

GHANA EDUCATION SERVICE

*In case of reply,
the number and date of this
letter should be quoted.*



Republic of Ghana

HEADQUARTERS
Ministry Branch Post Office
P.O. Box M45
Accra

My Ref. No. GES/S&ID/MSCL/2026/273

24th August, 2026

Your Ref. No

ALL REGIONAL DIRECTORS OF EDUCATION

UPLOAD OF SCHOOL CHOICES OF CANDIDATES FOR THE 2026 PLACEMENT

**RE: ACTIVATION OF THE WAEC PORTAL FOR CAPTURING SCHOOL SELECTION DATA
FOR THE 2026 PLACEMENT**

Our letter referenced GES/HQ/DG/494/2026 and dated 18th August 2026, on the above-mentioned subject, refers.

Management of the Ghana Education Service (GES) wishes to inform all Heads of Junior High Schools (JHSs) that the West African Examinations Council (WAEC) portal for the online capturing and uploading of candidates' school selection data for the 2026 placement exercise will be available at www.casswaecinternetsolution.org from **Monday, 24th to Thursday, 27th August 2026**.

Headteachers who have not yet completed the uploading of candidates' school choices on the CSSPS portal for the pre-testing are required to do so by the close of work on Monday, 24th August, 2026, and proceed to capture and upload the data on the WAEC portal.

The WAEC portal permits the same school ID and password to be used simultaneously on multiple computers. This facility will enable schools with large numbers of candidates to capture and upload data concurrently, thereby facilitating the timely and efficient completion of the exercise.

Metro/Municipal/District Directors of Education and Examination Coordinators are directed to closely supervise and monitor the exercise to ensure that the data of all eligible candidates are duly captured, verified and submitted within the stipulated period.

Regional Directors of Education are kindly requested to communicate this directive to all concerned within their respective jurisdictions and ensure strict compliance.

Thank you.

PRINCE C. AGYEMANG-DUAH (MR.)
DIRECTOR, SCHOOLS AND INSTRUCTIONS DIVISION (SECONDARY)
For: DIRECTOR-GENERAL

cc: The Chairman, GES Council, Accra
The Director-General, GES HQ, Accra
The Deputy Director-General (MS), GES HQ, Accra
The Deputy Director-General (Q&A), GES HQ, Accra
The Coordinator, CSSPS, GES HQ., Accra.