

ABOUT BASIC EDUCATION CERTIFICATE EXAMINATION (BECE)

The Basic Education Certificate Examination (BECE) in Nigeria is a standardized test given to students in their final year of junior secondary school. The test is commonly referred to as “Junior WAEC” and it assesses student’ knowledge and skills in a variety of subjects, including English Language, mathematics, social studies, and basic science.

The result of the BECE are used to determine which student are eligible to progress to senior secondary school. The test is administered by National Examination Council (NECO) and it is a requirement for entry into senior secondary school in Nigeria.

The registration process starts with the online app, the BECE offline and online applications are a suite of software that enables schools (centres) to register candidates, make payments and manage their candidates.

The minimum number of candidates to be registered by a school for BECE is twenty (20). Any centre registering less than 20 candidates is deemed unviable.

With the BECE Portal, you can perform these task below:

1. Update centre information by creating an admin account.
2. Login and Make payments for the validated candidates.
3. Upload candidate information and generate exam numbers.
4. View candidates and print photo cards.
5. Upload candidates’ first year, second year & third-year continuous assessment scores (CA3)

HOW TO DOWNLOAD THE REGISTRATION APPLICATION

The following steps will guide you on how to download the offline application on your system.

1. Launch a web browser on your PC.
2. Click here to visit the official NECO website. www.bece.neco.gov.ng/
3. Click on **DOWNLOAD** to download the offline app.

HOW TO CLAIM CENTRE FOR BECE ONLINE

To claim a center go to www.bece.necostage.com Click on the **claim center** button below the login button.



Login

Login with your school number, email address & password.

School Number

mahaufedo@gmail.com

.....

Forgot Password? Reset it

Login

For new operator click on **claim school**

- Enter your school number and click continue.



School Update

Hi, to get access to your school, enter the school number and complete the form

School Number

Continue

Back to Login

- Enter your new center admin Information to update your center info. ie full name, email, phone number, type of school and address Click **submit**



BASIC EDUCATION CERTIFICATE EXAMINATION

Welcome to the NECO Basic Education Certificate Examination platform.

Login here to:

- ⊙ Make Payment.
- ⊙ View uploaded candidates.
- ⊙ View Transaction History.

Support mail: support@neco.gov.ng

Update School Information

Examination Type: BECE
School Name: FEDY INTERNATIONAL COLLEGE LAGOS
School Number: 0009977
Country: NIGERIA
State: LAGOS

Update details below:

Fedylicious Fedy

mahaufedo+fedybece@gmail.com

0703769477

Private

no16 umarj dikko

Submit



BASIC EDUCATION CERTIFICATE EXAMINATION

Welcome to the NECO Basic Education Certificate Examination platform.

Login here to:

- ⊙ Make Payment.
- ⊙ View uploaded candidates.
- ⊙ View Transaction History.

Support mail: support@neco.gov.ng

School Updated Successfully!

We have sent an email to mahaufedo+fedybece@gmail.com use the link to setup your password

Back to Login



Hi, Fedylicious Fedy an account was created for you with NEMIS with the following login credentials:

Username: mahaufedo+fedybece@gmail.com

Password: 823453

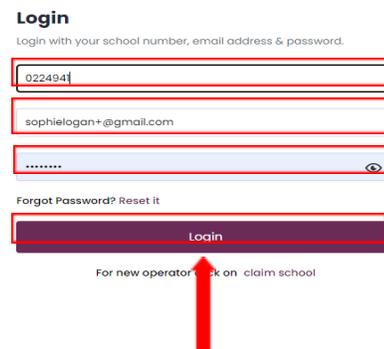
Note: A verification email will be sent to your registered email, with your username and new password. Use detail to login

HOW TO LOGIN TO YOUR BECE ONLINE ACCOUNT

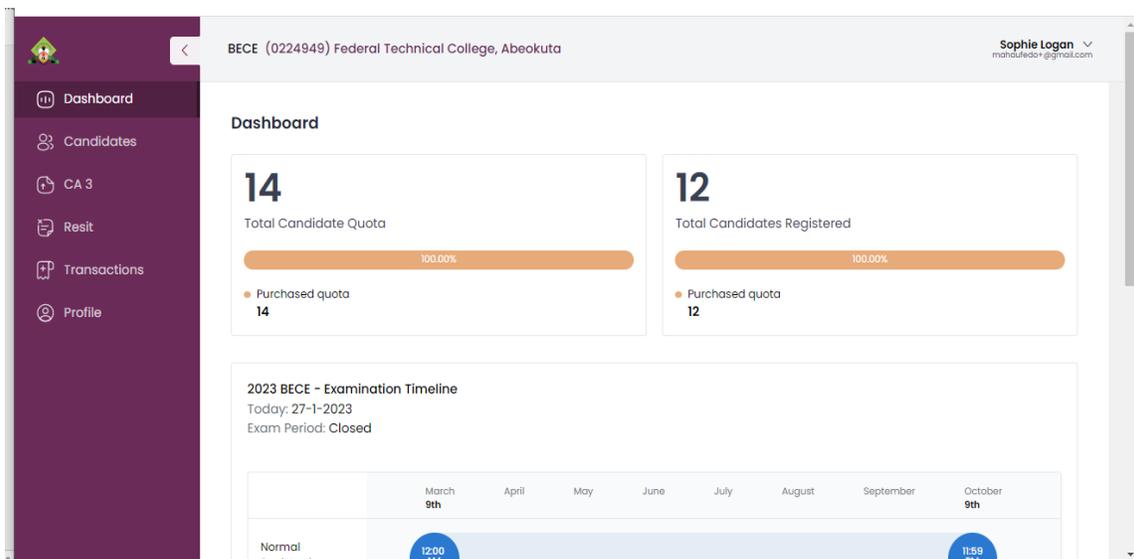
After you have successfully registered and updated your center admin information via the link given to you from NECO. The next step is to login.

