

**THE WEST AFRICAN EXAMINATIONS COUNCIL**  
**LIBERIA**  
**SCHOOL ONLINE REGISTRATION PROCEDURES FOR WAEC**  
**EXAMINATIONS IN LIBERIA**

**1. Introduction**

WAEC is introducing a web-based application to replace the old *Offline Batch Registration Application* for the registration of school candidates in its examinations as of 2017. This new application is known as the “**School Online Registration Application**” and can be accessed from the WAEC website using: <http://schoolreg.liberiawaec.org>. The old offline application will **no** longer be used to register candidates and school authorities are **strongly** advised not to use this old offline application.

Some benefits of the online registration are:

- (1) it allows multiple users;
- (2) it can be used on smartphones, ipads, tablets, laptops, etc.;
- (3) it can be accessed from anywhere and at any time;
- (4) there is no loss of data due to machine crashing or being stolen;
- (5) real time or instant monitoring of the registration process by the principals;
- (6) real time access to reports or results from WAEC once they are available online.

To be able to use this platform successfully and efficiently, each school will be required to create its **Dedicated Page on the website indicated above.**

**2. Creation of a Dedicated School Page**

*Schools are going to submit information / data to WAEC and receive alerts/notifications/reports, when available from WAEC using their Dedicated School Page on the WAEC website.*

*To create a Dedicated School Page, the user should follow the below steps:*

- (1) Submit a **valid** email address to WAEC;
- (2) Check your email for the **12-digit** pin WAEC will send;
- (3) go to <http://schoolreg.liberiawaec.org> and create your school dedicated page by selecting **Activate Account**;
- (4) Complete the form that will be displayed and follow any given instruction;
- (5) Upon the successful activation of the school dedicated page, the page will automatically open and the School’s Dashboard will be displayed; and
- (6) Store and remember your **login credentials** (*email address and password*) as you will always need them to access your dedicated school page. Your *password* should contain **at least 6** characters with one each of the following: An uppercase letter, a lower-case letter, a number & a symbol.

**3. Submitting Payment Information**

*The first step in the registration process is the Submission of Payment Information online. You must submit evidence of registration payment, which upon approval, allows you to start registration.*

*The process is as follows:*

- (1) select "Registration" from the menu and then select "**Submit Payments**";
- (2) On the form that opens, select the school level code (LSHSCE/ LJHSCE/ WASSCE) you wish to submit payment information for, then click the “Submit Payment” button;
- (3) Fill in all the required information on the form;
- (4) Scan a copy of the bank deposit slip/payment receipt (in PDF, JPG, JPEG, or PNG format);
- (5) Electronically submit a scanned copy of the bank deposit slip/payment receipt that is not more than 1,000 KB;
- (6) Click on the "Submit Payment" button to submit the payment information to WAEC;
- (7) Upon receiving the information by WAEC, the payment could either be Approved or Rejected. A mail is sent to the School Admin to notify them of WAEC’s decision;
- (8) All APPROVED payments can be viewed under the “Approved Payment “ tab”;
- (9) All PENDING payments can be viewed under the “Pending Payment “ tab”; and
- (10) All REJECTED payments can be viewed under the “Rejected Payment “ tab”.



#### 4. Candidates Registration

*The second step in the registration process after the approval of registration payment is the actual submission of your candidates' details online. You must submit accurate or correct details (names, gender, date of birth, disability if any, subjects, and photo) of each candidate from your school.*

*The online candidates' registration procedure is as follows:*

- (1) To start registration, click on "Registration" from the menu and then select "**Register Candidates**";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types, then click on the "Start Registration" button;
- (3) On the candidate registration form that is shown, fill in all necessary details, and select the candidate's photo (format: JPEG, JPG only, 240px by 280px and not more than 100KB) and click the "Save" button when done;
- (4) Repeat step (3) above to add more candidates;
- (5) To **view/edit** candidates' information, click on "Registration" from the menu and then select "Register Candidates";
- (6) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types, then click on the "**View/Edit Registration**" button;
- (7) From the list of candidates' information, select the appropriate icons to **View, Edit** or **Delete** a candidate's information; and
- (8) Only candidate's information from an **IMCOMPLETE** Registration session can be edited or deleted.

#### 5. Candidates' Continuous Assessment (CASS)

*The next step in the registration process is the electronic submission of your candidates' school grades (CASS). As part of the registration process, it is **mandatory** to fill in candidates' CASS to complete the registration.*

*Three grades are required at this stage for each candidate. The **first** two grades should be the **final averages per subject** for 10<sup>th</sup> and 11<sup>th</sup> grades for LSHSCE and 7<sup>th</sup> and 8<sup>th</sup> grades for LJHSCE.*

*The **last /third** grade should be the **1<sup>st</sup> & 2<sup>nd</sup> Period tests averages per subject** for the current school year.*

*The school grades or CASS submission procedure is as follows:*

- (1) To start filling CASS for candidates, click on "Registration" from the menu and then select "**CASS Entries**";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types, then click on "Start CASS View/Entries" button;
- (3) On the CASS form that will appear, select a subject and click the "Make CASS Entries" button;
- (4) Fill in the CASS scores on the CASS entries form for the different grades (10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> or 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup>). Click "Save CASS" when entries are completed; and
- (5) Where entries for three (3) grade levels are shown, scores must be entered in **at least two (2)** of the grade-levels.

