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	Function	Data Processing
	Document Type	Guidelines
	Document No.	BEC/EAC/DP/G03.v1
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DOCUMENT CONTROL SHEET

Preparation

	Name	Date
Prepared by:	Wame F. Ponatshego	2022-03-01

Approval - Document Sign off

Name	Role	Date	Signature
Oduetse Setlhare	Manager Data Processing	2022-03-16	Signed
Dorcas Morake	Director, EAC	2022-03-16	Signed

Revision History

Change Made By	Description	Version	Date

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1. Abbreviations, Terms and Definitions

1.1 Abbreviations

AO	Accounts Officer
BEC	Botswana Examinations Council
BGCSE	Botswana General Certificate of Secondary Education
DPO	Data Processing Officer
EAC	Examinations Administration and Certification
JCE	Junior Certificate Examination
PSLE	Primary School Leaving Examination
SDPO	Senior Data Processing Officer
SoE	Statement of Entry

1.2 Terms and Definitions

1.2.1 Private Candidates

An individual who has registered to sit an examination independently at a BEC centre.

1.2.2 School Candidates

Candidates who are in full-time attendance at a school/institution, including both government and private schools/institutions.

1.2.3 Registration of Candidates

Registration of candidates refers to the capturing and the submission of candidate registration entries using Malepa system. The registration process is dependent on the availability of the appropriate examination series, the approval of the examination timetable and access to the system.

1.2.4 Entries


The candidates a centre has entered for the Botswana Examinations Council qualification in a particular examination series.

1.2.5 Late Registration

The process of registering candidates after the closure of the registration process. These include submission of new candidate and syllabus entries.

1.2.6 Head of Centre

The School Head, the School Principal or the Head of any institution approved by BEC as an Examination Centre.

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1.2.7 Posting

The process of moving data such as registration data from a temporary table to a permanent table in an examination processing system.

1.2.8 Malepa

Malepa is a web-based software system which BEC uses to process the results for all the National Examinations that the BEC is responsible for. Currently the candidate entry details and entry amendments at BGCSE level are submitted through the Malepa system.

1.2.9 Chief Invigilator

Chief Invigilator refers to the head of centre, or to any member of staff so designated by the head of centre to be responsible for the running of the examination and for all matters relating to the examination at the centre.

1.2.10 Statement of Entry

It is a report showing the details about the candidate (centre, candidate number, name, date of birth, etc.) and the syllabus options and dates for the examinations for which the candidate has been entered.

1.2.11 Registration List

It is a centre report that shows the details about the candidates (name, date of birth, etc.) and the syllabus options for which the candidates have been entered.

1.2.12 Forecast Grades


A Forecast Grade is the grade a teacher expects a candidate to achieve for the syllabus.

1.2.13 Carry Forward

Carry forward refers to the use of coursework marks of the previous examination series as part of assessment for the current examination series.

1.2.14 Entry Amendments

Changes made or requested to the candidate's existing entry. This does not include new candidate entry.

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2. Introduction

2.1 Policy

According to the Botswana Examinations Council Act, 2002 as amended in 2019, BEC is mandated among other things to develop and maintain standards for the conduct of examinations. These guidelines seek to provide standards in relation to the registration of candidates.

2.2 Background

Registration guidelines are provided to guide the registration process. This document contains information on how centres are expected to submit their entries, candidates who are eligible to sit the examination, how to do amendments, how to transfer candidates from one centre to another and available syllabuses for the series.

Note that it is in the best interest of the all interested parties for all candidates to register within the stipulated dates. Although a window is provided for candidates during the late registration period, it may not be possible to provide for candidates who register late. BEC therefore reserves the right to accept or reject a late registration request.


2.3 Purpose

The purpose of these guidelines is to ensure that centres accurately capture and submit their entries on time to enable other BEC processes which are dependent on registration data to proceed without delays.

3. Scope

These guidelines explain the capturing and processing of registration entries for government and full-time private schools for Botswana General Certificate of Secondary Education (BGCSE) to be taken in October/November of each year. These guidelines also contain syllabus information, prohibited syllabus combinations and restrictions on entry, which are provided in the syllabus **Table 1**.

