

# GENERAL CERTIFICATE OF EDUCATION BOARD

## USER MANUAL ON E-REGISTRATION FOR 2021 SESSION

### 1.0 INTRODUCTION

This manual is a guide to enable you carry on with the E-registration exercise unassisted. You MUST read the procedures carefully. The procedure of registering for EACH TYPE of Examination (GCE Ordinary and Advanced Level and Technical and Vocational Education Examinations, Intermediate and Advanced Levels) are different and must be treated as such. The E-Registration software is sent on a CD for installation on computer(s) accompanied by this user Manual.

### 2.0 INSTALLATION:

The Software will run on Windows 7, Window 8, Windows 10 and other higher versions of Windows  
Uninstall all previous e-Registration programs and any associated software(SAP Crystal Reports, SQL)  
The **DATE** format must be set to **UNITED KINGDOM** before installation.  
To install, simply insert the CD into the drive and wait for a while.

Access the CD. Then Double click on the **eREG-Setup** icon, and follow the Progression of the installation process accepting all requests, including **creating a Desktop shortcut** on the desktop until **Finish** as on **Figure 1a**.

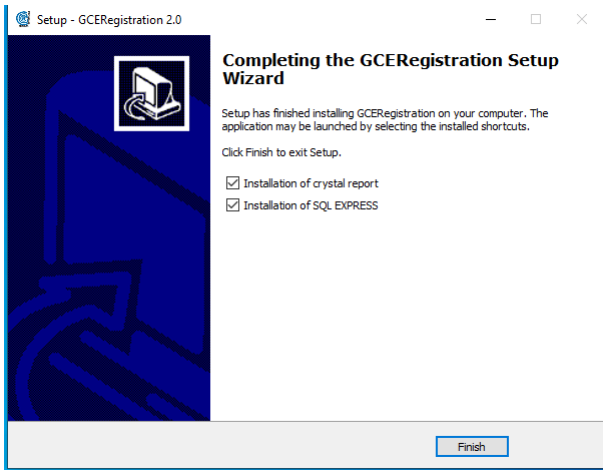


Figure 1a

Click on **Finish** to end the e-Registration installation and continues with the installation of the other components (SAP Crystal Reports and SQL).

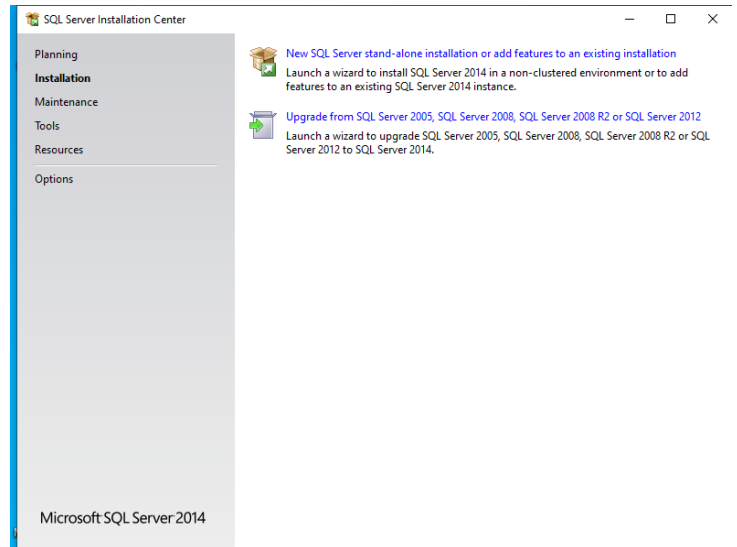


Figure 1b

With the item 'Installation' high lighted, click on 'New SQL Stand-Alone Installation.....' to continue with the installation of the SQL.

At the end of the Installation, the shortcut icon (Figure 1c below) will be pinned on the DESKTOP with the name GCERegistration. Double click on the icon ( Figure 1c) and accept subsequent windows until the window (Figure 1d) appears.



