

ANNEXURE I - INVIGILATORS GUIDE ON WHAT TO SAY TO CANDIDATES

To make sure all BEC candidates have the same exam experience you must read aloud these instructions at the start and end of the exam. This guide tells you exactly what to say and when.

There are three sets of instructions depending on how candidates record their answers:

- Answering on the question paper.
- Answering on answer sheets or in booklet.
- Answering on multiple choice answer sheets.

Before each examination, check;

THE “KEY LIST OF STATIONERY” IS PROVIDED AND CONFIRM THE MATERIALS REQUIRED.

- whether candidates need any extra materials for the exam, for example, a calculator.
- how candidates must record their answers, for example, directly on the question paper or on a separate answer booklet/sheet.

Make sure you have read and understood the procedures for running exams as set out in the Guidelines for conduct of examinations.

Extra guidance



Our *Invigilators checklist* will help you check if you are ready for each exam and that you are following our regulations. A Checklist has been attached - as “Appendix H” in the - **BEC/EAC/JCE/G01. – Guidelines for Conduct of Examination.**

Answering on the question paper

Answering on answer sheets or in a booklet

Answering on multiple choice answer sheets

BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION

SOCIAL STUDIES 15/2
Paper 2 October/November 2017
Marks: 80 Time: 2 Hours 15 Minutes

Candidate Full Names: _____
Centre Number: J C _____ Candidate Number: _____

INSTRUCTIONS

1. Write your full names and examination number in the spaces provided above.
2. Answer ALL questions in all sections.
3. All answers must be written in the spaces provided.
4. Candidates are allowed to use a calculator in this paper.

FOR EXAMINER'S USE ONLY

| Question | Marks Scored |
|-------------|--------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| Total Marks | |

This question paper contains 12 printed pages.
DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

FOUR PAGE ANSWER BOOK

No. of Additional Sheets Enclosed: _____ TOTAL MARKS: _____

JUNIOR CERTIFICATE EXAMINATIONS

Write in the spaces provided on this page:

(a) Examination Number: J C _____ (b) Question Paper Code: _____

(c) Subject Title: _____

Open the flap at the answer book and enter details (a) and (b) in the spaces provided.

INSTRUCTIONS

1. Write distinctly in ink on both sides of the paper.
2. Write the question number in the left-hand margin. DO NOT write in the right-hand margin.
3. Any rough work which you do NOT wish to be marked must be neatly crossed out.
4. Leave a blank space of two lines after each answer.
5. Your examination number must be written on every additional sheet of paper used and the pages must be numbered on each side in the correct order.
6. At the end of the examination, enter the number of additional sheets used, in the spaces provided at the top of this page and place the sheets inside this booklet.

Write the number of the question in this margin

Do NOT write beyond this line

BOTSWANA EXAMINATIONS COUNCIL
Junior Certificate Examination
ANSWER SHEET

Candidate Name: Surname _____ First Name _____

Centre Name: _____

Date: _____

Time: _____

INSTRUCTIONS

Shade using an HB pencil, do not use ink.
Erase unwanted marks completely.
Do not use correction fluid.
Do not make any stray marks on this form.

Mark answers by shading the oval heavily, like this: ●

Agriculture General Science Mathematics Religious Education
 Art Mathematics Science Social Studies
 Design and Technology Moral Education Private Agriculture Business
 English

| | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
| 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 |
| 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |

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BOTSWANA
EXAMINATIONS
COUNCIL

ANNEXURE I - INVIGILATORS GUIDE ON WHAT TO SAY TO CANDIDATES

Answering on the Question Paper

What to say to candidates – starting the examination.


Make sure candidates are seated according to the seating plan, in Candidate number order;

Check that they have the items they need for the exam.

Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must inform BEC immediately and submit a written report. When the candidates are seated follow the procedure specified in the Guidelines on how to open the question paper packets.