This document further provides guidance to centres when they wish to register candidates or amend syllabus entries after registration has been closed.

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4. Responsibility and Authority

4.1 Manager Data Processing

The Manager, Data Processing is accountable for the maintenance and effective implementation of these guidelines.

4.2 Senior Data Processing Officer

The Senior Data Processing Officer is responsible for ensuring adherence to these guidelines.

4.3 Manager, Finance

The Manager, Finance is responsible for ensuring that the accounts office confirms payments for all candidates who have paid the examination fee.


5. Method

5.1 Eligibility

5.1.1 All candidates must meet the full requirements of the examination as stated in these guidelines (see Table 1). In the case of syllabuses with coursework components, candidates must have their coursework authenticated and marked by the Centre through which entry for the syllabus was made. Centres with inadequate facilities to offer syllabuses with coursework components, are afforded an opportunity to offer alternative to coursework components for such syllabuses or alternative syllabuses at the discretion of the BEC. The centre writes a report to the BEC to request for permission to be exempted from submission of coursework component marks.

5.1.2 Centres must ensure that candidates who are to be registered have not been previously disqualified from the examination. Please refer to **BEC/EAC/BGCSE/G01 - Guidelines for Conduct of Examinations**. In the case of candidates who have been disqualified in the past, centres must ensure that the candidates are eligible for registration for the current examination series.

5.1.3 All prospective candidates who fail to register for the examination during the registration period are eligible to register for the examination during the late registration period. Furthermore, candidates who were unable to make syllabus entry amendments are also given an opportunity to do so during the late registration period.

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5.2 School Candidates

5.2.1 School candidates must register for BEC qualifications through a registered institution of learning which would have registered as a BEC examination centre.

5.2.2 Syllabuses available to school candidates are shown in **Table 1** in these guidelines.

5.3 Transferred Candidates

5.3.1 In some cases, candidates may need to transfer from one Centre to another after entries have been submitted to BEC. Such transfers can be accepted provided the candidate is transferring to a Centre registered with BEC. The following regulations will apply:

5.3.2 For Private Institutions/schools, the Original Centre must complete form **BEC/EAC/DP/P02/F04 - Candidate Transfer Request Form** to confirm their acceptance of the candidate. The completed forms should be submitted to BEC and must be received by **31 May of every year**. In exceptional circumstances, registered candidates may be allowed to request for transfers and penalty fees may be charged.

5.3.3 Once the request for transfer has been received and processed by BEC, the candidate becomes the responsibility of the receiving Centre. The candidate must take all assessments at the receiving Centre.

5.3.4 In the case of internally assessed components, arrangements must be made between the original Centre and the receiving Centre to complete any internal assessment. Depending at the time the candidate was transferred, the centre which has the final marks of the assessment of the candidate should submit the marks to the BEC. The marks for internally assessed components must be submitted by the receiving Centre.


5.3.5 If the original Centre has paid fees for the candidate's entry, no refund will be made and no fees will be charged to the receiving Centre.

5.4 Correspondence about Candidates

All correspondence on any aspect of a candidate's examination will be conducted between BEC and the Head of Centre. Only in exceptional circumstances will BEC, at its discretion, correspond directly with candidates or their parents.


5.5 Disqualification of Candidates

Any candidate guilty of a breach of BEC regulations is liable to be disqualified from one or more syllabuses. The disqualification may extend to more than one examination series. Please refer to **BEC/EAC/BGCSE/G01 - Guidelines for Conduct of Examinations**.

