education

From the 80% of the 2/3 of the registration fee of each examination, the Divisional Delegates are entitled to:

- 100,000FCFA for general coordination of examinations in their area of jurisdiction;
- 100,000FCFA for other expenses which are:
  - acquisition of materials for printing of text, payment sheets and report on examinations;
  - transportation fee to deposit scripts to regional delegations
- 100,000FCFA for transportation of candidates' scripts and papers;
- 1% of the collected amount to the financial agent of DDBE without exceeding 100 000 FCA

From the 80% of the 2/3 of the registration fee of each examination, the Sub-Divisional Inspectors are entitled to:

- 50,000FCFA for general coordination of examinations in their area of jurisdiction;

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- 50,000FCFA for expenses similar to those of the Divisional Delegate
- 50,000FCFA for transportation of candidates' scripts and papers;
- 1% of the collected amount to the financial agent of IBE without exceeding 100 000 FCA

The Chiefs of Sub-Centers are entitled to 10,000FCFA for each examination and entrance examination session to transport scripts and papers, to be removed from the 80% of the 2/3 of the registration fees allocated to Divisional Delegations.

The 20% of the 2/3 of the registration fees allocated to the Regional Delegation shall be used for general supervision of examinations and entrance examinations as follows:

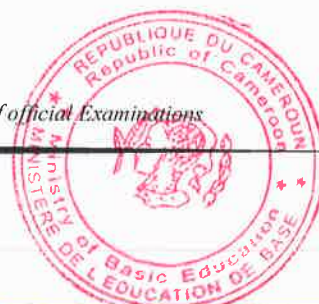
For general coordination of examinations and entrance examinations:

- 350,000FCFA for the Regional Delegate;
- 250,000FCFA for the Sub-Director of examinations and Certification.
- 1% of the collected amount to the financial agent of RDBE without exceeding 100 000 FCA
- Buying of equipment, consumables and maintenance of electronics by the Regional Delegate.;
- production of registered candidates' lists with payment as follows:
  - typing and correcting candidates' lists: 25FCFA per candidate;
  - Printing the said lists: 5FCFA per candidate;
  - Checking/control of said lists: 10FCFA per candidate;

The payment of:

- 125,000 FCFA as output allowance solely to the Regional Delegate of Basic Education,
- 100,000FCFA for Sub-Director of examinations and certification,-75,000FCFA to each Chief of Service of the department of examination and Certification.
- The transportation of the dossier of the candidates and all other documents and materials for the examination.
- The payment of fixed allowance (Astreinte) to the personnel per exam as follows:
  - 300,000FCFA for the Regional Delegate;
  - 250,000FCFA for the Sub-Director of examinations
  - 200,000frs to every Chief of Service of the department of examination and Certification.
  - 100 000FCFA to a support staff.

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- For the special tasks of production of candidate list (typing, proofreading and printing), the Regional Delegate and the Sub-Director of exams shall each receive 40 FRS of the  $\frac{1}{3}$  of total number of candidates. 40 FRS of the  $\frac{1}{3}$  of total number of candidates shall be shared amongst the three chiefs of service.
- The payment of output allowance (rendement) to the Regional Delegate and to personnel of the Sub-Department of examinations and certifications as stated above.
- Unforeseen expenditures similar to those of the Divisional Delegation;
- Organisation of sectorial meetings;
- Missions;
- Production and printing of statistics

#### **II.4.4.4. Payment Modalities:**

All payments shall be done on individual basis and based on only one activity.

It shall have the following information:

- The heading which indicates in addition, the following payment structure:
  - The title « PAYMENT FOR PARTICIPATION AT OFFICIAL EXAMINATIONS ORGANISED BY THE MINEDUB DEPARTMENT OF EXAMS AND COMPETITIVE EXAMINATIONS AND CERTIFICATION»;
  - The session ;
  - The name of the official examination;
  - The name of the Centre and Sub-Centre;
  - the nature of the activity: writing, Practical SPE Activities, Marking, Secretariat, Deliberation;
  - The number of candidates
- In the table that follows the heading, and in order, indicate:
  - The serial number;
  - The name and surname of the beneficiary;
  - The duty of the beneficiary;
  - Allowance;
  - The number of sessions or scripts marked;
  - The rate per session or of a script marked;
  - The number of sessions and scripts marked;
  - The net amount to receive with taxes
  - IRPP;
  - Advanced payment received without taxes;



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- The balance to be paid;
- The national identity card information;
- Signature.