Note: You need to verify your account before you begin. You can do this by clicking the Verification link sent to your email

To login, visit the BECE online login page www.bece.necostage.com input **school number**, **email address** and **password** and click **LOGIN** button.



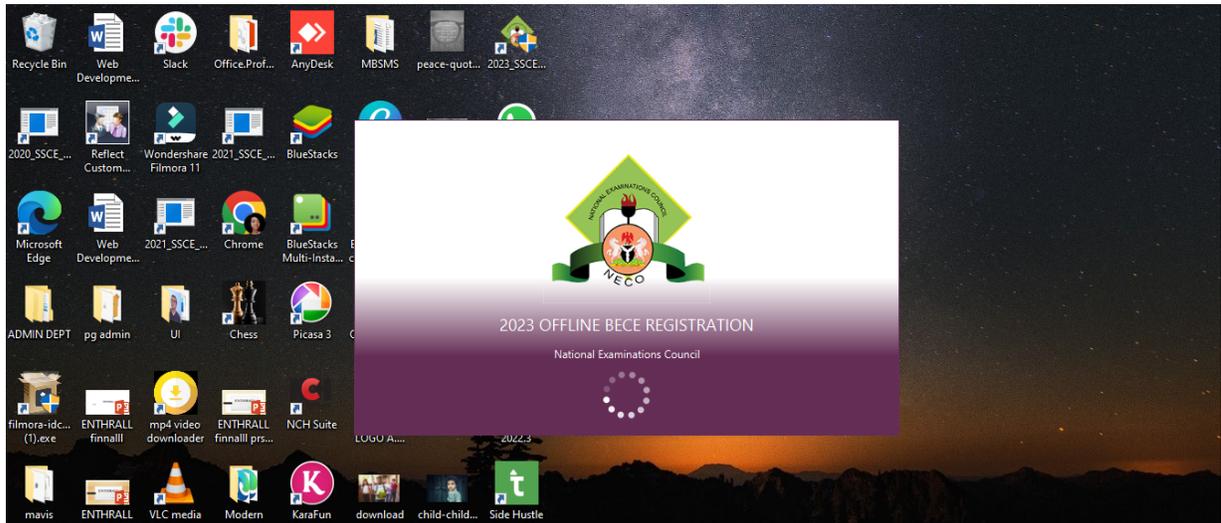
It takes you to the dashboard where you can view Candidate, CA3 Resit, Transactions, and profile



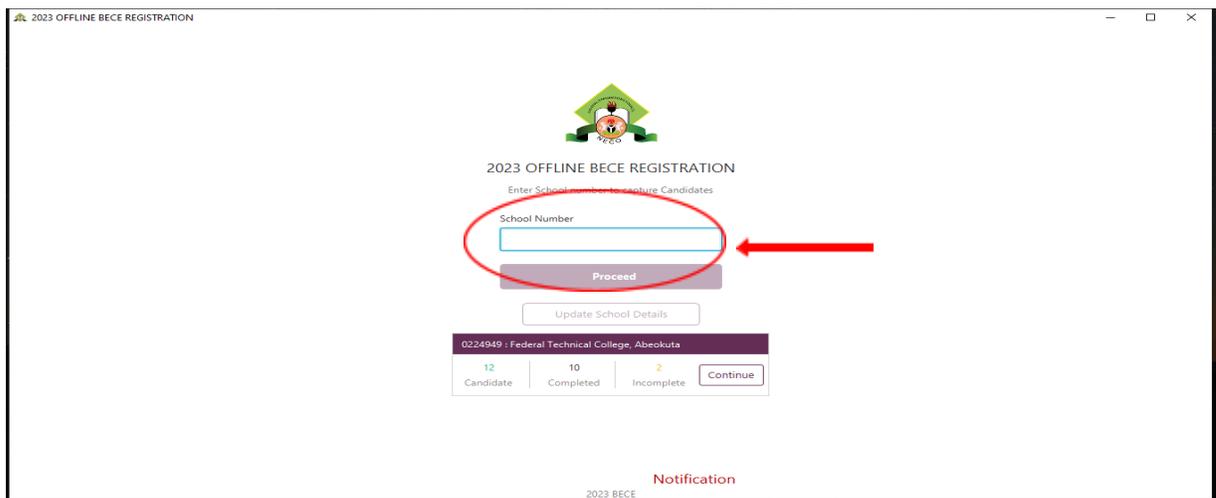
HOW TO REGISTER A CANDIDATE ON BECE

All registration of candidates are done on the BECE offline app, to register a candidate follow the step below to guide you on registering your candidate on the offline app.

