
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	PSLE
	Document Type	Guidelines
	Document No.	BEC/EAC/PSLE/G01.v3
	Effective Date	2019/04/30
Title	Conduct of Examinations	



BOTSWANA
EXAMINATIONS
COUNCIL

Guidelines for:
Conduct of Examinations - PSLE

Document Reference:
BEC/EAC/PSLE/G01.v3

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Revision History

Change Made By	Description	Version	Date
G. Richard, K.L. Gwakuba	To add section on collection of papers from storage to examination room. To update the Mal-practice section.	v2	15/06/18
G. Richard, K.L. Gwakuba	To amend some sections; declaration of interest, receipt of other materials, timing, re-marking fees and arrangement of the examination rooms. To add Form H Declaration of interest	V3	30/04/19

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IMPORTANT NOTES

- This document contains the General Regulations and instructions relating to the conduct of examinations for the Primary School Leaving Examinations and should be consulted at all times.
- The regulations should be read in conjunction with other BEC documents e.g. Guidelines for Access Arrangements and Special Considerations, Standards for Secure Storage of Examination Materials etc.
- The current Regulations should also be consulted at the time of registration for an examination.
- A copy of the Regulations should be available in every examination room. Invigilators should also be familiar with the regulations.

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1. Scope

This document is intended to regulate the conduct of examinations at primary school level. Heads of Centres are advised to ensure that the procedures in the Guidelines are complied with. The intention of the Guidelines is to ensure that the administration of the examination is standardised, fair and credible for all candidates.

The Heads of Centres/Chief Invigilators and Invigilators are advised to read and understand the regulations in this manual before the actual testing takes place. The Guideline should be brought along to the examination room to consult during the examination. The guidelines should be read in conjunction with the *Guidelines for Access Arrangements and Special Consideration: A Guide for Centres BEC/EAC/G01.V1*, *Standards for Secure Storage of Examination Materials at Examination Centres* and *Guidelines for PSLE Registration BEC/EAC/PSLE/G02.V1*.

2. References

- BEC/EAC/PSLE/G02 *Guidelines for PSLE Registration*
- BEC/EAC/G01 *Access Arrangements and Special Consideration: A Guide for Centres*
- BEC/EAC/Man01 *Standards for Secure Storage of Examination Materials at BEC Centres*

3. Terms And Abbreviations

3.1 Terms and Definitions

3.1.1 Head of Centre/Chief Invigilator


A person responsible for an institution approved by BEC as a Centre is defined for the purposes of these Guidelines as the Chief Invigilator.

3.1.2 Invigilator

Is a person appointed by the Chief Invigilator or BEC to ensure that the examination is conducted in accordance with the Guidelines contained in this Guideline and or any other instructions which may be issued by BEC.

3.1.3 Examination Centre

Is a BEC approved institution or place where examinations are conducted in accordance to the Guidelines and or other instructions laid down by BEC.

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3.2 Abbreviations

BEC	Botswana Examinations Council
EAC	Examinations Administration and Certification
PSLE	Primary School Leaving Examinations

4. Scheme Of Examination

The scheme of examination makes provision for candidates who are studying through non-formal means as well as those engaged in full-time education. The examination is held once in every October. This includes written examinations in Agriculture, Letter and Composition in English and Setswana. The examination is designed for candidates who have completed seven years of primary education or its equivalent.

The examination is offered in the following subjects and the scheme of assessment is as follows:


Syllabus	Syllabus Code	Components	Component Code	Type of Questions
Setswana	01	Paper 1	01/01	Multiple-choice
		Paper 2	01/02	Composition and Letter
English	02	Paper 1	02/01	Multiple-choice
		Paper 2	02/02	Composition and Letter
Mathematics	03	Paper 1	03/01	Multiple-choice
Science	04	Paper 1	04/01	Multiple-choice
Social Studies	05	Paper 1	05/01	Multiple-choice
Agriculture	06	Paper 1	06/01	Short-answer
Religious and Moral Education	07	Paper 1	07/01	Multiple-choice

5. Declaration Of Interest

Heads of Centres/ Chief Invigilators whose children or close relatives will be sitting for the examinations should declare their interest by completing **BEC/EAC/G01/F01 – Form H Declaration of Interest PSLE/JCE/BGCSE** and send the completed form to the Executive Secretary, Botswana Examinations Council (BEC) and copy the correspondence to Regional Directors. All invigilators whose children or close relatives will be sitting for the examinations should declare their interest to the Head of Centre/ Chief Invigilator.

6. Duties Of The Centre

The centre through the Chief Invigilator is responsible for all aspects of the administration and conduct of BEC examinations which take place in the institution. The Head of Centre/Chief


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Invigilator may delegate the responsibility of Chief Invigilator to any appropriate personnel within the institution. However, the overall accountability of the administration remains with the Head of Centre.


6.1 Duties Of The Head Of Centre/Chief Invigilator

The Head of Centre/Chief Invigilator is responsible for:

- 6.1.1 Being the liaison person between BEC and the centre;
- 6.1.2 Ensuring that the receipt and security of examination materials, distribution of the examination papers to the candidates, collection of scripts at the end of each examination and delivery of the scripts to BEC are all carried out in accordance with these regulations;
- 6.1.3 Ensuring that candidates are provided with all of the materials specified in the question paper and in any other additional materials list provided by BEC;
- 6.1.4 The appointment of suitable invigilators and ensuring that they are familiar with the instructions contained in these Regulations;
- 6.1.5 The constant and effective supervision of the candidates;
- 6.1.6 The submission to BEC, in accordance with the instructions given when the information is requested, details of estimated and actual entries and any other information that BEC may reasonably require in relation to examinations conducted at the centre;
- 6.1.7 Ensuring that each candidate entered through the centre receives details of the dates and times of their examinations, a statement of the candidate's examination entry, the candidate's provisional results and any certificate issued by BEC;
- 6.1.8 The submission of any applications for changes to the venue or timetable in accordance with these Guidelines;
- 6.1.9 Making applications for Access Arrangements and Special Consideration in accordance with the Guidelines and guidance;
- 6.1.10 Providing suitable accommodation for candidates to sit the examinations;
- 6.1.11 Ensuring that all candidates in the examination, including private candidates, are identified;
- 6.1.12 Providing to BEC reports of any suspected or alleged cases of malpractice by a candidate or malpractice/maladministration by a member of staff discovered by the centre. The Chief Invigilator is further required to assist any investigation which ensues from any alleged malpractice either reported by the centre or suspected by BEC, and to provide such information and advice as BEC may reasonably require;

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- 6.1.13** Submitting and processing of enquiries about results in accordance with the regulations;
- 6.1.14** Ensuring that BEC is notified when the centre changes premises;
- 6.1.15** Facilitate any inspection of the centre by or on behalf of BEC. BEC will carry out unannounced inspections when examinations are taking place and centres must co-operate with the inspector, including allowing access to secure storage. BEC may also inspect the arrangements for the secure storage of confidential materials at times when examinations are not taking place;
- 6.1.16** Where required, remit examination fees at the time specified by BEC;
- 6.1.17** Inform the BEC about any candidates who might need any special consideration during the examinations;
- 6.1.18** Receive parcels containing question papers and answer sheets. As soon as they receive them, they should check to see if there is a sufficient number of question papers in each subject, and enough answer sheets as shown on the outside of each envelope. They should not open the envelopes containing the question papers. They may, however, open the envelope containing the answer sheets and check that they are enough. They will then wrap answer sheets and keep them in safe custody;
- 6.1.19** Check to see if they have the right examination parcels for the entire examination process;
- 6.1.20** Ensure proper conduct of the examination in accordance with instructions in this Guideline, and any other instructions which may be issued by BEC from time to time;
- 6.1.21** Provide adequate and suitable accommodation as well as sufficient and appropriate materials for the candidates;
- 6.1.22** Check and sign attendance registers for each of the examinations after completion by invigilators;
- 6.1.23** Ensure that all candidates are informed about the requirements of the examination well before the examination starts;
- 6.1.24** Ensure that invigilators at the centre understand their duties and conduct the examination properly in accordance with instructions in this Guideline;
- 6.1.25** Go through the Guidelines for Conduct of PSLE with invigilators to ensure common understanding by the invigilators. A mini workshop may have to be conducted for all the invigilators or teachers to ensure that examinations are administered in a fair and credible manner;
- 6.1.26** In case the examinations were received by another person during the absence of the Heads of Centre, they should check that all envelopes have been received and are intact;

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6.1.27 Ensure that the examination room/s is/are designated for examination purposes only at that time. There should be no teaching aids, maps or papers hanging on ceilings or on walls of the rooms as this may assist candidates in answering questions. Examination rooms should be friendly and conducive for examination purposes;

6.1.28 The roving invigilator should be easily accessible to invigilators at all times;

6.1.29 forwarding Statements of Results to candidates without delay;

6.1.30 Distribute all certificates to candidates without delay with a record kept of those issued. Where certificates are not handed to candidates personally, the Head of Centre is responsible for obtaining acknowledgement of receipt from the candidate;

6.1.31 Retain all unclaimed certificates under secure conditions for a minimum period of twenty-four (24) months from the date of issue. At the end of this period, unclaimed certificates should be returned to BEC.

6.2 Duties of Invigilators

Invigilators are required to conduct the examination in accordance with instructions contained in this Guideline and any other instructions which may be issued by BEC.

6.2.1 The invigilators must move from one candidate to another to check each entry, i.e. NAME, CENTRE NAME, CENTRE NUMBER, STUDENT NUMBER and the SYLLABUS NAME.


6.2.2 Invigilators shall ensure that candidates understand and follow all instructions and regulations.

6.2.3 A day before the start of the examinations, invigilators should check that they have all the necessary materials for the examination and that envelopes containing question papers have not been opened.

6.2.4 Where there is suspicion that any of the envelopes could have been tampered with, the invigilators must notify the Chief Invigilator immediately who will then notify BEC.

6.2.5 Invigilators shall check that the seating arrangements for the candidates are suitable and that materials provided by the centre such as pencils, rubbers, rulers etc, are available in sufficient numbers.

6.2.6 Invigilators may not assist the candidates with answering examination questions. Once the candidates have begun answering the questions, the invigilator must not repeat instructions, nor explain difficult words, phrases or concepts contained in the questions. They should not in any way indicate to candidates whether the question has been answered correctly or incorrectly. In short, they must never assist or encourage the candidates towards the choice

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of an answer.

- 6.2.7** Invigilators must not bring cell phones, books, newspapers, magazines or any reading material into the examination room nor, write or read anything that is not in line with their duties while the examination is in progress.
- 6.2.8** Invigilators shall maintain silence throughout the examination and even disallow whispered conversations as they may distract candidates.
- 6.2.9** Invigilators shall disengage from unnecessary conversation with non-invigilators outside or inside the examination room.


7. Timetable

The final timetable will be issued to all examination centres by the month of May. All centres should ensure that they have the final timetable by mid-June.

