About SSCE Internal

The SENIOR SCHOOL CERTIFICATE EXAMINATION (SSCE) INTERNAL is taken by candidates in the final year of Secondary School Education.

The SSCE INTERNAL offline and online applications are a suite of software that enables centres to register their candidates, make payment, and manage their candidates' information for the SSCE internal (Jun/Jul) Examination.

With the SSCE (Internal) Examination Portal, you are able to:

1. Update Centre information by creating an admin account.
2. Make payment for validated candidates.
3. Upload candidates' information and generate exam numbers.
4. View candidates and print photo cards.
5. Upload candidates' third-year continuous assessment scores (CA3)

Any centre registering less than 20 candidates is deemed unviable and will have to pay an unviable fee.

How to claim an existing centre

1. If you wish to change your centre's admin email address, then you have to claim the centre.
2. Visit https://ssceinternal.neco.gov.ng   to claim a centre

3. Enter your School Number and click on Continue button just like in the image below.

4. Enter your school admin information which includes Full Name, Email Address, Phone Number, select school type and Address, then click on the Submit button.

5. Once your claim has been approved, an invitation email with your login credentials (username and password) will be sent to your email.

Hi, charles sylvester an account was created for you with NEMIS with the following login credentials:

Username: charles.jigodiya+internal1@microbridge.com.ng

Password: 208367

Thanks,
The Neco Team

Need Help?
support@neco.gov.ng

6. You can login with your Centre Number, Username and Password provided in the email.

How to Login to your SSCE Internal account

To log in to your school's SSCE Internal account, simply visit https://ssceinternal.neco.gov.ng

● Enter your School Number, Email Address and Password then click on the Login button.

How to Login to your SSCE Internal app

1. Launch the offline application
2. Enter your School Number and click on Proceed to download the school's details to continue.

Note: you have to connect to internet and click on Download School Details button

3. After downloading the school details, you have to login with you Username(school admin's email) and Password to proceed to the dashboard by clicking on Login button.
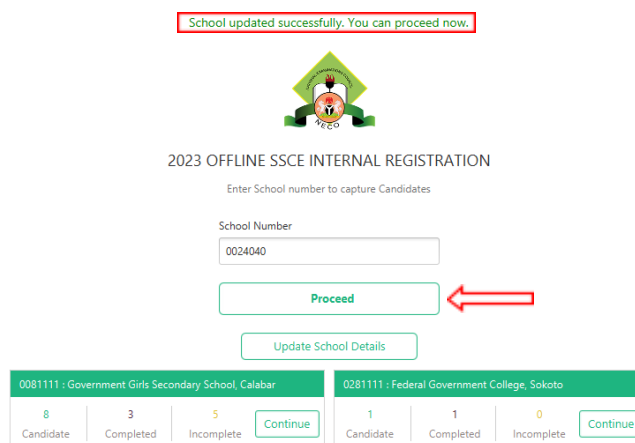
4. The school update status will be displayed at the top of the page, by clicking the Proceed button it will take the admin to the dashboard

How to change admin login password

If you have forgotten your login password or you just wish to change your centre's login details,simply visit the SSCE Internal login page https://ssceinternal.neco.gov.ng

1. Click on the Reset it button

2. You will be directed to another page where you will need to enter your registered admin email address in order to proceed. Then click on Reset Password
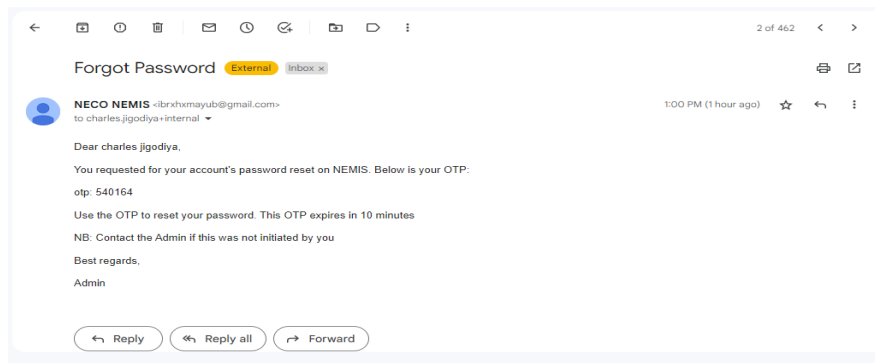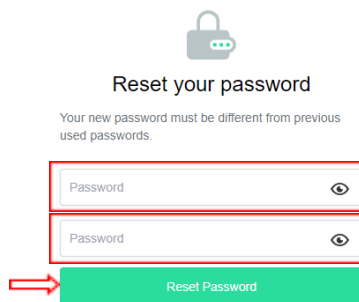
3. An email will be sent to your mailbox with an **OTP**.(The OTP expires in 10 minutes)

4. You will be directed to a page to enter the OTP and click on Verify button
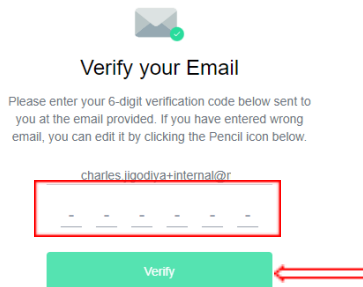
5. You will be redirected to a page to set a new password and click on the Reset Password button.