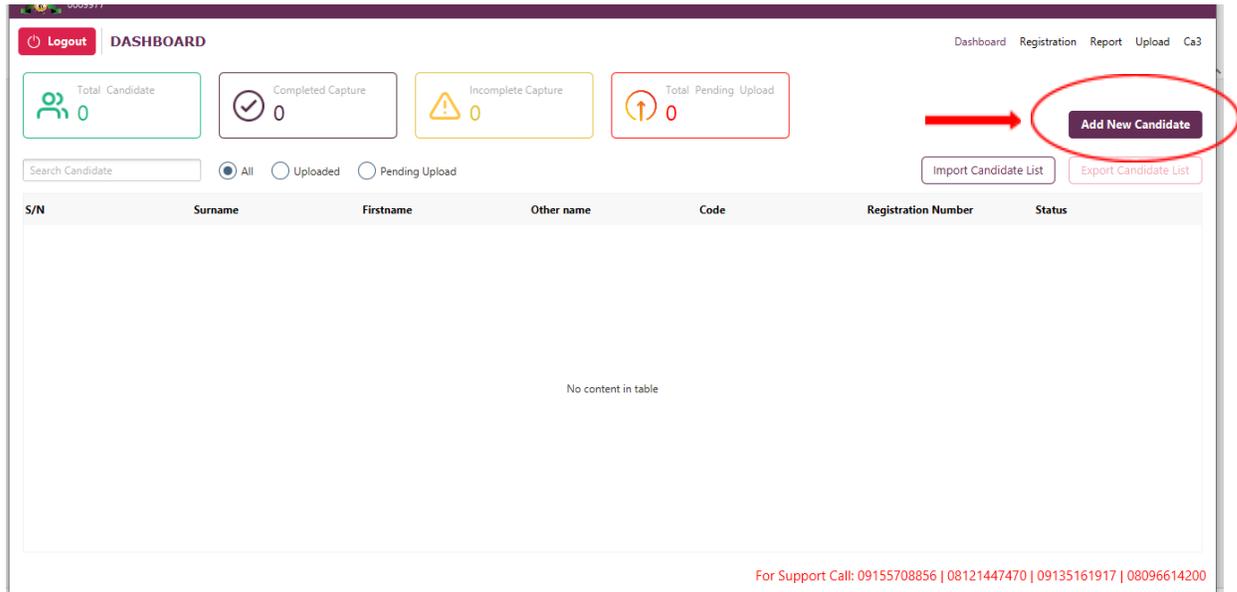
1. Launch your BECE off line app on your computer



2. Log into your BECE offline app by Inputting your school number then click **PROCEED** which takes you to your dashboard.



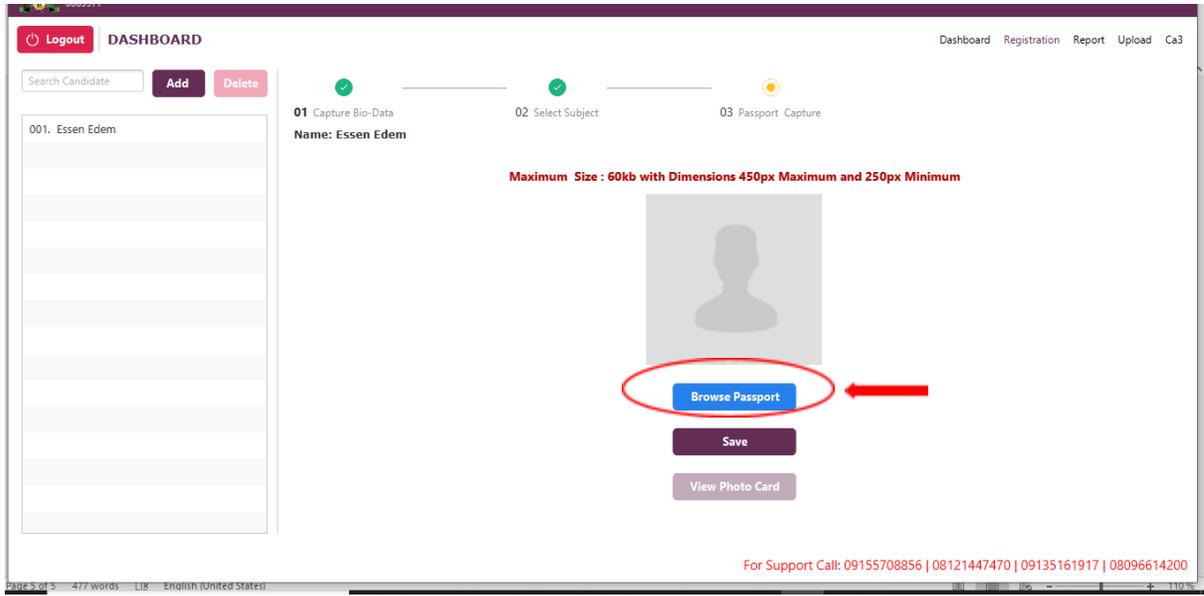
3. On your dashboard menu, select **Add New Candidate** which is on the Right-hand side of your screen, and this will take you to the registration form page. See the images below for reference.