Each payment sheet shall be done in two model sheets. The first shall indicate at the top and in the middle of the page the comment « ADVANCE PAID .....% » in bold capital letters. The second payment sheet shall indicate at the top and in the middle of the page the comment « BALANCE TO BE PAID..... % » in bold capital letters. The beneficiaries shall sign in the first sheet which shall be attached to the second one.

**NB.** Every Regional Delegate shall ensure that the *corresponding amount deducted for IRPP in the payment sheets of sessions and fixed allowances to examiners has been paid back to the public treasury.*

All expenditures shall be executed in conformity with the regulation in force.

### III. CONDUCT OF OFFICIAL EXAMINATION

#### III.1. CONDUCT OF PRATICAL EXAMINATION:

Practical examination which is just like any other examination e.g. French or Mathematics shall include:

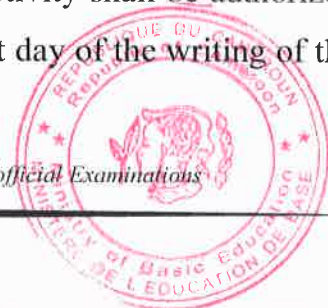
- FSLC practical
- SPE for FSLC and CEP

#### III.1.1 Practical activities at FSLC

The duration for the practical activity for FSLC shall last for one day. For this reason, the examiners of the practical activity who are also invigilators of the written examination shall be entitled to two (02) sessions.

The candidates shall take the FSLC practical activity examination in the sub centres in which they are going to write the examination. They shall carry out the activity in groups of 50s for two examiners.

Candidates who shall be absent during the practical activity shall be authorized for a catch-up session during the afternoon session of the first day of the writing of the First School Leaving Certificate Examination.



In the special sub centres, the following examiners shall be invited for the practical activity:

- The chief of sub centre;
- The chief of secretariat of the Anglophone sub centre;
- Anglophone members of the secretariat in strict compliance with the number of secretariat member specify in the table mentioned above,
- Anglophone invigilators.

### **III.1.2. Sports and Physical Education (SPE) for CEP and FSLC:**

The candidates shall carry out the sport and physical education practical in one of the following four disciplines:

- Runs
- Short puts
- High jumps
- Gymnastics

For Certificat d'Etudes Primaires and First School Leaving Certificates, physically challenged candidates shall take the written or oral sport and physical education before the start of the oral examinations. Physically candidates who shall be absent during the practical sport and physical education examination shall take either the written or oral examination at the same time with the physically challenged candidates.

In each Examination sub centre, under the authority of the Divisional Coordinator of SPE, one out of the four above mentioned disciplines shall be chosen for all the candidates to carry out the sport and physical education. The Divisional Coordinator shall put at the disposal of all the sub centres, the *barème* for the transformation of performance to marks. The said transformation shall be done on the spot by invigilators acting as examiners.

For the sub centres accommodating physically challenged candidates, the Divisional Delegates of Basic Education shall contact their counterparts of Sport and Physical Education to put in place qualified SPE examiner to take care of different needs according to disabilities identified.



The number of candidates per workshop shall be one hundred and fifty (150) for a half day.

The duration of the practical SPE examination shall not exceed two (02) working days.

The practical SPE examination shall follow the same rules and regulations governing other examination.

### **III.2. Written examination**

The chief of Centre shall hand over to the chief of Sub-Centre at the moment of their departure the following:

- Sufficient sealed examination question envelops including those with specific needs for the sub Centre;
- Materials and furniture necessary for the smooth functioning of the secretariat of the sub Centres
- Transportation fees for examination papers and scripts;
- Payment sheets for sessions of the sub Centre and the necessary funds.

The chief of the sub Centres shall hold preparatory meetings and ensure the material preparation of the sub Centre of the examination a day before the exam.

**NB: They should also ensure that candidates with specific needs should be attended to individually during the writing process.**

The chief of secretariat of the sub Centre shall ensure the technical organization of the official examinations.

Every morning, the examination secretariat shall give to each room head the list of registered candidates to control the presence and identity of candidates, alongside the rules of the examination to be read to the candidates, form for correction of candidates civil status information and also a list of authorized adapted material for candidates with special needs.