Figure 1c

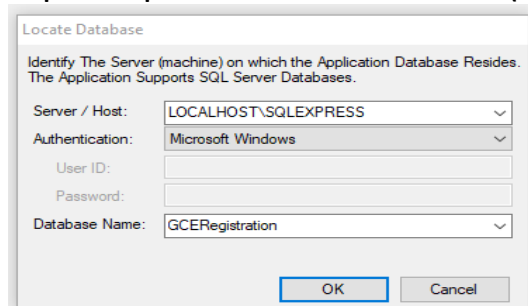


Figure 1d: Connect/Attach the database

Select the Server/Host as **LOCALHOST\SQLEXPRESS**.  
Select Authentication as **Microsoft Windows** and click **OK** to complete the attachment of the Local database as seen on Figure 1d.

### 3.0 PICTURE FOLDERS/PICTURES

Store all pictures at a convenient location where you can easily access them. You may create separate folders/files for the different Examinations and Levels. For easy identification, **rename the pictures using candidate surnames with abbreviations**. Eg **MBAN A.E**

### 4.0 THE SOFTWARE:

To start the software, **DOUBLE** click on the **GCERegistration** icon pinned on the desktop **Figure 1c**.  
The window in **Figure 2a and 2b on page 2** will appear for you to select the Examination Type, Exam Centre Number and enter the Password of your centre given by the GCE Board and click **OK**

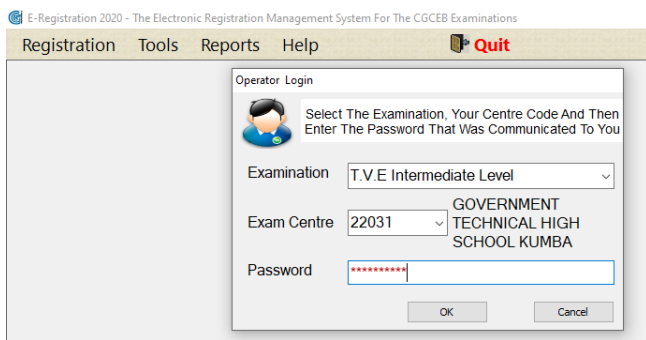


Figure 2a for TVE Examinations

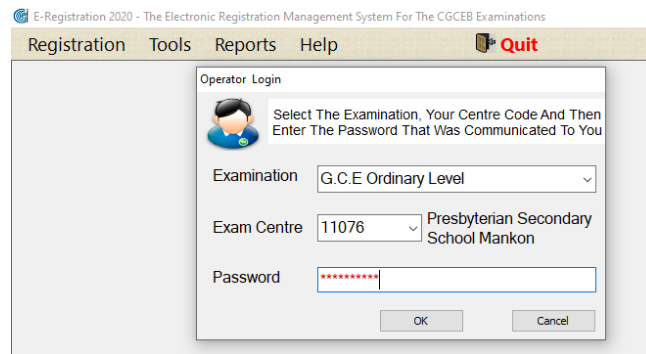


Figure 2b for GCE Examinations

**4.1 Registration:** Figure 3 below shows the drop down menu that enables you to do the Pre-Registration, Validate the Registration after payment at MTN, Register Examiners (ROE) and Close Registration(in readiness to back up your data). **DO NOT Close Registration if you are not ready to backup your data for transmission to the GCE Board.**



Figure 3

In the identification window (Figure 4 below), enter the Candidate's personal information followed by the Candidate's Specialty/Subjects (Figure 5a and 5b page 3).

When you complete your entries, click on **Save**. A **Pre-Registration Receipt** will pop up which should be printed for the Candidate. This Receipt will be used at the MTN payment desk/office. Candidate should ensure that MTN mobile money agent picks the correct CIN on his/her Pre-Registration receipt.

**4.2 Reports:** From the **Reports** menu (see Figure 3), you can print List of Validated Candidates ( Forms G2/T2), Individual Timetables, Register of Examiners (ROE), Pre-Registration Receipts. Note that the list of Registered Candidates will be limited to validated candidates only.