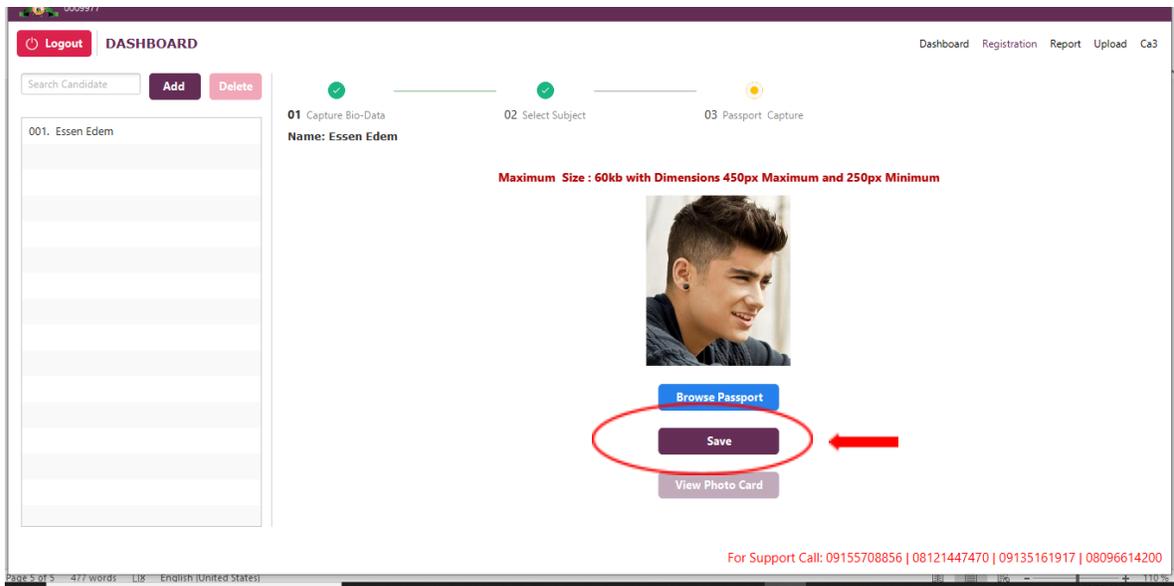
4. Below is the registration form, Fill out the candidate's biodata. Click on the **Save candidate** button to move to the next page which is select subject as seen in the image below.

- Fill out the candidate's CA1 and CA2 scores for all your selected subjects, bear in mind that you have to select a minimum of eleven and a maximum of twelve subjects. See the image below, then click on the “**SAVE**” button to proceed to passport upload.

- Click on the “**Browse passport** button” to upload candidate passport photograph.



7. After upload click on the **Save** button to save candidate passport.



HOW TO VIEW YOUR REGISTERED CANDIDATES

To view newly registered candidates,

1. Login to your offline app, it automatically takes you to the dashboard where you will see all the list of both pending and completed candidate registrations.

The dashboard displays the following statistics:

- Total Candidate: 14
- Completed Capture: 12
- Incomplete Capture: 2
- Total Pending Upload: 0

Navigation and Action Buttons:

- Logout
- Dashboard | Registration | Report | Upload | Ca3
- Add New Candidate
- Import Candidate List
- Export Candidate List

Search Candidate:

Filters: All Uploaded Pending Upload

S/N	Surname	Firstname	Other name	Code	Registration Number	Status
1	A.k.l	Aj.b	Aj	4949-0003-350049	PENDING	Incomplete
2	Joyce	Amoto	Ella	4949-0004-430028	573390872171148	Complete
3	Bilal	Auwal	Omeiza	4949-0001-060057	580745102884247	Complete
4	Charle	Ayuba	Lukman	4949-0010-340044	680871309526264	Complete
5	Ayuba	Bilal	Musty	4949-0014-330015	692993478570133	Complete
6	Bj	Cj	Jy	4949-0012-100045	407594232819974	Complete
7	Kola	Isaka	Molly	4949-0011-410011	533712108479812	Complete
8	Joy	Joy	Joy	4949-0008-290053	493853528657928	Complete
9	Sophie	Joy	Peter	4949-0002-160012	PENDING	Incomplete

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2. Filters for student status are available also to narrow down the results.

The dashboard displays the same statistics and table as above. A red box highlights the filter options: All Uploaded Pending Upload. A red arrow points to the 'All' filter.

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3. Search field is also provided to locate a specific student by name.

The screenshot shows the BECE dashboard with the following statistics:

- Total Candidate: 14
- Completed Capture: 12
- Incomplete Capture: 2
- Total Pending Upload: 0

Below the statistics is a search bar labeled "Search Candidate" with a red arrow pointing to it. There are also radio buttons for "All", "Uploaded", and "Pending Upload", and buttons for "Import Candidate List" and "Export Candidate List".

S/N	Surname	Firstname	Other name	Code	Registration Number	Status
1	A.k.l	A.j.b	A.j	4949-0003-350049	PENDING	Incomplete
2	Joyce	Amoto	Ella	4949-0004-430028	573390872171148	Complete
3	Bilal	Auwal	Omeiza	4949-0001-060057	580745102884247	Complete
4	Charle	Ayuba	Lukman	4949-0010-340044	680871309526264	Complete
5	Ayuba	Bilal	Musty	4949-0014-330015	692993478570133	Complete
6	Bj	Cj	Jy	4949-0012-100045	407594232819974	Complete
7	Kola	Isaka	Molly	4949-0011-410011	533712108479812	Complete
8	Joy	Joy	Joy	4949-0008-290053	493853528657928	Complete
9	Sophie	Joy	Peter	4949-0002-160012	PENDING	Incomplete

For Support Call: 09155708856 | 08121447470 | 09135161917 | 08096614200

HOW TO EDIT CANDIDATE'S INFORMATION ON BECE

! IMPORTANT: *It is easy to make changes to your registration form, but you can't make changes after the complete registration and validation process is done. The validation process ensures the accuracy and integrity of the candidate information and any subsequent changes may compromise this integrity.*

Step 1: On your BECE account's dashboard, click on the **REGISTRATION BUTTON**. And this will take you to your candidates' list page



Logout **DASHBOARD** Dashboard **Registration** Report Upload Ca3

Total Candidate: 14
 Completed Capture: 12
 Incomplete Capture: 2
 Total Pending Upload: 0

