

RULES AND REGULATIONS for private candidates
intending to sit for 2023 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"> • A private candidate is a person who registered for A-Level National Examinations but is not enrolled for full-time education in a secondary school. • A private candidate may be coached by specialized centres or him/her self-coached.
PCRD	Private Candidate Registration Districts: These are designated districts where potential private candidates must register online and sit for Advanced Level and TVET National Examinations.
PCEC	Private Candidate Examination Centers: These are designated locations where registered private candidates sit for A-level and TVET National Examinations.
PCIN	Private Candidate Index Number: it is a unique number given to a registered private candidate to identify him/her during the examination period. It also appears on the examination result slip/Certificate issued to the candidate.
TTC	Teacher Training College
TVET	Technical and Vocational Education Training

Section A: Introduction

These guidelines are intended to guide eligible private candidates who wish to register and sit for A-Level National Examinations.

Section B: Conditions of eligibility to register as a private candidate

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

1. A person who previously sat for A-Level National Examinations in Rwanda (or equivalent in other countries).
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 gave out the certificate.
2. A person who sat for O-Level National Examinations (or the equivalent in other countries) and did not enter or complete A-Level. Potential candidates should at least have finished Ordinary Level five years ago i.e. before 2018.
3. A person who completed S3 (or equivalent) before the year 2000 when Ordinary Level National Exams were not administered in the Rwandan education system.
4. A person with a qualification obtained 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 Auxiliaire)
 - ENA (Ecole Normale Auxiliaire)
 - ENTA (Ecole Normale Technique Auxiliaire)
 - Section Familiale
 - CERAR (Centre d'Education Rurale et Artisanale au Rwanda)
 - CERAI (Centre d'Education Rurale et Artisanale Intégrée)
5. Eligible candidates to register for TTC National Examinations as private candidates are only those who have obtained a secondary school certificate in teacher education (provided by TTCs). However, graduates from "Normale Primaire", "Humanités Pédagogiques" or equivalent are also eligible. This implies that those candidates either failed or want to improve on their previous performance.

TTC private candidates must register in a TTC school of their choice, where they will undergo intensive pedagogical training, carry out internship and be rigorously prepared to face final teaching practical examinations.

6. Eligible **candidates for TVET level 5** are:
- Individuals who graduated from TVET schools in previous years and want to improve on their results.
 - Individuals who sat for O-Level National Examinations (or equivalent in other countries) but did not enter or complete A-Level. Potential candidates should at least have finished Ordinary Level five years ago.

Section C: Requirements for registration as a private candidate

In the registration process, a private candidate should upload into the system:

- A valid copy of the National Identity Card
- Original copies of certificates, result slips, etc. proving completion of the education levels mentioned in Section B.
- A coloured passport-size photo** with not more than 200kb, with a white background and clearly showing both ears.
- All those required documents shall be scanned as original copies and uploaded online.

Section D: Private candidates' registration fees

- A private candidate **MUST** pay a non-refundable registration fee amounting to **15,000 frw.**
- Payment of the registration fee **MUST BE DONE ONLY AFTER** the candidate has been issued a bill number and a pin number from Irembo Services. This bill number expires after 5 days. Private candidates are therefore requested to carefully assess their eligibility conditions before proceeding with registration.

Section E: Registration process

- A candidate **MUST** register **online. Registration is done through: www.sdms.gov.rw, by following the instructions provided online** (see registration process on attachment).
- There are currently thirteen (13) Private Candidates' Registration Districts (PCRD) in the whole country. Those Districts and their codes are indicated in the table below.
- To register, a Private Candidate will choose one district where she/he will sit for examinations.

Registration centres for private candidates

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 is comprised of (1) **the district code** (the district where the candidate registers); (2) **letters: PC** (denoting: Private Candidate), (3) **Abbreviation 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 Private Candidate Index Number: **12PCPCB0052023**
5. Private candidates who register through TTCs remain with the status of "Private Candidates". Therefore, they must have their specific index numbers. No private candidate is allowed to register under index numbers similar to regular students' (see the example of PCIN in Section E.4 above).
6. Information about Private Candidates' Examination Centers (PCEC) can be obtained from the District Director of Education (DDE) office at the District headquarters.
7. Candidates **MUST** sit for A-Level National Examinations at the Private Candidates Examination Centre where they registered.
8. Apart from TTC private candidates, no Private Candidate from general and TVET education can register at a school. Any A-Level or TVET PC who registers at a school will have his/her candidature cancelled.

