NATIONAL EXAMINATIONS COUNCIL (NECO)

KM 8, BIDA ROAD, MINNA, NIGER STATE.

Email: info@neco.gov.ng **Website:** www.neco.gov.ng

To: **All State Ministries of Education, FCT Education Secretariat, Principals/Commandants of Senior Secondary Schools.**

REGISTRATION GUIDELINES FOR THE 2027 SENIOR SCHOOL CERTIFICATE EXAMINATION (SSCE) INTERNAL

Find below the comprehensive guidelines for the 2027 SSCE Internal registration. **You are kindly requested to carefully read through the document, understand its contents, and comply with the established procedures before embarking on registration of candidates and nomination of prospective supervisors.** Do not hesitate to ask questions or seek clarification on any aspect of the procedure you have not clearly understood.

1.0 ELIGIBILITY FOR REGISTRATION

Principals/Commandants of Senior Secondary Schools are hereby informed that only candidates in their final year of the Senior Secondary School (i.e. SSS 3) are eligible for registration. For the avoidance of doubt, the 2027 SSCE Internal is meant for **only school-based candidates** in Nigeria and overseas. It is **not** meant for private candidates. Principals/Commandants of schools and State Ministries of Education should therefore endeavour to enforce this eligibility condition in their States/Schools.

2.0 SPECIAL NOTICE TO ALL SCHOOLS

- **NOMINATION OF PROSPECTIVE SUPERVISORS BY SCHOOLS IS NOW MANDATORY DURING THE REGISTRATION EXERCISE. THEREFORE, SCHOOLS ARE REQUIRED TO NOMINATE PROSPECTIVE SUPERSIVORS BEFORE THEIR REGISTRATION CAN BE COMPLETED.**
- **EACH CANDIDATE WILL BE ISSUED A UNIQUE NATIONAL LEARNERS' IDENTIFICATION NUMBER (NLIN) THAT WILL BE USED FOR THE EXAMINATION.**
- **THE NATIONAL IDENTIFICATION NUMBER (NIN) IS A COMPULSORY REQUIREMENT FOR REGISTRATION. EVERY CANDIDATE IS THEREFORE EXPECTED TO HAVE A VALID NATIONAL IDENTIFICATION NUMBER (NIN).**
- **ADMISSION OR TRANSFER OF CANDIDATES INTO THE SENIOR SECONDARY SCHOOL THREE (SSS 3) ACROSS SCHOOLS IS HEREBY PROHIBITED. THEREFORE, SCHOOLS SHOULD NOTE THIS FOR STRICT COMPLIANCE.**

- **THE EXAMINATION SHALL BE IN A DUAL MODE: HYBRID COMPUTER-BASED-EXAMINATION (CBE) AND PEN-AND-PAPER EXAMINATION (PPE). ANY SCHOOL WHOSE CANDIDATES WILL BE ASSESSED VIA CBE OR PPE SHALL BE COMMUNICATED ACCORDINGLY BEFORE THE COMMENCEMENT OF THE EXAMINATION. SCHOOLS WITH CBE FACILITIES SHOULD ENSURE THAT SUCH FACILITIES MEET THE STANDARD FOR A CBE CENTRE AS HOSTED ON THE NECO PORTAL (www.neco.gov.ng).**

3.0 REGISTRATION PROCEDURE

The 2027 SSCE Internal registration will be done both ***OFFLINE*** and ***ONLINE***.

3.1 ACCESS/CLAIM TO SCHOOLS' ONLINE PORTALS

The 2027 SSCE Internal registration requires all schools (existing and fresh) to claim their portal before commencement of registration at ***https://ssceinternal.neco.gov.ng***. The school's online portal claim is the first task to commence the offline/online registration. Each school should use their **school's official email address and phone number** to claim their online portal. Consequently, schools are required to input their information correctly, after which a default password to be used to log into the portal will be sent to the official email provided. **A school without an official email address is mandated to create one, as personal or cybercafé email addresses are discouraged to claim their online portal.**

3.2 OFFLINE REGISTRATION

Schools are to uninstall the previous offline application and install the 2027 SSCE Internal offline application from the NECO Website: **https://neco.gov.ng/exams/ssce-internal.** Using the login details (**School number, email and default password**) obtained from the online portal claim, schools can access the offline application to commence registration. Schools are to input all entries of their candidates' bio-data, **INCLUDING THEIR NATIONAL IDENTIFICATION NUMBERS (NINs).** and ensure that candidates' passport-sized photographs are captured in the **SCHOOL UNIFORM.**