## REGISTRATION AND PAYMENT OF REGISTRATION FEES

### PHASE ONE: PRE-REGISTRATION

Registration will be carried out in three phases: In the first (Pre-registration phase), Candidates will enter all relevant information relating to their registration (Bio-Data, Subjects/specialties, etc.) See Figure 4 below. The system will then generate a Nine Digit Candidate Identification Number (CIN), Calculate all relevant charges and produce a pre-registration receipt. This Pre-registration receipt will contain the Centre Number, Candidate Identification Number, Candidate Name, the selected subjects/Specialties/Series, the relevant fees and the total registration fee. From the pre-registration receipt, the Candidate will have the opportunity to verify and confirm his/her entries. In the event of any error, modifications can be made and a new Pre-Registration receipt printed for the candidate.

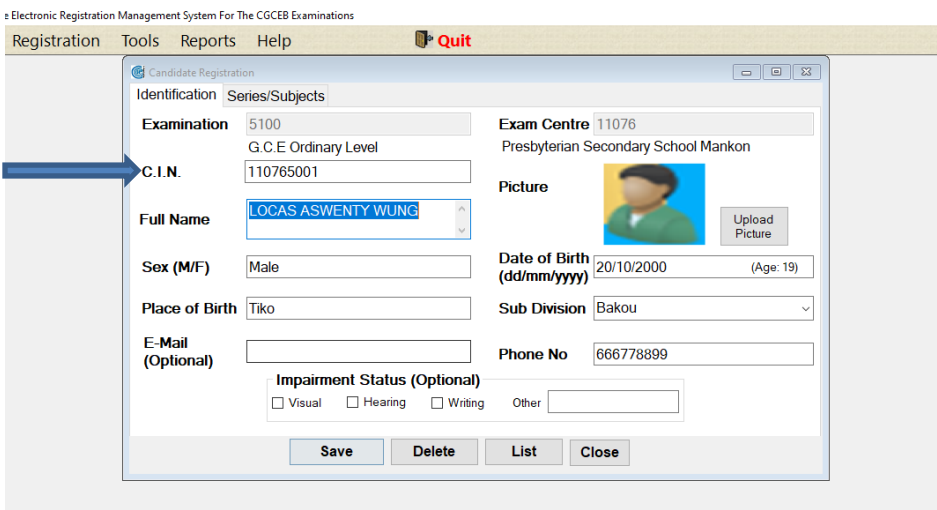


Figure 4

**N.B:** Ensure that the Candidate's personal information is as found on the Official documents (Birth Certificate, National Identity Card or qualifying certificate) attached to the Form G3/T3.

All Candidate Identification Numbers (CIN) are generated and assigned automatically by the software and must not be altered.

For the GCE Examinations at both levels, select Series (Arts or Science) then the desired subjects from the list of subjects (Maximum 5 for A/L and Maximum 11 for O/L). English, French and Mathematics will automatically be selected for candidates going in for full registration at the Ordinary Level. For Candidates going in for partial registration (i.e. LESS THAN 4 SUBJECTS) at the Ordinary Level, you must select from the drop down menu 'Not Applicable' as their series. See Figure 5a page 3.

Electronic Registration Management System For The CGCEB Examinations

| Subject Code | Subject Name                       | Subject Fee | Practical Fee | Include                             |
|--------------|------------------------------------|-------------|---------------|-------------------------------------|
| 0530         | English Language                   | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0545         | French                             | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0570         | Maths French                       | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0505         | Accounting                         | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0510         | Biology                            | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0515         | Chemistry                          | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0520         | Commerce                           | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0525         | Economics                          | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0535         | Literature in English              | 1000        | 0             | <input type="checkbox"/>            |
| 0540         | Food And Nutrition                 | 1000        | 5000          | <input checked="" type="checkbox"/> |
| 0546         | Special Bilingual Education French | 1000        | 5000          | <input checked="" type="checkbox"/> |
| 0550         | Geography                          | 1000        | 0             | <input checked="" type="checkbox"/> |

Subjects Registered: 11      Total Fee Due: 29000

N.B: The Eleventh subject at GCE Ordinary Level must be Religious Studies.