Search Candidate: All Uploaded Pending Upload

S/N	Surname	Firstname	Other name	Code	Registration Number	Status
1	A.k.l	A.j.b	Aj	4949-0003-350049	PENDING	Incomplete
2	Joyce	Amoto	Ella	4949-0004-430028	573390872171148	Complete
3	Bilal	Auwal	Omeiza	4949-0001-060057	580745102884247	Complete
4	Charlie	Ayuba	Lukman	4949-0010-340044	680871309526264	Complete
5	Ayuba	Bilal	Musty	4949-0014-330015	692993478570133	Complete
6	Bj	Cj	Jy	4949-0012-100045	407594232819974	Complete
7	Kola	Isaka	Molly	4949-0011-410011	533712108479812	Complete
8	Joy	Joy	Joy	4949-0008-290053	493853528657928	Complete
9	Sophie	Joy	Peter	4949-0002-160012	PENDING	Incomplete

For Support Call: 09155708856 | 08121447470 | 09135161917 | 08096614200

Step2: By clicking on the **REGISTRATION** button, a list of all students registered on the app will be displayed. To edit a student's information, select the student you wish to edit, choose the category you wish to modify, make the necessary changes, and then click the Save Candidate button See the image below:

Logout **REGISTRATION** Dashboard Registration Report Upload Ca3

Search Candidate:

001. A.j.b A.k.l
 002. Bilal Ayuba
 003. C.j B.j
 004. Auwal Bilal
 005. Ayuba Charlie
 006. Ladidi Jonny
 007. Joy Joy
 008. Amoto Joyce
 009. Isaka Kola
 010. Zainab Malik
 011. Mercy Mercy
 012. Nonso Raphael
 013. Musty Rufus
 014. Joy Sophie

01 Capture Bio-Data 02 Select Subject 03 Passport Capture

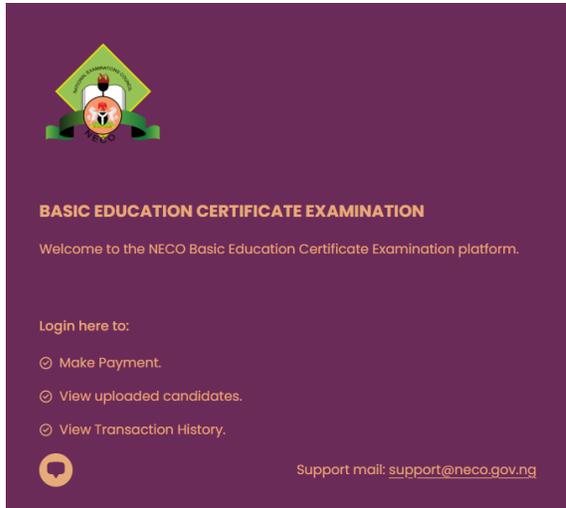
COUNTRY: NIGERIA QUOTA TYPE: PURCHASE QUOTA
 SURNAME: CHARLE NIN (NATIONAL IDENTIFICATION NUMBER): 12345678912
 FIRST NAME: AYUBA STATE OF ORIGIN: ADAMAWA
 MIDDLE NAME: LUKMAN LOCAL GOVERNMENT AREA: JADA
 GENDER: MALE FEMALE DATE OF BIRTH (DD-MM-YYYY): 08 May 2003
 SPECIAL NEEDS: LOW VISION

For Support Call: 09155708856 | 08121447470 | 09135161917 | 08096614200

HOW TO RESET YOUR BECE ONLINE PASSWORD

It can be quite frustrating when you can't access a center because you forgot your password. Here are guidelines to follow to create a new password;

Click on the **RESET IT** beside forgot password.



Login

Login with your school number, email address & password.

Required field

Required field

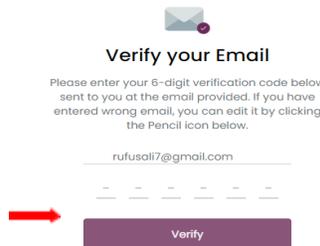
Forgot Password? Reset it

For new operator click on [claim school](#)

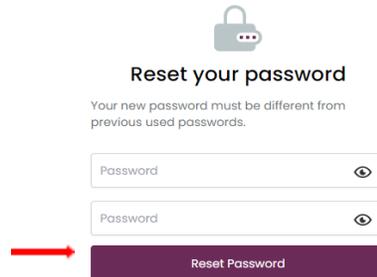
You'll be redirected to a page where you enter your email address then click on the **RESET PASSWORD** button



An OTP code will be sent to your mailbox to verify your mail. Once you enter the code, click on verify



Once you have verified your mail, then enter your new password twice then click on **RESET PASWORD**



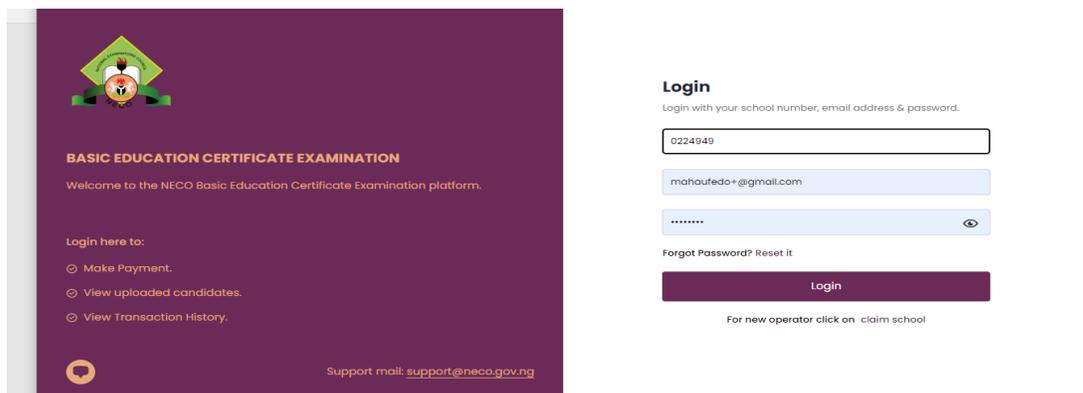
The image shows a 'Reset your password' form. At the top is a lock icon. Below it, the text reads 'Reset your password' and 'Your new password must be different from previous used passwords.' There are two password input fields, each with a 'Password' label and an eye icon. A red arrow points to the 'Reset Password' button at the bottom.

