

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF BASIC EDUCATION

SECRETARIAT GENERAL

DEPARTMENT OF EXAMS, COMPETITIVE
EXAMINATIONS AND CERTIFICATION

SUB DEPARTMENT OF ORGANISATION OF EXAMS
AND COMPETITIVE EXAMINATIONS

REPUBLIQUE DU CAMEROUN
Paix –travail – Patrie

MINISTRE DE L'EDUCATION DE BASE

SECRETARIAT GENERAL

DIRECTION DES EXAMENS, DES CONCOURS
ET DE LA CERTIFICATION

SOUS-DIRECTION DE L'ORGANISATION DES
EXAMENS ET CONCOURS

CIRCULAR N° 016 / B1/1464 / MINEDUB/SG/DECC/SDOEXC OF 14 OCT 2021
Fixing the Modalities for collection, Preservation and management of Registration fees for
the 2022 Session of Official Examinations

THE MINISTER OF BASIC EDUCATION

To

- The Regional Delegates
- The Divisional Delegates
- The Sub Divisional Inspectors
- The Head Teachers of Complete Cycle Primary Schools

I have the honour to request you to scrupulously observe the following instructions in relation to the collection, preservation and management of Registration fees of candidates for the 2022 Session of official Examinations.

I. **Reminder of the registration fees for official Examinations organized by MINEDUB**

In application to the final dispositions of order N° 078/B1/1464/MINEDUB/MINESEC of 25th August 2021 laying down the calendar of the 2021/2022 school year in the Republic of Cameroon in its article 32 sub 3 which stipulates among others that « the registration fees (of Exams) ... shall be those in force as at the 2021 session... », the registration fees for official Examinations organized by the Ministry of Basic Education for the 2022 session shall be as follows:

S/N	Official Examinations	Examination Registration fees	Fiscal stamp fees	Communal stamp fees	General Total
1	First School Leaving Certificate (FSLC)	2500 FCFA	2000 FCFA	500 FCFA	5 000 FCFA
2	Certificat d'Etudes Primaires (CEP)	2500 FCFA	2000 FCFA	500 FCFA	5 000 FCFA
3	Common Entrance Examination into Secondary General and Technical Education.	2500 FCFA	2000 FCFA	500 FCFA	5 000 FCFA

II. Collection of Funds

The collection of registration fees of candidates for official Examinations organised by the Ministry of Basic Education shall be done at the level of the schools within the period running from **Monday 06 September 2021 to Friday 14th January 2022 at 15H 30 p.m. prompt.**

This collection is ensured by Head Teachers of complete cycle primary schools and Head Teachers who are Chiefs of sub-centres. They are required to hand over the sums collected to the Sub-Divisional Inspector against a signed receipt.

The Sub Divisional Inspector of Basic Education shall progressively hand the sum collected to the Chief of Service for General Affairs and Finance (Chef SAAF) at the Divisional Delegation of Basic Education against a signed receipt.

The Chief of Service for General Affairs and Finance (Chef SAAF) on their part shall progressively deposit the total sums collected into the public Treasury account "EXAMENS-MINEDUB". They transmit to the Chief of Service for Finance at the Regional Delegation two photocopies of the deposit receipt, as well as two copies of the deposit report sheet indicating for each official examination, the number of candidates, the rate and the total amount deposited.

III. Preservation of funds collected

All the registration fees collected for official examinations are deposited in a unique account entitled "EXAMENS-MINEDUB – (Name of Region)" at the Public Treasury. The Regional Delegate renders an account to the Director of the Department of Exams, Competitive Examinations and Certification, as information to hierarchy. The balance of this account shall be reported after each deposit.

IV. Management of funds collected

The funds collected shall be deposited or transferred according to the following proportions:

- One-third (1/3) of the total sum collected at the level of the region is personally deposited by the Regional Delegate to the Examination Revenue Collector of MINEDUB/DRFM, except that for Common Entrance Examination which remains in the account of the Regional Delegation.
- On a special basis, the Regional Delegates for the Centre, Littoral and the West regions shall transfer the total of their one-third (1/3) – DECC for First School Leaving Certificate (FSLC) and Common Entrance Examinations funds of their regions to the Regional Delegate for Basic Education for the North West for the printing of the FSLC and Common Entrance Examinations papers. A supplementary request may be made from these regions if need be, in order to pay the total cost of printing of the FSLC and Common Entrance Examinations papers in the North West Region. Copies of justification documents for the transfer of such fund shall be deposited at the Department of Exams, Competitive Examinations and Certification alongside the receipt for the deposition of registration fees in the unique account entitled "EXAMENS-MINEDUB – (Name of Region)" and that for the payment of the one-third (1/3) DECC mentioned above.
- The Regional Delegates for North West and South West Regions shall ensure the payment of the printing and transportation of the First School Leaving Certificate and Common Entrance Examination papers with their one-third (1/3) DECC and that of the three regions mentioned above. The printing shall be done by the Regional Delegation for the North West. To this effect, the Regional Delegate for the South West shall transfer the totality of the one-third (1/3) DECC of the region to the Regional Delegate for the North West.
- 20% of the remaining two-third (2/3) of the amount shall be used for the organization of official Examinations at the level of the Region, and
- 80% of the two-third (2/3) of the remaining amount shall be used for the organization of official Examinations at the level of the Divisional Delegations and Sub Divisional Inspectorates of Basic Education, except those

of Common Entrance and FSLC Examinations which are deposited into the Regional Delegation Examination accounts.

- All other details on the management of funds shall be outlined in the circular on good preparation and conduct for official examinations organized by the Ministry of Basic Education.

NB: No registration/application file shall be accepted in the Ministry of Basic Education if it is not accompanied by a tangible evidence that the "one-third MINEDUB", 20% of the two-third (2/3) –RDEB and 80% of the two-third (2/3)-DDBE have been deposited into the accounts of the state Treasury as cited above.

The Ministry of Basic Education may at any moment order control missions of these accounts

I invite you to strictly respect the dispositions of this circular.

AMPLIFICATIONS:

- MINETAT/SG/PR (ATCR)
- SG/PM
- MINSEP/MINAT
- MINEDUB/SEEDUB
- SG
- GOVONORS
- All DEPT/MINEDUB
- SENAT (REPESNT. PRIVATE EDUCATION)
- RDBE/SDEXC
- DDBE
- SDIBE
- SCHOOLS
- CHRONO
- ARCHIVES

THE MINISTER OF BASIC EDUCATION



Dr. Laurent Serge ETOUNDI NGOA