- 7.1** All centres should follow the final timetable for the Primary School Leaving Examination. **UNDER NO CIRCUMSTANCES SHOULD THE TIMETABLE FROM THE PREVIOUS YEAR BE USED.**
- 7.2** Centres are advised to display copies of the timetable in the examination room/rooms throughout the duration of the examination including the room where the question papers are stored.
- 7.3** In order to eliminate chances of opening question papers at the wrong time, question paper packets should be checked against the timetable and be placed in timetable order. Should a wrong paper be opened, the following steps should be taken:
- 7.3.1** If the error is noticed before the question papers are distributed to the candidates, the Head of Centre/Chief Invigilator should be informed immediately. The packet /packets containing the question papers should be sealed in the presence of the Chief Invigilator and the candidates.
- 7.3.2** The Chief Invigilator should inform PSLE Office or the Director (EAC) at BEC and the Regional Director in the respective area immediately by phone, followed by a written report.
- 7.3.3** In the case where question papers have already been distributed to candidates, the question papers should be collected, numbers confirmed and the packet sealed immediately in the presence of the Chief Invigilator and the candidates. The Chief Invigilator should then append their signature and inform BEC immediately for further instruction. The Chief Invigilator should then write a report and fax or email it to BEC.

8. Examination Materials

- 8.1** All materials for each part of the examination, including question papers, will be delivered in

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good time to enable the Chief Invigilators to check and inform BEC of discrepancies before the examination date.


- 8.2 All examination materials must be thoroughly checked and kept under lock and key in a secure place to which only the Chief Invigilator has access.
- 8.3 The Chief Invigilator will be held responsible for any interference with or leakage of examination information and for the disappearance of any examination materials for their centre before and during the examination. Any such instances will be thoroughly investigated and where appropriate, charges will be laid against the culprit and this may lead to prosecution.
- 8.4 The Chief Invigilator must ascertain that each subject's answer sheets have been delivered and verify that they are enough for their candidates.
- 8.5 The following materials will be supplied to each centre by BEC: question papers, answer sheets, attendance registers, return envelopes, candidates' registration list and boards.
- 8.6 The following materials must be supplied by the centre to each invigilator and for each examination room: A reliable visible clock or watch, a board and chalk, a pencil sharpener, pair of scissors, HB pencils, rubbers, lined paper or blank sheets of papers.
- 8.7 The following materials are **not** allowed into the examination room: calculators, cell phones, pagers, watches with calculators and any other materials not included in this Guideline.
- 8.8 For the composition and letter writing examinations, candidates must use a blue or black pen. **Pencils should not be used.**

9. Candidates Who Write Examinations Under Adverse Conditions

9.1 Application for Special Consideration

Where a candidate sits an examination under adverse circumstances, the Chief Invigilator may wish to submit an application for special consideration. All such applications must be made in accordance with the instructions provided by BEC (See *Guidelines for Access Arrangements and Special Consideration: A Guide for Centres BEC/EAC/G01*).

- 9.1.1 If a candidate falls sick some days before the examination starts and is admitted at a hospital, the Chief Invigilator must inform BEC. The Centre is at liberty to make arrangements with the hospital so that the candidate sits the examination at the hospital or at a nearby centre.
- 9.1.2 The answer sheets or scripts for such a candidate must be labelled properly and sent separately (if the candidate sat the examination at the hospital) or together with the answer sheets of the centre where the candidate sat for the examination but should be packaged

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separately and labelled properly. A report on the candidate should then be written providing details of the examination and arrangements made and sent to BEC.

9.1.3 For candidates who write the examination under adverse conditions like illness, bereavement, the *Access Arrangements and Special Consideration; A Guide for Centres* BEC/EAC/G01 should be consulted and procedures followed. Applications for special consideration should be made on the form BEC/EAC/P14/F01.

9.2 Administration of Examinations for Candidates with Special Needs

9.2.1 Centres that have requested for oral response format and the use of a scribe/amanuensis must record the responses on a standard tape or CD/DVD in addition to producing a written script. Furthermore, a writer coversheet must be completed and sent back to BEC. **NB: No examination will be presented orally without recording the candidates' responses.**

9.2.2 If the candidate's disability and/or the nature of the special arrangement might disturb other candidates during an examination, the candidate must take the examination in a separate room and be supervised according to the regulations governing the conduct of examinations.

9.2.3 The candidate must be familiar with any special equipment authorised for use in an examination. If support from an amanuensis, a reader, prompter, practical assistant or communicator is required, the candidate must practice with the person acting in this capacity before the examination.

9.2.4 The centre is responsible for ensuring that all equipment authorised for a candidate with special needs functions correctly and that there is a member of staff who is familiar with its use.


9.2.5 Any difficulties that arise from the nature of the special arrangements, or any unforeseen difficulties encountered by the candidate, should be reported to BEC.

9.2.6 The Chief Invigilator is responsible for selecting a writer (Scribe) or reader for approved candidates with special needs. The scribe must write answers exactly as dictated by the candidate.

9.2.7 A writer and/or reader must be a responsible adult who is able to produce an accurate record of the answers dictated by the candidate. The person must be able to write legibly. In the case of scientific, mathematical or technical subjects, the writer should have a good working knowledge of the subject being examined.

9.2.8 It is not permissible for the writer or reader to also act as the invigilator.

9.2.9 Sign language may be used to assist candidates to read the questions but must not be used to explain what the question is asking the candidate to do. The communication of answers (e.g. from a candidate to a writer) is not permissible.

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9.2.10 Assistive technology devices such as computers should be approved in advance by BEC. When used in an examination, BEC expects a computer to be used as a basic word processor. If other facilities are to be used, BEC will need to be made aware of the hardware and software which the candidate proposes to use. This must include details of the candidate's access to facilities such as thesauruses, calculators, etc. Before approval of use of any devices, BEC must be able to determine the effect, if any, on the reliability of the assessment of the candidate in each subject for which the candidate is registered.

10. Conduct Of The Examination

The Executive Secretary may visit or send a representative to visit a Centre at any time before and/or during examinations, to discuss arrangements, to ensure the proper conduct of the examination, and to gain first-hand knowledge of local problems. Such visits will usually be without prior notice.

10.1 Important

The following Guidelines are intended to assist Heads of Centres/Chief Invigilators in conducting examinations strictly in accordance with BEC regulations.

10.1.1 The Chief Invigilator is responsible to BEC for the proper conduct of the examination by observance of these instructions. If a situation arises which is not covered by these instructions, advice of BEC should be sought.

10.1.2 These instructions refer to the conduct of examinations of all assessments and of all syllabuses/subjects. Additional subject instructions for the conduct of some examinations will also be issued, where appropriate, by BEC.


10.2 Receipt of Question Papers

10.2.1 Question papers and other materials such as answer sheets will be delivered to centres.

10.2.2 The Chief Invigilator will be required to sign the delivery receipt form to confirm receipt of the materials. The question papers are delivered in boxes which are marked with the centre name and each box is numbered. The Chief Invigilator is not required to count the question papers but is required to sign the delivery receipt form to confirm receipt of a total number of boxes with numbers in a certain range.

10.2.3 Question paper packets and examination materials should be carefully checked on receipt and BEC notified immediately if there are any problems such as:

- discrepancies between the materials received and the delivery note or despatch note;
- materials received appear not to meet the centre's requirements;

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- materials have been significantly damaged in transit;
- there appears to have been a possible breach of security whilst the material was in transit;
- the seal of a question paper packet is not intact or there is evidence that a seal may have been tampered with;
- there has been an unexpected delay in delivering the question papers.

10.2.4 Immediately after receipt of the boxes containing the question papers, in addition to the requirements in paragraph 10.3.3 Chief Invigilators should make a thorough check to ensure that there are sufficient question papers for each of the examinations which will take place in the centre. Question paper packets should also be checked against the checklists provided by BEC and arranged in timetable date order in the secure store so as to reduce the likelihood of opening a packet of question papers at the wrong time. Any discrepancies or any other problem should be reported immediately to BEC.

10.2.5 The packets of question papers and other examination materials must not be opened until the time appointed for the examination, except where BEC instructs otherwise.

10.3 Receipt of other Materials

10.3.1 Other materials will be delivered at the same time as the question papers. The details are as follows:


- Attendance registers
- Return envelopes
- Multiple-choice answer sheets
- Hard boards
- Rubber bands
- Delivery note

10.3.2 The Chief Invigilator should check to make sure that the quantities of the materials in paragraph 10.4.1 are sufficient to meet the Centre's needs.

Answer sheets and other examination stationery should be regarded as confidential, and once the quantities have been checked, the materials must be placed in secure storage with the question papers.

10.4 Secure Storage of Examination Materials

10.4.1 Question papers, scripts and examination stationery must be stored securely at all times. Acceptable arrangements include:

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- a strong room without windows protected by a door with a high quality lock and a concrete ceiling or roof;
- a fixed reinforced metal cabinet or other similar container which is contained in a room with any windows protected by burglar bars and a concrete ceiling or roof. The room would be accessed through a strong door fitted with a good quality lock.

An ordinary lockable filing cabinet in a standard office should not be regarded as satisfactory. (Refer to Standards for Secure Storage of Examinations Materials issued by BEC)

10.4.2 Keys to the examination storage facilities must be handled by a maximum of two officers, being the Chief Invigilator and any appointed member. The arrangement should be that one complete set of keys is with the chief invigilator and another set is with another appointed officer to ensure continuity in cases of emergencies.

10.4.3 BEC must be informed immediately if the security of the question papers or confidential instructions is at risk through fire, theft, loss, damage, unauthorised disclosure or any other circumstances.

10.4.4 Where confidential material is pre-recorded on tapes or other media such as CD-ROM, arrangements must be made, prior to the examination, for such material to be tested according to the instructions issued by BEC and any deficiencies notified immediately to BEC.


10.4.5 Examination stationery and materials must be stored securely at all times so that no unauthorised person has access to them.

10.5 Examination Rooms

10.5.1 All candidates must sit for the examination at the centre unless prior permission has been obtained from BEC for candidates to take the examination elsewhere. Any room in which an examination is conducted must provide candidates with appropriate conditions for an examination.

10.5.2 Ideally candidates should not be exposed to noise from outside of the examination room, and the centre should do all it can to minimise any such noise. The centre should, for example, manage the movement of students in the vicinity of the examination room. There may be sources of noise over which the centre has no control. For example, there is very little the Chief Invigilator can do about traffic noise from a nearby road, and in such circumstances the centre may not be criticised.

10.5.3 The examination rooms should have adequate lighting in all areas in which candidates are sitting. Ideally, the temperature in the examination rooms should be reasonable. However, BEC appreciates that in many cases this may be difficult to achieve, and centres may not be criticised for conditions which are beyond their control. In particular, BEC appreciates that

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the temperature in the examination room may be much the same as in the classrooms in which the candidates have been taught, and they will be familiar with the conditions.

- 10.5.4** The Notice to Candidates should be displayed in a number of locations. In small centres, the notice should be displayed both inside and outside the examination rooms. In larger centres where several rooms are used, it may be difficult to display the notice in all of the rooms, and in these cases, the notice should be displayed in a number of prominent locations. The Chief Invigilator should ensure that all candidates have the opportunity of reading the notice (See Appendix A of these Guidelines).
- 10.5.5** Display material (e.g. maps, diagrams, wall charts) which might be helpful to candidates must not be visible in the examination room. Ideally, all materials should be removed with the possible exception of the Notice to Candidates and perhaps a copy of the Seating Plan.
- 10.5.6** A reliable clock must be visible to each candidate in the examination room. In large examination rooms such as multi-purpose halls, several clocks should be displayed at strategic points. Regular checks should be carried out to ensure that all clocks are in good working order.
- 10.5.7** The centre number, and the start and finish times of each examination, must be displayed and visible to all candidates.


10.6 Spacing of Desks

Important: The distance between the centres of adjacent desks must each be at least 1.25 metres.