At the beginning of each paper, the secretariat shall give to each room head invigilator the envelope containing the examination paper and the invigilation report sheet to be filled at the end of the examination.





At the end of each paper, the room head shall collect the candidate scripts. They shall verify that their number correspond to that of registered candidates. They shall fill the table number on the headings of visually impaired candidates and write <<ABSENT>> on the scripts of absent candidates. These shall be classified in ascending order of table number. They shall then deposit the said scripts to the secretariat accompanied by the filled invigilation report sheet. Brailed scripts shall be carefully collected and kept separately.

**After reception of scripts, the examination secretariat shall code the scripts and classify them in ascending order as the examination progresses.**

The examination scripts and their corresponding cutoff stumps shall be kept in different sealed envelopes.

The chief of secretariat shall write the name of the examination, discipline and number of scripts on the envelope.

For these tasks, the chief of secretariat shall equitably divide the work to all the members of the secretariat.

Each member of the secretariat shall be charged with the coding of scripts and shall be responsible for any abnormality observed i.e., loss and displacement of scripts, coding error, etc.

The chief of secretariat shall seal the envelope after verification.

The chief of secretariat shall make such that each member of the secretariat signs the individual coding report of scripts assigned to them. He/she equally countersigns all the reports.

The chief of secretariat shall keep all the scripts until when they shall be dispatched following modalities stipulated on the report.

The candidate examination scripts shall be conserved in a strong room, cupboard, or a box with two padlocks. The key of the first padlock shall be kept by the chief of secretariat while that of the second one by the chief of the sub Centre.

The chief of sub Centre shall hand to chief of the Centre the following:

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- Examination envelopes containing candidates' scripts and their detached heads.
- The list of errors corrected which has been duly signed
- The remaining examination papers;
- The payment sheets signed by the examiners;
- The mission report on the conduct of the written examination.

### **III.3. ORAL EXAMINATION**

The oral examination shall begin at the end of the written examination. The invigilators shall become the examiners and shall interview the candidates in their respective examination halls. It entails reading followed by a short version in French, singing of the national anthem, a story or a national proverb, questions from the jury, reading followed by a short conversation in French. The oral examination shall be adapted to the specific needs of the physically challenge candidates and shall be carried out by specialized examiners.

### **III.4. Marking of scripts**

Special precautions shall be taken to ensure that teachers invited to mark shall not in any case mark scripts of their candidates. The duration for marking shall not exceed that previewed in the calendar of examination.

The marking of scripts shall be done in strict respect of examination rules and regulation in force and instructions prescribed by hierarchy for each interevent of each phase of examination. The markers and heads of marking room are accountable for any error found in the scripts during a post evaluation control.

#### **III.4.1. CEP in the Francophone zone**

The scripts of CEP candidates in Francophone zone coming from the writing Centre shall be transmitted to the Divisional Delegation which is the marking and deliberation Centre.

#### **III.4.2. FSLC and Common Entrance in Francophone zones**

The scripts of candidates for FSLC and Common Entrance in Francophone the zone coming from the writing centre shall be transmitted to the Regional Delegation the unique marking Centre.



### II.4.3. CEP, FSLC and Common Entrance in the Anglophone zone.

The scripts of candidates for CEP, FSLC and Common Entrance in the Anglophone zone coming from the writing Centre shall be transmitted to the Regional Delegation the unique marking Centre.

### III.5. Deliberations

At the time of departure to the deliberation Centre, the Regional Delegate shall put at the disposal of the president of jury the following document:

- The text appointing him/her, the secretary and other members of the jury;
- a copy of the regulatory text on the official examination about to be deliberated;
- a copy of this present circular where the work of the jury and its members has been outlined;
- a new USB key of at least 2Go and a virgin CD-ROM.

The deliberation shall be conducted in strict respect of the rules and regulation in force and the mission assigned above to each intervene at every stage of the examination.

The jury shall be provided with the following documents, materials and furniture to enable them carry out their task:

- the text organizing the examination they are deliberating;
- manual results' sheet (PVs);
- software to record marks of candidates;
- computers with updated antivirus, a printer with ink, A4 paper, A4 folders provided by the Regional Delegate or Divisional Delegate as the need arises;
- big and small size staplers and stapling pins of different sizes;
- a USB key and a CD-ROM;
- marked scripts and their corresponding sections (headings);
- the mark sheets of the scripts concerned;
- List of corrected errors

Under the responsibility of a **secretary**, the member of jury shall decide whether a candidate is declared successful or not in conformity to the regulation in force.