HOW TO PAY FOR REGISTRATION QUOTAS & SYLLABUS

!!! IMPORTANT: *You can only make payment for validated candidates and centres registering less than 20 candidates are deemed unviable and will have to pay an unviable fee.*

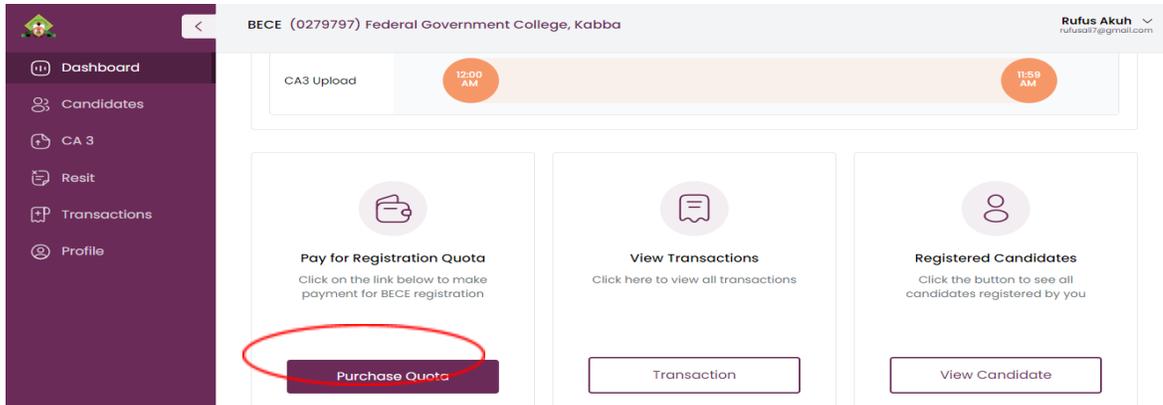
- **STEP 1**

To make a payment, access the BECE dashboard at <https://bece.necostage.com> sign in to your account



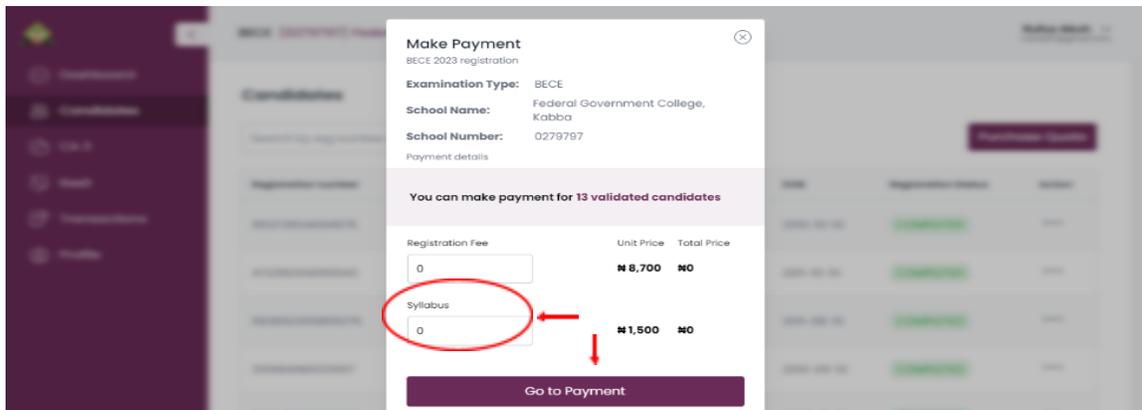
The image shows two side-by-side screenshots of the BECE dashboard. The left screenshot is the dashboard home page with a purple background. It features the BECE logo, the text 'BASIC EDUCATION CERTIFICATE EXAMINATION', and a welcome message. Below, there are three menu items: 'Make Payment', 'View uploaded candidates', and 'View Transaction History'. The right screenshot is the login page, also with a purple background. It has a 'Login' heading and instructions to login with school number, email, and password. There are three input fields: a school number field (containing '0224949'), an email field (containing 'mahaufedo+@gmail.com'), and a password field (containing '.....'). There is a 'Forgot Password? Reset it' link and a 'Login' button. At the bottom, it says 'For new operator click on claim school'.

- **STEP 2** navigate to **Purchase Quota** button on the dashboard and click it to begin the payment process.



