



LAGOS STATE GOVERNMENT

MBSE/LSEB/C/25/014

24th January, 2025

The Principal/Proprietor/Proprietress,
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GUIDELINES FOR E-REGISTRATION AND PAYMENT OF YEAR 2025 BASIC EDUCATION CERTIFICATE EXAMINATION (BECE)

In actualizing the vision of Lagos State Examinations Board to deliver a seamless and hitch-free Registration process for all Public and Approved Private Junior Secondary Schools in Lagos State, the Board wishes to inform all Junior (Public & Private) Secondary Schools that the electronic-registration for the Year 2025 Basic Education Certificate Examination (BECE) will commence on Monday 27th January, 2025 and ends on Friday 26th April, 2025.

Please note: **“ALL SCHOOLS ARE TO USE THE NEWLY ISSUED SCHOOL CODE”** to carry out the registration process.

2. To this end, all **Public Junior Secondary Schools** should download their offline Data Capturing Application via <https://examsboard.lagosstate.gov.ng> or <https://bece.examsboard.lagosstate.gov.ng>, to Register and upload their Candidates' information.

3. All **Approved Private Junior Secondary Schools** in Lagos State are hereby requested to visit Lagos State Examinations Board Portal viz: <https://pay.examsboard.com.ng> for payment registration to generate username and password by following the under-listed procedure:

LAGOS STATE EXAMINATIONS BOARD
MINISTRY OF BASIC AND SECONDARY EDUCATION



REGISTRATION:

- (i.) Select your choice of Examination (i.e. BECE)
- (ii.) Click on Register
*Key in your School Code (e.g. **AG0001**). Automatically it will bring up your School Name, School Type and the correspondent Local Government Area (LED Name).*

Note: *If you notice any issue with the information displayed after supplying your School Code, please contact Exams Board before proceeding.*

- (iii.) Click on Generate Password and Username
- (iv.) Click on Download Credential, and keep it in a safe place

LOGIN/PAYMENT

- (i) Click on Login
- (ii) After logging in:

Input the correct School Payer ID: (e.g C-005678) and automatically the System will verify the School Payer ID information.

(iii.) **Generate Invoice:** *Add the number of Candidates, the total amount will appear on the Total Fee Field. Click on Generate Invoice, click on download to keep invoice and make payment at your approved bank of choice*

(iv.) **Make Payment:** *On generate invoice page, click on Proceed to payment, select your choice of payment type and complete the payment process*

Note: *Your payment is said to be successful if it's received by Central Billing System (CBS). To confirm or check your payment process details, login with your username and password. Click on "Payment Details" to confirm or see your Payment Details or click on "Transaction Details" to see history of your previous payments*

4. All Approved Private Junior Secondary Schools, Schools with Special Permission and Continuing Education Centre's are hereby advised to note and adhere strictly to the following:

- (i) On completion of payment, download their offline Data Capturing Application from <https://bece.examsboard.lagosstate.gov.ng>
- (ii) Register and Upload their Candidates' information
- (iii) A copy of the School's Subject Analysis must be submitted to the **ZONAL OFFICER** immediately after registration
- (iv) The Registration Printout is to be submitted immediately after online registration to their respective **ZONAL OFFICER** for proper documentation.

5. **REGISTRATION REQUIREMENTS:**

- (i) Scanning Candidate's Passport Photograph: Schools are required to **SCAN and UPLOAD** a recent Passport Photograph of each Candidate size **275 x 314 pixels in jpg** format and must be on RED or BLUE background.
- (ii) Avoid the use of obstructive item such as sunglasses, etc
- (iii) Submission of a defaced or a poor photograph by a Candidate would automatically invalidate the entry of such candidate.
- (iv) All Public, Approved Private Junior Secondary, Approved CEC and Schools with special permission **MUST** comply with Paragraph 5(i - iii)

Note that online registration and uploading of registered Candidates **MUST BE DONE WITHIN ONE WEEK OF PAYMENT.**

6. **LATE REGISTRATION:**

Late registration will commence from **Monday, 28th April, 2025 to Friday 9th May, 2025**. This will attract a penalty of additional fee of ₦5, 000 (Five Thousand Naira) per Candidate irrespective of the status of the School (i.e. Public or Private Junior Secondary Schools).

7. **ERROR-FREE REGISTRATION:**

Proprietors/Proprietress/School Principals should:

- (i) Proof-read their entries thoroughly before final uploading

- (ii) Pay attention to the **11 (Eleven)** Compulsory Subjects, Date of Birth, Gender and other necessary information required.
- (iii) Ensure and confirm the scores of Candidate's CAS are registered and confirmed.
- (iv) Ensure Candidate's photograph is correctly placed.

