



# NATIONAL EXAMINATIONS COUNCIL (NECO)

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

## REGISTRATION GUIDELINES FOR THE 2025 SENIOR SCHOOL CERTIFICATE EXAMINATION (SSCE) INTERNAL

Find below the comprehensive procedures and guidelines for the 2025 SSCE Internal registration. **You are requested to painstakingly read through, understand and comply with these registration procedures and guidelines before embarking on the registration exercise.** Do not hesitate to ask questions or seek clarification on any aspect of the registration procedure which you may not have clearly understood.

### 1.0 ELIGIBILITY FOR REGISTRATION

Principals/Commandants of schools are hereby informed that only candidates in their final year of Senior School (i.e. SS 3) are eligible for registration. For the avoidance of doubt, the 2025 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 therefore endeavour to enforce the eligibility conditions.

### 2.0 REGISTRATION PROCEDURE

The 2025 SSCE Internal registration will be both **OFFLINE** and **ONLINE**.

#### 2.1 ACCESS/CLAIM TO SCHOOL'S ONLINE PORTAL

The 2025 SSCE Internal registration requires:

- existing schools to continue using their login details to access their portal. Schools with login challenges should use the **"forget password"** or **"dispute"** option.
- fresh schools to claim their online portal, using the **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 discouraged)**. 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 which a default password to be used to log into the portal will be sent to the official email provided.

## 2.2 OFFLINE REGISTRATION

Schools are to uninstall the previous offline application and install the 2025 SSCE Internal offline application from NECO's website: <https://neco.gov.ng/exams/ssce-internal>. Using the application, Schools are to make all entries of their candidates' bio-data and ensure candidates passport photographs are captured in their **SCHOOL UNIFORMS**. The user manual on the step-by-step registration procedure can also be downloaded from the website. Schools should 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. THIS ONLINE UPLOAD IS ONLY POSSIBLE UPON PAYMENT OF REGISTRATION FEES.**

## 2.3 CANDIDATES WITH SPECIAL NEEDS

Candidates with Special Needs are to be registered like everyone. However, the nature of their specific needs is to be indicated correctly when making entries of their bio-data in the offline application during registration.

Candidates with Special Needs are those afflicted with any of the ailments:

- **Low Vision**
- **Complete Blindness**
- **Albinism**
- **Hearing Impairment**
- **Autism**

## 2.4 OFFLINE VALIDATION

After successful offline registration, schools are to validate their candidates' bio-data before uploading registration data online. This validation requires candidates to verify the following:

- **Name**
- **Passport Photograph**
- **Date of Birth**
- **Gender**
- **Subjects**
- **State of Origin**
- **Local Government Area**

**PLEASE NOTE THAT THE COUNCIL IS NOT LIABLE FOR ANY REGISTRATION ERROR COMMITTED BY SCHOOLS. SUCH REGISTRATION ERRORS MUST BE CORRECTED DURING THE VALIDATION PROCESS BEFORE UPLOADING THE REGISTRATION DATA ONLINE.**

### 2.4.1 PROCEDURE FOR OFFLINE VALIDATION

Upon completion of the offline registration, schools are to:

- a. Print and issue offline photocard to each candidate to confirm his/her details: **Passport Photograph, Name, State of Origin, Local Government Area, Date of Birth, Gender and Subjects.**

- b. Where errors are discovered by candidates, corrections should be effected on the offline application.
- c. **After effecting all corrections, the offline Validation List should be printed for ALL candidates to append their signatures in the column against their respective names.**
- d. The signed offline Validation List is one of the documents to be returned to the State Office along with other Validation Documents.

**NOTE THAT ALL CORRECTIONS MUST BE DONE OFFLINE.**

## 2.5 BIOMETRIC DATA CAPTURING

Biometric Data Capturing is a process by which candidates' fingerprints (the 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) Fingerprint Scanner Machine should be used for the data capturing.**

On the **PREVIEW PAGE**, during the biometric data capturing, schools are to ensure that candidates still **CROSSCHECK** their bio-data and other entries for seamless registration:

- |                       |                         |
|-----------------------|-------------------------|
| ➤ Name                | ➤ Subjects              |
| ➤ Passport Photograph | ➤ State of Origin       |
| ➤ Date of Birth       | ➤ Local Government Area |
| ➤ Gender              |                         |

**Schools should NOTE that:**

- **DUPLICATION OF REGISTRATION WILL NOT BE ENTERTAINED** since each candidate's biometric is **UNIQUE**.
- 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**.

