

**EVALUATION OF PRE-EXAMINATION PROCEDURES OF THE  
TEST ADMINISTRATION DIVISION (TAD) OF THE WEST  
AFRICAN EXAMINATIONS COUNCIL (WAEC), NIGERIA**

**ABSTRACT**

The study, which stemmed from an earlier one (RD/1/2004) on Test Development Divisions (TDD) of WAEC, identified and evaluated some of the pre-examination procedures at the Test Administration Division (TAD) of the Nigeria National Office of WAEC. Its objective was to ascertain whether the procedures meant to safeguard validity and reliability in the Council's examinations are still relevant, adequate, and being complied with. Accordingly, all TAD pre-examination procedures were identified and five (5) major ones were selected in collaboration with the Heads of department in TAD for evaluation. A sample made up of 575 School Principals and 105 TAD staff was used for the study. Two (2) questionnaires – one for staff and the other for School Principals were developed and used to collect relevant data for the study. In addition, a Rating Scale for various activities of TAD and Focus Group Discussion (FGD) was used to collect data for the study. Data was analyzed using qualitative and quantitative techniques. The results showed that despite the fact that few of the procedures are not relevant again because of the recent on-line registration, the laid-down pre-examination procedures at TAD were generally being followed and that some of them are still relevant and effective. A number of perceived challenges and suggestions by the respondents are presented. The study recommended training for Principals and School Examination Officers on the registration procedures, and for CSD staff to facilitate their job. The study also recommended that WAEC should employ more staff to complement the existing ones and make the pre-examination manual available for all staff.