6. Upon successful completion, a notification will appear indicating that your password has been changed, and you will be directed to log in.
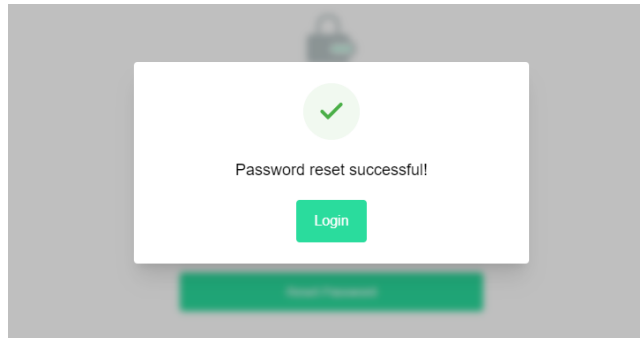
7. To change your admin password while logged in, go to the Profile Information section, and provide your current password and the new password you want to use. Click on **Save** button to confirm the effect

How to register candidates

The registration process can only be completed using the offline application. You will need to collect the student's personal information including the biometrics and then upload it online. Note: Internet service is required at the point of upload.

Once you log in to the offline application, you will be directed to the dashboard.

1. Click on Add New Candidate or Registration button in the top right corner to proceed to the page where you can gather personal information from the student.

2. A registration form will be displayed. When the registration form appears, enter the candidate's information into the appropriate fields.

3. Then click on Select subject to proceed to the next field to input the CA1 and CA2.
On this page you are required to select the candidate's subjects. There are three core subjects Mathematics, English, and Civic Education which are already auto-selected by the system

Select an additional 6 or 5 subjects which must include at least one Trade subject and fill in the candidate's CA1 and CA2 scores for all selected subjects.

4. Click on the Trade column to select a subject.

5. Click on the Passport Capture and it will take you to a page where you are required to upload the candidate's passport photograph. Click on the Browse Passport to select the passport photograph.

6. You can click on the Browse Passport again if you selected a wrong passport or the Save button to submit the passport.
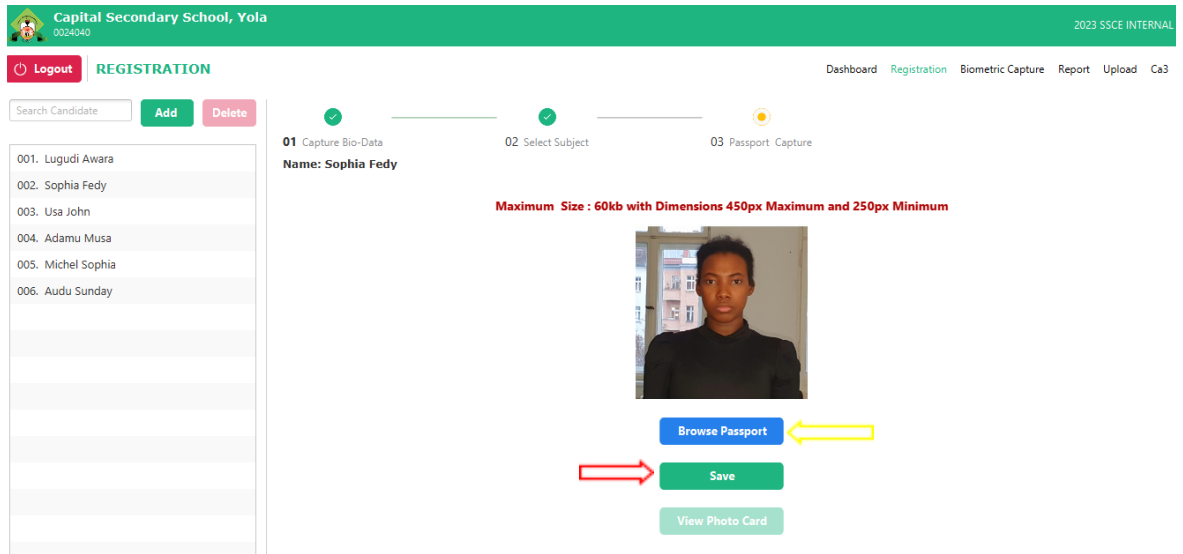
7. Click on Ok to proceed to the next.
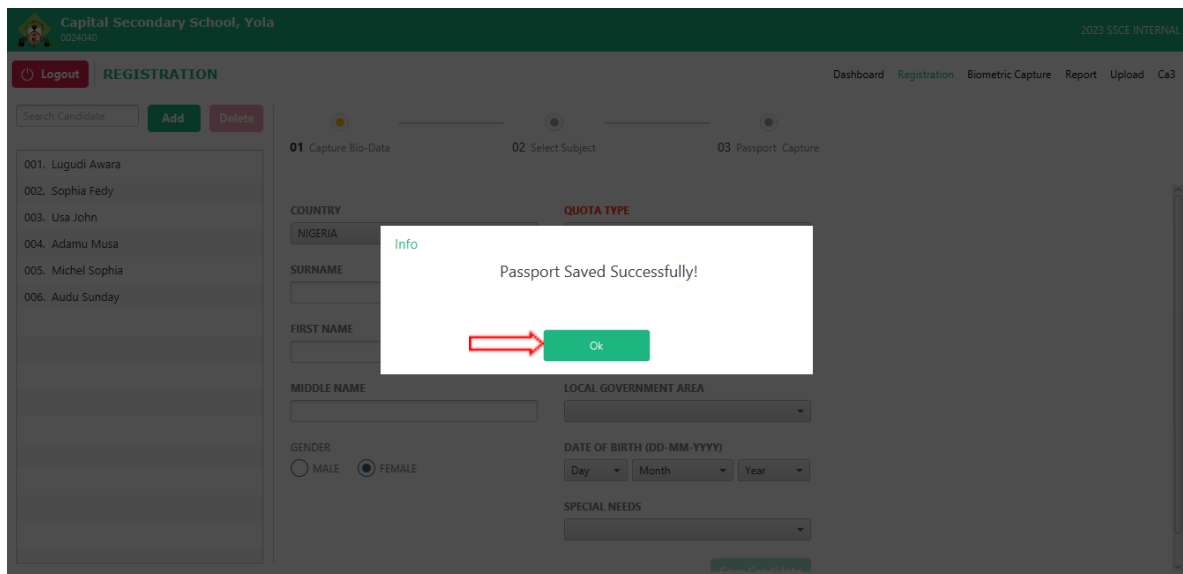
How to view your registered candidates

To view newly registered candidates,

1. click on the **Dashboard**.