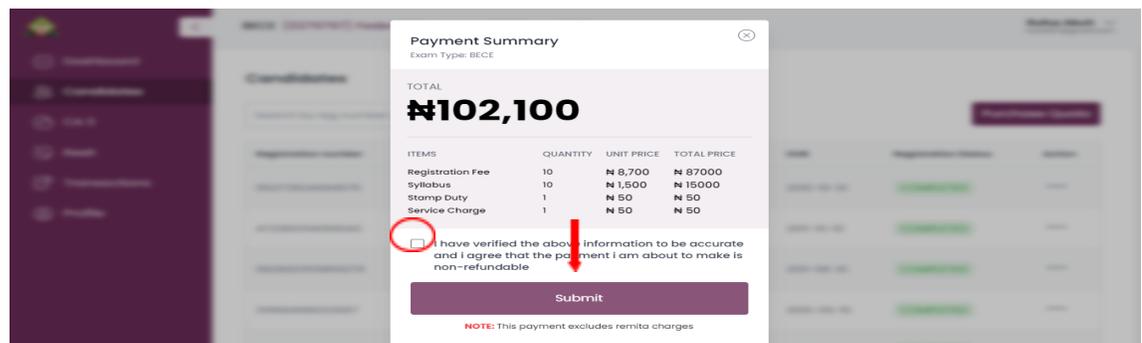
● **STEP 2**

Enter the number of candidates to be registered and number of syllabus to be purchased then click on **GO TO PAYMENTS**



● **STEP 3**

Once you are on this page, click the small box to verify the information entered. Once that is done, click on **SUMMIT**



● **STEP 4**

You should be redirected to the Remita page to make the payment. The amount payable will be displayed. Click on **SUBMIT**.

SYSTIMSPICS LIMITID

Remita Retrieval Reference (RRR) *

1800-1010-1468

Product/Service : REGULAR PAYMENT
Amount Payable : ₦ 102,100.00
Beneficiary : SYSTIMSPICS LIMITID

Payer's name *

Rufus Akuh

Payer Phone *

0703 105 9031

Payer Email *

rufusali7@gmail.com

By clicking Submit you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

SUBMIT RESET

● STEP 5

Choose your preferred payment method and click on **PAY**

SYSTIMSPICS LIMITID

Remita Retrieval Reference (RRR) *

1800-1010-1468

Product/Service : REGULAR PAYMENT
Amount Payable : ₦ 102,100.00
Beneficiary : SYSTIMSPICS LIMITID

Payer's name *

Rufus Akuh

Payer Phone *

0703 105 9031

By clicking Submit you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

SUBMIT RESET

SELECT PAYMENT OPTION

- Card
- Bank Account
- Bank Branch
- USSD
- QR Code
- Internet Banking
- Remita
- Wallet
- Phone Number
- Bank Transfer

SYSTIMSPICS LIMITID

CARD NUMBER

1234 5678 9012 3456

EXPIRY DATE

MM / YY

CVV

123

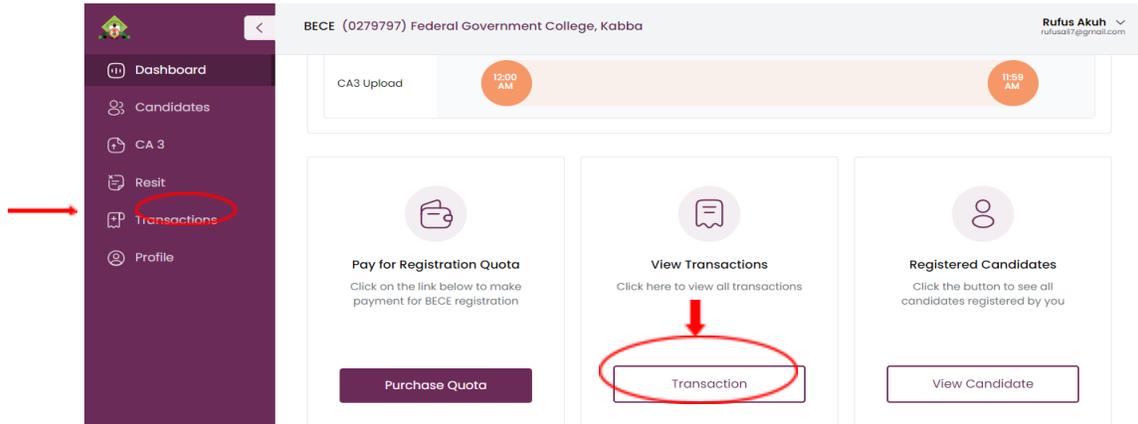
Pay NGN 102,100

Once your transaction is successful, you will be given the total amount of Quota you purchased. On your dashboard, you will be able to see how much Quota you have and how many have been used.

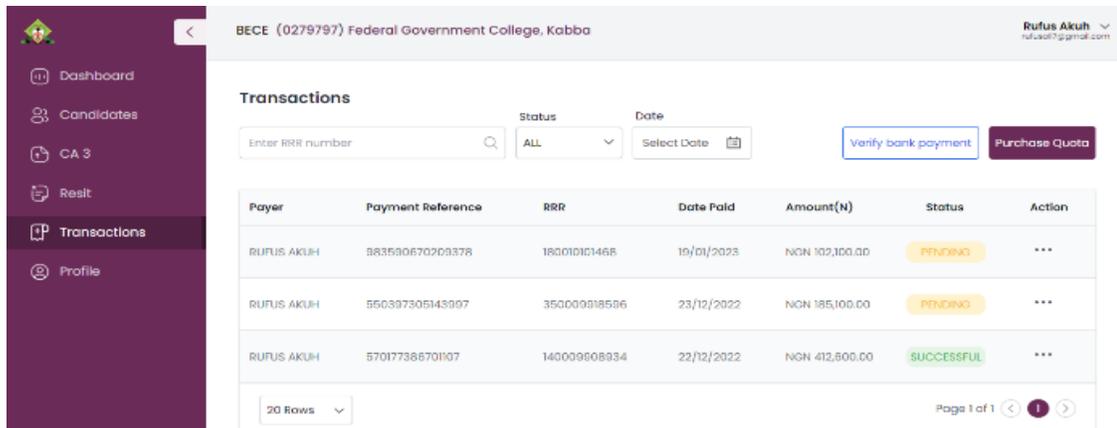
HOW TO VIEW OUR TRANSACTION HISTORY

To view your transaction history;