IMPORTANT NOTICE ON PASSPORT-SIZED PHOTOGRAPH

Schools should ensure each candidate's Passport-sized photograph is:

- **recent,**
- **very good quality,**
- **front facing with clear facial features, and**
- **captured in the School Uniform.**

PLEASE NOTE THAT, HENCEFORTH, SCHOOLS WILL NOT BE ACTIVATED FOR PAYMENT BY THE STATE COORDINATOR TO PROCEED WITH REGISTRATION IF ANY OF ITS CANDIDATES HAS A BLURRED PASSPORT PHOTOGRAPH. FURTHERMORE, CERTIFICATE WILL NOT BE ISSUED TO ANY CANDIDATE WITH A POOR QUALITY PASSPORT PHOTOGRAPH.

The user manual on the step-by-step registration procedure can also be downloaded from the website. Schools should ensure that all prospective candidates are registered offline, in order to ensure they could be uploaded online progressively, as they make payment. **PLEASE NOTE THAT A CANDIDATE IS ONLY DEEMED TO HAVE REGISTERED IF HIS/HER OFFLINE ENTRIES ARE UPLOADED ONLINE TO OBTAIN A REGISTRATION NUMBER. THIS ONLINE UPLOAD IS ONLY POSSIBLE UPON PAYMENT OF REGISTRATION FEES AND NOMINATION OF PROSPECTIVE SUPERVISORS.**

3.3 CANDIDATES WITH SPECIAL NEEDS

Candidates with special needs are to be registered like any other candidate. However, the nature of special needs should be indicated correctly when making entries of their bio-data in the offline application during registration.

Candidates with special needs are those with any of the following:

- **Low Vision**
- **Complete Blindness**
- **Albinism**
- **Hearing Impairment**
- **Autism (Official notification to the Council is required)**

3.4 OFFLINE VALIDATION

After a successful offline registration, schools are to validate their nominated supervisors' information and candidates' bio-data before uploading their registration data online. This validation affords candidates the opportunity to verify the following:

- **National Identification Number (NIN)**
- **Name**
- **Passport-sized Photograph**
- **Date of Birth**
- **Gender**
- **Subjects**
- **State of Origin**
- **Local Government Area**

PLEASE NOTE THAT THE COUNCIL IS NOT LIABLE FOR ANY REGISTRATION ERROR COMMITTED BY SCHOOLS. SUCH REGISTRATION ERRORS ARE EXPECTED TO BE CORRECTED DURING THE VALIDATION PROCESS BEFORE UPLOADING THE REGISTRATION DATA ONLINE.

PROCEDURE FOR OFFLINE VALIDATION

Upon completion of the offline registration, schools are to:

a. Print and issue offline photocard to each candidate to confirm his/her details: **National Identification Number (NIN), Name, Passport-sized Photograph, State of Origin, Local Government Area, Date of Birth, Gender and Subjects.**
b. Where errors are discovered by candidates, corrections should be effected on the offline application.
c. **After effecting all corrections, the Offline Validation List should be printed for ALL candidates to append their signatures in the columns against their respective names.**
d. The signed offline Validation List is one of the documents to be submitted to the NECO State Office along with other Validation documents.

NOTE: ALL CORRECTIONS MUST BE DONE OFFLINE.

3.5 BIOMETRIC DATA CAPTURING

Biometric Data Capturing is an offline registration process in which candidates' fingerprints (the 10 fingers) are captured. This is a vital part of the offline registration because, without it, candidates' data cannot be uploaded online.

FUTRONIC (FS80H) Fingerprint Scanner Machine should be used for the data capturing.