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

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

How to edit your added candidates

!IMPORTANT: It is important to note that the editing of candidates is a privilege that is only available prior to their validation process. Once candidates have been validated and uploaded through the SSCE Internal app, the opportunity to make any further changes to their information is no longer possible. This is because the validation process ensures the accuracy and integrity of the candidate's information, and any subsequent changes may compromise this integrity.

1. Click on the Registration button.

2. 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 to confirm the changes.

How to print Reports

1. Click on the Report button, it will take the admin to a page with multiple report button options.

2. Click on the desired report. The system will export the selected report to a folder of your choice on your computer. This will allow for easy access and printing of the report.
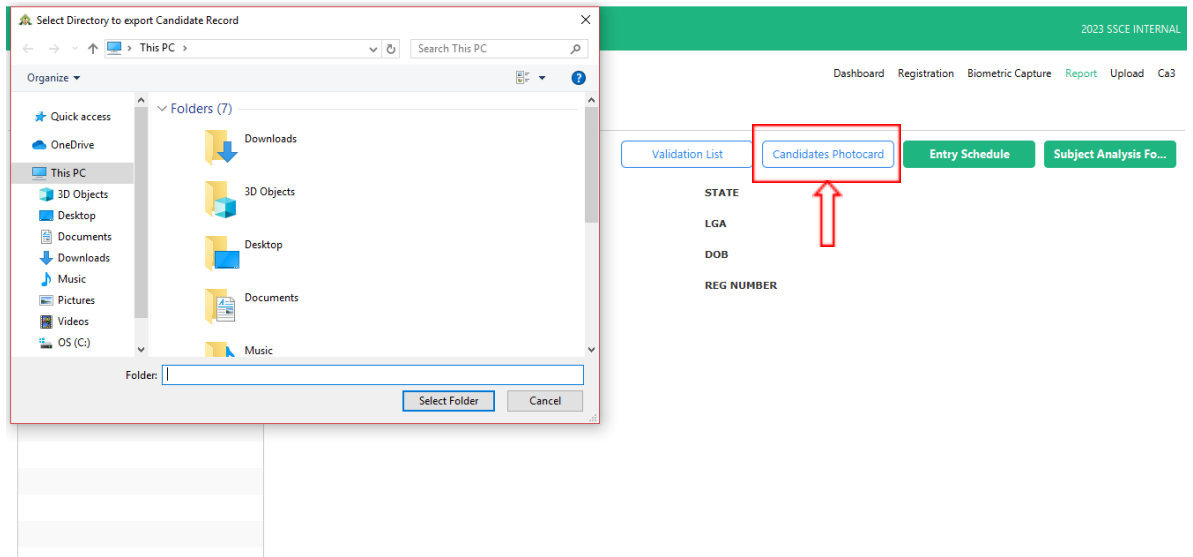
How to pay for Registration Quotas & Syllabus