Figure 5a for GCE Ordinary and Advanced Levels Selected Subjects

For Technical and Vocational Education Examinations, select your Specialty. Your specialty subjects will each be indicated with a tick (see Figure 5b below). You may select from the pool subjects to complete your number of subjects. Maximum of Eleven (11) subjects at the Intermediate Level and maximum of Eight(8) subjects at the Advanced Level. Religious studies is NOT mandatorily the eleventh subject at the Intermediate Level. For Candidates going in for partial registration (i.e. LESS THAN 4 SUBJECTS) at the Intermediate Level, and (LESS THAN 3 SUBJECTS) at the Advanced Level, you must select from the drop down menu 'Not Applicable' as their series. After completing the entries, CLICK on Save.

This will display the Candidate's Pre-Registration Receipt details which will be used for payment.

Electronic Registration Management System For The CGCEB Examinations

| Subject Code | Subject Name                            | Subject Fee | Practical Fee | Include                             |
|--------------|---|-------------|---------------|-------------------------------------|
| 5300         | Fundamental Refrigeration and Air Co... | 1000        | 5000          | <input checked="" type="checkbox"/> |
| 5305         | Electricity of Refrigeration            | 1000        | 5000          | <input checked="" type="checkbox"/> |
| 5310         | Refrigeration Repairs                   | 1000        | 5000          | <input checked="" type="checkbox"/> |
| 0570         | Mathematics                             | 1000        | 0             | <input checked="" type="checkbox"/> |
| 5155         | Engineering Science                     | 1000        | 0             | <input checked="" type="checkbox"/> |
| 5315         | Engineering Drawing                     | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0530         | English Language                        | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0545         | French                                  | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0562         | Citizenship Education                   | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0585         | Religious Studies                       | 1000        | 0             | <input checked="" type="checkbox"/> |
| 0595         | Computer Science                        | 1000        | 5000          | <input checked="" type="checkbox"/> |
| 0506         | Information and Communication Tech...   | 1000        | 0             | <input checked="" type="checkbox"/> |

Subjects Registered: 11      Total Fee Due: 39000

N.B: Once you select a specialty, the professional and related professional subjects of that specialty will automatically be ticked. The Candidate can still select other subjects of his/her choice to make a maximum of Eight (8) subjects at TVE Advanced Level or Eleven (11) subjects at TVE Intermediate Level if he/she desires. The Eleventh subject is not mandatorily Religious Studies at the intermediate Level.

Figure 5b for TVE Intermediate and Advanced Levels Selected Subjects

If the candidate is not satisfied with any entry at the pre-registration mode, corrections can be made. Simply enter the Candidate's Identification Number in the pre-registration mode (as in Figure 4 page 2) and click anywhere in the WINDOW. The candidate's registration information comes up and the correction can be made. When the correction is satisfactorily made, validate by clicking on the Save button. Then make a reprint of the Pre-Registration receipt.

**DELETE:** This command button may hardly be used. You simply call up the Candidate's information. When the candidate's registration information comes up and you are satisfied that it is the candidate you want to delete, you then click on the DELETE button.

**NOTE THAT YOU CAN ONLY DELETE A CANDIDATE WHOSE REGISTRATION HAS NOT YET BEEN VALIDATED.**

### PHASE TWO: PAYMENT OF REGISTRATION FEES

With the Pre-Registration receipt in hand, each Candidate can access the MTN platform (either on your personal handset or at an MTN mobile kiosk/Office) for payment through \*126\*007#. Then select, Pay exam fees (option 2), followed by GCE (Option 1), Enter exam centre code, Enter candidate Identification Number, Enter Candidate's Name, Enter amount to pay. Then enter your PIN code to confirm. Thereafter, the payment notification pops up with all the transaction details which has to be printed as proof of payment.