## 2.6 NON-VALIDATION

Please note that any school that requests for correction of Name, Passport Photograph, Date of Birth, Gender, Subject(s), State of Origin or Local Government Area after online upload is deemed to have indulged in "**NON-VALIDATION**". The penalty fee for non-validation is **Ten Thousand Naira (₦10,000.00)** only per candidate, irrespective of the nature of the non-validation. **SCHOOLS SHOULD NOTE THAT:**

- a. **CHANGE OF PASSPORT PHOTOGRAPH can ONLY be effected before the end of the REGISTRATION PERIOD.**
- b. Change of both **NAME** and **PASSPORT PHOTOGRAPH** will **NOT** be entertained **BUT ONLY ONE** can be effected **before the end** of the **REGISTRATION PERIOD**.
- c. Other cases involving Gender, Date of Birth, Subject(s), State, Local Government Area and correction of letter(s) in Name would be entertained **before the end** of the **EXAMINATION**.



## 2.7 SCHOOL ACTIVATION FOR PAYMENT

Each School must be activated by their State Coordinator before payment and upload can be possible. Schools are to return the underlisted Validation Documents to their respective State Coordinators, who would thereafter, activate the school for payment:

- a. Validation List duly signed by the candidates
- b. Candidates' signed Photocards
- c. Entry Schedule duly endorsed by the State Ministry of Education as applicable
- d. Subject Analysis

**Schools should note that Centre Activation commences on Monday 11<sup>th</sup> November, 2024.**

## 2.8 PAYMENT PROCEDURE AND UPLOAD

**All payments should strictly be made into NECO Treasury Single Account (TSA) on Remita platform via the school's online NECO portal preferably using any of the underlisted six (6) payment options: Bank Transfer should be avoided.**

- |                |                    |          |
|----------------|--------------------|----------|
| ➤ Card payment | ➤ USSD             | ➤ Wallet |
| ➤ Bank Branch  | ➤ Internet Banking | ➤ eNaira |

After payment is made into the NECO TSA and e-Receipt issued by Remita, schools are to go to their transaction page on their online portal and Verify their Payment. This is done by clicking on the **"Verify Bank Payment"**, entering the Twelve (12) digits **Remita Retrieval Reference (RRR)** number and click on the **"verify"** button.

Upon successful payment, Registration Quota will be allocated according to the amount paid into the NECO TSA. Schools can select the individual candidates to upload (if the payment is not for all candidates) by either ticking the selection box against each candidate's name **OR** ticking 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 **RRR e-Receipt(s), Payment Summary(ies)** and the **signed final Validation List that carries candidates' registration numbers**, endorsed by the School Principal/Commandant, should be submitted immediately to the State Office and NECO receipt(s) collected.

**PAYMENT MADE FOR REGISTRATION AFTER THE CLOSURE OF REGISTRATION USING ALREADY GENERATED RRR eINVOICE WILL NOT BE ENTERTAINED OR REFUNDED.**

**THE FINAL PHOTOCARDS THAT BEAR THE CANDIDATES' REGISTRATION NUMBERS MUST BE IN POSSESSION OF ALL CANDIDATES FOR IDENTIFICATION AND VERIFICATION PURPOSES FOR THE PERIOD OF THE EXAMINATION. It is mandatory that each candidate has a photocard for identification.**

### 3.0 DETAILS OF REGISTRATION FEES AND OTHER MATERIALS

Details of the Registration fees and other materials are as follows:

- a. Registration Fee for the 2025 SSCE Internal is **₦22,250.00** only per candidate.
- b. Photo Album is **₦2,700.00 per pair**.
- c. Four-Figure Mathematical Tables is **₦500.00 per copy**.
- d. Waterproof Certificate Jacket/Folder is **₦2,500.00** per candidate.
- e. Syllabus is **₦2,000.00 per copy**.
- f. Unviable Centre Fee is **₦70,000.00**.
- g. Late Registration attracts a Penalty of additional **₦5,000.00** per candidate.

**Note:** i. Stamp Duty, Service and Remita charges apply.

ii. The Registration fees, once paid, are non-refundable.

### 4.0 VIABILITY OF SCHOOLS

A school is deemed viable if the minimum number of candidates to be registered is **Twenty (20)**.

Any school registering less than twenty candidates is deemed unviable and, as such, shall pay Unviable Centre Fee of **Seventy Thousand Naira (₦70,000.00)** only, if they wish to take the examination in their school.