On the **PREVIEW PAGE,** during the biometric data capturing, schools are to ensure that candidates still **CROSSCHECK** their bio-data and other entries for seamless registration:

- **National Identification Number (NIN)**
- **Name**
- **Passport-sized Photograph**
- **Date of Birth**
- **Gender**
- **Subjects**
- **State of Origin**
- **Local Government Area**

Schools should NOTE that:

- ***DOUBLE REGISTRATION OF CANDIDATES WILL NOT BE ENTERTAINED*** *since each candidate has a unique biometric data and National Identification Number (NIN).*
- **NO OTHER PERSON/CANDIDATE SHOULD BE ALLOWED TO CAPTURE THEIR FINGERPRINTS ON BEHALF OF THE RIGHTFUL CANDIDATE(S). ANY CANDIDATE WHOSE BIOMETRIC DATA DO NOT MATCH THE DATA UPLOADED DURING THE VERIFICATION EXERCISE WILL BE DEEMED TO BE IMPERSONATING AND WILL NOT BE ALLOWED INTO THE EXAMINATION HALL.**

3.6 NON-VALIDATION

Please note that any school that requests for change of Passport-sized Photograph, Correction of Name, Date of Birth, Gender, Subject(s), State of Origin and Local Government Area after online upload is deemed to have indulged in "**NON-VALIDATION**". The penalty fee for Non-validation is **Ten Thousand Naira only (₦10,000.00)** per candidate, irrespective of the nature of the Non-validation.

SCHOOLS SHOULD NOTE THAT:

a. ***CHANGE OF PASSPORT-SIZED PHOTOGRAPH can ONLY be effected before the end of the REGISTRATION PERIOD.***
b. **Change of both NAME and PASSPORT-SIZED PHOTOGRAPH will NOT be entertained, AS ONLY ONE CHANGE can be effected before the end of the REGISTRATION PERIOD.**
c. **Other cases involving Gender, Date of Birth, Subject(s), State of Origin, Local Government Area and correction of letter(s) in a Name could be entertained before the end of the EXAMINATION.**

3.7 SCHOOL ACTIVATION FOR PAYMENT

Each school must be activated by the State Coordinator before payment and upload can be done. Schools are to submit the underlisted Validation documents to their respective State Coordinators which will be vetted accordingly and thereafter, activated for payment:

a. Supervisor's Nomination Forms duly signed, stamped and dated by the Principal/Commandant
b. Validation List duly signed by the candidates
c. Candidates' signed Photocards (refer to requirements listed in 3.2)
d. Entry Schedule duly endorsed by the State Ministry of Education (as applicable)
e. Subject Analysis

3.8 PAYMENT PROCEDURE AND UPLOAD

All payments should strictly be made into the NECO Treasury Single Account (TSA) on Revop/Remita platform via the school's online NECO portal, preferably using any of the underlisted four (4) payment options:

- Card payment
- Bank Transfer
- USSD
- Bank Branch

After payment has been made into the NECO TSA and e-Receipt issued by **Revop/Remita**, schools are to go to the transaction page on their online portal and verify their payment. This can be done by clicking on the **"Verify Bank Payment"** button, entering the **Revop/Remita Invoice Number** and clicking the **"verify"** button.

Upon a successful payment, a Registration Quota will be allocated to the school according to the amount paid into the NECO TSA. Schools can select the individual candidates to be uploaded (if the payment is not for all candidates) by either meticulously ticking the selection box against each candidate's name **OR** ticking the ***"check all"*** box to select the entire candidates, if the payment is for all the candidates.

NOTE THAT WHEN PAYING IN INSTALMENTS, THE INITIAL PAYMENT SHOULD BE MADE FOR AT LEAST 20 CANDIDATES TO AVOID BEING SURCHARGED FOR UNVIABLE SCHOOL FEE, AS PAYMENT MADE WILL NOT BE REFUNDED.

The **Revop/Remita e-Receipt(s), Payment Summary(ies)** and the **signed final Validation List that carries candidates' registration numbers,** endorsed by the School Principal/Commandant, should be submitted immediately to the NECO State Office for collection of receipt(s).

PAYMENT MADE AFTER THE CLOSURE OF REGISTRATION USING ALREADY GENERATED REVOP/REMITA eINVOICE WILL NEITHER BE ENTERTAINED NOR REFUNDED.

THE FINAL PHOTOCARD THAT BEARS THE CANDIDATE'S REGISTRATION NUMBER SHOULD BE GIVEN TO EACH CANDIDATE FOR IDENTIFICATION AND VERIFICATION PURPOSES DURING THE PERIOD OF THE EXAMINATION. It is mandatory that each candidate has a photocard for identification during the examination.