Section F: Registration dates

Registration of A-Level and TVET Private Candidates for National Examinations will be done online from **01/04/2023 to 15/05/2023**

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 National Examinations **is not permitted**. A candidate who intends to repeat A-Level National examinations **MUST repeat all subjects** in the subject combination 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 with them 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** when it is discovered that he/she was not eligible to register as a Private Candidate. She /He 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 him/her a printed registration form (issued by NESAS) and a valid National Identity Card on all his/her examination days.
6. **Examination Calendar:** Timetables for National Examinations will be available to view, print, or download from NESAS or MINEDUC's website three months before the candidates' sitting for examinations. The timetable will also be posted on NESAS website and made available at schools, for those without access to internet.
7. Subject combinations for which National Examinations will be done in General Education in 2023 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 above-mentioned combination subjects, all the candidates in General Education will take compulsory exams of (a) General Studies and Communication Skills and (b) Entrepreneurship. Thus, each candidate will sit for five subject exams.
9. Any candidate who misses one or more subject examinations does not qualify for certification.
10. The following are the examinable options across TTCs for private candidates.

SN	District	School Name	Options
1	Nyagatare	TTC Matimba	SME, LE, ECLPE, SRSE
2	Gatsibo	TTC Kabarore	SME, LE, ECLPE
3	Ngoma	TTC Zaza	SME, LE, ECLPE, SRSE
4	Rwamagana	TTC Bicumbi	SME, LE, ECLPE, SRSE
5	Bugesera	TTC Nyamata	SME, LE, ECLPE
6	Gicumbi	TTC de la Salle Byumba	SME, LE, ECLPE, SRSE
7	Nyamasheke	TTC Mwezi	SME, LE, ECLPE, SRSE
8	Rusizi	TTC Mururu	SME, LE, ECLPE, SRSE

9	Karongi	TTC Rubengera	SME, LE, ECLPE, SRSE
10	Gisagara	TTC Save	SME, LE, ECLPE, SRSE
11	Muhanga	TTC Muhanga	SME, LE, ECLPE, SRSE
12	Nyaruguru	TTC St J. Baptiste Cyahinda	SME, LE, ECLPE, SRSE
13	Nyamagabe	TTC Mbuga	SME, LE, ECLPE, SRSE
14	Rubavu	TTC Gacuba II	SME, LE, ECLPE, SRSE
15	Burera	TTC Kirambo	SME, LE, ECLPE, SRSE
16	Ngororero	TTC Muramba	SME, LE, ECLPE, SRSE

NOTE: Practical examination is organized by the TTC where the candidate registered.

11. The following are the examinable trades in TVET for private candidates:

S/N	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, DECOLATION AND INTERIOR DESIGN	IND