*!!! 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.*

1. To make a payment, access the SSCE Internal dashboard at https://ssceinternal.neco.gov.ng, sign in to your account, navigate to Purchase Quota button on the Dashboard and click it to begin the payment process.
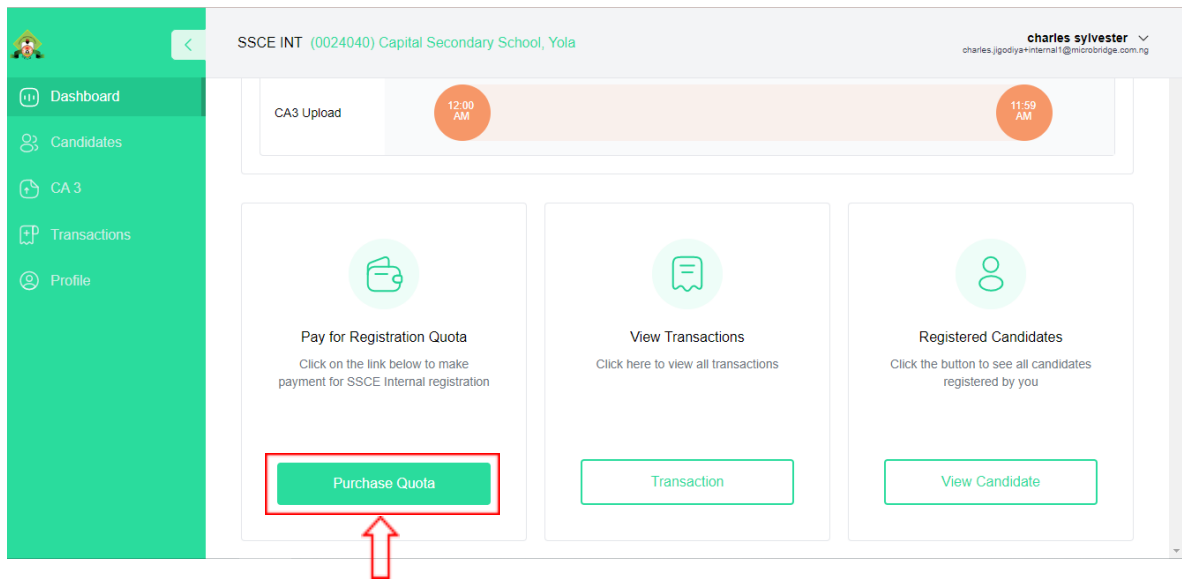
2. A form will be displayed, enter the total number of registration quota and syllabus you would like to purchase then click on Go to Payment button
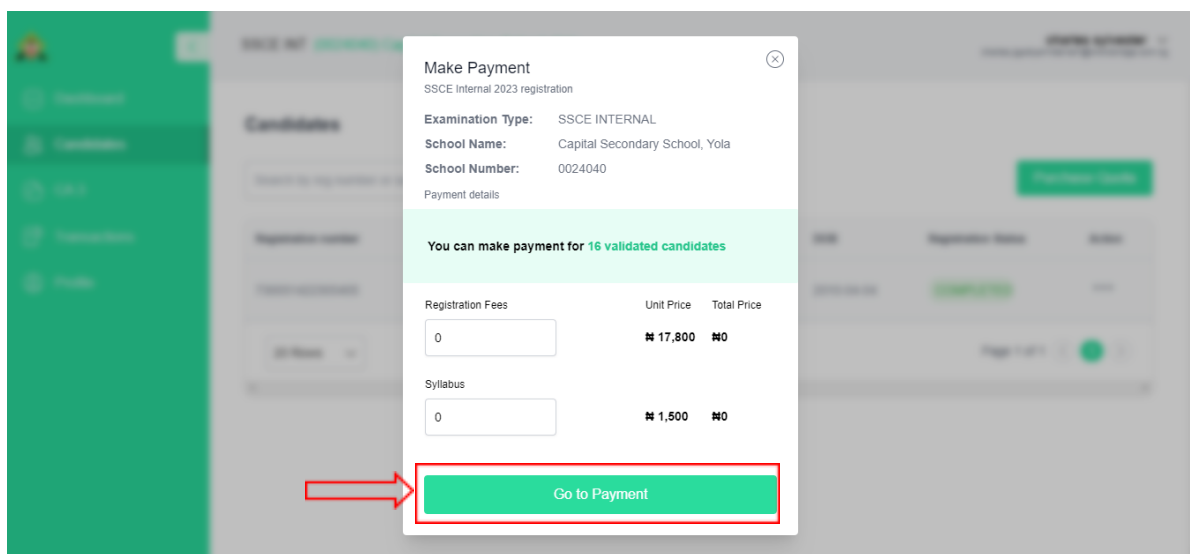
3. A breakdown of the items you are paying for and the total amount will be displayed for you to crosscheck before proceeding to make payment

4. To proceed with making payment, check the corresponding checkbox and click on the Submit button.

!!!IMPORTANT: If you do not select the checkbox, you will not be able to proceed to make a payment, and once you have verified and made payments, these payments are non-refundable.

5. You will be redirected to the Remita page to make the payment. The amount payable will be displayed. Click on Submit.

6. Choose your preferred payment method and fill in the required details, then click on PAY

7. Once the payment process has been completed successfully, the summary of the transaction details such as the amount paid, transaction reference will be displayed.
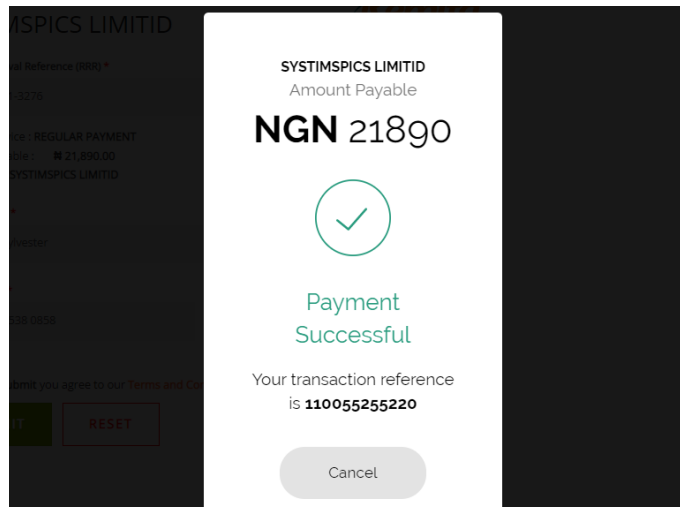

