



# NATIONAL EXAMINATIONS COUNCIL (NECO)

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To: All States Ministries of Education, FCT Education Secretariat,  
All Principals/Commandants.

## REGISTRATION GUIDELINES FOR THE 2023 SENIOR SCHOOL CERTIFICATE EXAMINATION (SSCE) INTERNAL

Find below the comprehensive procedure and guidelines for the 2023 SSCE Internal registration. You are requested to painstakingly read through, understand and comply with the requirements therein. Do not hesitate to ask questions or seek an explanation on any aspect of the registration procedure which you may not have clearly understood. **Please note that you are expected to read and clearly understand this registration procedure and guidelines before embarking on the registration exercise.**

### 1. ELIGIBILITY FOR REGISTRATION:

Principals/Commandants of schools are hereby informed that only candidates in their final year of Senior Secondary School i.e. (SSS3) are eligible for registration. For the avoidance of doubt, the 2023 SSCE Internal is meant for **only school-based candidates** in Nigeria and overseas. It is not meant for private candidates. Principals/Commandants of schools and States Ministries of Education should endeavor to enforce the eligibility condition.

### 2. REGISTRATION PROCEDURE:

The 2023 SSCE (I) registration will be both **OFFLINE** and **ONLINE**.

#### 2.1 CLAIMING OF SCHOOL'S ONLINE PORTAL

The 2023 SSCE (I) registration requires ALL schools to claim afresh their online portal using **School's official email address and phone number (a school without an official email address is mandated to create one as personal or cybercafé emails are NOT allowed)**. This is to enable the Council to have a comprehensive database. The School's online portal claim will be the first task before the commencement of the offline/online registration. Therefore, Schools are required to input their information correctly.

After the submission of details, a default password will be sent to the school's official email address provided which should be used to login into the portal.

## 2.2 OFFLINE REGISTRATION

Schools are to install the 2023 SSCE Internal offline application by downloading it from the Council's website: [www.neco.gov.ng](http://www.neco.gov.ng). Using the application, Schools are to make all entries of their candidates' bio-data and biometrics. The user manual on the step-by-step registration procedure can also be downloaded from the Council's website. Ensure that all prospective Candidates are registered offline, such that as they pay, they could be uploaded online progressively. **PLEASE NOTE THAT A CANDIDATE IS ONLY REGISTERED IF HIS/HER OFFLINE ENTRIES ARE UPLOADED ONLINE TO OBTAIN A REGISTRATION NUMBER. ONLINE UPLOAD IS ONLY POSSIBLE UPON PAYMENT OF REGISTRATION FEES.**

## 2.3 BIOMETRIC DATA CAPTURING

Biometric data capturing is a process by which candidates' fingerprints (10 fingers) are captured during offline registration. It is a vital part of the offline registration because without it, candidates' data cannot be uploaded online. **FUTRONIC (FS80H)** should be used for the data capturing. Schools are to ensure that candidates **crosscheck** their bio-data (Name, Date of Birth, Sex, Subjects, etc.) on the **preview page** during the biometric capturing to correct any error detected by the candidate(s).

**The Council should be notified of any physically challenged candidate(s) whose fingerprints cannot be captured during the offline registration process.**

**Schools should NOTE that:**

- **Duplication of registration will not be entertained** since no two biometric data are the same.
- No person(s)/candidate(s) should be allowed to capture their fingerprints on behalf of the rightful candidate(s) as any candidate whose biometric data does not match the data uploaded during the verification exercise will be deemed to be **impersonating**.

## 2.4 VISUALLY IMPAIRED CANDIDATES

Visually impaired candidates are to be registered like everyone. However, the nature of their disability is to be indicated correctly when making entries of their bio-data in the offline application during registration. Visually impaired candidates are of two categories:

- **Low Vision**
- **Complete Blindness**

## 2.5 OFFLINE VALIDATION

After successful offline registration, schools are to do the offline bio-data validation before uploading registration data online. Candidates are to check and make all corrections of Name, Picture, Date of Birth, Sex, Subjects etc., before uploading the registration data online. **PLEASE NOTE THAT THE COUNCIL IS NOT LIABLE FOR ANY REGISTRATION ERROR COMMITTED BY SCHOOLS. ALL REGISTRATION ERRORS MUST BE CORRECTED DURING THE VALIDATION PROCESS BEFORE UPLOADING THE REGISTRATION ONLINE.**

## 2.6 PROCEDURE FOR OFFLINE VALIDATION

Upon completion of the offline registration, schools are to print the offline photocards of all the candidates from the offline application and issue them to each candidate to confirm that his/her **Picture, Name, State, Local Government Area (LGA), Date of Birth, Sex and the Subjects** he/she

wishes to sit for are all correct. Where errors are discovered, candidates should correct such errors on the photocard and sign in the appropriate column. Where there are no errors, Candidates should just sign the appropriate column. All signed photocards are to be returned to the person doing the registration to enter all corrections in the offline application. **NOTE THAT ALL CORRECTIONS MUST BE DONE OFFLINE AND DUPLICATION OF REGISTRATION WILL NOT BE ENTERTAINED.**

After effecting all corrections, the validation list should be printed for Candidates to append their signatures against their respective names. The signed offline validation list is one of the documents to be returned to respective NECO State Offices along with other Validation Documents.

