

**NOT FOR SALE**



**THE WEST AFRICAN EXAMINATIONS COUNCIL**  
**FREETOWN, SIERRA LEONE**



**APPLICATION FORM FOR THE POSITION OF ASSISTANT**  
**EXAMINER IN THE BASIC EDUCATION CERTIFICATE**  
**EXAMINATION (BECE)**

The applicant should complete Section A of this form. He/she *must* attach, by staple, photocopies of his/her original certificate(s) and hand over the form to his/her Principal/ Proprietor/ Board Chairman of his/her School/Institution who should then complete Section B.

The completed form should be forwarded to the nearest Branch Office in either **Bo, Kenema or Makeni** or

Head of National Office, WAEC,  
Tower Hill, Freetown,  
**Attention:- Head, TDD.**

Applicants are normally expected to hold *at least* a Higher Teacher’s Certificate (Secondary) or Higher National Diploma ( in the relevant discipline ) from a recognized Higher Institution with *at least three years* teaching experience of the subject he/she intends to mark.

**SECTION A**

**PARTICULARS OF APPLICANT**

**1. FULL NAME (IN BLOCK /CAPITAL LETTERS – SURNAME FIRST)**

Mr/Mrs/Miss/Dr/Prof/Rev:.....

2. Nationality:.....

3. (a) Name and Address of School/Institution .....

.....

(b) Present Post/Rank .....

(c) Home Address:.....

.....

(d) Email Address:.....

(e) Applicant’s Phone number.....

4. Subject(s) you wish to examine .....

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5. Academic qualifications (photocopies of original certificate(s) must be attached).

University or College attended	Diploma/Certificate Obtained and year	Subject studied

6. Teaching Experience

Name of School/Institution	Date of Service		Subject & Level Taught	
	From	To	Subject	Level

7. Other Relevant Experiences:

Occupation	Name of Employer	Date of Service		Position held
		From	To	

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8.(a) Have you ever offered your service to any Examining Board? **Yes / No**

(b) If *Yes*, give details:.....  
.....  
.....

9.(a) Have you attended any training course for examiners? - **Yes / No**

(b) If *yes*, give all necessary details:.....  
.....  
.....

10. (a) Have you been queried for any school/college/university examination? – **Yes / No**

(b) Have you been involved in any other irregularity? - **Yes / No**

(c) Have you ever been convicted of any criminal offence? - **Yes / No**

If *Yes* to any of the questions in 10(a), (b) & (c), give details:.....  
.....  
.....

11. Any other relevant information:.....  
.....  
.....

12. Signature of applicant:..... Date:.....

**SECTION B (CONFIDENTIAL)**

**TO BE COMPLETED BY THE APPLICANT’S HEAD OF INSTITUTION/  
SCHOOL/PROPRIETOR/BOARD CHAIRMAN**

Full name of applicant:.....

At WAEC, marking is done according to detailed specifications; it is tedious and time-consuming. With respect to qualities listed below which are expected of our examiners, rate him/her **very good, good, satisfactory or poor**.

- (i) Thorough knowledge of the subject he/she wishes to examine.....
- (ii) Ability to carry out detailed instructions.....

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- (iii) Accuracy .....
- (iv) Reliability to complete work according to schedule.....

As Head of School/Department/Institution, for how long have you been overseeing the applicant's work?  
.....

Any other relevant information about the applicant's integrity, general conduct and character:.....  
.....  
.....

Name of Head of Institution/School/Proprietor/Board Chairman.....  
.....

Official address of School/Institution.....

Rank.....

Phone Number:.....

Email Address:.....

I do hereby certify that the Applicant is known to me and to the best of my knowledge the information which he/she has given in Section A is correct.

I recommend/do not recommend the applicant – Mr/Mrs/Miss/Dr/Prof/Rev. ....

.....  
**SIGNATURE AND OFFICE STAMP**