Open the Question paper packets in front of the candidates and place a question paper per candidate upwards on each desk.

Read aloud the following instructions in order. Enter specific information into the interactive fields provided, for example, the name of the exam. **[The black text in brackets is for your information and should not be read aloud].**



BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION

SOCIAL STUDIES 15/2

Paper 2 October/November 2017

Marks: 80 Time: 2 Hours 15 Minutes

Candidate Full Names:

Centre Number: Candidate Number:

INSTRUCTIONS

- Write your full names and examination number in the spaces provided above.
- Answer **ALL** questions in all sections.
- All answers must be written in the spaces provided.
- Candidates are allowed to use a calculator in this paper.

FOR EXAMINER'S USE ONLY

| Question | Marks Scored |
|-------------|--------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| Total Marks | |

This question paper contains 12 printed pages.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

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ANNEXURE I - INVIGILATORS GUIDE ON WHAT TO SAY TO CANDIDATES

| Step | What to say |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper. |
| 2 | You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them your results may be cancelled. |
| 3 | Distribute Question papers as described in section 9.12.7 - BEC/EAC/JCE/G01. – Guidelines for Conduct of Examinations. You are here to take: Name of exam _____ Syllabus code _____ Component code _____ You should have a question paper on your desk. Do not open the question paper until I instruct you to do so. |
| 4 | As well as the question paper you should have: <ul style="list-style-type: none"> pens and/or pencils [state any other relevant equipment that is listed on the Key List of Stationery, e.g. a calculator] _____ _____ |
| 5 | Do not open the question paper until you have been told to do so. Check if you have the right exam paper and read through the instructions on the front of the question paper. [Allow candidates time to read Instructions] |
| 6 | <ul style="list-style-type: none"> Write clearly in blue or black ink using a ballpoint pen Do not use any kind of correcting fluid or tape. Do not use highlighters on your question paper. Do any rough work on the question paper provided. Cross through it neatly so it can be seen. |
| 7 | Check your candidate details on the front of your desk are correct and then write the following on the front of the question paper <ul style="list-style-type: none"> Your name Candidate number [this should be on their desk] Centre number [this should be clearly displayed to all candidates] |
| 8 | You have _____ hours and _____ minutes to complete this exam. The start time is _____ and the finish time is _____. I will let you know when there are twenty minutes and five minutes left before the end of the exam. You may open your question papers and begin. [You must not give candidates any additional time to read through the question paper] |

Answering on the Question Paper continued

What to say to candidates – twenty and five minute warning

- You must let your candidates know when there are twenty minutes and five minutes of the exam remaining.

| Step | What to say |
|------|--------------------------------------------------------------------------------|
| 1 | You have twenty and five minutes left until the end of the exam. |

What to say to candidates – finishing the examination

- At the end of the exam read aloud the following instructions in order. [The black text in square brackets is for your information and should not be read aloud].
- Candidates must stay seated until you have collected, and accounted for all the scripts and question papers and any additional continuation sheets.

| Step | What to say |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The exam has finished, stop writing and put your pens down. You are still under examination conditions so please remain silent and seated at your desks. |
| 2 | <p>Please:</p> <ul style="list-style-type: none"> • check if you have entered all the necessary details in front of your question paper • check if you have neatly crossed through any rough work • group together any continuation sheets in question number order and attach to your Answer Script using string or the treasury tag provided. <p>[they must not use paperclips or staples].</p> |
| 3 | Stay seated and silent until you are told that you can leave the exam room. |




BOTSWANA
EXAMINATIONS
COUNCIL

ANNEXURE I - INVIGILATORS GUIDE ON WHAT TO SAY TO CANDIDATES

Answering on answer sheets or in Booklets

What to say to candidates – starting the examination

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must inform BEC immediately and submit a written report.
- When the candidates are seated open the question paper packets in front of them and place one question paper per candidate upwards on each desk. If you have more than one room of candidates or a large number of candidates it may be easier to place the question papers upwards on the desks before the candidates enter the room.
- Read aloud the following instructions in order. Enter specific information into the interactive fields provided, for example, the name of the exam. The black text in brackets is for your information and should not be read aloud.