### 5.0 ELECTRONIC PHOTO ALBUMS (E-PHOTO ALBUMS)

**Electronic Photo Albums** will be generated by the Council. A pair of the e-Photo Album will be endorsed, and a copy sent to each school. Each e-Photo Album has provision for 171 candidates, and it costs **Two Thousand Seven Hundred Naira (₦2,700)** only per pair.

### 6.0 SYLLABUS AND FOUR-FIGURE MATHEMATICAL TABLES

The syllabus for NECO SSCE is available at the cost of **Two Thousand Naira (₦2,000.00)** only per copy. Each school is advised to have at least four (4) copies. Furthermore, each candidate is to obtain a copy of NECO Four-Figure Mathematical Tables at the cost of **Five Hundred Naira (₦500.00) only**.

### 7.0 THIRD YEAR CONTINUOUS ASSESSMENT SCORES (CAS 3)

The period for CAS 3 entries by schools is from **16<sup>th</sup> June to 25<sup>th</sup> July, 2025**. Schools should ensure that they use the offline application to make entries for CAS 3 and upload within the stipulated period for timely release of results. Schools should ensure that they verify the completed CAS 3 upload of their candidates on their online CAS 3 platform and **print the record of upload for reference (certificate of upload) from their schools' emails**. Late CAS 3 upload would attract a penalty fee of **Forty Thousand Naira (₦40,000)** only.

### 8.0 ONLINE CENTRE DISPUTE

The Online Centre Dispute is the procedure for changing the schools' official login details for those that cannot access their portal on the NECO website due to one reason or another. All dispute requests should be officially channeled through their respective State Offices. This is to authenticate the request and stop unauthorized parties from gaining access to the school's portal. However, schools are advised to always keep proper records of their login details.

## 9.0 REGISTRATION PERIOD AND CLOSING DATE

- a. Registration period is between **Monday 11<sup>th</sup> November, 2024** and **Monday 2<sup>nd</sup> June, 2025**.
- b. Late registration period is between **Tuesday, 3<sup>rd</sup> June** and **Tuesday, 10<sup>th</sup> June, 2025**.
- c. The website will be closed at 11:59 pm on **Tuesday, 10<sup>th</sup> June, 2025**.
- d. The last date for the return of the printed RRR Payment Receipt and the **online** endorsed final Validation List is **Tuesday, 10<sup>th</sup> June, 2025**.

## 10.0 PLEASE NOTE THE FOLLOWING IMPORTANT DATES AGAIN

- a. Commencement of registration by schools is **Monday 11<sup>th</sup> November, 2024**.
- b. Last date for normal registration by schools is **Monday 2<sup>nd</sup> June, 2025**.
- c. Last date for late registration by schools is **Tuesday, 10<sup>th</sup> June, 2025**.
- d. Last date for submission of printed RRR Payment Receipt and the **online** endorsed final Validation List is **Tuesday, 10<sup>th</sup> June, 2025**.
- e. Last date for uploading CAS 3 online is **Friday 25<sup>th</sup> July, 2025**.

## 11.0 MAJOR IMPORTANT HIGHLIGHTS

- a. *A candidate is only registered if his/her offline entries are uploaded online to obtain a Registration Number. This online upload is only possible upon payment of Registration Fees.*
- b. *The Council is not liable for any registration error committed by schools. Such registration errors must be corrected during the validation process before uploading the registration data online.*
- c. *Duplication of registration will not be entertained since each candidate's biometric is unique.*
- d. *Change of passport photograph can only be effected before the end of the registration period.*
- e. *When paying in installments, initial payment should be made for at least 20 candidates to avoid being surcharged for unviable centre fee.*
- f. *Payment made for registration after the closure of registration using already generated RRR e-invoice(s) will not be entertained or refunded.*
- g. *It is mandatory that each candidate has a photocard for identification.*
- h. *Late registration period is between Tuesday, 3<sup>rd</sup> June and Tuesday, 10<sup>th</sup> June, 2025 and attracts a Penalty of additional ₦5,000.00 per candidate.*
- i. *Schools should print their certificate of upload for CAS 3 from their email address.*

For further enquiries contact your State Coordinator or NECO Support Emails and Helplines: ([info@neco.gov.ng](mailto:info@neco.gov.ng), [support@neco.gov.ng](mailto:support@neco.gov.ng)); 08027597699, 09032224473, 08069232760, 08189342653, 08189342754.

Thank you.



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