**A candidate who shall be absent or obtain a zero in any one paper but has obtained a total above or equal to 190/380 at the CEP and 220/440 in FSLC shall be declared successful.**

The members of the deliberation jury shall be bound by the duty of reserve (clause of non-disclosure). Any disclosure (exposure) of the secrets of the deliberation constitutes professional misconduct and must be sanctioned as such.

At the end of the deliberations, the Jury President ensures that:

- the manual result sheets are blackened, and shall not have erasure or over blotted marks and are signed by each member of the Jury;
- the electronic result sheets are printed, bounded and signed by each member of the Jury;
- errors in the names, dates and places of birth and the sex of the candidates are corrected by the chief of the Sub Centre when discovered, in the manual result sheet and the databases;
- statistics are recorded on the last page of each manual result sheet;
- the lists of successful candidates by school are printed and signed;
- the results booklet of the Region or Divisions are produced and signed;
- the candidates list of all the schools attached to the Centre of deliberation are filled and signed by him;
- Parcels by sub divisional inspectorate containing the following documents have been made: two copies of the lists of successful candidates by school, a copy of the electronic results sheet, the candidates list, candidate registration forms;
- the mission report is written and signed.

The name of an unsuccessful candidate in the list of successful candidates shall be considered as an attempted fraud by the President of the Jury who signed it.

The Regional or Divisional Delegate gives the President of the Jury the manual results sheet of CEP and First School Leaving Certificate or the Common Entrance. He/she retrieves two electronic result sheets at the end of the deliberations. He/she gives to each Sub Divisional Inspector concerned; two successful candidate lists under his area of jurisdiction.

At the end of the mission, the President of the deliberation panel shall immediately present the following to the Regional Delegate:

- a mission report;
- statistics;

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- two booklets of successful candidates;
- two copies of the manual examination results sheets PVs and two copies of electronic copies of the result sheets (Electronic PVs);
- a USB key and a CD-ROM containing the data of the examination results;

#### **IV. SUPERVISION OF OFFICIAL EXAMINATIONS**

##### **IV.1. INSTITUTIONAL SUPERVISION**

###### **IV.1.1. SUPERVISION AT THE CENTRAL LEVEL**

The supervision of official examinations at the central level revolves:

- supervisory missions of the Higher Hierarchy;
- control missions for the smooth organization and conduct official examinations;
- follow up from a distance the activities for the smooth organization and conduct official examinations;
- the control mission for smooth organization and conduct official examinations by the personnel of the Inspectorate General of Education and the Department of Exams, Competitions Examination and Certification.

###### **IV.1.2. SUPERVISION MISSIONS FROM HIGHER HIERARCHY**

There are two of them:

- supervision mission for the conduct of the Common Entrance;
- the mission of supervision of the conduct of the CEP and the FSLC.

To this effect, the Minister of Basic Education shall set the objectives and the expected results of these missions. It may be one or more supervisory teams who, upon their return, shall forward a mission report to the minister with a copy to the Director of Exams, Competitions Examinations and Certification.

###### **IV.1.3. MISSIONS OF CONTROL OF THE SMOOTH ORGANIZATION OFFICIAL EXAMINATIONS**

This concerns:

- the control mission on the registration of candidates and the production of candidates lists;
- the mission to close the registration of candidates with collection of the provisional budgets and the databases of registered candidates for official examinations;
- the mission to close official examinations session in the devolved services, with the collection of the result sheet, databases of the results, the general reports and the financial balance sheets of official examinations.



#### **IV.1.4. FOLLOW UP FROM A DISTANCE THE ACTIVITIES FOR THE ORGANIZATION OF OFFICIAL EXAMINATIONS**

This follow-up, carried out by the staff of the Department of Exams, Competitive Examinations and Certification shall be carried out via the telephone, Internet and reports from the Regional Delegations.

