

GENERAL CERTIFICATE OF EDUCATION BOARD

USER MANUAL ON E-REGISTRATION FOR THE 2024 SESSION

1.0 INTRODUCTION

This manual is a guide to enable you carry out 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.

1.1 IMPORTANT UPDATES FOR 2024 SESSION.

- ALL current examiners must use their Examiner Codes provided during the last marking session to register.
- Transmission of registration data will be done through the GCE Board website using the link <https://camgceb.org/submit-reg-data>. NB: USE OF CDs AND FLASH PENS IS PROHIBITED.
- ***You can also monitor your registration transactions with MTN through the link: <https://gcepay.cm/login> with a password which will be provided by the GCE Board and your centre number as the user name***

2.0 INSTALLATION/UPDATE:

The Software will run on Windows 10, 64bits or higher versions of Windows

The **DATE** format must be set to **UNITED KINGDOM (dd/MM/yyyy)** before installation.

You can either **UPDATE** the 2023 version or you do a complete new installation.

To update the 2023 version of the e-Registration program, insert the CD into the CD drive and access it. Then double click on the **Update-eREG** icon and follow the progression of the update to the end.

To do a complete new installation, 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**.

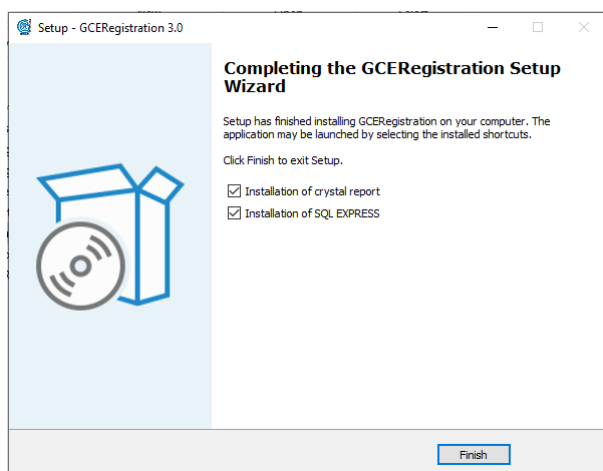


Figure 1a

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

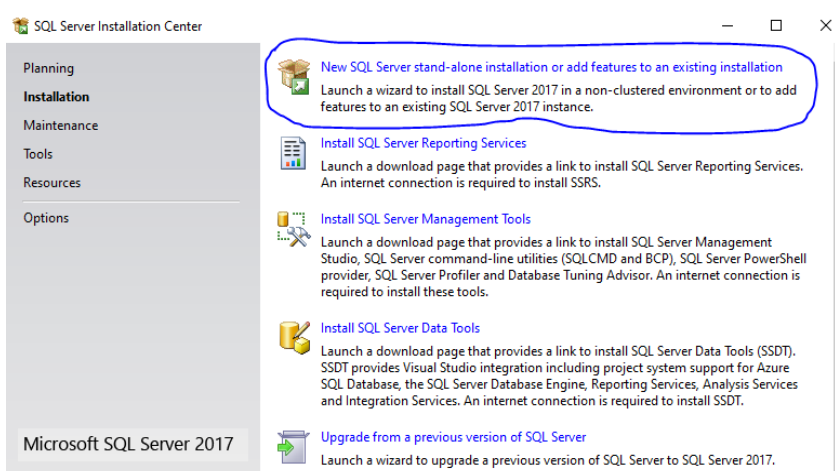


Figure 1b

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

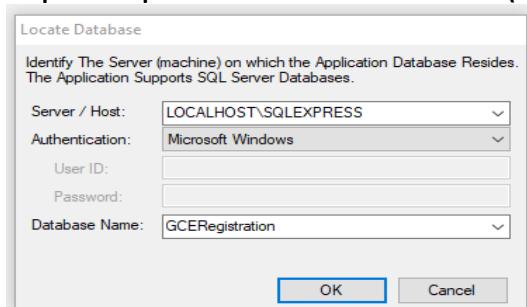


Figure 1d: Connect/Attach the database

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 PICTURES/PICTURE FOLDERS

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**. To avoid memory problem, **do not use pictures with size above 50 Kb**.