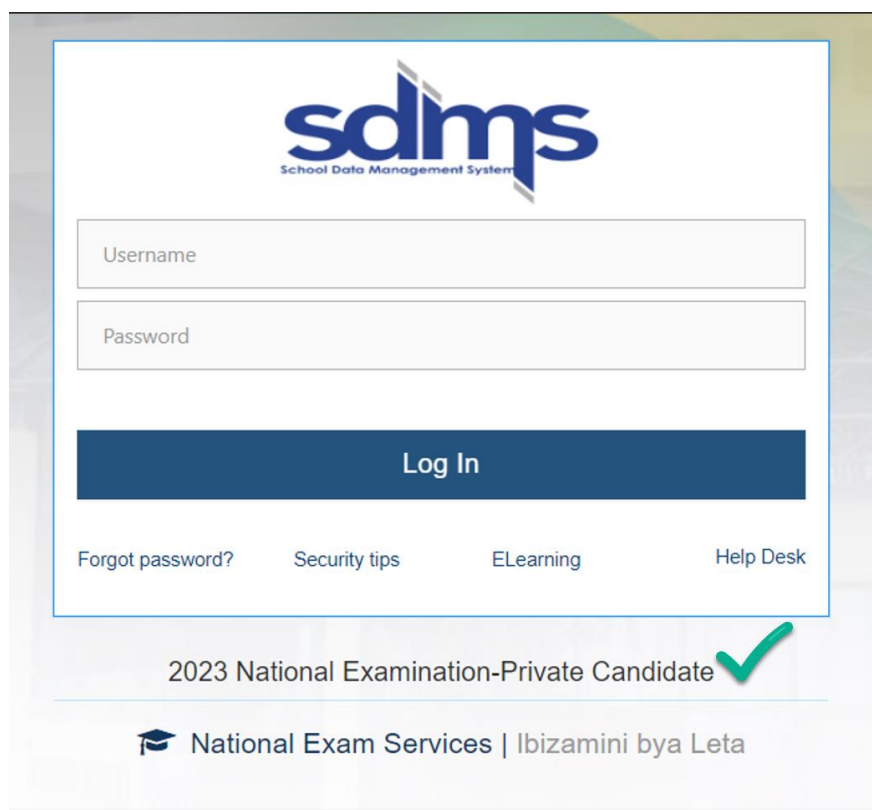
18	LAND SURVEYING	LSV
19	MASONRY	MAS
20	MULTIMEDIA	MLM
21	MECHANICAL PRODUCTION TECHNOLOGY	MPT
22	NETWORKING	NET
23	OFFICE MANAGEMENT	OFM
24	PLUMBING	PLB
25	ROAD CONSTRUCTION	RCT
26	CERAMICS AND SCULPTURE	SCE
27	SOLAR ENERGY	SEN
28	SOFTWARE DEVELOPMENT	SOD
29	TAILORING	TAL
30	TELECOMMUNICATION	TEL
31	TOURISM	TRS
32	WELDING	WEL
33	MUSIC	MUS
34	SOFTWARE PROGRAMING AND EMBEDDED SYSTEM	SPE

Done at Kigali, 04/04/2023

Dr. BAHATI Bernard
Director General

STEP ONE:

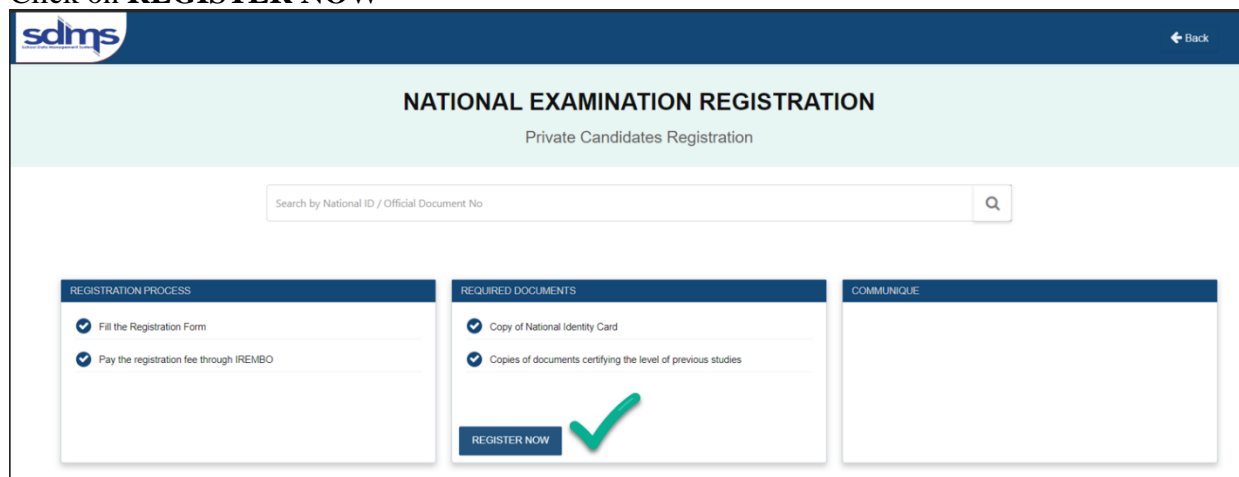
Open the browser and type this link: <https://sdms.gov.rw/sas-ui/login.zul> or type: www.sdms.gov.rw. Then, click on: 2023 National Examination-Private Candidate



The screenshot shows the SDMS (School Data Management System) login interface. At the top is the SDMS logo. Below it are two input fields: 'Username' and 'Password'. A large blue 'Log In' button is centered below the fields. At the bottom of the login box are four links: 'Forgot password?', 'Security tips', 'ELearning', and 'Help Desk'. Below the login box, the text '2023 National Examination-Private Candidate' is displayed with a green checkmark. At the very bottom, there is a navigation bar with a graduation cap icon and the text 'National Exam Services | Ibizamini bya Leta'.