| | | | | | | |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------|-----|--|----------------------------------------------------------------------------------------------------------------|
| FOUR PAGE ANSWER BOOK |  <small>BOTSWANA EXAMINATIONS COUNCIL</small> | TOTAL MARKS <input style="width: 40px;" type="text"/> | | | | |
| <input style="width: 80px;" type="text"/> No. of Additional Sheets Enclosed | | | | | | |
| JUNIOR CERTIFICATE EXAMINATIONS | | | | | | |
| Write in the spaces provided on this page: | | | | | | |
| (a) Examination Number: | <table border="1" style="margin: auto;"> <tr> <td style="width: 50px;">CENTRE</td> <td style="width: 50px;">CANDIDATE</td> </tr> <tr> <td style="text-align: center;">J C</td> <td style="text-align: center;"> </td> </tr> </table> | CENTRE | CANDIDATE | J C | | (b) Question Paper Code: <input style="width: 40px;" type="text"/> / <input style="width: 20px;" type="text"/> |
| CENTRE | CANDIDATE | | | | | |
| J C | | | | | | |
| (c) Subject Title: | | | | | | |
| Open the flap at the answer book and enter details (a) and (b) in the spaces provided. | | | | | | |
| <i>Write the number of the question in this margin</i> | <p>INSTRUCTIONS</p> <ol style="list-style-type: none"> 1. Write distinctly in ink on both sides of the paper. 2. Write the question number in the left-hand margin. DO NOT write in the right-hand margin. 3. Any rough work which you do NOT wish to be marked must be neatly crossed out. 4. Leave a blank space of two lines after each answer. 5. Your examination number must be written on every additional sheet of paper used and the pages must be numbered on each side in the correct order. 6. At the end of the examination, enter the number of additional sheets used, in the spaces provided at the top of this page and place the sheets inside this booklet. | <i>Do NOT write beyond this line</i> | | | | |
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INVIGILATORS GUIDE ON WHAT TO SAY TO CANDIDATES

| Step | What to say |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper. |
| 2 | You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them your results may be cancelled. |
| 3 | <p>[Distribute Question papers as described in section 9.12.7 - BEC/EAC/JCE/G01. – Guidelines for Conduct of Examination].</p> <p>You are here to take:</p> <p>Name of exam _____</p> <hr/> <p>Syllabus code _____ Component code _____</p> <p>You should have a question paper on your desk. Do not open the question paper until I instruct</p> |
| 4 | <p>As well as the question paper you should have:</p> <ul style="list-style-type: none"> • an answer booklet or answer sheets • pens and/or pencils <p>[state any other relevant equipment that is listed on the Key List of Stationery list, e.g. a calculator]</p> <p>_____</p> <p>_____</p> |
| 5 | Do not open the question paper until you have been told to do so. Check if you have the right exam paper and read through the instructions on the front of the question paper. [Allow candidates time to read Instructions] |
| 6 | <p>Write clearly in blue or black ink using a ballpoint pen</p> <ul style="list-style-type: none"> • Do not use any kind of correcting fluid or tape. • Do not use highlighters on your answer booklets, answer sheets or question paper. • Do any rough work on the answer booklets or answer sheets provided. Cross through it neatly so it can be seen. |
| 7 | <p>Check if your candidate details on the front of your desk are correct and then write the following on the front of the answer booklet or answer sheets:</p> <ul style="list-style-type: none"> • Your name • Candidate number [this should be on their desk] • Centre number [this should be clearly displayed to all candidates] • Syllabus and component number as detailed on the front of the question paper. |
| 8 | <p>You have ___ hours _____minutes to complete this exam. The start time is ___and the finish time is _____. I will let you know when there are twenty and five minutes of the exam left. You may open your question papers and begin.</p> <p>[You must not give candidates any additional time to read through the question paper].</p> |

Answering on answer sheets or in booklets continued

What to say to candidates – **twenty** minutes and **five** minute warning

- You must let your candidates know when there are twenty minutes and five minutes of the exam remaining.

| Step | What to say |
|------|--------------------------------------------------------------------------------|
| 1 | You have twenty and five minutes left until the end of the exam. |

What to say to candidates – finishing the Examination

brackets is for your information and should not be read aloud].