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5.6 Entry Data

- 5.6.1** There is only one method of capturing and submitting entry data which is through the Malepa system. All government and private schools/institutions have been given access to the Malepa system and have been provided with usernames and passwords for login. It must be noted that the password validity period is 90 days. Therefore, it is the responsibility of the Chief Invigilator within the centre to ensure that the password is changed before it expires. However, should the password expire, the Chief Invigilator can contact the BEC by emailing dataprocessing@bec.co.bw to request for the password reset. A detailed Malepa User Manual has been provided and can be downloaded from www.bec.co.bw.
- 5.6.2** The schools/institutions are expected to use this method to capture their candidates' entries.
- 5.6.3** It is the responsibility of the Head of Centre to ensure that accurate and complete entry data is submitted to the BEC. Entry details should be checked carefully before submission to BEC.
- 5.6.4** Candidate Numbers are allocated during the capturing of candidates, so if the centre desires a particular order, then the centre should arrange the candidates in the preferred order before capturing.
- 5.6.5** Each centre is responsible for capturing the candidate entries of their candidates online. Once they have completed capturing and checking the registration entries, the centre informs DPO by emailing dataprocessing@bec.co.bw at Botswana Examinations Council to post the entries.
- 5.6.6** The DPO checks the records for duplicate errors before posting the data. When errors are identified, the DPO informs the centre to correct the data. Once the data is clean, then the entries are posted and the centre can generate reports such as SoE and Registration List.
- 5.6.7** Entries for private institutions are subject to payments. When capturing and checking of the entries is completed centres generate the Transaction Report which is submitted to the AO at Botswana Examinations Council for payment. When fees are confirmed, the entries are automatically posted and Centres can generate reports such as SoE and Registration List.
- 5.6.8** Centres are required to submit their entries by **30 April of the examination year**. BEC reserves the right to levy penalty charges on entries received after the deadline. BEC also reserves the right to refuse to accept entries received after the closing date.
- 5.6.9** The candidate's name shown on the Statement of Entry or the Registration List is the name which will be printed on all documents such as Statement of Results and Certificates. Therefore, centres should give candidates an opportunity to check their names carefully.


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5.7 Entry Amendments

- 5.7.1** Once the entries have been posted, centres may start doing entry amendments online. A SoE should be issued to each candidate to check their entries. Candidates should make corrections on their SoE if there are any errors, and the SoE should be submitted to the Chief Invigilator to implement the corrections into the Malepa system.
- 5.7.2** The DPO will authorise the syllabus and withdrawal amendments as and when they are received from centres. Names, dates of birth, sex and ID amendments do not require authorisation by the BEC and can be done as and when they are noticed during the year. It is important however, that all amendments to syllabus entries should be completed by **31 May** of every year. Centres are expected to check that their amendments have been accurately implemented before the end of the amendments period.
- 5.7.3** Syllabus amendments for private school centres are processed by the DPO in consultation with AO as and when they are received. However, centres have access to do amendments for candidate names, date of birth, sex and ID.
- 5.7.4** Centres must adhere to the deadline of entry amendments of **31 May** of every examination year. BEC reserves the right to levy penalty charges on entry amendments received after the deadline. BEC also reserves the right to refuse to accept syllabus entry amendments received after the closing date.

5.8 Statement of Entry

- 5.8.1** Centres must ensure that the information on **Statements of Entry** and **Registration Lists** are verified.
- 5.8.2** The importance of accurate information about the candidates and their syllabus options cannot be over-emphasised.
- 5.8.3** A Statement of Entry should be issued to each candidate to check their entries. Candidates should make corrections on their Statement of Entry if there are any errors, and the SoE should be submitted to the Chief Invigilator to implement the corrections into the Malepa system.
- 5.8.4** Centres who have registered private candidates must forward Statements of Entry to these candidates. The candidates should be instructed to check the details recorded on the Statements of Entry and to report any inaccuracies to the Centre noting that the syllabus corrections should be implemented within the amendment period which is **31 May** of every examination year.


