The West African Examinations Council

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Date: October 30, 2026

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CONFIDENTIAL

Dear Sir/Madam,

FOR MAIN CO-ORDINATION AND MARKING OF SCRIPTS

You are cordially invited to serve at as in TEAM . Your Examiner's invitation number is

The programme is as detailed below:

1. PROGRAMME

(1) Coordination of CE's and TL's -
(2) Main Coordination Meeting - -
(3) Marking Period, Submission of Scripts, Mark Sheets and EMS - -

(4) Departure of Chief Examiners, Team Leaders and Assistant Examiners -

Except otherwise decided, there will be two sessions a day as follows:

Morning Session	-	9.00a.m.	-	1.00 p.m.
Break	-	1.00p.m.	-	2.00 p.m.
Afternoon Session	-	2.00 p.m.	-	5.00 p.m.

2. REMUNERATION

The Council shall pay you a marking fee of ₦ per script. Other fees as might be applicable are stated below:

(1) Main Coordination Fee:

(a) For all Subjects **except** English Language and Lit.-in-English

Chief Examiners	-	N13,338.00
Team Leaders	-	N11,934.00
Assistant Examiners	-	N8,424.00

(b) For English Language and Lit-in-English only

Chief Examiners	-	N14,040.00
Team Leaders	-	N12,168.00
Assistant Examiners	-	N9,360.00

(2) Chief Examiners'/Team Leaders' One day Coordination Fee:
One Third (1/3) of Main Coordination fee.

(3) Vetting Fee: Chief Examiners - N 9,360.00
Team Leaders In-Charge - N 8,892.00

Team Leaders - N 8,190.00
Chief Examiners/Team Leaders with less than Five Examiners - N 7,488.00

(4) Lump Sum: Chief Examiners - N 11,700.00
Team Leaders-In-Charge - N 9,360.00
Other Team Leaders - N 9,360.00

(5) Chief Examiners/Team Leaders who are compelled by circumstances to mark extra scripts outside their normal allocations are entitled to claim 50% of Cordination fee while the extra scripts will be calculated on N28.80 for lump sum and marking fee per Subject/Paper.

(6) Attendance Fee: N 5,850.00

(7) Subject Report/Examination Malpractice Report:

(i) Chief Examiners, Team Leaders-In-Charge and the first Team Leader in all Subjects/Papers (with less than three teams) are required to write established cases of subject reports. N540.00 will be paid per report for writing the reports.

(ii) A special form will be given to you to report cases of examination malpractice discovered during the marking. Four Hundred Naira only (N400.00) cash per case will be paid for an established and useful report. A report must also be submitted on each Centre listed for scrutiny whether or not malpractice cases have been discovered.

3. VETTING OF SCRIPTS

Scripts shall be vetted in the order listed below:

(1) The Chief Examiner/Team Leader-In-Charge must vet the scripts marked by Team Leaders.
(2) Team Leaders must vet scripts of all Assistant Examiners under them.
(3) Chief Examiners and Team Leaders are to ensure that Assistant Examiners submit their marked scripts for vetting in batches so that by the 5th day of marking, 50% of the scripts of their examiners are vetted and submitted for checking.

4. SANCTIONS FOR MISCONDUCT

(1) Farming out of scripts is not allowed in any circumstance. Any Examiner caught doing so will be permanently blacklisted.
(2) Failure to report malpractice cases that were discovered during marking will be blacklisted for one year.
(3) Any Examiner caught impersonating will be handed over to the police and reported to his/her employer in addition to being permanently blacklisted.
(4) Failure to declare interest in WAEC Examination will attract blacklisting for one year.

Any Examiner inadvertently given multiple invitations must draw Council's attention to the multiple invitations.

WAEC will take disciplinary action against any misconduct including, but not limited to:

(1) Loss of scripts,
(2) Careless handling of mark sheets, EMS and ICMS,
(3 Absenteeism at marking venue,
(4) Poor marking and vetting including wrong addition and wrong transfer of marks,
(5) Reported abuse of the facilities of the host institution,
(6) Marking in more than one paper/venue,
(7) Failure to submit scripts to Chief Examiner/Team Leader-In-Charge for vetting.

5. SUBMISSION OF CLAIM FORMS

Immediately after collection of scripts, all claim forms should be completed without delay for the purpose of checking and preparing vouchers for e-payment.

6. GETTING IN CONTACT

All Examiners should supply their current postal/residential addresses, telephone numbers and e-mail addresses to their Chief Examiners/Team Leaders for the compilation of the final list of Examiners at the marking venue. Any change of address in future should be communicated to WAEC, Yaba, **stating your subject/paper**. Examiners must ensure that their names and addresses are correct on the final list.

7. DECLARATION OF INTEREST

Examiners should declare the name and examination number of their spouse, children and relatives/wards who have participated in the WASSCE For at the marking venue before the commencement of marking, giving details of their interest. A form for this will be given to each Examiner on request and the completed forms should be returned to your Subject Officer at the end of the Main Coordination.

8. CONFIDENTIALITY OF APPOINTMENT

Please note that your appointment as Council's Chief Examiner/Team Leader/Assistant Examiner is CONFIDENTIAL. You are not expected to disclose this to obtain any advantage for yourself e. g. by mentioning it to candidates whose scripts were marked by you or in any article/book published by you or in application for jobs, etc.

9. BRIEFING

A general briefing will precede the main coordination meetings on . All Examiners are required to attend.

The briefing notes can be downloaded from the same portal as that used for the printing of invitation letters. Examiners reporting for this conference marking are deemed to have accepted the conditions stipulated in this letter. Trade Union Activities by Examiners will not be allowed. All the foregoing conditions shall be legally binding on the West African Examinations Council and the Examiners and are not negotiable at the marking venue.

10. APPRECIATION

The Council appreciates your past dedication and sacrifices and looks forward to your continued cooperation and service to the nation in the future marking exercises.

***To be a Team-Leader-In Charge, you must have more than 2 teams under you. Such Team Leader-In-Charge must vet the scripts of other Team Leaders under him/her.**

Note:

(1) The Council reserves the right to alter any aspect of your rate of payment if any discrepancy in the rate is discovered during or after the marking exercise.

(2) Examiners who have been absent for two consecutive times without giving Council prior notice will not be invited for subsequent exercises until they apply in writing for reinstatement.

(3) Examiners will be paid using bank schedules. You are kindly requested to supply your bank account details and bank sort code.

Thank you.

Yours faithfully,



SDR, Test Administration
FOR: HEAD OF NATIONAL OFFICE