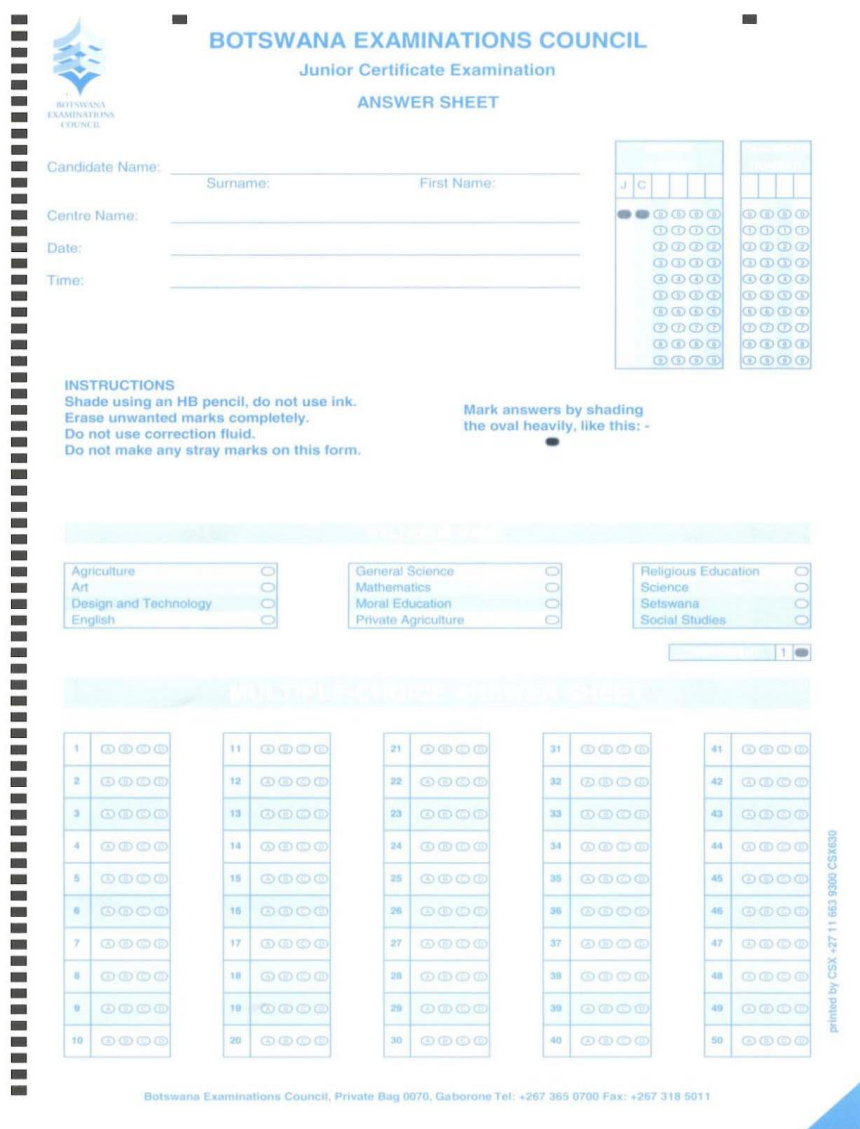
- At the end of the exam read aloud the following instructions in order. [The black text in square brackets is for your information and should not be read aloud].
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets or booklets and question papers.

