



BOTSWANA
EXAMINATIONS
COUNCIL

FORM L: ENQUIRIES ABOUT RESULTS FORM

Examination Level		Year	
--------------------------	--	-------------	--

We offer four types of Enquiries about Results services. There may be an administrative fee for some enquiries. We shall refund in full the fee paid if the enquiry leads to a change in the syllabus grade. You can only submit enquiries at **component level Not syllabus level**.

Description of Services Offered

i) No Results (X-Enquiries)

The service checks why a particular syllabus was not graded and there is no fee charged.

ii) Clerical Check

This service checks that all parts of the scripts were marked and marks were tallied correctly. A fee is charged for this service.

iii) Review of Marking

This service involves review of the original marking to check that the agreed mark scheme was applied correctly. The review of marking also include clerical check as part of the process. A fee is charged for this service.

iv) Review of Moderation of Centre coursework with report

This involves a review of Centre's coursework for a component and a report on the assessment of the candidates' coursework. A fee is charged for this service. Review of moderation of Centre's coursework with report is not available to private candidates.

The following services will be charged at fees indicated below:

Clerical Check:	P100.00 per component
Review of Marking:	P250.00 per component
Review of Moderation:	P3 500.00 per component

The fee will be refunded in full where the service requested leads to a syllabus grade change.

All enquiries from Centres should reach BEC within six (6) weeks from the day of release of results. Enquiries cannot be accepted directly from school candidates or their parents except for Private candidates. This form should be completed and sent to Botswana Examinations Council accompanied by the total fee for the service requested.



BOTSWANA
EXAMINATIONS
COUNCIL

FORM L: ENQUIRIES ABOUT RESULTS FORM

This form should be completed when requesting for an enquiry about examination results. Please indicate with a tick (✓) the component and the service you require. Please note that English and Mathematics are given as an example below.

Candidate Name		Centre Name	
Candidate Number		Centre Number	

Syllabus Name	Syllabus Code	Component/Paper (tick)					No result	Clerical Check	Review of marking	Review of Moderation of Centre coursework	Number of components requested	Total Component fee (BWP)
		1	2	3	4	5						
E.g. English	0561	✓					✓				N/A	N/A
E.g. Mathematics	0563		✓	✓				✓			2	200.00
Total Fee												

Names of School Head/Private Candidate		Candidate Contact Details:	
Signature		Parent/Guardian contact Details:	
Date		Centre/Private candidate e-mail address	