

INTRODUCTION

This document contains the Regulations for the Liberia Senior High School Certificate Examinations (LSHSCE) for Private Candidates.

The Examination will be administered to candidates who may or may not have sat the examination in the past. The examination will test the extent to which candidates have covered materials contained in the National Curriculum of the Ministry of Education for senior high schools. The detailed syllabuses for the Examination are distillation of the Ministry's Curriculum and tutors should therefore regard them only as guidelines and not as ends in themselves. Candidates are expected to acquaint themselves thoroughly with the regulations since they form the basis for taking the examination. The responsibility for test administration lies entirely with the West African Examinations Council.

A. GENERAL REGULATIONS FOR THE EXAMINATION

1. Entry to the Examination

- (1) The Liberia Senior High School Certificate Examination (LSHSCE) for Private Candidates is opened and administered to candidates in the Republic of Liberia after due registration with the West African Examinations Council;
- (2) Private candidates are expected to register electronically (online) or as may be directed by the West African Examinations Council;
- (3) It is the responsibility of the candidates to check the accuracy and or correctness of their entries made with respect to their bio-data, contact addresses, photos and other details that may be required. The Council shall take no responsibility for any oversights or defaults made by candidates or their representatives;
- (4) The specific dates for the receipt of entries (registration) will be determined by the Council from year to year and candidates will be notified about the mode and time of payment;
- (5) Registration fees shall be deposited in designated banks by the candidates or their representatives and the deposit slip(s) taken to the WAEC Office or Registration Site in order to obtain their official receipts;
- (6) The Council reserves the right to refuse any entry not received after the closing date for the entries;
- (7) The Council reserves the right to cancel any entry at any stage before the examination if it is found to be irregular;
- (8) No candidate will be permitted to sit at an examination center other than where he or she has chosen online or has been assigned by the Council; and

- (9) Required fees for the examination will be paid by each candidate. The Council does not undertake to refund fees. When entries are refused or canceled by the Council, any fees paid may be refunded in full but deductions may be made at the discretion of the Council to meet administration cost incurred.

2. The Conduct of Candidates in the Examination Hall

- (1) Candidates are not allowed to bring any books or papers into the examination hall. The only materials allowed are admission notices, the timetable and any materials that candidate have been specifically told to bring with them to the examination;
- (2) Candidates must obey all instructions given by the supervisors and proctors that are not inconsistent with the regulations of the Council's examination. They must enter and leave the hall when they are told to do so;
- (3) Candidates must **not** give or receive any assistance in answering the examination questions. They must **not** talk to other candidates while they are in the hall;
- (4) Candidates are **not** allowed to remove any answer booklets or papers from the examination hall. Examination papers remain the property of the Council and may only be removed if the supervisor permits;
- (5) Candidates who disobey the regulations may be reported by the Supervisor to the Council for punitive action;
- (6) No candidate will be permitted to leave the examination hall/room during the time of a paper. A student will be allowed to go to the rest room only if he/she has satisfied the supervisor/proctors about the need to do so; and
- (7) In all cases of irregularity (involving infringement of these rules, etc.), the Council may, after considering the report, cancel either the result of the whole of the examination of the candidate(s) or the subject concerned.

3. Materials to be Provided by Candidates.

Candidates must provide pencils, rubber eraser, pen (**blue or black**) and geometry set. They are required to use **pencil only** to answer the Objective Tests and **pen** for the Essay Tests. Information such as formulae or other data which appear on instruments must be **securely** covered up before they are taken into the examination room.