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**. **ON YOUR FIRST LOGIN YOU WILL HAVE TO PROVIDE PHONE**

NUMBER(S) THROUGH WHICH YOU CAN BE REACHED IF NEED BE AND ALSO UPDATE THE SUB-DIVISION OF YOUR CENTRE.

Figure 2a for TVEE 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 for transmission of your data to the GCE Board). **DO NOT Close Registration if you have not completed the registration of all your candidates.**

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. Candidates should ensure that MTN mobile money agent picks the correct CIN on their Pre-Registration receipt. **The Board is not responsible for payment to wrong C.I.N.**

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 4a and b 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 4a:

Figure 4b: For Candidates of special centres

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. Candidates of special centres must indicate their impairments status (Figure 4b).

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	Mathe 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 type="checkbox"/>
0550	Geography	1000	0	<input type="checkbox"/>

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 compulsory 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 type="checkbox"/>

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 TVEE Advanced Level or Eleven (11) subjects at TVEE Intermediate Level if he/she desires. The Eleventh subject is not mandatorily Religious Studies at the intermediate Level.

Figure 5b for TVEE Intermediate and Advanced Levels Selected Subjects

If the candidate is not satisfied with any entry at the pre-registration stage, corrections can be made. Simply enter the Candidate's Identification Number in the pre-registration window (**as in Figure 4a & 4b 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://gcepay.cm>.

You can also monitor your registration transactions with MTN through the link: <https://gcepay.cm/login> with a password which will be provided by the GCE Board and your centre number as the user name. You may modify the password if need be.

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 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

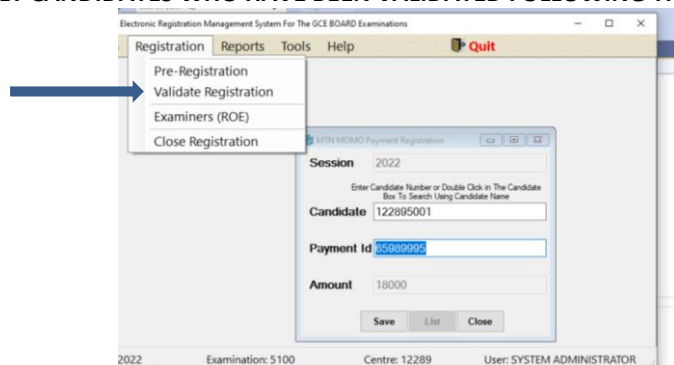


Figure 6

NB: If you enter the payment ID wrongly, you can correct it by calling up the candidate. Then the program will load the entries for that CIN and you can then modify the payment ID (but not the amount). If there are multiple payment IDs click on the list to pick the one to modify.

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. The request for backup comes up each time you close the program. The first time you close your program, you will be required to provide a location for your backup.

(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 PROCESS, ALL CENTRES MUST CLOSE THE E-REGISTRATION SOFTWARE AND TRANSMIT THE DATA FILE GENERATED (Data[centre No].zip) THROUGH THE GCE BOARD WEBSITE, USING THE FOLLOWING LINK: <https://camgceb.org/submit-reg-data>. TRANSMISSION OF DATA USING FLASHPENS/CDs ARE PROHIBITED.**
- **Provide a valid email and phone number, then attach your back up data.**
- **Click on "submit data" button. A notification will appear on your screen. Take a screen shot and attach to your documents as proof of submission OR When you receive the confirmation mail sent to you through the email provided, access it print the mail and submit as proof of data submission.**
- **SIGNED AND STAMPED COPIES OF VALIDATED REGISTRATION LIST(S) (FORM G2/T2), Examiners List,**
- **FRANKED FORM G3/T3s STAPLED TO EACH CANDIDATE'S REGISTRATION DOCUMENTS,**
- **MTN mobile money Payment Receipts for candidates , stamped by the chief of centre as proof of endorsement.**
- **Examiners List and accompanying Receipt of payment at MTN. Each Examiner pays 1000 francs.**

****** Do not try to manipulate the data to be sent to the GCE Board in any form. Data in other file format different from that generated by the software shall be invalid and not fit for use by the GCE Board.**

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