8. After a successful payment, the user will be automatically redirected to the transaction page. On this page, a notification message will be displayed on the top right corner of the screen to confirm that the transaction was completed successfully.
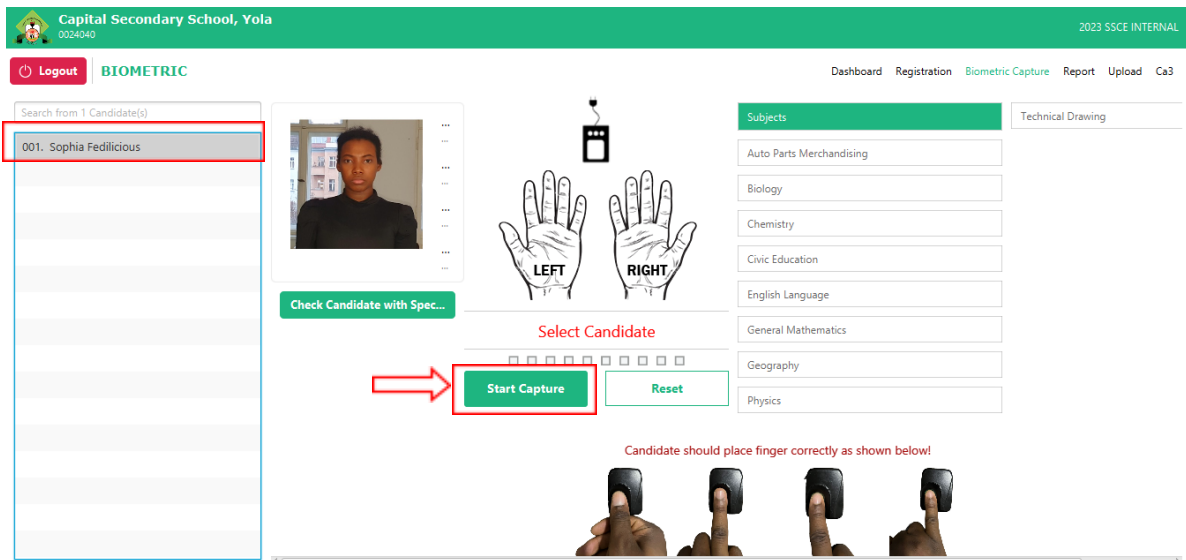
How to capture candidates' biometrics