4.0 DETAILS OF REGISTRATION FEES AND OTHER MATERIALS

Details of the Registration fees and other materials are as follows:

a. Registration Fee for the 2027 SSCE Internal is **₦30,000.00** only per candidate.
b. Four-Figure Mathematical Tables is **₦1,300.00** per candidate.
c. Photo Album is **₦2,700.00 (a pair) per school.**
d. Syllabus is **₦2,000.00 per copy.**
e. Waterproof Certificate Jacket/Folder is **₦2,500.00** per candidate.
f. Unviable School Fee is **₦70,000.00 per school.**
g. Late Registration attracts a Penalty of additional **₦5,000.00** per candidate.

Note: i. Stamp Duty, Service and Revop/Remita charges apply.
ii. The Registration fees, once paid, are non-refundable.

5.0 VIABILITY OF SCHOOLS

A school is deemed viable if the **number of candidates** to be registered is **not less than Twenty (20).** Any school that registers less than twenty candidates is deemed unviable and, as such, shall pay an Unviable School Fee of **Seventy Thousand Naira (₦70,000.00)** only, if they wish to take the examination in their school.

6.0 ELECTRONIC PHOTO ALBUMS (E-PHOTO ALBUMS)

Electronic Photo Albums will be generated by the Council. A pair of the e-Photo Album will be endorsed, and a copy will be sent to each school. Each e-Photo Album has provision for 171 candidates, and it costs **Two Thousand Seven Hundred Naira only (₦2,700.00) per pair.**

7.0 SYLLABUS

The syllabus for NECO SSCE is available at the cost of **Two Thousand Naira only (₦2,000.00)** per copy. Each school is advised to have **at least four (4) copies**.

8.0 CONTINUOUS ASSESSMENT SCORES (CAS)

Continuous Assessment Scores (CAS) will henceforth be uploaded on a termly basis for Senior Secondary School (SSS) 1 and 2 only: **First (1st) Term in January**, **Second (2nd) and Third (3rd) Terms in April and August**, respectively. This is expected to be periodically done at ***https://cas.neco.gov.ng***. Strict adherence to **these timelines** for uploading the CAS is **crucial**, as schools that fail to comply shall be sanctioned.

9.0 ONLINE SCHOOL DISPUTE

The Online School Dispute is the procedure for changing schools' official login details for those schools that cannot access their portal on the NECO website due to one reason or another. All schools shall have the opportunity of reclaiming their school online **once,** before requesting for online school dispute. School dispute should be officially channeled through the respective NECO State Offices. This is to authenticate the request and stop unauthorized parties from gaining access to the school's portal. However, schools are advised to always keep proper records of their login details.

10.0 NOMINATION OF SUPERVISORS AND ASSISTANT SUPERVISORS

Nomination of Supervisors has been integrated into the Online Registration Application. Each School is expected to fill their supervisor nominees' information online and submitted accordingly. Note that:

- **Public Schools are to nominate Two (2) Supervisors and Two (2) Assistant Supervisors.**
- **Private Schools are to nominate Two (2) Supervisors ONLY**.

Consequently, registration of candidates cannot be completed without the submission of the **nominated supervisor's information.**

10.1 ELIGIBILITY FOR NOMINATION AS A SUPERVISOR

All supervisor-nominees should:

- possess a minimum of first degree in Education or a first degree/HND with PGDE.
- possess the Teachers Registration Council of Nigeria (TRCN) Certificate.
- possess the National Identification Number (NIN) Slip.
- not be more than 60 years of age.

NOTE*:*

- *Public schools'* ***nominees for supervisor should be Officers not less than Grade Level 12*** *while those for* ***Assistant Supervisors should be Officers not less than Grade Level 10.***
- *Private schools'* ***nominees for supervisor should not be below the rank of a Vice Principal and*** *should not be less than* ***30 years of age****, with* ***a minimum of Three (3) years teaching experience.*** *Private schools' proprietors/principals should* ***note that they will be held responsible for actions and/or inactions of the supervisors they have nominated.***

10.2 THE REQUIRED DOCUMENTS OF SUPERVISOR-NOMINEES TO BE UPLOADED BY SCHOOLS

- Principal's/Commandant's Attestation Letter (duly signed, stamped and dated)
- Highest Educational Qualification
- Employment Letter
- Work/School Identity Card
- NIN Slip
- TRCN Certificate.