B. ACCEPTANCE OF CANDIDATES FOR THE EXAMINATION

- 1 The Liberia Senior High School Certificate Examination (LSHSCE) for *Private Candidates* is designed as a private examination. Candidates can be accepted as “*private candidates*” only and must independently/personally assume full responsibility for their entries into the examination;
- 2 *Private Candidates* are those who present or register themselves independently for the Examination and can fall in any of the categories below:
those who
 - (1) passed the examination during their last sitting but are interested in improving their scores in selected subject(s) that they have already passed in;
 - (2) were deficient in some subject(s) during their last sitting (Re-sitter) and must pass those subject(s) in order to be awarded a certificate;
 - (3) sat and obtained their certificates but lost same either as a result of the war or natural disaster and the Council has no records on them;
 - (4) sat and obtained their certificates but are interested in making some amendments such as names, dates of birth, etc.;
 - (5) attended schools in other countries and do not have the WAEC Certificate; and
 - (6) were not fortunate to sit the LSHSCE as school candidates.
- 3 There is **no** age limit for candidates taking the examination. Successful candidates will receive certificates on which the names of the centers at which they sat the examination are recorded; and
- 4 Any candidate who fails to satisfy the subject grouping as indicated in this document will not be issued a certificate.

C. GENERAL INFORMATION

1. The examination may be held as many times in a year as the Council may deem fit. The actual dates in each year will be communicated through circulars. The time-table for the Examination shall be available during registration.
2. **Supervision of the Examination**
 - (1) The examination at a center shall be under the control of a supervisor who shall be appointed by the Council;
 - (2) The Supervisor will be required to carry out the detailed instructions sent to him/her with reference to the distribution of question papers to candidates, the collection of scripts at the end of each period and their dispatch to the Council in accordance with the Council’s directives and the maintenance of a constant and effective supervision over the candidates;

- (3) It is the duty of a Supervisor to report to the Council all cases of irregularities or misconduct in the examination. A candidate involved in such irregularity or misconduct in connection with the examination must be allowed to continue the examination unless he/she interferes with the examination of other candidates, but he/she may later be disqualified or barred from entry to further examination conducted by the Council; and
- (4) The Council may at any time send a Special Supervisor to a center to take control of the examination or may send an officer or an inspector to a center during the examination to inspect the arrangements and to see that the examination is being conducted in strict accordance with the Council's Rules and Regulations.

3. The Issuance of Results and the Award of Certificates

- (1) The Council reserves the right to cancel the results of candidates if it considers that they have been involved in irregularities before, during or after the examination;
- (2) The Council will not, except in its absolute discretion, enter into correspondence with candidates or their parents or guardians about results;
- (3) The WAEC Certificates remain the property of the Council and proceedings will be instituted against any person who alters one; and
- (4) Examination scripts will be disposed of **six** months after the release of results.

4. Results and Certificates

- (1) Results for the *Examination* will be obtained online using the candidates' registration cards/pins. The record of performance will include the **Stainine Scores** per subject on the Examination;
- (2) Certificates will be awarded **only** to successful candidates;
- (3) Certificates for the *Private Candidates' Examination* will bear the name of the centers at which the candidates sat the examination;
- (4) Certificates will be collected directly by the candidates from the WAEC Office **once** they are printed;
- (5) Candidates **must** present proper identity along with their online results before they will be issued their certificates;
- (6) The Council will **not** replace a **lost** or **damaged** certificate but will, however, be prepared to issue confirmation of candidate's results on application and payment of a fee; and

(7) **All** certificates will bear the name of the West African Examinations Council, show the subjects candidates are successful in and will carry the signatures of

- (a) The Chairman of Council; and
- (b) The Registrar to Council.

5. Issue of Results

Results for the Examination will be placed online and candidates can access same by using their Registration Cards/Pins. The online result will indicate the standard reached in each subject by the candidates.

6. Conditions for the Award of Certificates

Subjects for the Examination and Conditions for the Award of Certificates:

(1) SUBJECTS

Biology
Chemistry
Economics
English Language
Geography
History
Literature – in – English
Mathematics
Physics

(2) SUBJECT GROUPS

Group I: Languages:
English Language

Group II: General Subjects:
Economics;
Geography;
History; and
Literature –in – English.

Group III Mathematical Subjects
Mathematics

Group IV Science Subjects:
Biology;
Chemistry; and
Physics.