Step two:

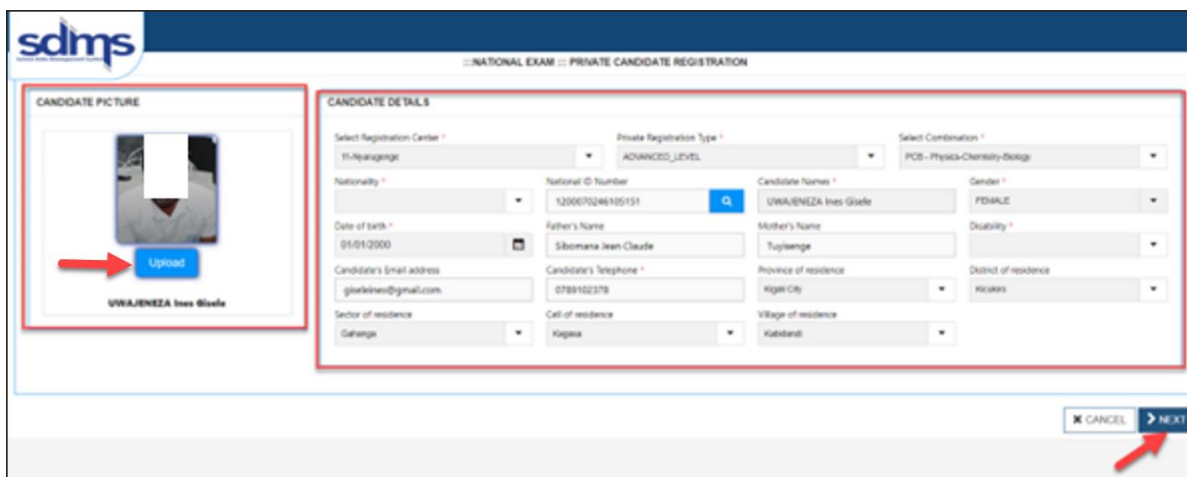
Click on **REGISTER NOW**



The screenshot shows the 'NATIONAL EXAMINATION REGISTRATION' page for 'Private Candidates Registration'. At the top left is the SDMS logo and a 'Back' button. Below the title is a search bar with the placeholder text 'Search by National ID / Official Document No' and a search icon. The page is divided into three columns: 'REGISTRATION PROCESS', 'REQUIRED DOCUMENTS', and 'COMMUNIQUE'. The 'REGISTRATION PROCESS' column has two items: 'Fill the Registration Form' and 'Pay the registration fee through IREMBO', both with checkmarks. The 'REQUIRED DOCUMENTS' column has two items: 'Copy of National Identity Card' and 'Copies of documents certifying the level of previous studies', both with checkmarks. A blue 'REGISTER NOW' button with a green checkmark is located at the bottom of the 'REQUIRED DOCUMENTS' column. The 'COMMUNIQUE' column is currently empty.

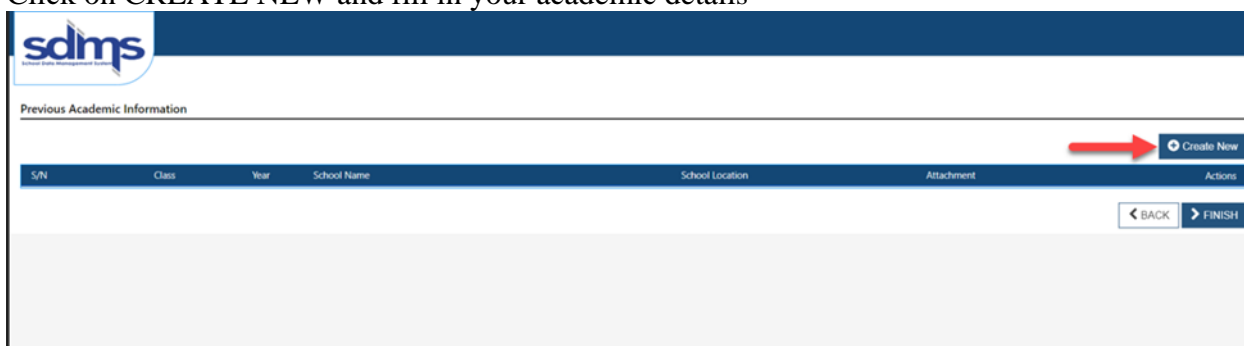
Step Three:

Fill in the provided form, upload a photo and click on NEXT

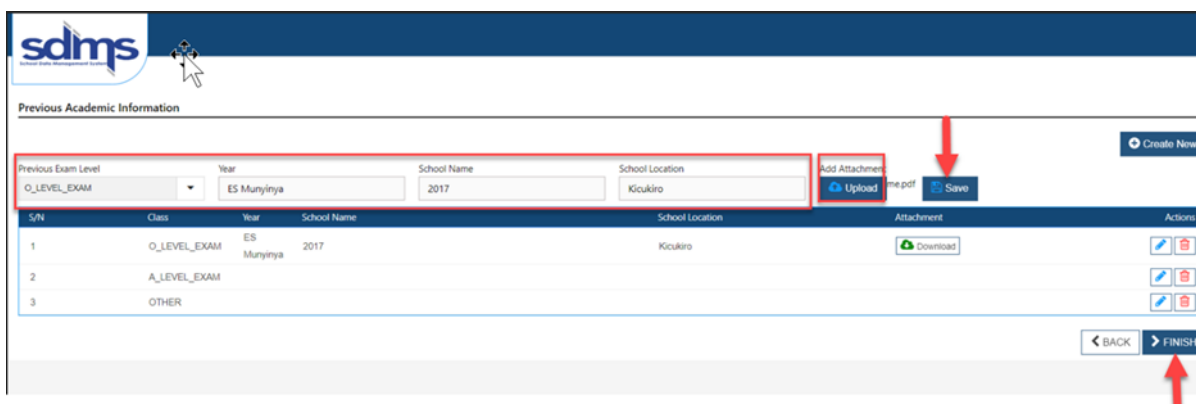


Step Four:

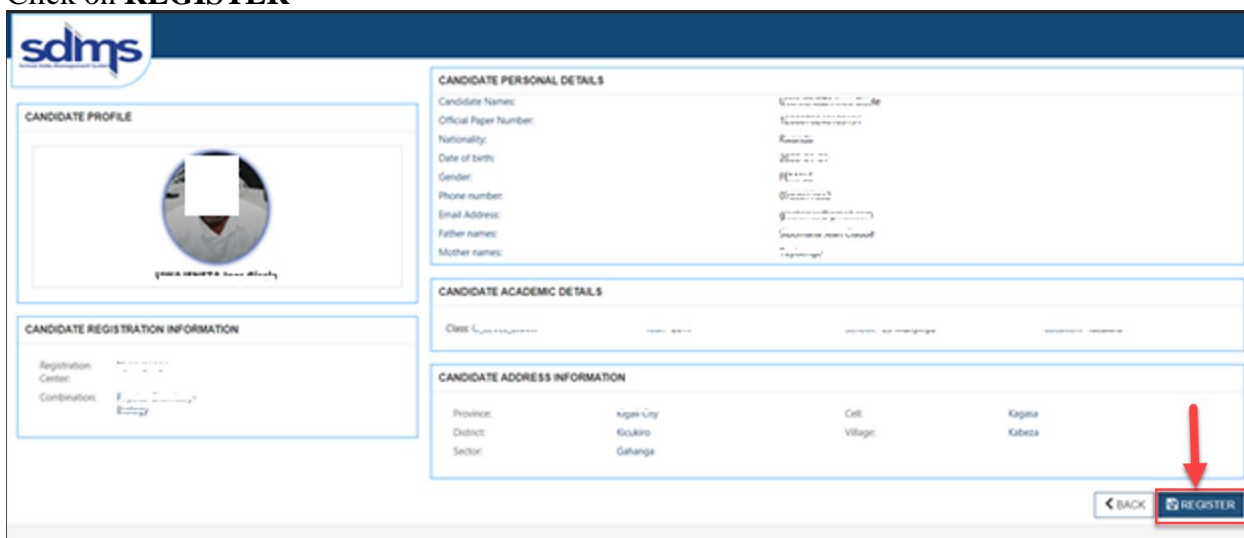
Click on CREATE NEW and fill in your academic details



Having filled in academic detail and uploaded the required documents, click on save and go to FINISH