10.3 NOMINATED SUPERVISOR'S REFERENCE NUMBER AND APPOINTMENT LETTER

- Upon successful submission of the supervisors' nominees on the Online Registration Application Portal, a **Reference Number** would be assigned to each nominee.
- The **Reference Number** and the **School Number** will be used by each supervisor-nominee to log into the Online NECO Supervisor Portal (https://supervisor.neco.gov.ng) to verify their status.
- Successful nominees can view their status either through the School's email address, online NECO Registration Portal or online Supervisor Portal.
- Successful nominees should print out their **Appointment Letters** from the Online NECO Supervisor Application Portal.

11.0 REGISTRATION PERIOD AND CLOSING DATE

a. Registration period is from **Monday 2nd November, 2026 to Friday 26th February, 2027**.
b. Late registration period is from **Saturday 27th February, 2027 to Friday 5th March, 2027.**
c. The website will be closed at 11:59 pm on **Friday 5th March, 2027.**
d. The last date for submission of the printed **Revop/Remita** Payment Receipt and the endorsed final Validation List is **Friday 12th March, 2027.**

NOTE: SCHOOLS SHOULD STRICTLY ADHERE TO THESE DEADLINES AS THERE SHALL BE NO EXTENSION

12.0 PLEASE NOTE THE FOLLOWING IMPORTANT DATES:

a. Commencement of registration by schools is **Monday 2nd November, 2026.**
b. Last date for normal registration by schools is 11:59 pm on **Friday 26th February, 2027.**
c. Last date for late registration by schools is 11:59 pm on **Friday 5th March, 2027, WITHOUT ANY EXTENSION.**
d. Last date for submission of printed **Revop/Remita** Payment Receipt and the endorsed Final Validation List is **Friday 5th March, 2027.**

13.0 EXAMINATION PERIOD: The 2027 Senior School Certificate Examination (SSCE) Internal is scheduled to hold from **Thursday 1st April, 2027 to Tuesday 11th May, 2027.**

14.0 EXAMINATION REGULATION COMPLIANCE: Schools and Supervisors are STRONGLY advised to refrain from any action that may compromise the integrity of the examination. For the avoidance of doubt, any unethical action or breach shall attract appropriate sanctions. The Malpractice Guidelines and Sanctions should be downloaded alongside the 2027 SSCE Internal Timetable from the NECO website (www.neco.gov.ng) for your information and guidance.

15.0 IMPORTANT HIGHLIGHTS

a. ***The National Identification Number (NIN) has become a compulsory component of registration biodata.***
b. ***A candidate will only be deemed to have registered if his/her offline entries are uploaded online to obtain a Registration Number. This online upload is only possible upon payment of the Registration Fees.***
c. ***Schools should confirm the completion of their candidates' upload on their online portal, as partial candidate's upload SHALL NOT BE ENTERTAINED.***
d. ***The Council is not liable for any registration error committed by schools. Such registration errors are expected be corrected during the validation process before uploading the registration data online.***
e. ***Double registration will not be entertained, since each candidate has a unique biometric data and NIN.***
f. ***Change of passport-sized photograph can only be effected before the end of the registration period.***
g. ***When paying in instalments, the initial payment should be made for at least 20 candidates to avoid being surcharged for Unviable School Fee, as payment made will not be refunded.***
h. ***Payment made after the closure of registration using already generated Revop/Remita e-invoice(s) will neither be entertained nor refunded.***
i. ***It is mandatory that each candidate has a photocard for identification during the examination.***
j. ***Continuous Assessment Scores (CAS) will henceforth be uploaded on a termly basis for Senior Secondary School (SSS) 1 and 2 only.***
k. ***Late registration period is from Saturday 27th February, 2027 to Friday 5th March, 2027 and this attracts a penalty of additional ₦5,000.00 per candidate.***
l. ***Registration can only be completed after a successful online submission of the supervisor-nominees. Therefore, schools should ensure the submission of their supervisor-nominees on their online registration portal.***
m. ***Successful supervisor-nominees are to use their Reference Number issued after submission to access the Supervisors Portal for printing of their Appointment Letter. The School will receive an email of the appointed supervisor(s) and can also ascertain the Supervisor nominee's status from the online registration portal.***
n. ***All schools are advised to strictly adhere to the registration deadlines as there shall be NO EXTENSION.***

For further enquiries contact the NECO State Coordinator in your State or NECO Support Emails and Helplines: (info@neco.gov.ng, support@neco.gov.ng); 08027597699, 09032224473, 08069232760, 08189342653, 08189342754.

Thank you.

PROFESSOR DANTANI IBRAHIM WUSHISHI
Registrar/Chief Executive