- 10.6.1** Desks should have large enough space for the question paper, answer booklet and other materials.
- 10.6.2** The spacing of the desks must be such that it is impossible for one candidate to overlook the work of another, either intentionally or otherwise. In order to achieve this, the distance between the centre of one desk and the centre of adjacent desks must be at least 1.25 metres. As part of the preparation for an examination, the Chief Invigilator should ensure that desks are equally spaced in all directions. Candidates should be instructed not to move the desks during the course of the examination.

Centres should be aware that BEC regards the adequate spacing of desks as important, and the Chief Invigilator must make arrangements which allow the minimum separation to be achieved.

- 10.6.3** As part of the preparation for the examination, cards showing the candidate numbers should be placed on the desks. Desks should be allocated only to candidates who are registered for the paper which is about to take place, and candidates should be seated in candidate number order. In this way it will be easy to identify candidates who attend for the

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examination although not registered for the paper. The Chief Invigilator should do everything possible to prevent candidates from attending papers for which they are not entered.

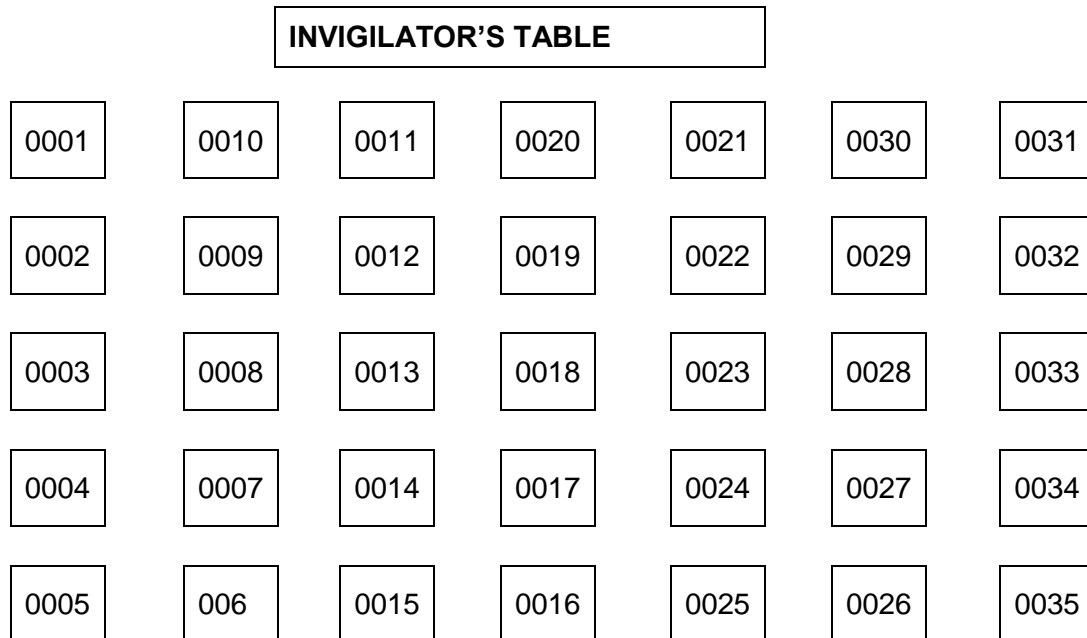
10.7 Seating Plan

A seating plan is a diagram that outlines how the examination room is set up. It shows the positions of tables in the room, the position of each chair and where each candidate is seated. It shows the position of the invigilator's desk and the direction candidates are facing in the examination room.

Centres must submit all completed seating plans to BEC as one package at the end of the examination. Completed seating plans must be packaged in a separate envelope and dispatched with the scripts.

10.7.1 Completion of Seating Plan


The invigilator's table, (on which the testing materials must be laid out), should be at the front of the candidates. A typical layout for 35 students appears below:



Using the attendance register, the invigilator should plan the seating of the candidates by either writing their candidate numbers on their desks with chalk or by sticking numbers on their desks with a label using a cello tape/masking tape.

10.7.2 Sitting Arrangements

Candidates should be in their seats at least 15 minutes before an examination session starts. A

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separate desk should be provided for each candidate. Such physical separation reduces the temptation to copy or to be distracted by movements of someone sharing a desk.

10.8 Invigilation

10.8.1 Unauthorised Persons

The invigilator must not allow unauthorised persons to enter the room where an examination is in progress, nor allow the question papers to be read by anyone other than the candidates until twenty-four hours after the administration of that examination. If the Head of Centre appoints another person as Chief Invigilator, the previous Chief Invigilator becomes an unauthorised person. Only persons authorised by the Heads of Centres are allowed in the examination room.

10.8.2 Invigilation Arrangements


Important: There must be at least one invigilator present for every 35 candidates.

10.8.1.1 The Chief Invigilator must ensure that invigilation is carried out by suitably qualified and experienced adults. Whilst the Chief Invigilator has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole invigilator. The Chief Invigilator must ensure that invigilators are fully briefed and trained before carrying out the task of invigilation.

10.8.1.2 Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task in the examination room except invigilation.

10.8.1.3 Sufficient invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- At least one invigilator must be present for every 35 candidates. Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.
- The Chief Invigilator must make arrangements to ensure that no examination room is left unattended at any time. In particular, when only one invigilator is present in an examination room, they must be able to summon assistance easily without leaving the examination room and without disturbing the candidates. A rover should be readily available to assist the invigilator.
- A teacher who has prepared the candidates for the subject of the examination during the academic year of the examination should not invigilate a written examination in that subject.

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- A copy of this booklet must be available to each invigilator in the examination room, and the invigilators must be familiar with the Notice to Candidates and any specific regulations relating to the subjects being examined.
- Centres must keep records of the invigilation arrangements for each examination session, and the Chief Invigilator should ensure that each invigilator signs the Certificate of Invigilation. Completed Certificates of Invigilation should be retained in the Centre or returned according to instructions issued by BEC.
- Chief Invigilators should make arrangements for seating plans to be prepared in each of the rooms being used for the examination. Note that seating plans should not be enclosed with answer scripts.

A checklist for invigilators is included as Appendix C. The checklist summarises the duties and responsibilities of invigilators.

10.9 At the Beginning of the Examination


When the scheduled time arrives, invigilators open the doors and admit candidates. If there are candidates who have made a late transfer in, they should be assigned the last candidate number, their names should be written at the bottom of the attendance register and the Chief Invigilator must notify BEC. **They should not use the numbers they were given at their previous centres.**

10.9.1 Identification of Candidates

The invigilators must be satisfied as to the identity of every candidate attending each examination, and arrangements must be made to carry out adequate checks whenever it is necessary to do so. In the case of small centres, candidates who are in attendance at the school will be known to the invigilators and identification of these candidates is probably unnecessary. In larger schools, this might not be the case, and checks on the identity of candidates should be carried out. All private candidates must be positively identified by means of a national identity card or passport. The evidence must be presented each time they attend an examination.

10.9.2 Collecting the Question Paper to Administer to Candidates

- 10.9.2.1 The Chief Invigilator and Invigilator check to confirm the component to be written on the timetable in the secure storage room.
- 10.9.2.2 The examination team/committee confirms the number of question paper packets that should be picked for that particular date and time.
- 10.9.2.3 The Chief Invigilator collects and confirms against the timetable the date on question paper packets.
- 10.9.2.4 Chief Invigilator passes over the packets to the Invigilator to verify the date and time.

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10.9.2.5 The Chief Invigilator and Invigilator should **sign** on the timetable against the component to indicate that verification was done and that they have satisfied themselves that they have the right question paper before they leave the secure storage room.

10.9.2.6 The date and time of verification should be next to the signature on the timetable.

10.9.2.7 The Chief Invigilator and Invigilator take the packets to the examination rooms.

10.9.3 Distribution of Question Papers, Answer Sheets and Other Materials to candidates

The invigilator must take all reasonable steps to ensure that:


- the official examination stationery for the particular subject examination is issued to candidates and that no other stationery, including paper for rough work, is provided.
- in the case of objective examinations, invigilators must make sure that all candidates have an HB pencil and an eraser.
- if unauthorised materials have been taken into the examination room, such materials must be placed out of reach of the candidates before the examination commences.
- in the case of objective examinations, candidates must be provided with a pre-printed answer sheet. The answer sheets are personalised with the syllabus, component, centre number and candidate number. So, each individual answer sheet must be given to the candidate whose name appears on it, and that the invigilator must ensure that the answer sheets relate to the subject and the component concerned. Under no circumstances should an answer sheet be used by a candidate other than the one specified or for the component. So, answer sheets cannot be transferred from one candidate to another or from one component to another. Candidates who might not have personalised answer sheets should be provided with un-personalised answer sheets.

10.9.4 Checking Question Paper Packets in the Examination room

10.9.4.1 The invigilator announces;

- the syllabus name
- the component code
- duration of the paper

10.9.4.2 The Invigilator holds each packet of question papers out to the candidates to confirm that the packets have not been tampered with.


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- 10.9.4.3 The invigilator hands over the question paper packets to a number of candidates to verify that it is the correct component for the date and time and that the packets have not been tampered with.
- 10.9.4.4 The candidates verify and append their names and signatures and date against the component name.
- 10.9.4.5 The invigilator collects the question paper packets from the candidates once verification is done.
- 10.9.4.6 The Invigilator makes the final verification and signs next to the candidates' signatures.
- 10.9.4.7 The Invigilator neatly cuts open the question paper packets using a pair of scissors.
- 10.9.4.8 The Invigilator distributes question papers accordingly to the candidates in number order.

Note: It is the responsibility of the Invigilator to open the question paper packets using a pair of scissors and to make sure that the question papers not damaged. The Invigilator should report to the Chief Invigilator any grounds for suspicion about the security of the examination papers. In such cases, the Chief Invigilator must notify BEC immediately and submit a full written report.

10.9.5 Starting the Examination

- 10.9.5.1 An examination is deemed to be in progress from the time the candidates enter the room until all the scripts have been collected. Before candidates are permitted to start work the invigilator must:
- ensure that candidates are seated in accordance with the prescribed seating arrangements;
 - inform the candidates that they are now subject to the regulations of the examination;
 - warn candidates that any unauthorised materials must be handed in;
 - check that candidates have all the necessary materials to enable them to complete the examination;
 - open the packets of question papers and issue the papers to candidates;
 - draw to the candidates' attention the instructions printed on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject and component;
 - ensure that details of any erratum notices are brought to the attention of candidates.

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- inform candidates that:
 - they must write their answers legibly in blue or black ink or ball-point pen;
 - correcting fluid and highlighters should not be used;
 - all work (including any rough work) must be done on the examination stationery provided by the centre and that rough work should be crossed through but not obliterated. Candidates should be made aware that all rough work will be included with the answers and sent to BEC;
- in multiple choice papers, any rough work should be done on the question paper.
- instruct candidates to enter their names, centre number, candidate numbers and the component code/paper details on their answer booklets or answer sheet, and to complete other details as required;
- announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper(s).


10.9.5.2 Remind candidates that they are forbidden from communicating in any way with; or seek assistance from or give assistance to another candidate, whilst they are in the examination room.

10.9.5.3 The sealed envelopes containing the question papers must be shown to all the candidates in the examination room. Candidates should confirm that the envelopes containing the question papers have not been tampered with.

10.9.5.4 Question paper packets must normally remain sealed so that they may be opened in the presence of the candidates. If more than one room is being used, the question paper packets should be opened in one of the rooms in the presence of the candidates. The question papers for other rooms can then be counted and delivered to the rooms by one of the invigilators. This distribution of question papers should take place about 10 minutes before the scheduled starting time of the examination. This should allow sufficient time for the question papers to be distributed to the candidates so that the examination can start at the same time in all rooms.