1. On your dashboard click on the Biometric Capture button to start the biometric exercise.
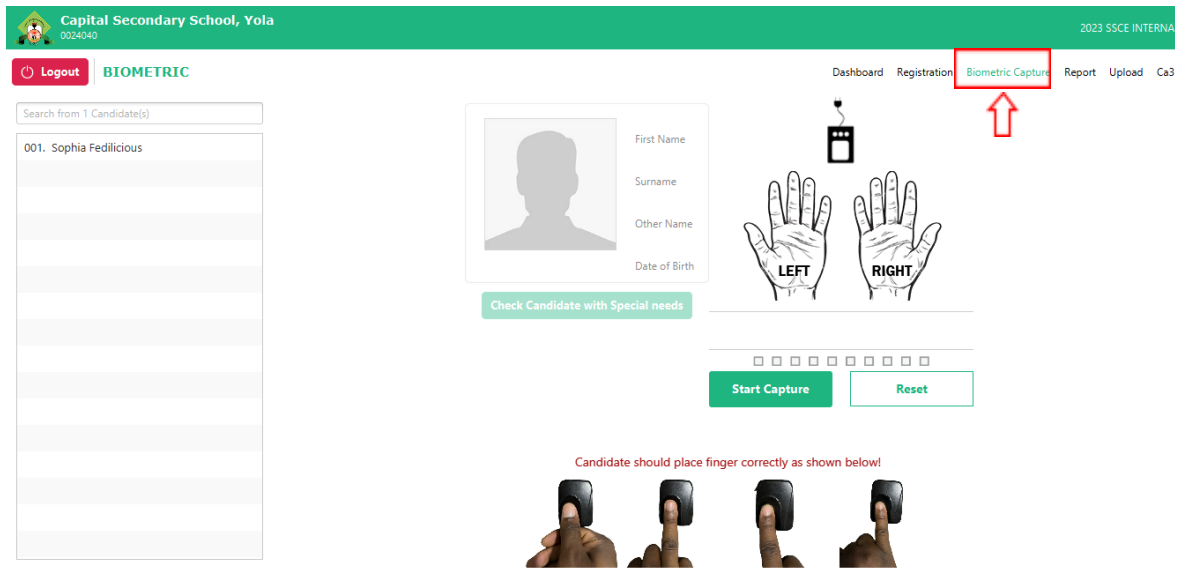
2. To begin capturing your fingerprint, connect your fingerprint scanner to your computer, select the candidate for whom you want to capture the fingerprint, and then click on the Start Capture button.
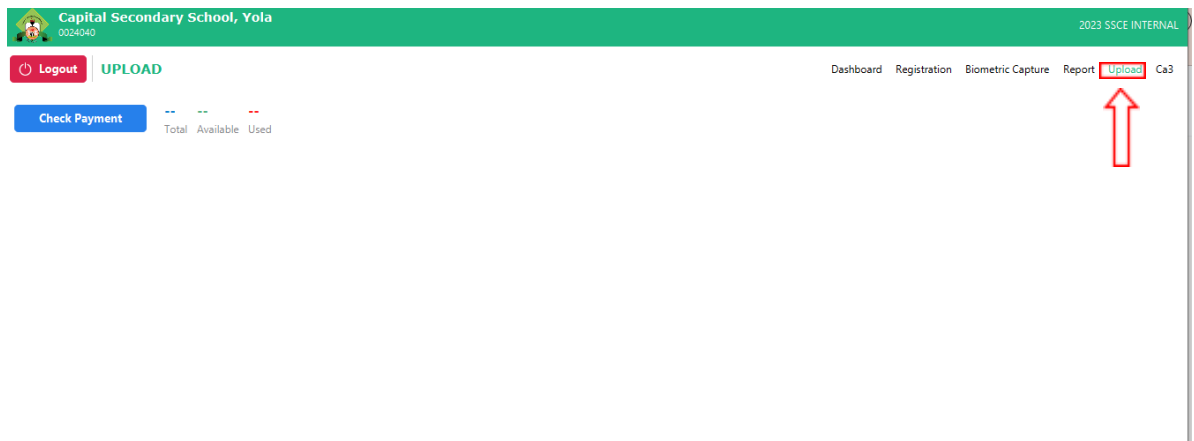
3. Once you have completed capturing all fingerprints for a candidate, click the Save Biometric button to save the candidate's biometric information or you can click on Cancel button if you wish to erase the candidate's biometric data
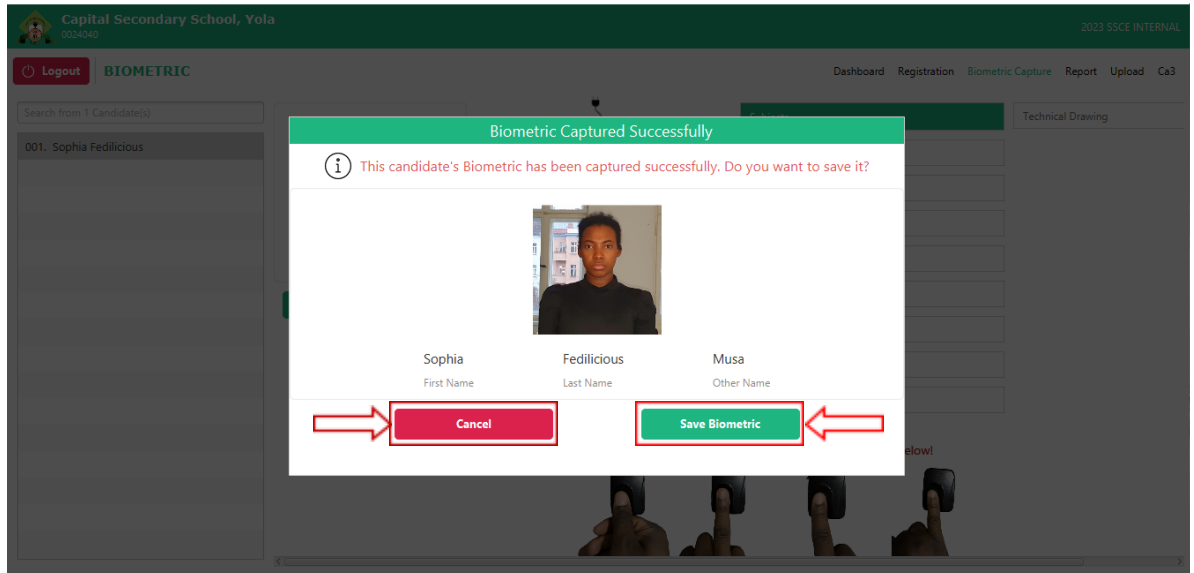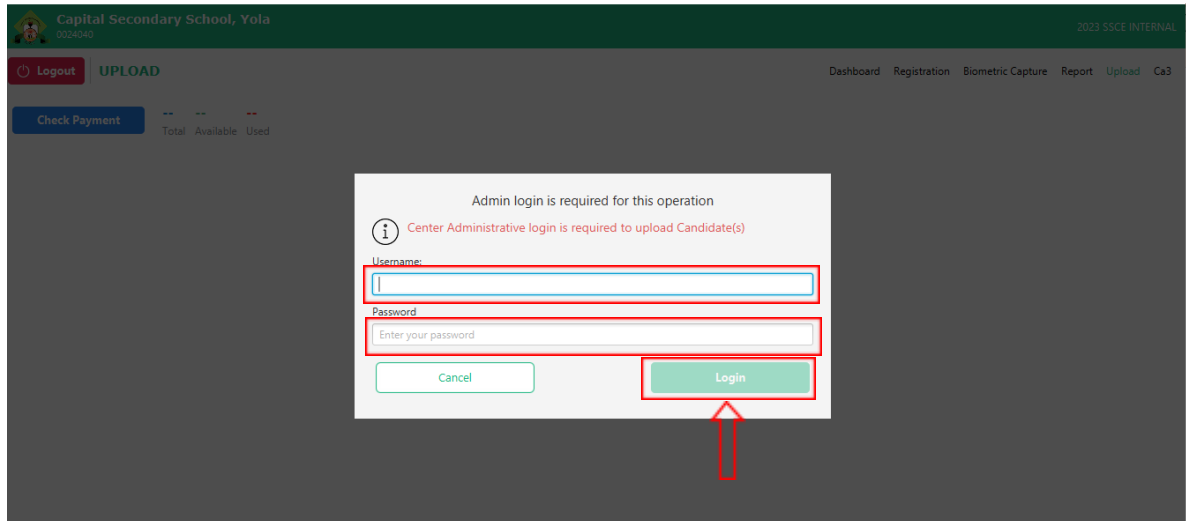