8. **SPECIAL CANDIDATURE:**

Schools with Special Candidates of Visual Challenges/Albinos should inform the Board in a separate letter to facilitate making adequate preparations for such Candidate(s) during the examinations.

9. **PAYMENT:**

Examination Fees per Candidate:

- (i) Approved Private Junior Secondary Schools = **N6,000**
- (ii) Approved Public CEC (Continuing Education Centre) = **N6,000**
- (iii) Junior Secondary Schools with Special Permission/CEC = **N9,500**

10. **CORRECTION OF ERRORS:**

Request for correction of error(s) in Candidate's Bio-data such as Name, Age, Passport Photograph should be done before printing of OMR, otherwise, it will attract a **PENALTY of N10,000 (Ten Thousand Naira) only per Candidate** and **MUST be** presented and addressed to the Director/Registrar, Lagos State Examinations Board before the release of results.

11. **RECOGNIZED SUBJECTS:**

Schools are advised to register Candidates for the Eleven (11) Compulsory subjects. List of the subjects are:

i	Mathematics	vii	Business Studies
ii	Basic Science & Technology	viii	French
iii	Nigerian Languages (Yoruba/Igbo/Hausa)	ix	National Value on Education (NVE)
iv	CRS/IS	X	Pre-Vocational Studies (PVS)

v	Cultural & Creative Arts	Xi	History
vi	English Studies	xii	Arabic (Optional)

Please Note: Questions will be administered on HISTORY as a subject

12. BECE PRACTICAL:

All Practical related subjects will be assessed this year. Issuance of guidelines and further instructions will be given through the Zonal Officers. Therefore, **it is compulsory to liaise with your Zonal Officers.**

13. EXAMINER'S REPORT:

This is the analysis of BECE Results that states the area of Strength and Weakness of Candidates' performance level during the examination. As a result, it is mandatory for all Public and Approved Private Junior Secondary Schools to acquire a copy of the Report at a cost that will be announced later.

14. COLLECTION OF OMR:

- (i) Complaints of any sort on OMR must be made known to the Zonal Officers at the point of collecting the OMR. Any complaints after the collection of the OMR or during Examination remain invalid and will not be attended to.
- (ii) Alterations in any form on the collected OMR will render such OMR invalid and Lagos State Examinations Board will not be liable for such.

15. CONDUCT OF EXAMINATION:

- (i) Schools will be made to face a stiff penalty for any form of reported Examination Malpractice(s).
- (ii) Any sort of Irregularities on the day of examination must be reported directly to the Office of the Director/Registrar, Lagos State Examinations Board within the period of the Examinations.
- (iii) Schools must submit and keep copies of duly signed attendance sheet by Students during each examination.

- (iv) Three Attendance sheets must be collected for Subjects that are only Objective and schools are to submit two (ONE enclosed with the OMR and the other enveloped separately and submit such at the custodian centre while the third one is to be retained by the School).
- (v) Four Attendance sheets must be collected for Subjects with Theory paper and schools are to enclosed one in the theory paper, one in the objective paper and one packed separately in an envelope and submit all the three at the custodian centre while the fourth one should be retained by the school.

16a. COLLECTION OF RESULTS:

- (i) Schools are expected to check and print their results from Examinations Board website within FOUR (4) WEEKS from the date of release.
- (ii) Re-print of Results for whatever reason(s) will attract a fee of **N30,000 (Thirty Thousand Naira) only**.

16b. RE-SIT OF EXAMINATION

It is compulsory that schools check their results latest within four weeks of release to know the candidate(s) that failed either English Studies, Mathematics or Both. The Board will not be held liable for Schools that fail to write the RE-SIT EXAMINATION.

17. CONSIDERATION OF COMPLAINTS ON RESULTS:

- (i) Complaints on Results should be forwarded within **four (4) weeks after the release date of the result**. This does not include amendments on Bio-data and Passport photograph of Candidates which should have been done before the release of the results.
- (ii) Request/Demand for Re-mark of Candidate's Script attracts a fee of **N50,000 (Fifty Thousand Naira) per Candidate/subject** before such request will be considered.

Kindly adhere strictly to the aforementioned guidelines.

18. Thank you.

A handwritten signature in blue ink, appearing to be 'A. Orunsolu', written on a light pink rectangular background.

Orunsolu, Adebayo (Mr.)
Director/Registrar (Exams Board)