#### 6. Finalize Registration

*The next step in the registration process is the electronic submission of all your candidates' data (**Finalization of Registration**). This is the **last/final** stage of the registration process, where a school registration process for a given examination (LSHSCE /LJHSCE) is **validated** and marked as **COMPLETED**.*

*The registration finalization procedure is as follows:*

- (1) To finalize a registration session, click on "Registration" from the menu and then select "**Finalize Registration**";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types, then click the "**VALIDATE Selected Registration**" button to validate registered candidates' **Details, CASS and Photos**;
- (3) Any entry that does not pass the validation test will be listed with the type of failure encountered. You can proceed to edit the information on this page to correct the errors, and attempt to validate again;



- (4) Upon successful validation, a message is displayed for you to proceed to Finalize Registration;
- (5) If the validation is successful for all the candidates, you can then finalize registration by clicking on the "**Finalize Selected Registration**" button;
- (6) Once registration is finalized, you can **only** view candidates' information but **can't** edit the candidates' information again;
- (7) To edit candidates' information after you have finalized registration, you will first be required to "**Unlock Registration**"; and
- (8) WAEC will **only** process candidates from schools that have **FINALIZED REGISTRATION** for the examinations.

## 7. Unlock Registration

*Schools will no longer have access to their candidates' data for editing or modification once they have Finalized Registration. However, schools will only be able to print reports (Confirmation, ID Slips, and Results) once they are available on the WAEC website using their dedicated school page.*

*Schools that finalized their registration but are still interested in modifying their candidates' data while the entry period is still open, will have such opportunity if they can unlock their registration. "Unlocking Registration" means reversing the COMPLETED status of the registration session back to IMCOMPLETE. This should only be done if there is a need to edit entries which had previously been FINALIZED and marked as COMPLETED.*

*The unlocking registration procedure is as follows:*

- (1) To unlock a registration, click on "Registration" from the menu and then select "Unlock Registration";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types with COMPLETED registration status, then click on the "UNLOCK Selected Registration" button;
- (3) Follow the instructions to complete the process; and
- (4) After unlocking a registration session and making the necessary changes, you **must Finalize** the registration session again before it can be considered as **COMPLETED**.

## 8. School Confirmation Reports

*Schools will now be able to directly print their candidates' Confirmation Reports once registration is finalized.*

*To print the school confirmation report, follow the below procedures:*

- (1) click on "Reports" from the menu and then select "Confirmation Report";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types with COMPLETED registration status, then click on "School Confirmation" button;
- (3) Click the print button to print the Confirmation Report that will be displayed;
- (4) Ensure that candidates confirm their details and photos in/on the report;
- (5) If errors are detected at this stage, **unlock** the registration, and make all necessary modifications by following the procedures outlined in count 7(1) - (4) above; and
- (6) Modifications to candidates' data can only be carried out if the registration (entry) period is still opened. Therefore, schools are encouraged to complete their registration and ensure that their candidates confirm their details/photos before the registration (entry) period is closed by WAEC.

## 9. Time-Table

*Schools will now be able to access and print the examination(s) Time-Table(s) once they are available online. An alert or notification will be sent electronically to all schools notifying them about the availability of the Time-Table on their dedicated school page on the WAEC website.*

*To print the examination Time-Table, follow the below procedures:*

- (1) click on "Reports" from the menu and then select "Time Table";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types, then click on the "View Time Table" button; and
- (3) Click the print button to print the Time-Table that will be displayed.



## 10. School ID Slips

*Schools will now be able to access and print their candidates' **Identification (ID) Slips** once they are available online. An **alert** or **notification** will be sent electronically to all schools notifying them about the availability of the ID Slips on their dedicated school page on the WAEC website.*

*To print the School ID Slips, follow the below procedures:*

- (1) click on "Reports" from the menu and then select "ID Slip";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types, then click on the "View ID Slip" button; and
- (3) Click the print button to print the ID Slips that will be displayed.

## 11. Results

*Schools will now be able to access and print all their school's **Results** once they are available online. An **alert** or **notification** will be sent electronically to all schools notifying them about the availability of the Results on their dedicated school page on the WAEC website.*

*To print a School Results, follow the below procedures:*

- (1) click on "Reports" from the menu and then select "Results";
- (2) Select a registration type (LSHSCE/ LJHSCE/WASSCE) from the list of active registration types, then click on the "View Results" button; and
- (3) Click the print button to print the Results that will be displayed.

## 12. Change Password

*School authorities can change their password when and whenever the need arises.*

*The procedure for changing password is as follows:*

- (1) To change your password, click on "Change Password" from the menu;
- (2) Enter your current password, new password and confirm the new password;
- (3) Finally, click on the "Save" button to change your password.

## 13. Offline Data Upload

*Schools located in areas where there are no internet connections will be given the opportunity to work offline using the new stand-alone **Batch Offline Registration System ver3.0** to prepare their school registration. After registration is completed on the system, the generated .zip file would then be uploaded onto the online school registration portal.*

*The procedure for using the Batch Offline Registration System is as follows:*

- (1) Go online and download the Offline Batch Registration System using the URL given below:  
[http://www.liberiawaec.org/download/WAEC\\_School\\_Registration\\_v3\\_Setup\\_Light.zip](http://www.liberiawaec.org/download/WAEC_School_Registration_v3_Setup_Light.zip)
- (2) Install the application on your computer (laptop or desktop) and follow the given instructions;
- (3) Use the same old Registration Key given you before to create your registration sessions for 2017;
- (4) Input your candidates' details, school grades and photos before finalizing the data for uploading online;
- (5) Copy the zipped folder(s) containing the school's level\_Code\_2017 to a removable device;
- (6) Go to a location with internet connection and use the Offline Data Upload platform to upload the copied zipped folder(s);
- (7) To upload offline data, click on "Offline Data Upload" from the menu.
- (8) From the form that opens, select a valid .zip file generated by the Batch Offline Registration System from the removable device.
- (9) Follow the instructions to complete the process.