10.9.5.5 The invigilator must not offer any advice to candidates or make any comment on the questions or the work of the candidates. The invigilator must not give any information to candidates about suspected errors in the question paper except as stated on any erratum notices. The invigilator should never attempt to correct a suspected error, and candidates must attempt the questions exactly as they are presented on the question paper.

10.9.5.6 In the case of objective examinations for PSLE, it may be necessary to ensure that all candidates are able to complete the details on the answer sheets properly and some practice may be required, this could be done in advance of the examinations. In any

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case, the invigilator should read the instructions to the candidates. The invigilator should speak loudly, clearly and slowly so that all candidates can hear and understand what is being said. The candidates should be instructed to write their names in the space provided on the answer sheet and then shade the ovals which indicate gender, centre number and student number. In order to enable the candidate to complete the form correctly, the invigilator should instruct the candidates to complete each step in turn, and the invigilator should move amongst the candidates to check that the instructions are being carried out correctly.

- 10.9.5.7 The envelopes containing the question papers for the subject stated on the examination timetable should now be opened for the first time in the presence of the candidates.
- 10.9.5.8 If there are more than one examination rooms and more than one envelopes, all the envelopes must be opened in one classroom and then the question papers distributed to the invigilators for the other classrooms. In a case where several classrooms are used for examinations, opening of question papers should be rotated such that each classroom becomes a base room for opening and sealing of envelopes.
- 10.9.5.9 The invigilator should place a question paper on each candidate's desk face down. They must absolutely make sure that each candidate receives only one question paper and leaves it face down until they are instructed otherwise.
- 10.9.5.10 In case there is a shortage of multiple-choice question papers and they cannot be obtained from BEC or a nearby primary school, the Chief Invigilator must divide the candidates into two groups. The first group would write the examination while the other group would be kept in a classroom under examination conditions except that they will not be writing. The candidates who would not be writing should be detained in one of the rooms and should not be allowed to read any books.
- 10.9.5.11 The candidates who are first to use the question papers should be instructed not to write anything on the question papers. The second group of students may later use the question papers. The Chief Invigilator must make a report of such an incident to the BEC.
- 10.9.5.12 In the case of free response papers like Agriculture Paper 1, the Chief Invigilator should inform BEC and in the meantime keep the candidates under strict supervision while the shortfall is being addressed.
- 10.9.5.13 The candidates and the invigilators should not be in contact with anybody except co-invigilators and the candidates during the time of waiting.
- 10.9.5.14 No copy of a question paper may be taken from the examination room before the end of the period allotted to that paper. The paper should be kept in safe custody until at least 24 hours after the scheduled finishing time.

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10.9.6 Shading the answers

- 10.9.6.1 Each multiple-choice paper consists of sixty questions and each question has four options, one of which is the correct answer. Invigilators should ask candidates to check and verify the number of the questions and options.
- 10.9.6.2 The candidate must indicate on the answer sheet the ONE answer they consider to be correct by shading the oval which contains the letter which is the same as the answer they have chosen.
- 10.9.6.3 The candidate does this for each question until time for the examination is exhausted. For each of the seven multiple-choice papers, they shade the answers on a separate answer sheet. Invigilators should make sure that all candidates know how to shade their answers on the answer sheet prior the examination.
- 10.9.6.4 It must be emphasised that the scoring of the answer sheets is done electronically through scanning, and unless the information is filled in correctly, this may lead to incorrect capture of information and considerable delays in the publication of results.
- 10.9.6.5 Candidates must not write answers on the question papers but should always use the answer sheets provided by the invigilator. There may be exceptions with some Special Needs candidates and BEC will have authorised it.

10.10 During the Examination

10.10.1 Invigilation of Examination

- 10.10.1.1 The invigilator has to keep moving during the examination period in order to do their job effectively and not stand for too long behind or next to a candidate as it may embarrass or disturb them.
- 10.10.1.2 If a candidate is permitted to leave the room at any time, the invigilator must make sure that their examination paper is left behind closed on their desk with the answer sheet or booklet inserted after the front cover.
- 10.10.1.3 Two or more candidates should not be allowed to leave the room at the same time.
- 10.10.1.4 A roving invigilator must accompany the candidate to make sure they are supervised for the duration of the time that they have left the examination room.

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10.10.1.5 No extra time will be allowed to make up for a routine absence such as a trip to the toilet. The only exception to this is where a candidate is allowed supervised breaks as part of an agreed Access Arrangement.

10.10.1.6 The roving invigilator must make sure that noise from outside the examination room does not disturb candidates as they write.

10.10.1.7 If, during the examination, the invigilator or candidates find that a question has no answer, the invigilator should allow candidates to answer in the normal way. There would be no need to contact BEC. After the examination, the Chief Invigilator should report the problem to BEC.

10.10.2 Timing

At the beginning of each examination session the invigilator must ascertain how much time is allotted to that particular examination paper and must follow it.

10.10.2.1 The time for each examination session must be written on the board so that candidates know the starting and finishing times.

10.10.2.2 The amount of time left as the candidates' progress with the examination must not be announced until **twenty (20) minutes and five (5) minutes** before the end of the examination.


10.10.2.3 The time between the invigilator's announcements: 'START!' and 'STOP!' must be the exact allotted time. No matter how clear directions are for an examination, one or more candidates are sure to misunderstand or misread them. They may mark their answers on the question paper instead of on the answer sheet, or they may fail to continue an examination in the belief that they have finished. **Time lost by a candidate through their own failure to understand or follow instructions will not be made up or taken into account during marking.**

10.10.3 Supervision of Candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.

10.10.4 Late Arrival of Candidates

10.10.4.1 Under normal conditions, a question paper should not be issued to any candidate who arrives more than 30 minutes after the starting time of the examination. However, invigilators should apply this rule with discretion and aim to lessen, as far as possible, hardships caused by, for example, transport delays or illness. If, through late arrival, a candidate either loses a substantial amount of time or is allowed to make up for this lost time at the end of the period allotted to the paper, the matter

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must be reported to BEC and a “special consideration form” must be completed and sent to BEC.

10.10.4.2 In determining whether any of the work completed by a candidate who arrives late can be accepted, BEC will pay particular attention to the extent to which it can regard the security of the examination as having been maintained, with particular regard to the time at which candidates leave the examination room and question papers cease to be confidential.

10.10.4.3 A candidate who arrives after the start of the examination must not be allowed any extra time after the scheduled end of the examination.

10.10.4.4 In all cases where a candidate who is admitted late into the examination room, the following rules apply:

- the script must be sent to BEC in the normal way;
- a full written report must be sent to BEC as soon as possible. The report should include the reason for the late arrival of the candidate, including any details of special arrangements made. The report should also contain details of the actual start and finish times of the examination and the time at which the candidate started the examination;
- a statement regarding any possible breach of examination security arising from the candidate’s late arrival, including information about the extent to which the candidate was under staff supervision from the actual starting time of the examination to the end.


10.10.4.5 Where a candidate arrives late for the examination and after the scheduled finishing time, the candidate must be recorded as 'absent'. In such cases, the candidate should be advised that no grade may be issued for the subject.

10.10.5 Attendance Register

10.10.5.1 Centres will receive a computer listing of the candidates registered for each examination which is to be used as an attendance register. The invigilator must complete the attendance register during the course of the examination in accordance with the instructions provided. If a candidate who is present for the examination is not shown on the attendance register, the candidate’s details must be added, again according to the instructions provided.

10.10.5.2 For each examination, the Chief Invigilator must ensure that the absent candidates are carefully marked according to the instructions in the Guidelines.

10.10.5.3 The attendance register should be completed at least thirty minutes after the examination has been in progress so that late arrivals can be accommodated. When

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all candidates are seated, the invigilator should make an exact count of those actually present and compare the count with the number in the attendance register. Candidates who did not sit for the examination should be marked ABSENT or marked 'X' in the attendance register. Under no circumstances should the attendance register be completed after the candidates have left the examination room.


- 10.10.5.4 Completed attendance registers should be sent to BEC immediately after the last examination has taken place. The attendance registers should not be enclosed with the scripts, but rather packaged separately and dispatched with scripts. The candidate numbers of absent candidates should also be listed in the space provided on the script return envelope. Where more than one envelope is used, all candidates should be listed on the first envelope. Where all candidates are absent for an examination, an empty envelope on which the absent candidates have been listed by candidate number should be submitted to BEC.

10.10.6 Leaving the Examination Room

- 10.10.6.1 Candidates should not be allowed to leave the examination room before the end of the examination. Candidates leaving early cause disruption to other candidates and can lead to an unsatisfactory end to the examination. This is not a requirement of the regulations, but BEC's view is that centres should not allow candidates to leave at any time until the examination is over as this causes anxiety to those candidates who are yet to finish writing.
- 10.10.6.2 If the centre decides to allow candidates to leave before the scheduled end of the examination, they may not do so less than 30 minutes after the official starting time shown on the timetable. A candidate who has finished work and is allowed to leave the examination room early must hand in their work and must not be allowed to take the question paper out of the examination room. The candidate must not be re-admitted into the examination room.

10.10.7 Irregular Conduct

- 10.10.7.1 Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the examination.
- 10.10.7.2 It is the duty of the Chief Invigilator to ensure that all cases of irregularity or misconduct in connection with the examination are reported to BEC as soon as possible. The Chief Invigilator is empowered to expel a candidate from the examination room, but such action should only be taken when it is felt that the continued presence of a candidate would cause disruption to other candidates (e.g. the presence of an intoxicated candidate or a candidate with emotional and behavioral problems).
- 10.10.7.3 Any infringement of the regulations may lead to a disqualification of the candidate. Decisions on any such disqualification will be taken by BEC.

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10.10.8 Emergencies

10.10.8.1 The invigilator must take the following action in the event of an emergency such as a fire alarm:

- evacuate the examination room;
- ensure that all the question papers and examination scripts are left in the examination room.
- ensure that the candidates are supervised as closely as possible whilst they are outside the examination room so as to ensure there is no collusion;
- after the candidates have returned to the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates' work the point at which the interruption occurred;
- record the time and duration of the interruption; and allow the candidates the full working time prescribed for the examination;
- in the event of there being only a small number of candidates, consider the possibility of moving the candidates and the question papers and scripts to another room in order to complete the examination;
- make a full report of the incident and of the action taken. The Chief Invigilator should submit any such report to BEC.

10.11 At the End of the Examination


10.11.1 Finishing the Examination

10.11.1.1 At the end of the examination, the candidates should be told to stop writing. The candidates should then be instructed to:

- ensure that all the required information has been entered on the script, answer booklet or answer sheet;
- make sure that their answers have been correctly numbered;
- arrange any supplementary answer sheets in the order in which the questions have been attempted. The sheets should then be attached to the back of their answer booklet or question paper using the string or tags provided by the centre. Paper-clips or staples should not be used.

10.11.2 Collection of scripts, answer sheets and question papers

10.11.2.1 Centres are advised to ensure that all scripts are collected before the candidates are allowed to leave the examination room. Arrangements must be made for all scripts or answer sheets to be collected, placed in the order shown on the attendance register and checked to ensure that all scripts or answer sheets are present and that candidates have

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used their correct centre number and candidate number. After collation, the scripts or answer sheets should be handed to the person responsible for despatching the scripts to BEC.