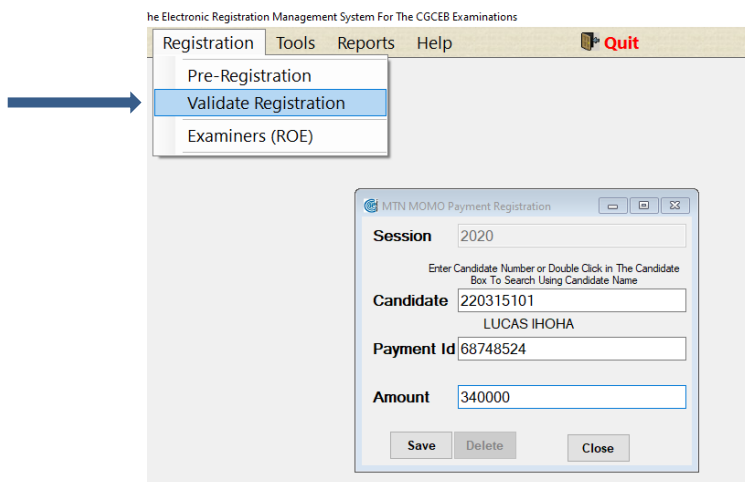
OR

Follow the following link to pay: <https://minesecpay.cm>

### **PHASE THREE: VALIDATION AND PRINTING OF REGISTRATION RECEIPT/INDIVIDUAL TIMETABLE**

In the third phase, Candidates will then have to show proof of payment (Print out of phase two transaction). From the proof of payment, the Chief of Registration Centre will validate the Pre-Registration entries of the candidate with the financial transaction details. That is from the drop down menu "**Registration**", select the item '**Validate Registration**' then enter the candidate's **C.I.N, Transaction/Payment ID** and **Amount**, as on the transaction receipt from MTN. Then validate the registration by clicking on the **Save** button (**Figure 6 below**). The Candidate's Individual Timetable will pop up and should be printed and handed to the candidate on the spot for verification and signature.

**ONLY CANDIDATES WHO HAVE BEEN VALIDATED FOLLOWING THE PROCESS ABOVE CAN HAVE INDIVIDUAL TIMETABLES**



**Figure 6**

**5.0 Tools :** This drop-down menu has five items :

(i) **Update Settings:** Shall only be used to upgrade the status of the centre or make any modification to the programme if need be. Therefore **DO NOT** use it except on specific instruction from the GCE Board.

(ii) **Backup Local Data :** Enables you to backup your data to a location on your Computer. It is recommended that you copy this backup found in C:\Program Files (x86)\GCERegistration\DATAeReg \BKUP[Centre Number] onto a removable storage.

(iii) **Restore Your Data:** In the event that your computer develops a fault or crashes, you can install the E-Registration Software on another Computer, then use the copy from (ii) to **Restore your Data** and continue with the registration.

(iv) **Change Exam/Centre:** enables you to change to another Exam Centre without exiting the Software.

(v) **Re-Open Registration:** If there is need to continue registration after you had **Closed Registration and** backed up your data, this facility may be used, but you must inform the GCE Board so as to obtain a CODE to reopen registration.

### **6.0 END OF REGISTRATION PROCESS**

At the end of the registration exercise, you will have to export your data onto a Drive/Folder and a flash pen for safe keeping **AND another flash pen(s) to be sent to the GCE Board.**

**To do this, you must from the Registration drop down select the menu item (Figure 3 page 2) 'Close Registration' and proceed with the Backup onto a Flash Pen/Folder.**

Finally, send to the GCE Board the following items:

- **SIGNED AND STAMPED COPIES OF VALIDATED REGISTRATION LIST(S) (FORM G2/T2),**
- **FRANKED FORM G3/T3s STAPLED TO EACH CANDIDATE'S REGISTRATION DOCUMENTS,**
- **FLASH PEN(S) CONTAINING EXPORTED DATA, (in a small properly labelled envelope or labelled tag indicating the Centre No/Name, Exam(s) and Level). The exported data for each centre comprises of a file named as follows: Data[Centre Number].zip. For example, in the case of Centre Number 11031 the exported data files will be Data11031.zip. These files are named by the software. The Register of Examiners will also be backed up alongside the registration data.**
- **MTN mobile money Payment Receipts, stamped by the chief of centre as proof of endorsement.**
- **Examiners List and accompanying Receipt of payment for the Examiners. Each Examiner pays 1000 francs.**

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Registrar,  
GCE Board,  
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PMB 10,000 Buea,  
South West Region.