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5.9 Fees

- 5.9.1** BEC reserves the right to charge fees for examination entries and for other services. The fees to be charged will be decided by BEC from time to time. Fees may include a flat registration fee, an entry fee for each syllabus for which the candidate is entered for and an administration fee. An approved schedule of fees **Ref. BEC/EAC/DP/P02/A01 – Registration Fees Structure** will be provided for each series.
- 5.9.2** Private school centres who withdraw candidates from one or more syllabuses may apply for a refund of fees using **BEC/EAC/DP/P02/F05 - Refund Form** provided that any such application is received no more than **one (1) month** after the closing date of the registration process. Centres must provide proof of payment.
- 5.9.3** Centres whose candidates are unable to take any examinations due to illness or some other medical condition may apply for a refund using the **BEC/EAC/DP/P02/F05 - Refund Form**. The application should be made by the end of the written examination period and must be supported by a report from a registered medical practitioner. The processing of the applications will be done at the end of the results enquiries period for each series.
- 5.9.4** When a refund is made, BEC reserves the right to withhold all or part of the fees paid by the Centre for the candidate. The proportion of the fee which will be withheld will be determined by BEC from time to time.
- 5.9.5** Fees paid for registration in one examination series may not be transferred to another examination series. For example, fees paid in one year may not be transferred to the following year.

5.10 Late Registration

- 5.10.1** The closure of the registration period triggers the beginning of the late registration process. New entries or changes on syllabus entries requested after the registration process deadline demand significant extra work to carefully scheduled processes and therefore is liable to penalty fees. Penalty fees are therefore applied in addition to the normal syllabus fee to recover the costs of additional processing requirements. Penalties are therefore not applied for changes made on candidate names, date of birth, ID number.
- 5.10.2** BEC will on annual basis communicate the late registration dates and penalty fees. It must be noted that the BEC reserves the right to charge fees for examination entries and for other services. An approved schedule of fees **BEC/EAC/DP/P02/A01 – Registration Fees Structure** will be provided by the BEC.

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5.10.3 All prospective candidates who fail to register for the examination during the registration period are eligible to register for the examination during the late registration period at the prescribed fees. Furthermore, candidates who were unable to make syllabus entry amendments are also given an opportunity to do so during the late registration period.

5.10.4 Centres are required to apply for all candidates they wish to request late registration and/or syllabus entry amendments for in writing. BEC will then respond to the Centre and issue a quotation for the service if the application is accepted.

5.10.5 The Centre is expected to make the payment prior to the provision of the service.

5.10.6 BEC will then confirm the payment, effect the request, and update the Centre.

5.10.7 It must be noted that failure by the Centre to make the payment may result in the service not being provided.

5.11 Forecast Grades

5.11.1 A Forecast Grade is the grade a teacher expects a candidate to achieve for the syllabus. The forecast grade should be a realistic prediction of the grade the candidate is expected to achieve for the syllabus in the examination. It is not intended to be the teacher's assessment of the quality of the candidate's work during the course or some measure of the effort the candidate has made. The final grades issued to the candidates will depend only on the quality of their work in the examination (and any coursework), and Forecast Grades are not used as part of the assessment. However, Forecast Grades are used during the grading process.


5.11.2 The submission of forecast grades by centres is mandatory. Forecast Grades should be captured by centres in the Malepa system by **30 September** of the examination year.

5.11.3 Centres should note that BEC does not expect to receive forecast grades for private candidates because it is not possible to make a reasonable forecast of their performance.

5.11.4 Centres will access from the Malepa, system generated Forecast Grade Forms, which provide lists of all candidates in the Centre for each syllabus. The forms are for use by the teachers and are intended to provide a convenient means of recording the Forecast Grades. Once the lists have been completed, the grades should be input into the system by centres and reports generated for verification.

5.12 Available Syllabuses and Carry Forward

5.12.1 Entry to some syllabuses is restricted to certain groups of candidates, e.g. candidates in government schools. Any such restriction is shown in **Table 1** below.

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5.12.2 Syllabus options with a practical or coursework component may **not** be available to private school institutions if the centre does not have adequate facilities to offer the syllabus option, see **Table 1** below.

5.12.3 In cases where private school institutions want to offer the syllabus options with a practical or coursework component for the first time, they should request for permission from the BEC to inspect their facilities to ensure that they meet the requirements. For Agriculture, Development Studies and Design and Technology, the candidate may be entered for the syllabus if the coursework component was completed and assessed in the immediate previous examination series. The mark awarded to the candidate in the previous series will then be carried forward and credited to the same candidate in the current series.