- 10.11.2.2 No copy of a question paper may be removed from an examination room, or may an unauthorised person read the question paper. Once collected, the question papers should be placed in the secure store for a period of at least 24 hours after the scheduled end of the examination. After the 24 hours have elapsed, the question papers may, at the discretion of the Chief Invigilator, be passed to the centre staff or returned to the candidates.
- 10.11.2.3 Scripts and answer sheets are confidential between the candidates and BEC. They may not be read or photocopied by any person prior to despatch.

10.12 After the Examination

10.12.1 Collecting Examination Materials

- 10.12.1.1 Immediately after each session, the invigilator should arrange the answer sheets in numerical order/ascending order.
- 10.12.1.2 The Chief Invigilator should then check if the invigilators have arranged the answer sheets in numerical order and that there are no missing answer sheets or scripts.
- 10.12.1.3 They should also check to see if the information required, that is the surname, first name, centre and candidate number and sex have been correctly written and shaded. This must be done in the examination room that was used for opening the envelopes and in front of the invigilators and candidates.
- 10.12.1.4 They will then place the answer sheets between boards and secure them with rubber bands. The boards containing the answer sheets may now be placed in envelopes and then sealed in the presence of candidates.
- 10.12.1.5 If possible, all the script packets for a given component should be tied together to make a single package. Thoroughly check the syllabus code and component code before sealing as failure to do so creates problems of missing packets.
- 10.12.1.6 Chief Invigilator should enter outside the envelopes the centre number (e.g. PS2701), the syllabus code and component code (e.g. 01/01), the number of scripts enclosed (e.g. 50 scripts) and the range of candidate numbers (e.g. 0002-0079). Where only one packet is used, enter "Packet 1 of 1", where two packets are used, enter "Packet 1 of 2" on the first envelope and "Packet 2 of 2" on the second envelope, and so on if more than two packets are used. Any SPED envelopes should be counted amongst all the centre envelopes.
- 10.12.1.7 Under no circumstances must any correspondence, including requests for Special

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Consideration, be included with the examination scripts. All such correspondence should be sent separately to BEC.

10.12.1.8 The envelopes must be sealed in a box and the box addressed to:

**The Executive Secretary
 Botswana Examinations Council
 Private Bag 0070
 Gaborone**

10.12.2 Despatch of Scripts

10.12.2.1 The scripts and answer sheets will be collected by Courier to BEC at the end of the examination. Any scripts which are retained in the Centre awaiting collection must be held in secure conditions. Centres will be notified of the Courier Company to be used and the collection times.

10.12.2.2 A despatch form provided by BEC must be completed with the details of the consignment and signed by the Chief Invigilator and sent to BEC with the scripts but in a separate envelope.


10.12.3 Unused Stationery

10.12.3.1 All unused stationery in the examination room must be collected and checked for any used loose sheets which candidates may have overlooked. The stationery should then be returned to the Chief Invigilator and stored under secure conditions until required for a subsequent examination.

10.12.3.2 However, all the remaining multiple choice answer sheets should be safely DESTROYED by the office of the Chief Invigilator AFTER the issuing of certificates for the examination series unless advised otherwise.

10.12.4 Report on the General Administration of Examination

10.12.4.1 Centres are expected to each write a detailed report on the administration of examination. BEC is interested in centre's comments on all aspects of the examination. The report should cover, but not limited to the following areas: delivery of examination materials, timetable and schedules, invigilation and written examinations, maladministration and malpractice.

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11 Malpractice and mal-administration

Important

'Malpractice', which includes mal-administration and non-compliance, means any act, default or practice which is a breach of the BEC Examinations Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any BEC qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of BEC or centre or any officer, employee or agent of BEC or centre.

These may occur before, during or after the examinations and may not necessarily be confined to events during timetabled examinations.

Mal-administration is unintended actions of negligence resulting in breaches of regulations that may threaten the integrity of BEC examinations.

11.1 Introduction


11.1.1 This part of the *Conduct of Examinations* contains procedures for dealing with malpractice on the part of candidates, centre staff and others involved in the delivery of BEC qualifications. These procedures must be followed in the investigation of all allegations of malpractice and mal-administration

11.1.2 This part of the *Conduct of Examinations*:

- identifies the malpractice and mal-administration regulations under which BEC examinations and assessments operate;
- defines malpractice in the context of examinations and assessments;
- sets out the rights and responsibilities of BEC, centre staff and candidates in relation to examination malpractice;
- describes the procedures to be followed when there is reason to suspect that malpractice has taken place.

11.1.3 Instances of malpractice arise for a number of reasons:

- some instances are intentional and intended to give an unfair advantage to a candidate or a group of candidates;

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- other instances are unintentional and arise out of misunderstanding of the regulations or carelessness in the application of the regulations;

11.1.4 The individuals involved in malpractice may be:

- candidates;
- teachers or other staff responsible for the administration, conduct and quality assurance of examinations and assessments;
- those involved in the assessment of candidates' work such as assessors, centre staff, examiners and moderators;
- others such as parents or friends of the candidate.

11.1.5 Regardless of the circumstances or the people involved, BEC has a statutory duty to investigate all allegations of malpractice relating to BEC examinations and assessments. BEC also has a duty to protect the integrity of all BEC qualifications.


11.2 Responsibilities of BEC

11.2.1 In order to meet its responsibilities, BEC will:

- oversee all investigations into alleged or suspected malpractice;
- withhold the results of the candidates involved until the investigation is complete. BEC will withhold the results of candidates permanently if the circumstances warrant such action;
- apply sanctions and penalties listed in sections 11.6 to 11.8 in cases where the malpractice is proven;
- report the circumstances to the Police if a criminal act may have been committed as part of the malpractice.

11.2.2 When dealing with suspected malpractice in a centre, BEC will deal primarily with the Head of Centre or their nominated representative.

11.2.3 BEC will use its own personnel (or any other designated persons) to investigate suspected cases of malpractice and any breach of security. BEC will also require the Head of Centre to fully provide details of any suspected or confirmed breach of security.

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11.3 Responsibilities of the Head of Centre

11.3.1 The Head of Centre or their representative is required to:

- report to BEC (by phone or fax) immediately any incident of actual malpractice or suspicion of malpractice and/or mal-administration as a matter of urgency. Thereafter the Head of Centre is required to conduct a preliminary investigation and submit a written report on the incident within 48 hours. The only exception to this is malpractice in coursework which is discovered before the candidate is registered for the examination;
- supervise all investigations resulting from an allegation of malpractice. However, if the allegations or suspicions suggest that the Head of Centre may be involved in the Malpractice, the supervision will be sourced from relevant authorities.
- respond openly and promptly to all requests for an investigation into an allegation of malpractice. The Head of Centre and the staff and candidates in the Centre must co-operate fully with an investigation into an allegation of malpractice;
- pass on to the individuals concerned any warnings or notification of penalties when a case is concluded. The Head of Centre must also ensure compliance with any instructions or requests made by BEC relating to the future conduct of BEC examinations and assessments in the Centre.
- inform candidates and Centre staff of their individual responsibilities and rights as set out in these regulations.
- The responsibilities in section 11.3 also apply to instances of suspected malpractice which involve private candidates entered through the Centre.

11.4 Communication

- BEC will communicate with the Head of Centre or their nominated representative in all matters relating to an allegation of malpractice, except when the Head of Centre is under investigation. However in some circumstances, BEC may communicate directly with members of staff at the Centre who are suspected of malpractice.
- BEC will communicate directly with a person who is no longer employed at the Centre being investigated.
- BEC will communicate directly with a candidate only if the circumstances warrant such communication or if the candidate is a private candidate. For example, BEC might decide to communicate with a candidate if there is a contradiction in the evidence provided by the Centre and the candidate or where it seems that the Centre is not co-operating fully with the investigation. In such cases, the Head of Centre will be informed in writing that BEC proposes to deal directly with the candidate and will

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be asked not to communicate further with the candidate.


11.5 Forms of Malpractice

The following are examples of forms of malpractice. The list is not intended to be exhaustive, and other examples of malpractice may be identified and considered at the discretion of BEC.

11.5.1 Suspected Candidate Malpractice

The following are examples of acts of malpractice that may be committed by candidates

- the alteration of any results document, including Statement of Results and certificates;
- failing to follow the instructions or advice of an invigilator or other supervisors in relation to BEC regulations which apply to examinations and assessments;
- failure to abide by the conditions of invigilation or supervision which is intended to maintain the security of the examination or assessment;
- working in collusion with other candidates, beyond what is permitted by the regulations;
- copying from another candidate (including the misuse of ICT to do so);
- allowing work to be copied by another candidate;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room;
- obtaining or receiving (or attempting to obtain or receive) information which is examination related from another candidate in the examination room, or passing any such information to another candidate in the examination room. This includes communication by speech, in writing and/or other non-verbal communication.
- making a false declaration of authenticity in relation to coursework;
- either giving or receiving undue assistance in the production of coursework;
- being in possession of confidential material in advance of an examination;
- bringing into the examination room unauthorised materials such as notes, study guides, blank paper, electronic devices, etc.

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- the inclusion of offensive or obscene material in scripts or coursework;
- pretending to be someone else in the examination (impersonation), or arranging for another person to take one's place in an examination;
- plagiarism; the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.
- theft of another candidate's work;
- any attempt to remove or reveal the content of the examination before the Key Time has passed or the examination has ended, whichever is later.
- submitting a piece of work that is not the candidate's original work

11.5.2 Suspected Centre Staff Malpractice - Breach of Security


11.5.2.1 Breaching the confidentiality of question papers or other examination materials or the confidentiality of candidates' scripts. Such breaches include:

- failing to keep examination materials secure prior to an examination;
- revealing secure information;
- moving the time or date of an examination without the prior written approval of BEC;
- failing to supervise adequately candidates who are involved in a timetable deviation; (This would, for example, apply to a practical examination which is to be taken in a number of sessions.)
- permitting, facilitating or obtaining unauthorised access to examination material prior to an examination;
- failing to retain and secure examination material where the examination is to be taken in a later session due to a timetable deviation;
- tampering with candidates' scripts or coursework after submission to school administration and before despatch to BEC or before making the work available to a moderator.

11.5.3 Suspected Centre Staff Malpractice - Deception

11.5.3.1 Any act of dishonesty in relation to an examination or assessment:

- inventing or changing marks for internally assessed components such as coursework

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where there is no actual evidence of the candidate's achievement to justify the marks being awarded;

- entering fictitious candidates for examinations or assessments or otherwise subverting the certification process for financial gain.

11.5.4 Suspected Centre Staff Malpractice - Improper Assistance to Candidates


11.5.4.1 Giving assistance to one or more candidates which results in potential or actual advantage in an examination or assessment. For example:

- assisting candidates in the production of coursework beyond that permitted by the regulations;
- making candidates' coursework available to other candidates;
- assisting candidates with the production of answers;
- assisting candidates for whom Special Arrangements have been made (such as the provision of a reader or amanuensis) beyond that permitted by the regulations and other BEC publications.