How to upload candidates

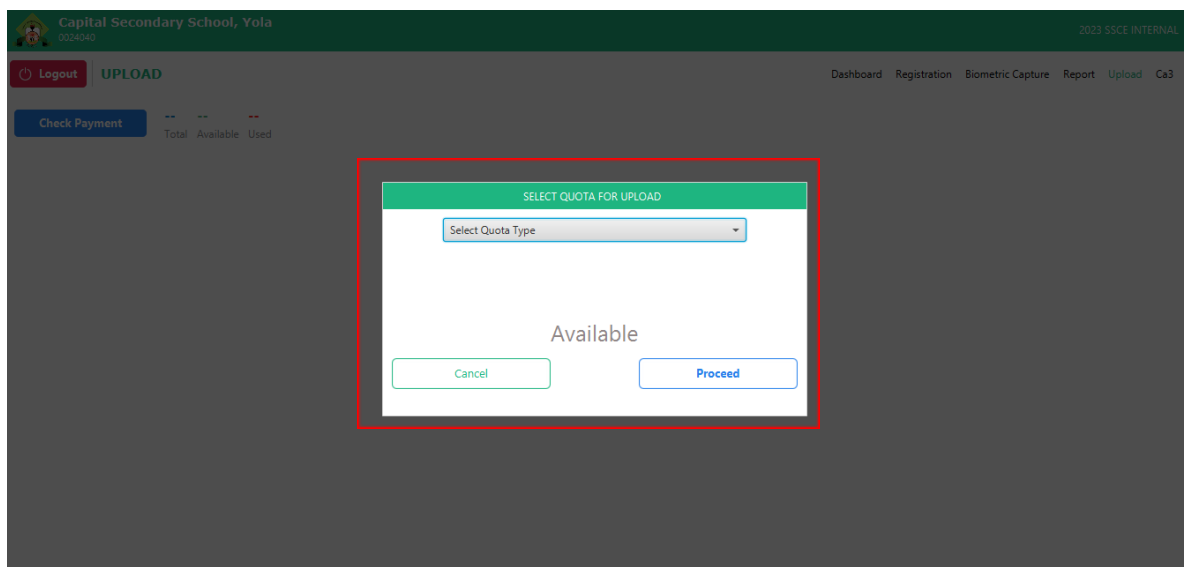1. To upload candidate(s), click on the Upload button located at the top of the page.

2. A form will appear where you can enter your Username and Password and then click the Login button.

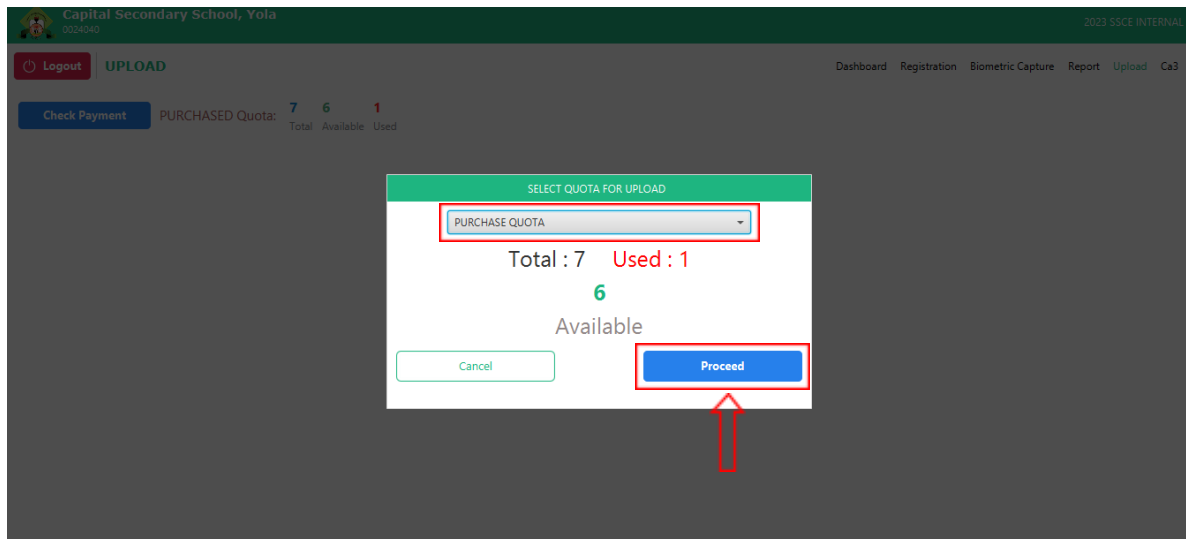3. Once logged in successfully, a modal will appear for selecting the quota for upload.

4. The admin must choose the quota type and the statistics of the quota will be shown and then click on the Proceed button.