Step Five:
Click on **REGISTER**



sdms

CANDIDATE PROFILE

CANDIDATE PERSONAL DETAILS

Candidate Name: [Redacted]
 Official Paper Number: [Redacted]
 Nationality: [Redacted]
 Date of birth: [Redacted]
 Gender: [Redacted]
 Phone number: [Redacted]
 Email Address: [Redacted]
 Father name: [Redacted]
 Mother name: [Redacted]

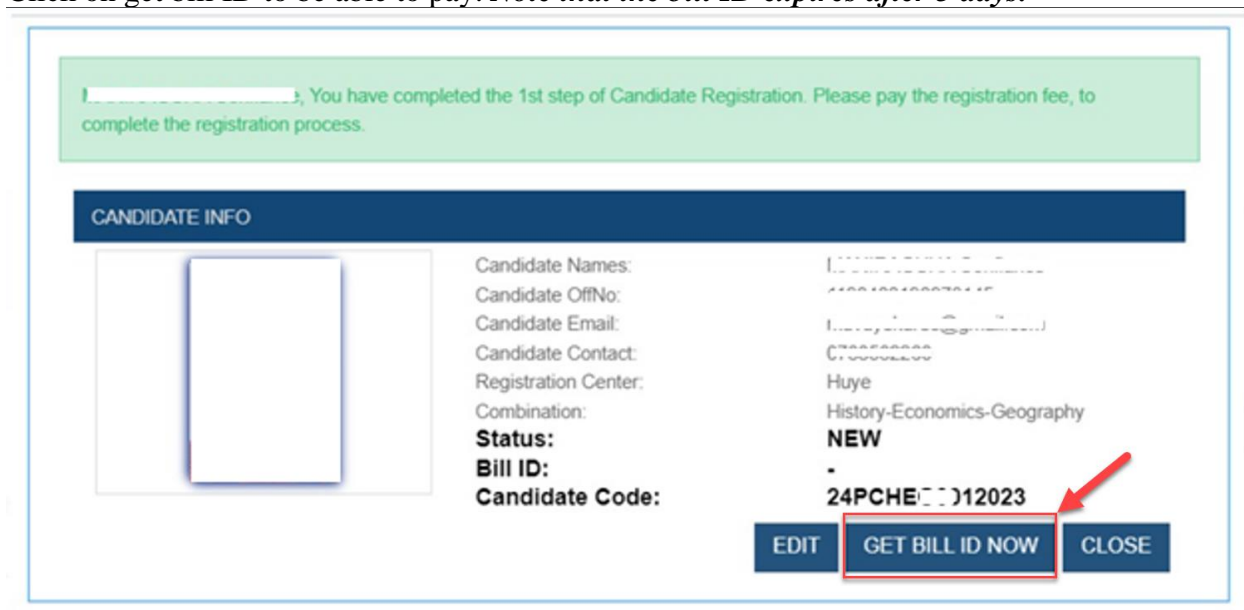
CANDIDATE ACADEMIC DETAILS

Class: [Redacted]

CANDIDATE ADDRESS INFORMATION

Province: Kigali City Cell: Kigali
 District: Kicukiro Village: Kibiza
 Sector: Gashyamba

STEP SIX:
Click on get bill ID to be able to pay. *Note that the bill ID expires after 5 days.*



[Redacted], You have completed the 1st step of Candidate Registration. Please pay the registration fee, to complete the registration process.

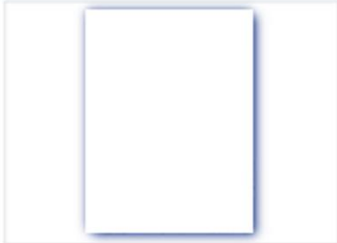
CANDIDATE INFO


Candidate Names: [Redacted]
 Candidate OffNo: [Redacted]
 Candidate Email: [Redacted]
 Candidate Contact: [Redacted]
 Registration Center: Huye
 Combination: History-Economics-Geography
Status: NEW
Bill ID: -
Candidate Code: 24PCHE[Redacted]12023

STEP SEVEN:

After payment, print your registration form by clicking on print form

CANDIDATE INFO

	Candidate Names: _____
	Candidate OffNo: _____
	Candidate Email: _____
	Candidate Contact: _____
	Registration Center: _____
	Combination: Physics-Chemistry-Biology
	Status: VALIDATED ✓
	Bill ID: 990328980852
	Candidate Code: 1:_____2

 **PRINT FORM** **CLOSE**