#### **IV.1.5. THE MISSION TO CONTROL THE SMOOTH ORGANIZATION AND CONDUCT OF OFFICIAL EXAMINATIONS**

It shall concern the control of the smooth conduct of official examinations, in the strict respect of the regulations in force of the written phases, marking and the deliberations of the CEP and the FSLC Examinations, with the following main objectives:

- to ensure the application of the regulations in force by the examiners;
- to identify the problems encountered during the application of the texts;
- to provide on-the-spot solutions whenever possible or, if necessary, after returning from the mission, to initiate reflection on how to resolve these problems for the next examination sessions.

#### **IV.1.6. SUPERVISION BY THE DEVOLVED SERVICES**

Supervision at the devolved services shall be ensured by the Regional and Divisional Delegates and Sub Divisional Inspectors with the following aim:

- the follow-up of the registrations of the candidates for official examinations;
- the follow-up of the dissemination of the texts relating to official examinations;
- in situ monitoring and control of the collection, retention and management of registration fees for official examinations;
- the follow-up of the correction of the possible errors on the civil status information of the candidates;
- the monitoring and control of the progress of the different phases of official examinations;
- the monitoring and the control of the conservation of the various documents of official examinations.



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## **IV.2. PARTNERSHIP SUPERVISION**

### **IV.2.1. OBSERVATION OF THE SMOOTH ORGANIZATION AND CONDUCT OF OFFICIAL EXAMINATION BY THE REPRESENTATIVES OF TRADE UNIONS**

The observation of the smooth organization and conduct of official examinations shall be ensured by accredited observers by the Trade unions of primary and teacher education, in strict compliance with the provisions of the Circular *N°10/B1/1464/MINEDUC/CAB/SG/IG/I1/I2/IGP-ESG/DEXC* of 16 June 1998 fixing the function of Observer for official Examinations under the Ministry of National Education.

### **IV.2.2. SUPERVISION BY ADMINISTRATIVE AUTHORITIES**

The supervision of the conduct of official examinations concerns:

- the material preparation of the Sub Centres and Examination Centres;
- security of the examinations Centres and Sub-Centres;
- the effective presence of all the examiners of the Examination Centres and Sub Centres;
- the respect of the regulation in force relative to the conduct of official examinations.

## **V. MANAGEMENT OF RESULTS**

### **V.1. PUBLICATION AND VALIDATION OF RESULTS**

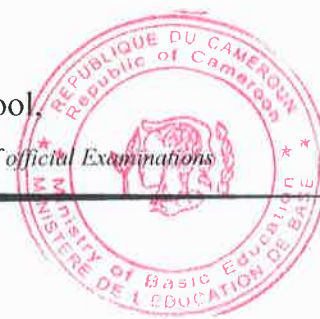
#### **V.1.1. PUBLICATION OF RESULTS**

After the deliberations, the Jury shall proclaim the official results of examinations.

After this official proclamation, the following documents shall be given to the Heads of the following structures for the publication of the results:

- by the President of Jury to the Sub Divisional Inspectors of Basic Education for exploitation and transmission to head teachers:
  - a copy of the electronic result sheet,
  - two copies of successful candidates list by school.

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- the candidates list for the CEP,
- the registration forms of the candidates.
- by the Sub Divisional Inspectors of Basic Education to School head teachers for publication of the results and archiving:
  - copies of successful candidates lists by school,
  - the candidates list for the CEP of school.

The lists of successful candidates by school given to the School head teachers shall be multiplied. After the formal declaration ceremony by the head teacher, a copy of the successful candidates' lists shall be posted on the bulletin board for consultation by candidates and their parents. The names of successful external candidates shall appear automatically at the end of the lists of their attached schools.

### **V.1.2. CONTROL AND AUTHENTICATION OF THE RESULTS**

The control of the results of examination consists of:

- Harmonization of the corrections made by the deliberations Jury on the civil status information of the candidates in the electronic result sheet and the databases of the results on the one hand and on the other hand on the manual result sheet;
- Correct the errors identify on the identity of the candidates after the deliberation
- Assign matriculation numbers to names of successful candidates whose name shall be added manually in manual result sheets when their time of registration within dead line has been proven by the writing Sub Centre;

The authentication of the results of the examination is the validation of the control of the results. Once the results are authenticated, the database of successful candidates of the examination session shall be produced. A CD-ROM copy of this database, along with results booklets and electronic and manual results sheets are forwarded to the Sub Department of Certification, Archives and Statistics for exploitation and Conservation.