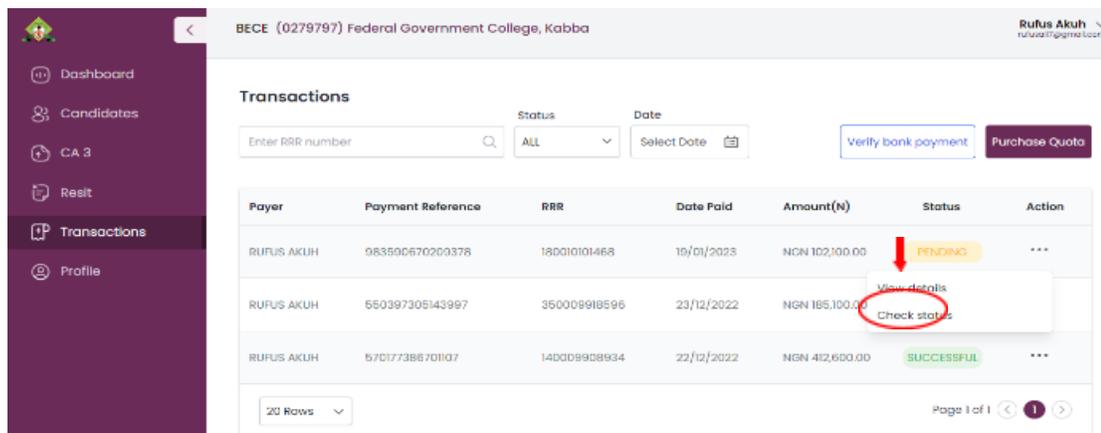
- Click on **TRANSACTIONS** on the dashboard or transactions on the sidebar.



- View list of transactions made



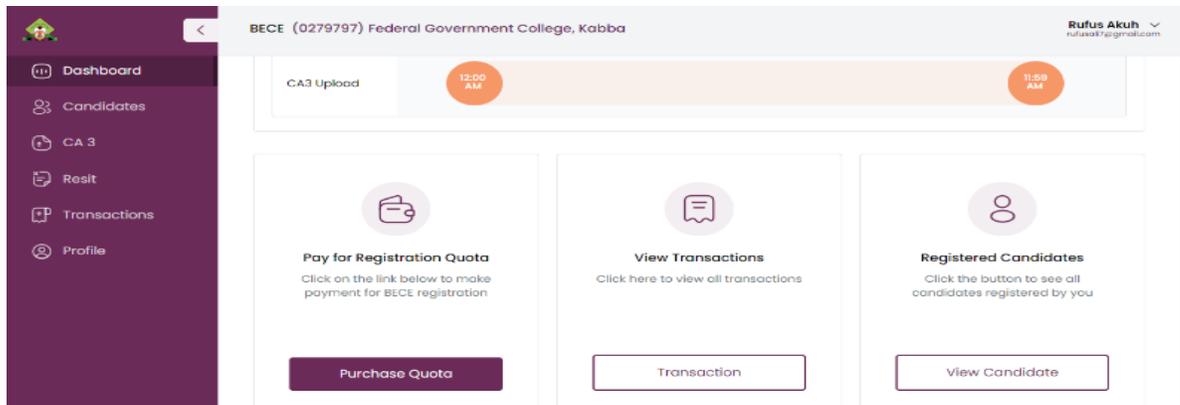
- Click check status under the “Action” button to retry any pending or failed transaction



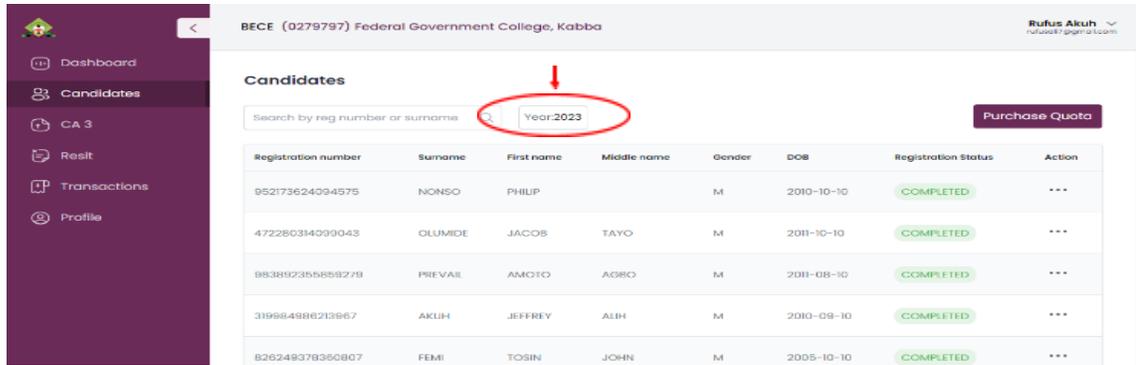
HOW TO VIEW REGISTERED CANDIDATES ON THE BECE APP

To view registered candidates;

- Click on **VIEW CANDIDATES** on the dashboard or **CANDIDTATES** on the side menu



- Select exam year from the dropdown as seen in the image below to reveal the registered candidates from the selected year.



HOW TO COMPLETE REGISTRATION AND PRINT FINAL PHOTOCARD ON BECE

Once you have made payments for all your validated candidates, the few steps below will guide you on how to complete the registration:

- On the candidates list, select all registered candidates, click on the **UPLOAD CANDIDATE** button as seen in the image below; N.B, this is done on the offline app.