5.12.4 **Table 1** below shows syllabuses and syllabus options which are available for the BGCSE

Table 1: Available Syllabuses for Botswana General Certificate of Secondary Education (BGCSE)

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
ENGLISH LANGUAGE	Paper 1: Continuous Writing	0561A	Components 1,2
	Paper 2: Comprehension		
SETSWANA	Paper 1: Continuous Writing	0562A	Components 1,2,3
	Paper 2: Comprehension, Summary and Translation		
	Paper 3: Literature		
MATHEMATICS	Paper 1	0563 C	Core: C-G grades available Components 1,2
	Paper 2		
	Paper 1 Paper 2 Paper 3	0563 E	Extended: A-G grades available Components 1,2,3
SCIENCE SINGLE	Paper 1: Multiple Choice	0568A	May not be taken with



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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
AWARD	Paper 3: Theory		0569, 0570, 0571, 0572, 0573 Components 1,3,4
	Paper 4: Alternative to Practical		
SCIENCE DOUBLE AWARD	Paper 1: Multiple Choice	0569A	May not be taken with 0568, 0570, 0571, 0572, 0573 Components 1,3,4
	Paper 3: Theory		
	Paper 4: Alternative to Practical		
CHEMISTRY	Paper 1: Multiple Choice	0570A4/0570A5	May not be taken with 0568, 0569 Components 1,3,4,5
	Paper 3: Theory		
	Paper 4: Practical Test		
	Paper 5: Alternative to Practical		
PHYSICS	Paper 1: Multiple Choice	0571A4/0571A5	May not be taken with 0568, 0569 Components 1,3,4,5
	Paper 3: Theory		
	Paper 4: Practical Test		
	Paper 5: Alternative to Practical		
BIOLOGY	Paper 1: Multiple Choice	0572A4/0572A5	May not be taken with 0568, 0569, 0573 Components 1,3,4,5
	Paper 3: Theory		
	Paper 4: Practical Test		
	Paper 5: Alternative to Practical		
HUMAN AND SOCIAL BIOLOGY	Paper 1: Multiple Choice	0573A	May not be taken with 0568, 0569, 0572 Available only to Private Candidates and to Candidates in Private
	Paper 2: Theory		



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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
			Schools Components 1,2
HISTORY	Paper 1	0583A	Components 1,2
	Paper 2		
GEOGRAPHY	Paper 1	0584A	Components 1,2,3
	Paper 2		
	Paper 3		
SOCIAL STUDIES	Paper 1	0585A	Components 1,2,3
	Paper 2		
	Paper 3		
DEVELOPMENT STUDIES	Paper 1: Written	0586A	Components 1,2,3 Component 3 available to Private candidates as Carry Forward
	Paper 2: Written		
	Paper 3: Coursework		
LITERATURE IN ENGLISH	Paper 1: Set Texts	0587A	Components 1
DESIGN AND TECHNOLOGY	Paper 1: Written	0595A	Components 1,2 Component 2 available to Private candidates as Carry Forward
	Paper 2: Coursework		
ART AND DESIGN	Paper 1: Practical: Observational Study	0596 B	Components 1,5
	Paper 2: Practical: Interpretive Study	0596 D	Components 2,5
	Paper 3: Practical: Design Study	0596 F	Components 3,5
	Paper 5: Coursework		Available only to School Candidates in Government

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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
			Schools
COMPUTER STUDIES	Paper 1: Practical	0597A	Not available to Private Candidates Components 1,2,3
	Paper 2: Written		
	Paper 3: Coursework		
COMMERCE	Paper 1: Multiple Choice	0598A	Components 1,2,3
	Paper 2: Written		
	Paper 3: Case Study		
AGRICULTURE	Paper 1: Multiple Choice	0599A	Components 1,2,3 Component 3 available to Private candidates as Carry Forward
	Paper 2: Theory		
	Paper 3: Coursework		
FOOD AND NUTRITION	Paper 1: Written	0611A	Available only to School Candidates in Government Schools Components 1,2
	Paper 2: Practical		
FASHION AND FABRICS	Paper 1: Written	0612A	Available only to School Candidates in Government Schools Components 1,2
	Paper 2: Coursework		
HOME MANAGEMENT	Paper 1: Written	0613A	Available only to School Candidates in Government Schools Components 1,2
	Paper 2: Coursework		
ACCOUNTING	Paper 1: Written	0614A	Components 1,2