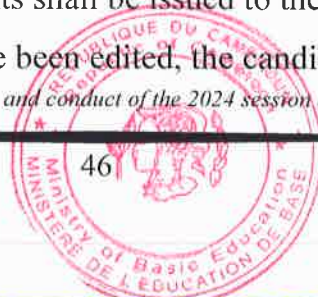
Another copy of this agreed format database shall be kept and put at the disposition of the company publishing the diplomas when the moment comes in accordance with disposition provided for in the fiscal year.

### **V.2. DELIVERANCE OF CERTIFIED DOCUMENTS TO SUCCESSFUL CANDIDATES**

The following certification documents shall be issued to the successful candidates:

- Diplomas and, before they are been edited, the candidate may apply for,

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- Attestation of success,
- Attestation of Failure,
- Transcripts.

### **V.3. ELABORATION OF A FRAMEWORK FOR PRESENTATION AND ANALYSES OF PERFORMANCES OF CANDIDATES AND SCHOOL ESTABLISHMENTS IN OFFICIAL EXAMINATIONS**

The result database shall be exploited for the elaboration of the following documents which shall constitute a framework for the presentation and analyses of performances of candidates and school establishments in official examinations:

- Statistics for the performances of candidates in official examinations in the form of histogram, graph and pictogram;

Statistics for the performances of candidates in official examinations in the form of double matrix (double entry matrix showing Regions on the x-axis and candidate performance intervals on the y-axis);

- The classification in order of merit the best candidate in official examination in the following manner:
  - The best 5 at the national level;
  - The best 5 at the regional levels;
  - The best 50 at the Divisional level;
  - The best 20 at the Sub Divisional level.
- The classification by order of merit of best schools in official examination at the national level by Region, Division and by Sub Division.

### **VI - TRANSITIONAL AND FINAL PROVISIONS:**

Each proposed examination question for official examination from the Inspectorate General of Education shall indicate over leaf the following:

- The name, Telephone number and school of the teacher who proposed the question;
- The name, Telephone number and the Pedagogic animator at the Sub Divisional Inspectorate who did the first moderation of the proposed question;
- The name, Telephone number and the Pedagogic advisers for Primary, Bilingualism and TIC at the Divisional Delegation who did the second moderation of the proposed question;
- 

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- The name, Telephone number and the Regional Pedagogic Inspectors and Advisers for Primary, Bilingualism and TIC at the Regional Delegation who did the third moderation of the proposed question;
- The name, Telephone number and the National Pedagogic Inspectors for Primary, Bilingualism and TIC at the Inspectorate General of Education who did the final moderation of the proposed question;

The format of official examinations of the 2024 session shall remain the same as those of the 2023 session.

Annals by official examinations shall be produced at the end of the session.

There shall be a special authorization for regular candidates who are less than ten (11) at the date of the examination and entrance examination in conformity with the law N° 98/004 of 14 April 1998 to lay down guidelines for Education in Cameroon.

The officials of the examination chain shall forward to the Ministry of Basic Education the lists of those involved in cheating and embezzlement of examination funds and any other person involved in the examination malpractices.

It will be the same for people who have distinguished themselves exceptional in the way they have served in the conduct of official examinations.

The Regional and Divisional Delegates and Sub Divisional Inspectors for Basic Education should publish the text designating the different examiners a week before the start of the Sports and Physical Education date. The examiners concerned should receive their convocation not later than three days before the beginning of the examination concerned.



The Regional Delegates for Basic Education are called upon to engage the procedure for disbursement of funds from the public treasury within a reasonable date in order to provide in time the necessary funds to the Divisional Delegates and Sub Divisional Inspectors to pay examiners at the end of each phase of examination.

The Secretary General, Inspector General of Services and the Inspector General of Education and the Director of the Department of Exams, Competitive Examination and Certification are each charge, within their area of competence, the application and control of these present instructions which I am highly committed to.

**CC:**

**THE MINISTER OF BASIC EDUCATION**

- SG/PR (ATCR)
- SG/PM
- MINSEP
- REGIONAL GOVERNORS
- DEPARTMENTS/MINEDUB
- NAT REPRESNT. PRIV. EDU.
- RDBE/DBBE
- SUB DIVISIONAL INSPECTORATES
- SCHOOLS
- CHRONO/ARCHIVES