11.5.5 Suspected Centre Staff Mal-administration

11.5.5.1 Failure to follow the regulations regarding the conduct of examinations and assessments or malpractice in the conduct of examinations and assessments including the handling of examination materials, candidate scripts, mark sheets, etc. For Example:

- failure to ensure that candidate's coursework is adequately supervised;
- failure to train invigilators adequately, leading to non-compliance with BEC regulations;
- failing to issue appropriate notices or warnings to candidates in accordance with BEC regulations;
- failing to post notices relating to examinations and assessments as required by BEC regulations;
- not ensuring that the rooms used for examinations meet BEC requirements as specified in the regulations;
- the introduction of unauthorised material into the examination room, either during or prior to the examination;
- failing to remind candidates that unauthorised materials must be handed to the invigilator before the start of an examination;
- making Special Arrangements available to candidates where prior approval has not been obtained from BEC;
- failure to despatch candidates' scripts or coursework to BEC or failure to make coursework available to moderators when required to do so by BEC;

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- failing to report a case of suspected malpractice in an examination or assessment to BEC as soon possible after any such incident has occurred;
- failure to conduct an investigation into suspected malpractice when asked to do so by BEC;
- the retention and/or destruction of certificates contrary to BEC regulations;
- Loss of certification documents.

11.6 Sanctions and Penalties

11.6.1 BEC will impose sanctions and penalties on individuals and centres found guilty of malpractice in order to:

- minimise the risk to the integrity of BEC qualifications, both in the present and in the future;
- maintain the confidence of the public in BEC qualifications;
- deter others from committing malpractice.

11.6.2 BEC will impose sanctions and penalties to individuals found guilty of malpractice. These individuals will be candidates or members of staff who are responsible in some way for the examination or assessment. However, when the malpractice is judged to be the result of serious mismanagement of the Centre, BEC may apply sanctions against the Centre.


11.6.3 BEC will do everything possible to protect the interest of candidates who become involved in malpractice through no fault of their own. However, it should be recognised that there may be instances where the work submitted for assessment does not represent the attainment of individual candidates, and it may not be possible to issue grades to these candidates. When considering such cases, BEC will consider both the position of the innocent individuals caught up in the malpractice and BEC's responsibility to other candidates.

11.6.4 There may be cases where it is known that malpractice has taken place, but where it is not possible to apportion blame with any certainty. In such cases, if it is clear that the integrity of the examination or assessment has been impaired, BEC may decide not to accept the work of candidates and results will not be issued.

11.6.5 Sanctions and penalties will be chosen from a defined range in order to reflect the particular circumstances of the case and any mitigating factors. The available penalties are listed in sections 11.7 to 11.9. BEC reserves the right to apply penalties other than those listed if the circumstances warrant it.

11.6.6 Sanctions and penalties applied must be reasonable and based only on the evidence available at that time.

11.6.7 If the examination is one of a series, sanctions and penalties will only apply to the series in which the offence has been committed and possible future series.

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(If evidence comes to light some considerable time after the offence, a sanction or penalty may still be applied to the series in which the offence was committed and later series.)

11.6.7 Penalties must be consistent in their application, and BEC will take no account of the consequences of which might arise from the candidate's circumstances, such as the effect of the penalty on the candidate's application for university admission.

11.6.8 A permanent record will be kept of the effect of any penalties on a candidate's results. All other information relating to specific instances of malpractice will be destroyed after a period of five (5) years.

11.7 Sanctions and penalties against candidates

11.7.1 BEC may, at its discretion, impose the following sanctions and penalties against candidates found guilty of malpractice.

- Written warning

The candidate is issued with a warning to the effect that if the offence is repeated within a stated period, further specified sanctions will be applied.

- Loss of marks for part of a component

The candidate loses all of the mark for a specified section of the work. A section may be part of a component or one or more of a number of pieces of coursework.

- Loss of marks for a component

The candidate loses all of the marks gained for a component. The candidate will be regarded as present for the component but will be awarded zero marks.

- Disqualification from a syllabus


The candidate is disqualified from a syllabus taken in that examination series.

- Disqualification from all syllabuses taken in that series

The candidate is disqualified from all syllabuses taken in that examination series.

- Candidate debarral

The candidate is debarred from entering one or more examinations for a set period of time. This penalty can be applied in combination with any of the penalties in section 11.7.

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- Inform the police in serious cases involving criminal acts, theft, impersonation or the falsification of documents etc.

11.7.2 Unless a penalty is accompanied by a bar on entry in future examination series, candidates penalised by the loss of marks or disqualification may retake the syllabus in a future series. In all cases, the candidates must retake the whole syllabus, although it might be possible to carry forward a coursework mark which was unaffected by the penalty.

11.8 Sanctions against Centre Staff

11.8.1 In cases of malpractice involving the staff of a Centre, BEC will first consider whether the integrity of BEC examinations and assessments have been jeopardised by the actions of the individual. If so; BEC will then consider whether that integrity might be further jeopardised if the individual continued to be involved in the conduct or administration of BEC qualifications in the future.

11.8.2 It is not the role of BEC to become involved in any aspect of the member of staff's contractual relationship with any employer.

11.8.3 In determining the appropriate penalty, BEC will consider the potential risk to the integrity of the examination or assessment and the potential adverse effect on candidates. Mitigating circumstances may be taken into account if supported by evidence. Ignorance of the regulations will not, by itself, be considered as a mitigating factor.

11.8.4 Where a member of staff has been found guilty of malpractice, BEC may impose the following sanctions:

11.8.4.1 Written warning

The member of staff is issued with a warning to the effect that if the offence is repeated within a stated period, further specified sanctions will be applied.


11.8.4.2 Imposition of special conditions

Impose conditions on future involvement in BEC examinations and assessments by the member of staff. Such conditions might be applied to the assessment of coursework and the conduct, supervision and administration of examinations and assessments.

11.8.4.3 Suspension

Bar the member of staff from any involvement in the delivery of BEC examinations and assessments for a specified period of time.

11.8.5 The Head of Centre will be informed of any sanction which is imposed on a member of staff, and the Head of Centre is responsible for ensuring that the sanction is carried out.

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11.8.6 If the member of staff moves to another Centre during the period in which the sanction is in force, the Head of Centre should notify BEC in writing. BEC reserves the right to inform the Head of the Centre to which the member of staff is moving as to the nature of the sanction, and the reason for imposing the sanction.

11.9 Sanctions and penalties against Centres

11.9.1 BEC may, at its discretion, impose one or more of the following penalties and conditions against centres. BEC will determine the penalties and sanctions to be applied according to the evidence presented and the nature and circumstances of the malpractice.

11.9.1.1 Written warning

BEC writes a letter to the Head of Centre including details of the malpractice which has taken place. The Head of Centre will be advised of the further action which may be taken should there be a recurrence of the malpractice or further breaches of BEC regulations at the Centre.

11.9.1.2 Additional inspection

BEC might increase the normal level of inspection which takes place in relation to the delivery and administration of BEC qualifications in the Centre. BEC reserves the right to seek reimbursement of the costs of any such additional inspections.

11.9.1.3 Restrictions on the storage of examination materials


For a specified period of time, the Centre will be provided with examination materials such as question papers shortly before each examination is due to start. In such cases the centre will be allowed to administer the examination using the centre invigilators.

In some cases where BEC deems fit, question papers packets will be opened and the papers distributed to candidates in the presence of a BEC officer (or another person appointed by BEC as their representative). At the conclusion of the examination, the Centre may be required to hand over the completed scripts to the BEC officer or representative. These restrictions might be applied to examinations in selected subjects or in all subjects. BEC reserves the right to seek reimbursement of the costs of any such restrictions.

11.9.1.4 Independent invigilators

For a specified period of time, examinations in the Centre will be invigilated by persons appointed by BEC in order to ensure that the examinations are conducted in accordance with the regulations. BEC reserves the right to seek reimbursement of the costs of any such invigilation.

11.9.1.5 Suspension of candidate entries

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BEC may, for a specified period of time or until a specific matter has been resolved, refuse to accept candidate entries from the Centre. This sanction may be applied to a selected syllabus or to all syllabuses.

11.9.1.6 Withdrawal of Centre Recognition

BEC may withdraw the recognition of the Centre as a BEC Examination Centre. As a result, the Centre will no longer be able to offer that specific BEC qualification. When the Centre is informed of this decision, BEC will specify the earliest date at which the Centre may reapply for registration and any measures which must be taken before any such application can be considered.

11.10 Handling suspected malpractice identified by examiners or moderators

Examiners and moderators who suspect malpractice in a BEC examination or assessment are required to report their suspicions to BEC within 24 hours. They are required to provide BEC with a full account of the circumstances which have given rise to their suspicions in writing. At this stage, the Head of Centre is not informed of the suspected malpractice, either by BEC or by the Examiner or Moderator.

11.11 Handling suspected malpractice identified by a Centre


11.11.1 Where suspected malpractice is identified by a Centre, the Head of Centre must inform BEC telephonically at the point of discovery followed by a written account of the circumstances within 48 hours.

11.11.2 In the case of coursework components;

- If the malpractice is discovered prior to the date for final entry, the Centre should resolve the matter internally and may exercise discretion as to whether or not to enter the candidates concerned. If an entry is subsequently made in respect of such candidates, then none of the work which contributed to the dishonesty or malpractice must be submitted. Centres are reminded that all work must be authenticated by the teacher.
- If the malpractice is discovered after final entries have been made, the details must be reported to BEC. If the work of any candidate cannot be authenticated because of suspected dishonesty or malpractice, then no mark should be given for the component concerned.

11.12 Handling suspected malpractice identified by others

11.12.1 Allegations of malpractice may sometimes be made by individuals such as centre staff, BEC staff, candidates or members of the public. BEC will ask for the allegation to be made in writing, although the informant will be given the option of remaining anonymous. BEC will evaluate all such cases in the light of all available information before deciding whether an investigation is justified.

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11.12.1 BEC is aware that reporting malpractice by a member of staff at a Centre or by a candidate might lead to difficulties for the individual. In view of this BEC will normally not disclose the identity of the informant unless legally required to do so.

11.13 Procedures for dealing with suspected Malpractice and mal-administration

11.13.1 BEC will acknowledge in writing the receipt of reports of malpractice and maladministration.

11.13.2 The Head of Centre must send any documents required within 10 working days of the date of the request. BEC will review the case on the basis of evidence already presented.

11.13.3 Following the review, BEC will decide what action, if any, to be taken. Each case will be considered on an individual basis in light of all the information available at the time.

11.13.4 BEC may impose penalties if deemed necessary. BEC reserves the right to impose penalties at its own discretion.

11.13.5 Even if the centre or the candidates have breached the regulations inadvertently BEC may decide that the circumstances are such that the award of a grade is not possible.

11.13.6 BEC will inform the Head of Centre of decisions in writing as soon as possible after decisions are made. The Head of Centre must communicate the outcome to the individuals concerned.


11.13.7 BEC will not consider any enquiries about results for any component(s) for which malpractice has been confirmed.

11.14 BEC's Response to an Allegation of malpractice

11.14.1 When a report of suspected or alleged malpractice is received from an Examiner or Moderator, centre staff, or from a member of the public, BEC will evaluate the report and then decide either to:

- take no further action; or
- ask the Head of Centre to carry out an initial investigation into the suspected or alleged malpractice and to submit a written report; or
- initiate a full investigation to be carried out by members of BEC staff.

11.14.2 BEC will share reports of all cases of malpractice and mal-administration with the PS, Ministry of Basic Education.

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11.14.3 When a report of suspected or alleged malpractice is received from a Head of Centre, BEC will evaluate the report and then decide either to:

- take no further action; or
- follow the procedures leading to a decision but without further investigation; or
- ask the Head of Centre to carry out a further investigation and to provide further evidence; or
- initiate an investigation to be carried out by members of BEC staff.