Please note that any school that requests for the correction of Name (**only error in the spelling of Name will be entertained**), Picture, Date of Birth, Sex, or Subject(s) after online upload is deemed to have indulged in “**NON-VALIDATION**”. The penalty fee for non-validation is **Seven Thousand Naira (₦7,000.00)** only per candidate irrespective of the nature of the non-validation. **SCHOOLS SHOULD ENSURE THAT THE CORRECT PICTURES OF CANDIDATES ARE USED DURING REGISTRATION AS CHANGE OF CANDIDATE’S PICTURE AFTER THE RELEASE OF RESULTS WILL NOT BE ENTERTAINED.**

## 2.7 SCHOOL ACTIVATION FOR PAYMENT

Each School must be activated by the NECO State Coordinator of each respective State and FCT before payment and upload could be possible. Schools are to return the Validation Documents to their respective State Coordinators, who would thereafter, activate the School for payment of the required candidates to conclude the registration.

The validation Documents to be returned to NECO State Offices before activation are:

- i. Validation List duly signed by the candidates
- ii. Candidates’ signed Photocards
- iii. Entry Schedule duly endorsed by the State Ministry of Education where applicable
- iv. Subject Analysis

**Schools are to note that Centre Activation commences on 23<sup>rd</sup> January, 2023.**

## 2.8 PAYMENT PROCEDURE AND UPLOAD

**All payments should strictly be made through the school’s online NECO portal.** Upon successful payment, registration quota is allocated according to the amount paid into the NECO TSA. After the quota is allocated, schools can select the individual candidates to upload (if the payment is not for all candidates) by checking the selection boxes against each candidate’s name or clicking the “**check all**” box to select the entire candidates, if the payment is for all the candidates. **Note that when paying in installments, initial payment should be made for at least 20 candidates to avoid being surcharged for unviable centre fee.**

The payment receipt is sent to the school’s email address or can also be printed from the transaction history in the school profile. Immediately after completion of the registration, schools should print the final validation list and give all candidates to sign against their respective names. The **payment receipt** and the **signed final validation list that carries candidates’ registration numbers** should be endorsed by the School Principal/Commandant before submission to NECO State Office. The final photocards that bear the candidates’ registration numbers are to be used for admission of candidates into the examination hall(s), as well as for candidates’ biometric verification exercise during the examination.

### 3. DETAILS OF EXAMINATION FEES AND OTHER MATERIALS

Details of the Examination fees and other registration materials are as follows:

- a. Registration fee for the 2023 SSCE Internal is **₦17,800.00** only per candidate
- b. Photo album is **₦1,700.00 per pair**
- c. Four-figure table is **₦500.00 per copy**
- d. Waterproof Certificate Jacket/Folder is **₦2,000.00** per candidate
- e. Syllabus is **₦1,500.00 per copy**
- f. Unviable Centre fee is **₦50,000.00**
- g. Late Registration attracts a Penalty of additional **₦2,000.00** per candidate
- h. Note that Stamp Duty, Service and *Remita* charges apply

### 4. MINIMUM NUMBER OF CANDIDATES

The minimum number of candidates to be registered by a school is **20 (twenty)**.

Any school registering less than twenty candidates is deemed **unviable** and as such shall pay unviable centre fee of **Fifty Thousand Naira (₦50,000)** only, if they wish to write the examination in their school.

### 5. E-PHOTO ALBUMS

The **electronic photo albums** will be generated by the Council. A pair of purchased e-photo album will be endorsed and a copy sent to your school.

Each e-photo album has provision for 171 candidates. A pair of e-photo album costs **One Thousand Seven Hundred Naira (₦1,700)** only.

### 6. SYLLABUS AND FOUR FIGURE TABLE

The syllabus for NECO SSCE is available at the cost of **One Thousand Five Hundred Naira (₦1,500)** only per copy and each school is advised to have at least four (4) copies. Furthermore, each candidate is to obtain a copy of NECO four-figure tables at the cost of **Five Hundred Naira (₦500.00)** only.

### 7. 3<sup>RD</sup> YEAR CONTINUOUS ASSESSMENT SCORES (CA3)

The period for CA3 entries by schools is from **12<sup>th</sup> July – 15<sup>th</sup> September, 2023**. Schools should ensure that they use the offline application to make entries for CA3 within the stipulated period, as late upload would attract a penalty fee of **Twenty-five Thousand Naira (₦25,000)** only.

### 8. ONLINE CENTRE DISPUTE

The online centre dispute is the procedure for changing the schools' official login detail for those that could not access their portal on the NECO website due to one reason or the other. All dispute requests should be officially channeled through the various State Offices. This is to authenticate the request and stop unauthorized parties from gaining access to the school's portal without their consent. However, Schools are advised to always keep a proper record of their login details to avoid being surcharged.

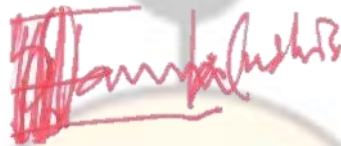
**9. REGISTRATION PERIOD AND CLOSING DATE**

- a. Registration period is between **Monday 19<sup>th</sup> December, 2022** and **Monday 30<sup>th</sup> May, 2023**.
- b. The website will be closed at 12:00 midnight **on 30<sup>th</sup> May, 2023**.
- c. The last date for the return of the printed payment receipt and endorsed final validation list is **Friday 17<sup>th</sup> June, 2023**.

**10. PLEASE NOTE THE FOLLOWING IMPORTANT DATES AGAIN**

- a. Commencement of registration by schools is from **Monday 19<sup>th</sup> December, 2022**.
- b. Last date for registration by schools is **30<sup>th</sup> May, 2023**.
- c. Last date for submission of printed payment receipt and endorsed final validation list is **30<sup>th</sup> May, 2023**.
- d. Last date for upload of CA3 online is **15<sup>th</sup> September, 2023**.

Thank you.



A handwritten signature in red ink, appearing to read 'Dantani Ibrahim Wushishi', is written over the NECO logo.

**PROFESSOR DANTANI IBRAHIM WUSHISHI**  
Registrar/Chief Executive