5. After you click the Proceed button, you will be taken to a page where you can choose which students to upload by selecting the checkboxes next to their names and click on **Upload** button
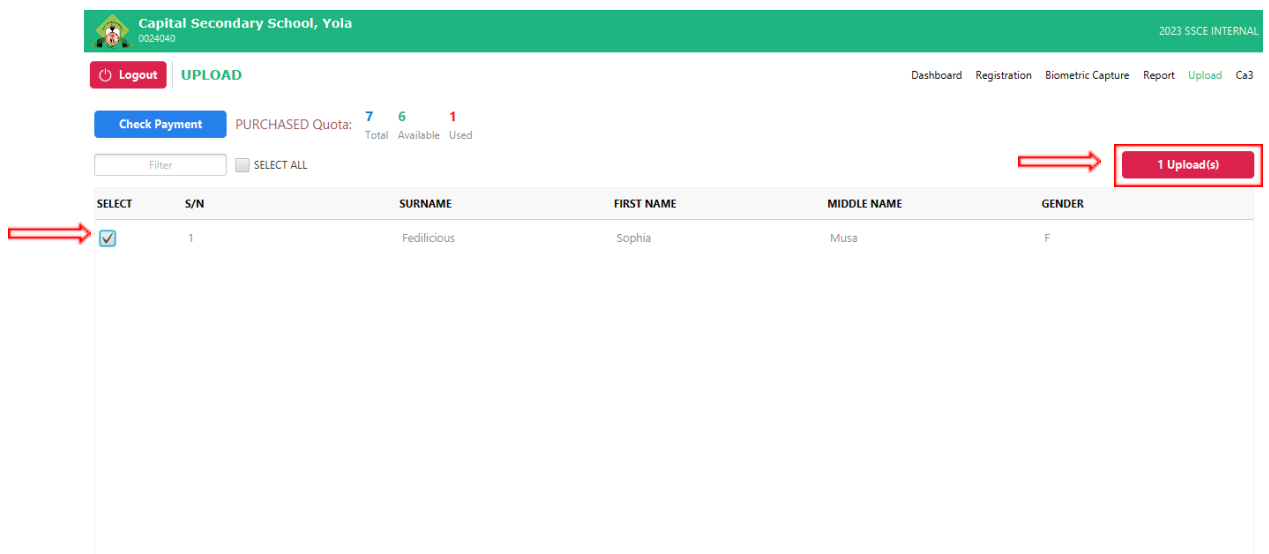
6. By clicking the Upload button, a modal will appear allowing you to initiate the upload by clicking the Start Uploading button or Cancel to stop the process.
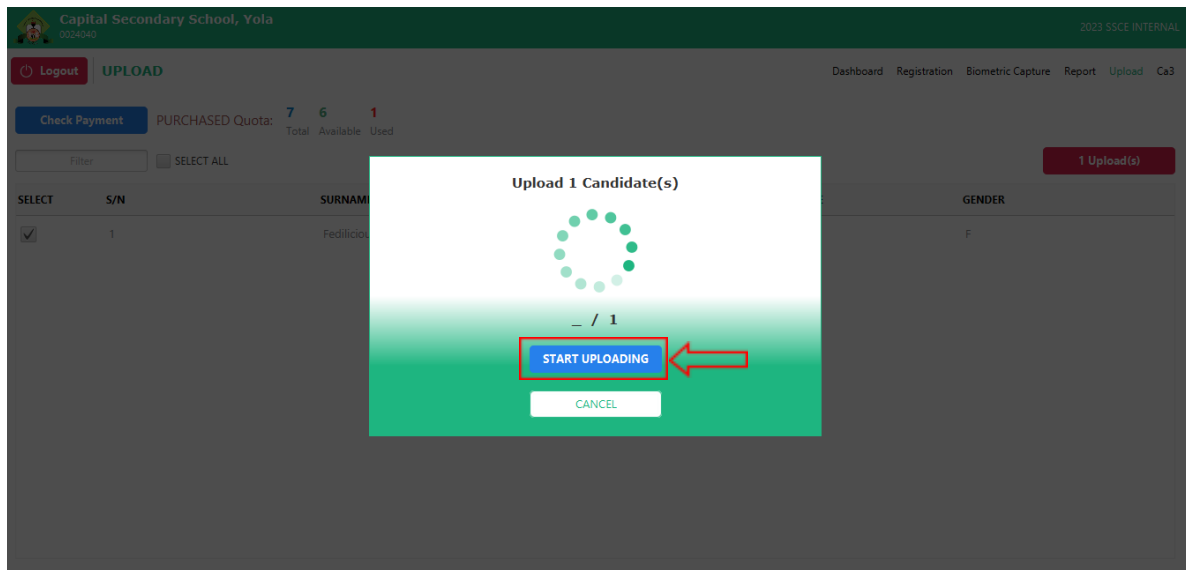
How to print final Photocards

Note that this action can be completed by going to https://ssceinternal.neco.gov.ng signing in to your dashboard

1. Click the Candidates button and select the completed candidates from the list.
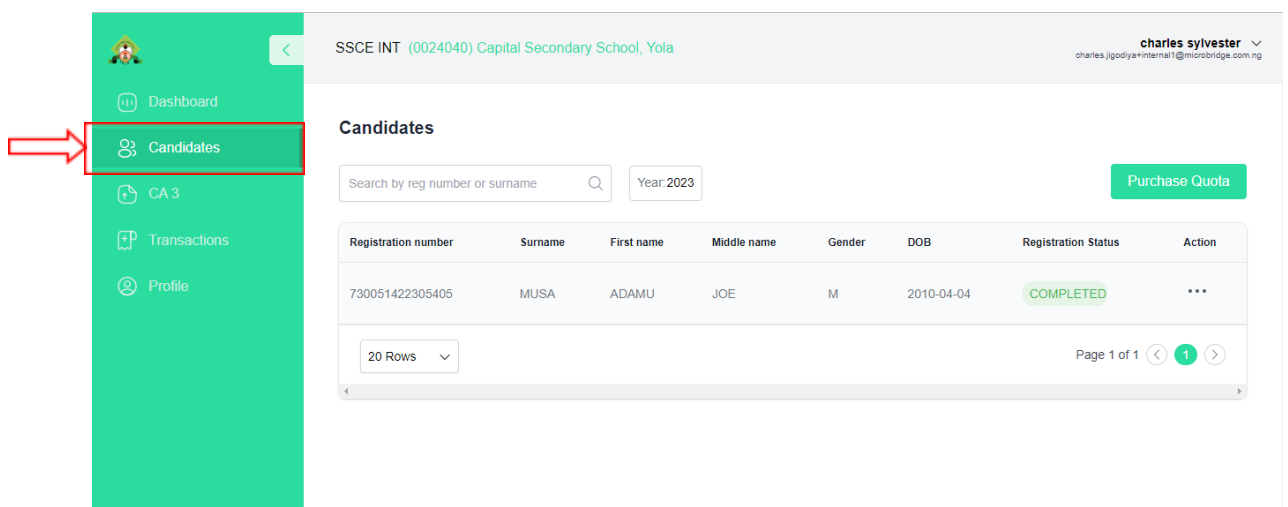
2. On the action button select and click on View Photocard**.**

3. Print your photo card by clicking on the Print Photocard button at the top