11.15 Procedure for Investigation of Suspected Malpractice

11.15.1 Initial investigations into alleged malpractice for cases emanating from a centre will be carried out by the Head of Centre. The Head of Centre should establish the full facts and circumstances of the alleged malpractice. In particular, the Head of Centre should not assume that because an allegation has been made, it is necessarily true.

11.15.2 Both staff and candidates may be involved in malpractice. For this reason, investigations into suspected malpractice should be carried out personally by the Head of Centre (or their nominated representative if the Head of Centre is implicated) and should not be delegated. Where the Head of Centre is implicated together with the rest of the staff, BEC in consultation with the school owner nominate senior personnel to avoid any conflict of interest. Any such possible conflict of interest may compromise the investigation and should be avoided.


11.15.3 The Head of Centre will interview any candidate or member of staff against whom there is an allegation of malpractice. In doing so, the Head of Centre should consider the rights of the accused individual (see paragraph 11.17). Individuals concerned will be required to provide a written statement.

11.15.4 In some cases an investigation will be carried out by members of BEC Staff, with the assistance of the Head of Centre and perhaps the Police. BEC may provide the Head of Centre with the evidence relevant to the case, although the evidence may be withheld in instances such as those described in paragraph 11.15.1.

11.15.5 If the investigations confirm that candidates had prior knowledge of the content of a question paper, BEC must consider whether information could have been passed to candidates at other centres or to other unauthorised persons.

11.15.6 It may be necessary for BEC staff to interview a candidate as part of an investigation. BEC will decide whether such interviews will be carried out in the presence of the Head of Centre and/or parent or not depending on the merits of the case. With the permission of the Head of Centre, the candidate's parents may also be present.

11.15.7 If it is necessary for BEC staff to interview a member of staff at the Centre, the staff member may be accompanied by a person of their choice. The person may be a representative of a teacher association.

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11.16 Rights of Individuals


11.16.1 When the incident of suspected malpractice is investigated, BEC must ensure that the rights of any accused individual are respected. The individual must be:

- informed of the allegation which has been made against him or her;
- made aware of what evidence there is to support the allegation;
- made aware of the consequences should the malpractice be proven;
- given an opportunity to consider their response and also the opportunity to submit their response in writing;
- informed of the appeals procedure, should a decision be made against him or her.

11.17 Reporting

11.17.1 After the investigation of a case of suspected malpractice, the Head of Centre must submit a full written report to BEC. The report must include:

- a statement of the facts, a detailed account of the circumstances surrounding the suspected malpractice, and details of any investigation carried out by the Centre;
- written statements from the candidates and/or staff concerned or a clear indication that they have been given the opportunity to make a statement;
- where appropriate, seating plans of the candidates in the examinations in question;
- the procedures followed by the Centre for advising staff and candidates of the BEC regulations concerning the conduct expected in examinations;
- any mitigating circumstances.
- Where appropriate, the report should be accompanied by unauthorised material found in the examination room and any other material deemed relevant to the case
- At the conclusion of an investigation of a suspected malpractice case, BEC will inform the Head of Centre in writing as soon as possible after decisions are made. BEC is not under any obligation to disclose the contents of the investigation report. It is the responsibility of the Head of Centre to communicate the decisions to the individuals concerned, and to pass on warnings in cases where this is indicated.

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- Correspondence about suspected malpractice is confidential between the Centre and BEC. The Head of Centre can share concerns and/or requests for information with the candidate(s) involved and their parents/guardians.


Note: The time taken to complete investigations will depend on the co-operation of the Centre and availability of all information required by BEC to take a decision.

11.18 Communicating Decisions

- 11.18.1 Heads of Centres will be informed of a decision in writing as soon as possible after the decision has been made. The Head of Centre is then required to communicate the decision to the individuals concerned. Where appropriate, the Head of Centre must pass on written warnings to the individuals concerned.
- 11.18.2 Cases of malpractice will remain confidential between the Centre and BEC. However, in cases of serious malpractice, where the circumstances outweigh the duty of confidentiality, the appropriate department of the Ministry of Education and Skills Development will be informed. BEC will provide the department with a report on the nature of the malpractice together with details of the action taken against the Centre or individuals at the Centre.

11.19 Appeals

- 11.19.1 BEC will consider appeals against the decisions made on any case of alleged malpractice.
- 11.19.2 Only the following individuals have the right of appeal:
- Heads of Centre may appeal against sanctions imposed on the Centre and/or on behalf of a candidate.
 - Members of staff at a Centre may, through their Head of Centre, appeal against sanctions imposed on them;
 - Private candidates may appeal against sanctions imposed on them.
- 11.19.3 Appeals from school candidates and/or centre staff should be routed through the centre. BEC will not accept appeals directly from candidates or parents/guardians.
- 11.19.4 All appeals must be presented with supporting documentation.
- 11.19.5 All communication about appeals will be between
- BEC and the Centre in the case of centre staff and school candidates.
 - BEC and the individual in the case of private candidates.

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11.20 Procedure for appeal against decisions

- 11.20.1 Any appeal should be presented with any additional information or evidence for consideration by the Appeals Committee.
- 11.20.2 The Chief Invigilator/Head of Centre must send any appeal in writing within 28 working days from the date of notification of the decision.
- 11.20.3 Once a Centre has submitted an appeal, all communication relating to the case must be in writing.
- 11.20.4 BEC will not enter into any communication regarding an appeal with candidates or their parents/guardians.
- 11.20.5 BEC will inform the Centre of the outcome of their appeal within 28 working days of the date of the appeal.
- 11.20.6 The outcome of an appeal is regarded as final and BEC will not enter into further correspondence about an appeal with the Centre.

12 Grading And Awarding

12.11 Syllabus Grades


- All syllabuses written by a candidate will be graded to yield a syllabus grade.
- Syllabuses will be graded on a scale of 'A' to 'E'.
- Candidates who fail to obtain the minimum grade 'E' will be awarded 'U'.
- Candidates who fail to meet the requirements for a syllabus or who miss a syllabus will be awarded 'X'.

12.12 Overall Grades

- Candidates will be awarded an overall grade if they have satisfied requirements, i.e. if they have sat all the seven syllabuses.
- Grades available at overall level are A, B, C, D and E
- Candidates who fail to obtain the minimum grade will be awarded 'U'.
- Candidates who fail to satisfy requirements for grading will be awarded 'X'.

13 Enquiries About Results

- 13.11 Enquiries on behalf of centre candidates should be made to BEC through the Chief Invigilator **NOT** a guardian nor parent. School candidates who contact the BEC directly will not be dealt with. Enquiries on behalf of private candidates may be made directly to BEC by the candidate.

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All enquiries that involve the checking of results must be made within six (6) weeks after the publication of results.

- 13.12 Requests for re-marking of a script must be made within six weeks of the publication of the results, and must be accompanied by a fee of **P380.00** per subject but this only applies to written components; Agriculture, English and Setswana Composition and Letter. A valid explanation for requesting for the re-marking must be given. BEC reserves the right to refuse a request for re-marking when it considers that the reasons advanced are frivolous or not valid.
- 13.13 For school candidates and candidates at OSET centres, requests for re-marking must be supported in writing by the Chief Invigilator. The Chief Invigilator must be convinced that the candidate could have done better and provide some proof to that effect.


NOTE: All work specified for the examinations is the property of the Botswana Examinations Council.

14 Certification

14.11 Issuing of Certificates

The BEC will issue certificates at the end of the results enquiries period. Centres are requested to ensure that candidates check and verify the information in the certificate and notify BEC of any corrections within 12 months of the issue of certificates.

- 14.11.1 Certificates will be issued for candidates who have met the grading requirements for aggregation.
- 14.11.2 Candidates who have not met requirements for the award of a certificate will be issued a certifying statement.
- 14.11.3 Once certificates are printed, they will be sent out or distributed to centres/private candidates. The certificates sent to a centre shall be accompanied by a list showing the names of candidates for which the certificates have been issued.
- 14.11.4 The Chief Invigilator shall sign a receipt note, send one copy to BEC and keep another copy.
- 14.11.5 Once distributed, each candidate who receives a certificate will be required to append their signature.
- 14.11.6 Candidates will be allowed to send someone to collect a certificate on their behalf provided they bring an affidavit.
- 14.11.7 Centres are responsible for forwarding the certificates to the respective candidates.

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14.11.8 Centres are responsible for ensuring the safety of the certificates while in their possession.

14.11.9 Centres are responsible for ensuring centre/candidate details are correct at the time of receipt of the Certificates.

14.11.10 All corrections of certificates are to be recommended to BEC within 12 months of issuing

14.11.11 Certificates for candidates with a results enquiry or in cases where the results are withheld shall be retained until the enquiry is resolved.

14.12 Length of Keeping Certificates at the Examination Centres

14.12.1 Examination centres are expected to keep certificates for a period of two years after which the certificates must be returned to BEC by registered mail.

14.13 Lost or Damaged Certificates

14.13.1 Lost certificates will not be replaced. However, damaged certificates will be replaced. A nominal fee of P50.00 will be charged for this service.

14.13.2 A school/private candidate who has lost their certificate and requires an authenticated statement of results may consult BEC for such a statement. A nominal fee of P50.00 will be charged for this service. A police report is required as proof that the loss was reported to the police.

14.13.3 BEC will directly provide any employer or prospective employer, on application by the employer, with a statement of the candidate's results. The candidate must supply BEC with proof of identity, the date(s) of the examination(s) and the name(s) of the centre(s) at which the examination(s) was/were taken.

14.13.4 BEC will store the returned certificates in a safe place until claimed by the owners.

14.13.5 Caution must be exercised at all times to ascertain certificates are issued to their rightful owners.

APPENDIX A – NOTICE TO CANDIDATES

This notice has been written to help you. Read it carefully and do what you are asked. If there is anything you do not understand, ask your teacher.

Make Sure You Know the Rules

- A.1** You must be on time for all examinations. If you are late, your work may not be accepted.
- A.2** You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room equipment such as calculator cases/instruction leaflets, bags, pencil cases, personal stereos, pagers, cellphones, palm-top computers, or any other material or equipment. Anyone found in possession of unauthorised material even if it is switched off and are not intending to use it may result in cancellation of examination grades.
- A.3** You must not take part in any unfair practice either when preparing or when taking the examination.
- A.4** You must not talk to or disturb other candidates once the examination has started.
- A.5** Make sure you attend
- A.6** Know the dates and times of your examinations.
- A.7** Arrive at least 30 minutes before the start of each examination.
- A.8** If you arrive late for an examination, report to the Invigilator in charge of the examination. If you arrive after the examination has ended you will not normally be allowed to take it.
- A.9** If you miss an examination without a valid reason, you will not normally be given a grade in the syllabus.
- A.10** Leave outside the examination room, or as instructed by the invigilator, anything which you do not need or which is not allowed. For example, calculator cases/instruction leaflets, bags, pencil cases, personal stereos, pagers, mobile phones, palm-top computers.
- A.11** Take into the examination room the only the materials which you need for the examination.
- A.12** You must write in blue or black ink except for multiple choice answer sheets which must be completed in HB pencil only. Coloured pencils or inks may be used only for diagrams, maps, charts etc.
- A.13** You may not borrow anything from another candidate during the examination; if you need any assistance raise your hand the invigilator will assist you.
- A.14** Any candidate who is given an incorrect question paper must inform the invigilator immediately.
- A.15** Any candidate who is suspected of, or detected in, cheating, collusion, misconduct or any other form of dishonesty whatsoever, will be reported to BEC and may be expelled from the examination room.