(3) **Choice of Subjects**

- (a) For the award of the Liberia Senior High School Certificate Examination (LSHSCE) Certificate, candidates must enter for and sit a **minimum** of **eight** and a **maximum** of **nine** subjects from any of the four groups in **6(2)** above (English Language and Mathematics being compulsory). These subjects must be chosen from the groups as follows:
- (i) English Language (Compulsory)
 - (ii) Mathematics (Compulsory)
 - (iii) **At least one core subject** from each of the Groups II and IV
 - (iv) The remaining four from either Group II of Group IV or both.
- (b) Notwithstanding **6(3)** above, candidates who are re-sitting are to enter for and sit only the subjects they either were deficient in during their last sitting or wish to improve;
- (c) New subjects will be added as and when necessary and minimum entry may be raised accordingly.
- (4) To qualify for a Liberian Senior High School Certificate Examination (LSHSCE) Certificate, candidates must pass in at least six subjects including English Language and Mathematics and at least one each from Groups II and IV; and
- (5) Candidates who do not satisfy the required groups and the Compulsory Subjects at one sitting will be required to re-sit the subject(s) in which they failed before they are awarded certificates.

7. **Classification of Candidates who Obtain a Liberia Senior High School Certificate**

Successful candidates will be placed in three divisions: the division attained will be indicated on the certificate as follows:

(1) **Division I**

- (a) pass **six** subjects from the required **four** subject groups;
- (b) obtain an aggregate not above **24** in the best six subjects; and
- (c) pass Mathematics and English Language **with credit**

(2) **Division II**

- (a) pass six subjects from the required **four** subject groups;
- (b) obtain an aggregate between **25** and **36** inclusive in the **best six subjects**; and
- (c) pass Mathematics and English Language **with credits**.

(3) **Division III**

- (a) pass **six** subjects from the required **four** subject groups;
- (b) obtain an aggregate between **37** and **48** inclusive in the **best six subjects**; and
- (c) pass Mathematics and English Language **with 7 or 8**.

(4) **Interpretation of Results**

The interpretation of the subject grades on the Liberia Senior High School Certificate Examination (LSHSCE) Certificate is as follows:

| <u>GRADE</u> | | <u>INTERPRETATION</u> |
|---------------------|---|------------------------------|
| 1 | - | Excellent |
| 2 | - | Very Good |
| 3 | - | Good |
| 4 | - | Credit |
| 5 | - | Credit |
| 6 | - | Credit |
| 7 | - | Pass |
| 8 | - | Pass |
| 9 | - | Fail |

8. Request for the Revision of Scripts

Candidates can request the Council to review their scripts for any of the subjects they have taken on the Examination. Such requests for review of scripts can be entertained if received within 60 days of the release of results. Candidates will underwrite the cost association with the revision and will be required to be present with their representative(s) at the time of revision.

4. Rules and Regulations for Dealing with cases of Irregularities at the Council's Examinations

(1) **Bringing in Foreign Material**

- (a) Where a candidate is found in the examination hall with notes, textbooks, prepared material or any other printed material, the candidate's entire results in the examination shall be withheld pending cancellation of the result of the subject involved by the appropriate Committee of Council;
- (b) Where a candidate is found in the examination hall with a blank piece of paper or any other material not covered under 4(1)(a) above, (except mobile phone or any other electronic communication device) the entire results of the candidate shall be withheld pending cancellation of the

results of the subject involved by the appropriate Committee of Council;

- (c) Where a candidate is found with a programmable calculator in the examination hall, the entire results of the candidate shall be withheld pending cancellation of the result of the subject involved
- (d) Where a candidate is found with a mobile phone or any other electronic communication device in the examination hall, the entire results of the candidate shall be withheld pending the cancellation of his/her entire results by the appropriate Committee of Council.

(2) **Irregular Activities Inside or Outside the Examination Center**

Where a candidate is apprehended for offence(s) such as those listed below, inside or outside the examination hall, the candidate's entire results in the examination shall be withheld pending cancellation of his/her entire results by the appropriate Committee of Council.