| Step | What to say |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The exam has finished, stop writing and put your pens down. You are still under exam conditions so please remain silent and stay seated at your desks. |
| 2 | Please: <ul style="list-style-type: none"> check if you have entered all the necessary information on your answer booklet or answer sheets make sure your answers are clearly and correctly numbered check if you have neatly crossed through any rough work group together any loose answer sheets in question number order and insert them in your answer booklet. [They must not use paperclips or staples]. |
| 3 | Stay seated and silent until you are told that you can leave the room. |

Answering on multiple choice answer sheets

What to say to candidates – starting the examination

- Make sure candidates are seated according to the seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must inform BEC immediately and then send a written report.
- When the candidates are seated open the question paper packets in front of them and place one question paper per candidate upwards on each desk. Read aloud the following instructions in order. Enter specific information into the interactive fields provided, for example, the name of the exam. [The black text in brackets is for your information and should not be read aloud].



BOTSWANA EXAMINATIONS COUNCIL
Junior Certificate Examination
ANSWER SHEET

Candidate Name: Surname: _____ First Name: _____

Centre Name: _____

Date: _____

Time: _____

INSTRUCTIONS
Shade using an HB pencil, do not use ink.
Erase unwanted marks completely.
Do not use correction fluid.
Do not make any stray marks on this form.

Mark answers by shading the oval heavily, like this: -

Agriculture General Science Religious Education
 Art Mathematics Science
 Design and Technology Moral Education Setswana
 English Private Agriculture Social Studies

1-50 Multiple Choice Grid

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INVIGILATORS GUIDE ON WHAT TO SAY TO CANDIDATES

| Step | What to say |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper. |
| 2 | You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them your results may be cancelled. |
| 3 | [Distribute Question papers as described in section 9.12.7 - BEC/EAC/JCE/G01. – Guidelines for Conduct of Examination]. You are here to take Name of exam <hr/> Syllabus code _____ Component code _____ |
| 4 | As well as the question paper you should have: <ul style="list-style-type: none"> • pre-printed multiple answer sheet showing your candidate number, if it is not available a blank one will be provided • a soft pencil (HB) and an eraser [state any other relevant equipment that is listed on the Key List of Stationery list, e.g. a calculator] <hr/> _____ |
| 5 | Do not open the question paper until you have been told to do so. Check if you have the right exam paper and read through the instructions on the front of the question paper. [Allow candidates time to read Instructions] |
| 6 | <ul style="list-style-type: none"> • Use a soft pencil (HB) to shade the letter you think is correct for each answer • Rub out any answer you want to change • Make sure the answer you select corresponds with the correct question number • Do not use any kind of correcting fluid or tape. • Do not use highlighters on your answer sheets. • Do any rough work on the question paper. |
| 7 | Check if your details on the pre-printed answer sheet are correct. If you are using a continuation sheet, enter your details on the sheet, writing your name in block capital letters. |
| 8 | You have ___hours ___minutes to complete this exam. The start time is _____and the finish time is _____. I will let you know when there are twenty minutes and five minutes of the exam left. You may open your question papers and begin. [You must not give candidates any additional time to read through the question paper]. |

Answering on multiple choice answer sheets continued

What to say to candidates – **twenty** and **five** minute warning

- You must let your candidates know when there are five minutes of the exam remaining.

| Step | What to say |
|------|--------------------------------------------------------------------------------|
| 1 | You have twenty and five minutes left until the end of the exam. |

What to say to candidates – finishing the examination

- At the end of the exam read aloud the following instructions in order.
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets and question papers.

| Step | What to say |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The exam has finished, stop writing and put your pencils down. You are still under exam conditions so please remain silent and stay seated at your desks. |
| 2 | Please check you have entered all the necessary information on your answer Sheet. |
| 3 | Stay seated and silent until you are told that you can leave the room. |