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APPENDIX A – NOTICE TO CANDIDATES

- A.16** Any candidate who, in the opinion of BEC is guilty of any form of dishonesty or malpractice may be disqualified from the subject concerned and may, at the discretion of BEC be disqualified from the whole of the current examination and barred from entry to future examinations.
- A.17** Candidates guilty of disorderly conduct or causing disturbance in or near the examination room are liable to be expelled from the examination room and disqualified from the examination.
- A.18** Anyone suspected of, or detected in impersonation, will be reported to the BEC.
- A.19** Private candidates should bring their national identify card or passports.



APPENDIX B – EXAMINATION INSTRUCTIONS

- B.1** Listen to the Invigilator and do what you are asked to do.
- B.2** Tell the Invigilator at once,
- if you think you have not been given the right question paper or all the materials listed on the front of the paper,
 - if the question paper is incomplete or badly printed.
- B.3** Read carefully the instructions printed on the question paper and/or on the answer booklet/answer paper. Do what you are asked to do.
- B.4** Fill in the details required on the front of your question paper and/or answer booklet/answer paper before the start of the examination.
- B.5** Do your rough work on the proper examination stationery. Cross it through and leave it on your desk when you leave.
- B.6 Advice and Assistance**
- B.6.1** If on the day of the examination, you feel that your work may be affected by ill health or any other reason, tell the Invigilator.
- B.6.2** If during the examination you have a problem and are in doubt about what you should do, or you feel ill or you need more answer paper, raise your hand to attract attention. The Invigilator will come to you and answer your question.
- B.6.3** You may not ask for, and will not be given, any explanation of the questions.
- B.7 Leaving the Examination Room**
- B.7.1** You may leave the examination room before the end of the examination only if the Invigilator allows you to do so. For examinations longer than one hour, you will not be allowed to leave the examination room until at least one hour after the published starting time. If you are allowed to leave before the end of the examination, you will not be allowed to return.
- B.7.2** If you have used more than one answer booklet and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- B.7.3** You must not leave the examination room until the Invigilator tells you to do so.
- B.7.4** When you leave the examination room you must leave behind the question paper, your answer booklet/answer paper, rough work, and any other (used or unused) materials provided for the examination.

WARNING

If you cheat, try to use any unfair practice or break the rules in any way, you may be disqualified from all of your syllabuses.



APPENDIX C – CHECKLIST FOR INVIGILATORS

This checklist summarises the essential actions for the invigilation of examinations. Invigilators must be familiar with the Instructions for the Conduct of Examinations and should refer to this booklet for detailed instructions and guidance.

C.1 Arrangement of the Examination Rooms

C.1.1 Check that any charts, diagrams, e.t.c. have been cleared off from the walls.

C.1.2 Check that you have the following

- (a) a clock clearly visible to all candidates,
- (b) a board showing
 - (i) centre number,
 - (ii) starting time and finishing time of the examination,
 - (iii) syllabus name,
 - (iv) component code,
 - (v) date.

C.1.3 Check that you have

- (a) a copy of the current Guidelines for the Conduct of PSLE Examinations,
- (b) any subject-specific instructions issued by BEC,
- (c) a seating plan of the examination room.

C.2 Before the Examination

C.2.1 Refer to the front of the question paper and the Summary of Additional Materials List for precise requirements in respect of authorised materials, particularly calculators.

C.2.2 Inform candidates that they are now subject to the regulations of the examination and draw their attention to Notice to Candidates: Appendix A

C.2.3 Warn candidates that any unauthorised materials must be handed over to you.

C.2.4 Open the question paper packet in the examination room in the presence of the candidates.

- (a) Draw the candidates' attention to the instructions on the front of the question paper.
- (b) Instruct candidates to complete the details on the front of the answer booklet/answer sheets and allow them to read them instructions.

C.2.5 Ensure that details of any erratum notices are brought to the notice of the candidates.

C.2.6 Inform the candidates when they may begin and how much time they have.

C.3 Identification of Candidates

C.3.1 Satisfy yourself as to the identity of every candidate in the examination room.

C.3.2 Check documentary evidence presented by private candidates that they are the same persons who made entry for the examination.

C.4 During the Examination



APPENDIX C – CHECKLIST FOR INVIGILATORS

- C.4.1** Complete the Attendance Register. Indicate absent candidates.
- C.4.2** Refer to paragraph 10.10.4 of the Guidelines if a candidate arrives late.
- C.4.3** Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
- C.4.4** Do not give any information to the candidates about
- (a) suspected errors in the question paper, unless an erratum notice has been issued,
 - (b) any question on the paper or the requirements for answering particular questions.
- C.4.5** Ensure that no candidate leaves the examination room until at least one hour after the published starting time (or the duration of the examination, if less than one hour).
- C.4.6** Ensure that no question paper is removed from the examination room. All question papers should be returned to a secure store at the end of the examination.
- C.4.7** Ensure that a rover is available to accompany any candidates who need to leave the room temporarily.
- C.4.8** Refer to paragraph 10.10.8 in the event of an emergency.
- C.4.9** Inform candidates when they have twenty minutes (20) and five (05) minutes remaining.
- C.4.10** Instruct candidates to stop writing at the end of the examination.
- C.5 After the Examination**
- C.5.1** Check and sign the attendance register. Ensure that all of the absentees have been properly recorded.
- C.5.2** Instruct candidates to check that;
- (a) all the required information has been entered on their scripts, including supplementary sheets,
 - (b) they have crossed out rough work or unwanted answers,
 - (c) they have fastened any supplementary sheets in accordance with the instructions on the question paper or answer booklet.
- C.5.3** Collect all scripts or answer sheets and all unused stationery before the candidates leave the examination room.
- C.5.4** Check that scripts or answer sheets are arranged in Attendance Register order.
- C.5.5** Ensure that the scripts or answer sheets are packaged and sealed in the presence of the candidates.
- C.5.6** Ensure that scripts or answer sheets are kept in secure place prior despatch to BEC.

The invigilator should read all instructions to candidates. They should speak loudly, clearly and slowly enough so that every candidate can hear and understand every word which is said.

APPENDIX D – COMPLETING THE ANSWER SHEETS

BEC will provide personalised answer sheets for each candidate and subject. For special cases such as late transfer-ins, candidates will use un-personalised answer sheets and should be instructed to complete the answer sheet as follows:

D.1 NAME

The candidate writes the surname first then the first name. This should be the same names as on the registration list (Candidates are not allowed to use names that are different from the names on the registration list).

D.2 CENTRE NAME

Candidates should clearly write down their centre name.

D.3 DATE AND TIME

For personalised and un-personalised answer sheets, candidates will be required to write the date of the examination as well as the start and end times of the examination being written on that day.

D.4 EXAMINATION NUMBER

The candidate writes the centre number in the 4 boxes under centre number, PS is already pre-shaded, and then the candidate number in the 4 boxes under candidate number.

D.5 SHADING THE OVALS

In the ovals below the examination number, the candidate shades each oval which has the number that corresponds to the one in each box, ensuring that the marks are dark enough to cover the digit within oval.

The candidate must then shade the oval for the respective syllabus. In all the above steps, the invigilator must instruct candidates to perform each step separately and they should move from candidate to candidate checking if the instructions given are being carried out.



Invigilators should give instructions to candidates the most encouraging and friendly manner. The importance of the invigilator's tone cannot be over-emphasised; it can either help the candidates to do their best or cause them to do less than they are capable of. The candidates should see the invigilator as a friendly person who wants them to do well.



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APPENDIX D – COMPLETING THE ANSWER SHEETS

The Answer Sheet shown below is for the English examination. The Answer Sheet has been completed by **Botlhale Moithuti**. Botlhale is a student at Botswana Primary School and their candidate number is **PS0100/0125** (PS 0100 is the Centre Number and 0125 is the candidate number). Candidates should be shown how to shade the ovals.

BOTSWANA EXAMINATIONS COUNCIL		Primary School Leaving Examination		ANSWER SHEET	
BOTSWANA EXAMINATIONS COUNCIL	Candidate Name:	MOITHUTI	BOTLHALE		
		Surname:	First Name:		
	Centre Name:	BOTSWANA PRIMARY SCHOOL			
	Date:	9 OCTOBER 2014			
	Time:	0800 - 0930			
INSTRUCTIONS					
Shade using an HB pencil, do not use ink.		Mark answers by shading the oval heavily, like this: -			
Erase unwanted marks completely.					
Do not use correction fluid.					
Do not make any stray marks on this form.					
SYLLABUS NAME					
English	<input checked="" type="radio"/>	Religious and Moral Education	<input type="radio"/>	Setswana	<input type="radio"/>
Mathematics	<input type="radio"/>	Science	<input type="radio"/>	Social Studies	<input type="radio"/>
COMPONENT					1 

CENTRE NUMBER					CANDIDATE NUMBER				
P	S	0	1	0	0	0	1	2	5
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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APPENDIX E – DIRECTIONS TO CANDIDATES

- E.1** The directions are as printed in this booklet, a copy of which should be available to candidates in the examination room. They must be brought to the attention of candidates before the first day of the examinations. It is suggested that all candidates be assembled shortly before the first day of the examination and the directions read aloud and explained to them.
- E.2** Be at your seat in the examination room at least fifteen minutes before the time fixed for examination in the subject you are taking.
- E.3** Check that the number of printed pages in the question paper corresponds with the number given on the cover so as to ensure that you have a complete question paper. If in doubt, inform the Invigilator.
- E.4** Attend carefully to any general directions that are given at the front cover of the question paper (e.g. directions about the numbers of questions that may be answered).
- E.5** The answer sheet must be completed using a soft pencil (HB). A clean, soft eraser should be used for changing answers. Do not make any stray marks on the answer sheet.
- E.6** A candidate who arrives late must give a satisfactory explanation to the Invigilator. Except in exceptional circumstances, a paper will not be given to a candidate who is more than half an hour late.
- E.7** If you require anything during the examination, raise your hand.

APPENDIX F – LIST OF QUESTION PAPER CODES

01 SETSWANA

Paper 1 - Multiple-choice 01/1
Paper 2 – Composition and Letter Writing 01/2

02 ENGLISH

Paper 1 - Multiple-choice 02/1
Paper 2 – Composition and Letter Writing 02/2

03 MATHEMATICS

Paper 1 - Multiple-choice 03/1

04 SCIENCE

Paper 1 - Multiple-choice 04/1

05 SOCIAL STUDIES

Paper 1 - Multiple-choice 05/1

06 AGRICULTURE

Paper 1 – Written Paper 06/1

07 RELIGIOUS AND MORAL EDUCATION

Paper 1 - Multiple-choice 07



FORM H - DECLARATION OF INTEREST - PSLE/JCE/BGCSE

YEAR		EVENT
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.....

SECTION A: PERSONAL INTEREST TO DECLARE

I,.....being
 hereby declare that I have interest or financial benefit in Botswana Examinations Council activities as per the description of the interest below;

- i.
- ii.
- iii.
- iv.

I, further declare that I will at the appropriate time when the meeting considers the matter(s) listed above, recuse myself from the meeting.

SECTION B: NO PERSONAL INTEREST TO DECLARE

I,.....being
 hereby declare that I have no interest or financial benefit in Botswana Examinations Council activities. I undertake to inform the Board Secretary in writing in the event that the status of my interest changes.

.....
Signed by Member
 Date:

.....
Acknowledged by Chairperson

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Acknowledged by Secretary
 Date:

