

# **ELIGIBILITY, RULES AND REGULATIONS**

for private candidates intending to sit for

Rwanda Advanced Level Secondary School and  
TVET Level 5

National Examinations



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## Meaning of terms used in this guide

A-Level	Advanced Secondary School level
O-Level	Ordinary Secondary School level
PC	<ul style="list-style-type: none"> <li>• A private candidate (PC) who has registered for A-Level National Examinations but is not enrolled for full-time education in a secondary school.</li> <li>• A private candidate may be coached by specialized centres or is self-coached.</li> </ul>
PCRD	Private Candidate Registration Districts (PCRD) are designated Districts where potential private candidates <b>must</b> register online and sit for Advanced Level and TVET National Examinations.
PCEC	Private Candidate Examination Centers (PCEC) are designated locations where registered private candidates sit for A-level and TVET National Examinations.
PCIN	Private Candidate Index Number (PCIN) is a unique number issued to a registered private candidate. This is used to identify the candidate during the examination period and will appear on the examination result slip/Certificate of the candidate.
TTC	Teacher Training College
TVET	Technical and Vocational Education Training



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## Section A: Introduction

These guidelines are intended to guide eligible private candidates who wish to register and sit for National Examinations in A-Level, TVET Level 5 or TTC year three. A private candidate for National Examinations is person who is not enrolled for full-time education in a secondary school. He/She may be coached by specialized centres or is self-coached and must fulfill the eligibility conditions listed in section B.

## Section B: Conditions for eligibility for registering as a private candidate

The following are conditions for eligibility to register as a private candidate:

1. People who sat for A-Level National Examinations in Rwanda (or the equivalent in other countries) in any academic year prior to the year in which they intend to register as a private candidate.

*Note:* Official national certificates from outside Rwanda must be accompanied by a confirmation letter from the former school that the candidate attended and another from the national body responsible for national examinations which issued the certificate.

2. People who sat for O-Level National Examinations (or the equivalent in other countries), yet did not enter or did not complete A-Level. In this category, potential candidates should at least have finished Ordinary Level five years ago or before.
3. People who completed S3 or equivalent before the year 2000 when Ordinary Level National Exams were not administered in the Rwandan education system.
4. People who hold qualifications which were offered in Rwanda in the past, including:

- A3, A4, D4, D5
- ENI (Ecole Normale Inférieure)
- EMP (Ecole Moyenne Pédagogique)
- EMM (Ecole Ménagère Moyenne)
- EAP (Ecole d'Apprentissage Pédagogique)
- EMA (Ecole de Moniteur Auxilliaire)
- ENA (Ecole Normale Auxilliaire)
- ENTA (Ecole Normale Technique Auxilliaire)
- Section Familiale
- CERAR (Centre d'Education Rurale et Artisanale au Rwanda)
- CERAI (Centre d'Enseignement Rural et Artisanal Intégré)



*B*

5. Eligible candidates to register for TTC National Examinations as private candidates are only those who have obtained a certificate from any Teacher Training College (TTC) or its equivalent. However, graduates from “Normale Primaire”, “Humanités Pédagogiques” or equivalent are also eligible. This implies that those candidates have failed or want to improve their previous performance.

In this case, **TTC private candidates must register in a TTC school of their choice**, where they will carry out internship and be rigorously prepared to sit for the final practical examinations (final lesson).

6. Eligible **candidates for TVET level 5** are:
- People who graduated in TVET trades in previous years and want to improve on their results.
  - People who sat for O-Level National Examinations (or the equivalent in other countries), yet did not enter or did not complete A-Level. In this category, potential candidates should at least have finished Ordinary Level in five years ago or before.

### **Section C: Requirements for registration as a private candidate**

- Valid original National Identity Card
- Original copies of certificate, result slips, etc. proving completion of the education levels mentioned in Section B.
- ONE (1) recent scanned colored passport size photo**, with not more than 200kb, with a white background, clearly showing both ears. This will be uploaded online.
- All required attachments will be scanned as original copies and uploaded online.

### **Section D: Private candidates registration fees**

- A private candidate **MUST** pay a non-refundable registration fee of 15,000 frw, so as to fully register.
- Payment of the registration fee **MUST BE DONE ONLY AFTER** the candidate has been issued with a payment number and a pin number from Irembo services. No refund will be made after payment. **Private candidates are therefore requested to carefully assess their eligibility conditions before proceeding to registration.**



## Section E: Registration process

1. A candidate **MUST** register online. Registration will be done at: [www.sdms.gov.rw](http://www.sdms.gov.rw), following the instructions provided online after opening the link: [https://sdms.gov.rw/sas-ui/public/nex\\_home.zul](https://sdms.gov.rw/sas-ui/public/nex_home.zul)
2. There are currently thirteen (13) Private Candidates' Registration Districts (PCRD) in the five (5) provinces nationwide. Those Districts and their codes are indicated below.
3. For online registration, a Private Candidate will choose the District where she/he will sit for examinations.

Registration centres for all private candidates are listed in the following table.

Province	District	District code
Kigali City	Nyarugenge	11
	Gasabo	12
	Kicukiro	13
Southern Province	Huye	24
	Nyamagabe	25
	Muhanga	27
Western Province	Karongi	31
	Rubavu	33
	Rusizi	36
Northern Province	Musanze	43
	Gicumbi	45
Eastern Province	Nyagatare	52
	Ngoma	56

4. Upon registration, a Private Candidate is issued with a unique identification number referred to as "Private Candidate's Index Number (PCIN)". This comprises of the following: (1) **the district code** (the district where the candidate registers), (2) **letters: PC** (denoting: Private Candidate), (3) **letters of the subject combination, option or trade** (e.g. PCB, for Physics, Chemistry, Biology or ECLPE for Early Childhood and Lower Primary Education), (4) **a three digit number** (the candidate's individual number) and (5) **the four digit year**. Example of a full PCIN is: **12PCPCB0052022**.
5. Even though some Private candidates register through TTCs, they remain with the status of "Private Candidates". Therefore, Private Candidates should have their specific



index numbers. No private candidate is allowed to register under the index numbers similar to that of regular students ( see the example PCIN in Section E.4 above).

6. Information about the Private Candidates Examination Center (PCEC) can be obtained from the District Director of Education (DDE) at the respective District headquarters.
7. Candidates **MUST** sit for National Examinations at the Private Candidates Examination Centre where they registered.
8. Apart from TTC private candidates, any other Private Candidate from general and TVET education cannot register at the school examinations centres. Any general education PC who registers at the school will have his/her candidature cancelled.

## Section F: Registration dates

Registration of A-Level and TVET Private Candidates for National Examinations will take place online from 03/03/2022 to 15/04/2022.

## Section G: General information

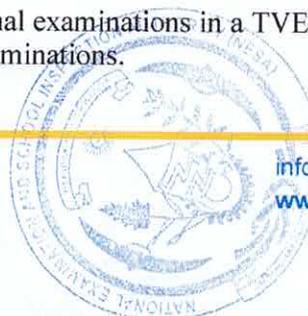
1. **Science practical and Technical practical examinations for general education and TVET:** Information regarding science practical examinations (**Physics, Chemistry & Biology**) and other details will be communicated to candidates two months before sitting for examinations.
2. **Reserving (carrying forward) of grades** obtained from previous A-Level, TVET or TTC National Examinations **is not permitted**. A candidate who intends to repeat A-Level National examinations **MUST repeat all subjects** in the subject combination or trade and must not change their subject combination, option or trade.
3. **Examination misconduct:** Every candidate is expected to respect all rules and regulations governing National Examinations. Failure to comply will result in punishment according to the law, rules and regulations governing National Examinations in Rwanda, which will be provided to candidates separately.
4. Any candidate who registers using forged documents, will be **REJECTED** at the time when it is proved that he/she was not eligible for registering as a Private Candidate. This shall also be pursued for criminal offence by competent organs.



5. **Identification documents to bring at the examinations centre.** A registered Private Candidate MUST bring with them a printed registration form (issued by NESAS) and a valid National Identity card on all his/her examination days.
6. **Examination Calendar.** Timetables for the examinations will be available to view, print, or download from NESAS website three months before sitting for examinations. The timetable will also be posted on NESAS notice board and available at schools, for those without access to internet.
7. Subject combinations which will be done in general education National Examinations in 2022 are:

No	COMBINATIONS	SUBJECT COMBINATION CODE
1	PHYSICS - CHEMISTRY – MATHEMATICS	PCM
2	PHYSICS - CHEMISTRY – BIOLOGY	PCB
3	MATHEMATICS - CHEMISTRY - BIOLOGY	MCB
4	MATHEMATICS - PHYSICS – GEOGRAPHY	MPG
5	MATHEMATICS - ECONOMICS – GEOGRAPHY	MEG
6	HISTORY - ECONOMICS – GEOGRAPHY	HEG
7	LITERATURE IN ENGLISH - FRENCH – KINYARWANDA	LFK
8	LITERATURE IN ENGLISH - KISWAHILI - KINYARWANDA	LKK
9	LITERATURE IN ENGLISH - KISWAHILI – FRENCH	LKF
10	MATHEMATICS-PHYSICS-COMPUTER SCIENCE	MPC
11	HISTORY-ECONOMICS-LITERATURE IN ENGLISH	HEL
12	MATHS-COMPUTER SCIENCE-ECONOMICS	MCE
13	BIOLOGY-CHEMISTRY-GEOGRAPHY	BCG
14	HISTORY – GEOGRAPHY – LITERATURE IN ENGLISH	HGL
15	LITERATURE IN ENGLISH - ECONOMICS – GEOGRAPHY	LEG