- (a) Stealing, converting or misappropriating the scripts of other Candidate(s); and
- (b) Substituting worked scripts during or after the examination;

Where the person giving the help is not a candidate for the examination in session, but a prospective candidate, he/she shall be barred from taking any examination conducted by the Council for one year and will also be reported to the appropriate authority for disciplinary action to be taken against him/her. In addition to the above action, the candidate's entire results shall be withheld pending cancellation by the appropriate Committee of Council.

Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's entire results shall be withheld pending cancellation of the result of the subject involved by the appropriate Committee of Council.

- (a) Tearing part of the question paper or answer booklet during the examination;
- (b) Refusing to submit script to the supervisor after the examination;
- (c) Starting to write an examination before commencement of work is officially announced OR continuing to write after official orders have been given for candidates to stop work;
- (d) Other irregular activities within the immediate precincts of the examination hall before, during or after the examination.

(3) **Collusion**

- (a) Where a candidate is caught during the examination passing notes for help from other candidates, receiving or giving assistance or colluding in any other manner with another candidate(s), the entire result of the candidate(s) involved shall be withheld pending the **cancellation of the result of the subject(s) involved** by the appropriate Committee of Council;
- (b) Where the person giving the help is not a candidate for the current examination but a prospective candidate, he/she shall be barred from taking any examination conducted by the Council for one year and will be reported to the appropriate authority for punitive action; and
- (c) Where cases of cheating are detected on scripts and or otherwise established in one paper, the result of the **subject** involved shall be canceled;
- (d) Where a candidate is proved to have cheated in **more than one paper/subject**, his **entire results** on the examination shall be canceled.

(4) **Impersonation**

Where a person is caught impersonating a candidate, he/she shall be handed over to the police and the **entire** results of the person being impersonated and or the impersonator, if he/she is also a candidate for any WAEC Examination, shall be withheld pending cancellation by the appropriate Committee of Council.

Both the impersonator and the impersonated shall be barred from taking any examination conducted by the Council for a period not less than **two (2)** years.

If the impersonator is a student but not a candidate for the examination, he/she shall be barred from taking any examination conducted by the Council for a period not less than **two (2)** years.

The Council reserves the right to publish the names of the persons so barred.

(5) **Mass Cheating**

- (a) Where there are established cases of mass cheating/collusion in a center/subject as a result of bad invigilation/supervision, the **entire** results of the center shall be withheld pending cancellation of the **subjects** for those confirmed to have cheated;
- (b) Where more than half of the candidates in a center are involved in cheating/collusion/other forms of examination malpractice, this shall be regarded as mass cheating;

(6) **Insult / Assault on Supervisor / Proctor**

Where a candidate insults or assaults a supervisor / proctor in the lawful performance of his/her duties inside or outside the examination center, or in any other way disturbs the conduct of the examination, the entire results of the candidate shall be withheld pending cancellation of the **entire** results by the appropriate committee of Council. The candidate may be handed over to the police for prosecution. In addition, the candidate shall be barred from taking any examination conducted by the Council for a period not less than three years.

(7) **Contravention of Instructions to Candidates**

- (a) Where a candidate, in contravention of the instruction to candidates, writes with pencil instead of ink or shades with ink instead of pencil, his/her entire results shall be withheld pending cancellation of his/her result for the subject concerned by the appropriate Committee of Council; and
- (b) Where a candidate fails to complete the cover page of his/her answer booklet as specified in the instructions, his/her entire results shall be withheld pending cancellation of his/her result for the subject concerned by the appropriate Committee of Council.

(8) **Multiple Registrations**

Where a candidate is involved in multiple registrations for the same examination, his/her entire results shall be withheld pending cancellation of his/her entire results by the appropriate Committee of Council.

(9) **New Cases**

As new cases arise which are not covered by the above rules, the appropriate Committee of Council shall take the requisite action.

(10) **Review**

These rules shall be subject to review by the Council as and when necessary.