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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
	Paper 2: Written		
BUSINESS STUDIES	Paper 1	0615A	Components 1,2
	Paper 2		
PHYSICAL EDUCATION	Paper 1: Written	0616A	Available only to School Candidates in Schools Not available to Private Candidates Components 1,2
	Paper 2: Coursework		
MUSIC	Paper 1: Written	0617A	Not available to Private Candidates Components 1,2,3
	Paper 2: Practical		
	Paper 3: Coursework		
FRENCH	Paper 1: Listening	0618A	Components 1,2,4
	Paper 2: Reading		
	Paper 4: Written		
RELIGIOUS EDUCATION	Paper 1	0588A	Components 1,2
	Paper 2		
ADDITIONAL MATHEMATICS (GCE O Level)	Paper 12	4037AY	Components 12,22
	Paper 22		
STATISTICS (GCE O Level)	Paper 12	4040Y	Components 12,22
	Paper 22		
HOSPITALITY & TOURISM STUDIES		1254	Available only to School Candidates in Government Schools
ANIMAL		1255	Available only to School

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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
PRODUCTION			Candidates in Government Schools
FIELD CROP PRODUCTION		1256	Available only to School Candidates in Government Schools
HORTICULTURE		1257	Available only to School Candidates in Government Schools

5.13 Setswana Exemption

5.13.1 Setswana is a core syllabus for all citizens of Botswana and therefore all citizen candidates should register for it. Moreover, centers who have candidates whose parents have obtained naturalisation or are citizens who have resided outside the country with parents (studying or working), should write to The Chief Executive Officer and request for exemption. The request for exemption should be made as soon as the candidate is received in the centre.


5.13.2 In all cases where exemption is requested, proof should be submitted to The Chief Executive Officer at the time of the application for exemption. The exemption should be implemented after approval from the Chief Executive Officer.

5.13.3 Non-citizen school candidates are not required to take Setswana but can do so at their preference.

5.13.4 The following documents are a requirement for application of Setswana Exemption:

5.13.5 Letter from Parents/ Guardian stating reason for Setswana Exemption request and the educational background of the candidate in terms of doing Setswana

5.13.6 Identity documents of the candidate such as copy of Birth certificate and copy of Passport

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5.13.7 Identity documents of the Parents/ Guardians such as copy of ID, Copy of Passport and Copy of work permits

5.13.8 Candidate Academic Reports

6. Risks of Noncompliance

Below are risks of non-compliance/non-compliance to these guidelines:


- 6.1 Eligible candidates will not be able to sit for the examinations.
- 6.2 BEC might fail to order accurate quantities of the examination's materials because of the absence or inaccurate registration data.
- 6.3 Candidates allowed to sit for the syllabuses they have not registered for making the processing of data more complex which might delay the release of the results.

7. Records

- Late Registration Requests
- Late Syllabus Entry Amendments Requests
- Registration Reports
- Completed BEC/EAC/DP/P02/F03 *Entry Amendment form*

8. Associated Documents

- BEC/EAC/DP/P14 *Registration of Government and Private Schools Candidates*
- BEC/EAC/DP/Man03 *Malepa User Manual for PSLE Centres*
- BEC/EAC/DP/Man01 *Malepa User Manual for JCE Centres*
- BEC/EAC/DP/Man02 *Malepa User Manual for BGCSE Centres*
- BEC/EAC/DP/P02/A01 *Registration Fees Structure*
- BEC/EAC/JCE/G01 *Guidelines for Conduct of Examinations*

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9. References

BEC (2018), *BEC/EAC/DP/Man03* - *Malepa User Manual for PSLE Centres, Gaborone.*

BEC (2018), *BEC/EAC/DP/Man01* - *Malepa User Manual for JCE Centres, Gaborone.*

BEC (2016), *BEC/EAC/DP/Man02* - *Malepa User Manual for BGCSE Centres, Gaborone.*