8. In addition to the combination subjects (mentioned above), all candidates in general education will sit for (a) General Studies and Communication Skills and (b) Entrepreneurship, as compulsory subjects in A-Level. Thus each candidate will sit for five subject exams.
9. A private candidate is responsible for his/her proper registration in SDMS. A candidate is responsible for any mistake committed during registration.
10. A private candidate who misses practical national examinations in a TVET trade or in a professional option automatically fails the examinations.



11. Available and examinable options across TTCs are listed below.

SN	District	School Name	School code (for private candidates only)	Options
1	Nyagatare	TTC Matimba	52PC	SME, LE, ECLPE, SRSE
2	Gatsibo	TTC Kabarore	53PC	SME, LE, ECLPE
3	Ngoma	TTC Zaza	56PC	SME, LE, ECLPE, SRSE
4	Rwamagana	TTC Bicumbi	51PC	SME, LE, ECLPE, SRSE
5	Bugesera	TTC Nyamata	57PC	SME, LE, ECLPE
6	Gicumbi	TTC de la Salle Byumba	45PC	SME, LE, ECLPE, SRSE
7	Nyamasheke	TTC Mwezi	37PC	SME, LE, ECLPE, SRSE
8	Rusizi	TTC Mururu	36PC	SME, LE, ECLPE, SRSE
9	Karongi	TTC Rubengera	31PC	SME, LE, ECLPE, SRSE
10	Gisagara	TTC Save	22PC	SME, LE, ECLPE, SRSE
11	Muhanga	TTC Muhanga	27PC	SME, LE, ECLPE, SRSE
12	Nyaruguru	TTC St J. Baptiste Cyahinda	23PC	SME, LE, ECLPE, SRSE
13	Nyamagabe	TTC Mbuga	25PC	SME, LE, ECLPE, SRSE
14	Rubavu	TTC Gacuba II	33PC	SME, LE, ECLPE, SRSE
15	Burera	TTC Kirambo	44PC	SME, LE, ECLPE, SRSE
16	Ngororero	TTC Muramba	35PC	SME, LE, ECLPE, SRSE

NOTE: Practical examination is organized by the TTC school of registration.



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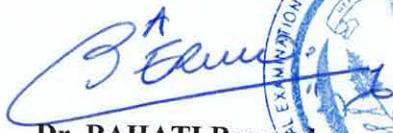
12. Available and examinable trades across TVETs are listed below.

S/No	Option name	Option Code
01	ACCOUNTING	ACC
02	AUTOMOBILE ELECTRICITY AND ELECTRONICS SYSTEMS	AES
03	AUTOMOBILE TRANSMISSION AND CONTROL SYSTEMS	ATC
04	ANIMAL HEALTH	ANH
05	GRAPHIC ARTS	ART
06	BUSINESS SERVICES	BUS
07	CARPENTRY	CAP
08	CROP PRODUCTION	CPR
09	CUSTOMS AND TAXES OPERATIONS	CTO
10	CULINARY ARTS	CUA
11	ELECTRONIC SERVICES	ELS
12	FOOD AND BEVERAGE SERVICES	FBS
13	FOOD PROCESSING	FOP
14	FORESTRY	FOR
15	HYDROPOWER ENERGY	HPE
16	INDUSTRIAL ELECTRICITY	IEL
17	PAINTING, DECORATION AND INTERIOR DESIGN	IND
18	LAND SURVEYING	LSV
19	MASONRY	MAS
20	MULTIMEDIA	MLM
21	MECHANICAL PRODUCTION TECHNOLOGY	MPT
22	NETWORKING	NET



23	OFFICE MANAGEMENT	OFM
24	PLUMBING	PLB
25	ROAD CONSTRUCTION	RCT
26	CERAMICS AND SCULPTURE	SCE
27	SOLAR ENERGY	SEN
28	SOFTWARE DEVELOPMENT	SOD
29	TAILORING	TAL
30	TELECOMMUNICATION	TEL
31	TOURISM	TRS
32	WELDING	WEL
33	MUSIC	MUS

Done at Kigali, 28/02/2022




**Dr. BAHATI Bernard**  
Director General