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Preparation

	Name	Date
Prepared by:	Z.T Tau-Bafaletse	2016/04/04

Approval - Document Sign off

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

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Chenzimu Makobole	Amendment of the instructions to exclude dates and fees.	2	2017-03-30
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1. Abbreviations, Terms and Definitions

1.1 Abbreviations

BEC	Botswana Examinations Council
BGCSE	Botswana General Certificate of Secondary Education
SoE	Statement of Entry
FNBB	First National Bank Botswana

1.2 Terms and Definitions

1.2.1 Provisional SoE

Temporary Statement of Entry showing the details about the candidate (name, date of birth, etc.) and the syllabus options for which the candidate has been entered. It also shows the total fee the candidate must pay for the registration and the banking details.

1.2.2 SoE

Statement of Entry shows the details about the candidate (name, date of birth, etc.) and the syllabus options for which the candidate has been entered, the centre number, candidate number and the examination timetable.

1.2.3 Malepa

Malepa is a web-based software system which BEC currently uses to capture and process candidate entry details and other data for all the National Examinations that BEC is responsible for.


1.2.4 Entry Amendments

The entry amendments refer to request of corrections made after the issuing of the final SoE.

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 instructions seek to provide standards in relation to the registration of private candidates.

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2.2 Background

Registration instructions are provided to guide the candidates with the registration process. This document contains information on how candidates are expected to submit their entries, pay for their registration, candidates who are eligible to sit the examination and syllabuses available to them.

2.3 Purpose

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

3. Scope

These instructions state the requirements for registering for the Botswana General Certificate of Secondary Education (BGCSE). They also outline prohibited syllabus combinations. The instructions are intended for use by individual private candidates. Candidates are expected to read and understand these instructions before they can register for the BGCSE. The instructions contain information about syllabuses and options which are available to Private Candidates and examination venues available for use. Candidates are responsible for their registration, and errors that occur because of their mistakes may attract penalties to be corrected once the fees have been paid. All registration is done online. Candidates are advised to regularly read newspapers as there may be announcements about the examination.

Each candidate is expected to read these instructions and use them for guidance during registration.

4. Responsibility and Authority

4.1 Manager, Data Processing


Manager, Data Processing is responsible for ensuring that these instructions are implemented and maintained.

4.2 Data Capture Supervisor

Data Capture Supervisor is responsible for supervising the implementation of these instructions.

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.

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5. Method


5.1 How to Register

- 5.1.1 Candidates are required to register online using the Malepa application at <https://malepa.bec.co.bw>
- 5.1.2 All candidates who intend to register for BGCSE should read these instructions and the **BEC/EAC/DP/P02/A01 – Fees Structure** provided carefully before registering.
- 5.1.3 On completion of capturing the registration details, submit the registration and you will receive a notification stating the Application Number and the Fees to be paid. **It is the responsibility of the candidate to provide cell phone number(s) that are reliable so that BEC will be able to reach them when the need arises.**
- 5.1.4 Generate the Provisional Statement of Entry and use it for payment using the Application Number as reference.
- 5.1.5 Proceed to make payment using the FNBB Payment Platforms.
- 5.1.6 Once your payment is confirmed by the BEC you will receive an SMS notification informing you to print your Statement of Entry which will be used during the examination as proof of registration.
- 5.1.7 Candidates should ensure that they keep the receipt and the SoE safely upon completion of their registration. **Candidates MUST bring their SoE to each examination they will be sitting for. The Provisional SoE will not be accepted during the examination.**
- 5.1.8 Candidates must bring **some form of identification (Omanq for citizens and Passport for non-citizens) into the examination room. Candidates who do not have an official identity document will not be allowed into the examination room.**


5.2 Syllabuses and Options

5.2.1 BGCSE Syllabuses and Options


The table below shows the syllabuses and the options which are available to candidates. Syllabuses or options which are **not** listed here are **not** available to private candidates.

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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE
ENGLISH LANGUAGE	Paper 1: Continuous Writing	0561A
	Paper 2: Comprehension	
SETSWANA	Paper 1: Continuous Writing	0562A
	Paper 2: Comprehension, Summary and Translation	
	Paper 3: Literature etc.	
MATHEMATICS	Paper 1	0563Core
	Paper 2	
	Paper 1	0563 E-Extended
	Paper 2	
	Paper 3	
	SCIENCE SINGLE AWARD	Paper 1: Multiple Choice
Paper 3: Theory		
Paper 4: Alternative to Practical		
SCIENCE DOUBLE AWARD	Paper 1: Multiple Choice	0569A
	Paper 3: Theory	
	Paper 4: Alternative to Practical	
CHEMISTRY	Paper 1: Multiple Choice	0570A5
	Paper 3: Theory	
	Paper 5: Alternative to Practical	

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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE
PHYSICS	Paper 1: Multiple Choice	0571A5
	Paper 3: Theory	
	Paper 5: Alternative to Practical	
BIOLOGY	Paper 1: Multiple Choice	0572A5
	Paper 3: Theory	
	Paper 5: Alternative to Practical	
HUMAN AND SOCIAL BIOLOGY	Paper 1: Multiple Choice	0573A
	Paper 2: Theory	
HISTORY	Paper 1	0583A
	Paper 2	
GEOGRAPHY	Paper 1	0584A
	Paper 2	
	Paper 3	
SOCIAL STUDIES	Paper 1	0585A
	Paper 2	
	Paper 3	
DEVELOPMENT STUDIES	Paper 1: Written	0586A
	Paper 2: Written	
	Paper 3: Coursework Carry Forward	
LITERATURE IN ENGLISH	Paper 1	0587A

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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE
DESIGN AND TECHNOLOGY	Paper 1: Written	0595A
	Paper 2: Coursework Carry Forward	
COMMERCE	Paper 1: Multiple Choice	0598A
	Paper 2: Written	
	Paper 3: Case Study	
AGRICULTURE	Paper 1: Multiple Choice	0599A
	Paper 2: Theory	
	Paper 3: Coursework Carry Forward	
ACCOUNTING	Paper 1	0614A
	Paper 2	
BUSINESS STUDIES	Paper 1	0615A
	Paper 2	
RELIGIOUS EDUCATION	Paper 1	0588A
	Paper 2	
ADDITIONAL MATHEMATICS (GCE O Level)	Paper 12	4037AY
	Paper 22	
STATISTICS (GCE O Level)	Paper 12	4040Y
	Paper 22	

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5.3 Setswana Exemptions

5.3.1 Setswana is a core syllabus for all citizens of Botswana and therefore all citizen candidates should register for it. However, 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 (CEO) to request for exemption if they wish the concerned candidates should be considered for exemption from writing Setswana. The request for exemption should be made at the time of registration.

5.3.2 Non-citizen candidates are not required to take Setswana but can do so if they so wish.

5.3.3 In all cases where application for exemption is made, documentation to support the application should be submitted to, The Chief Executive Officer. The exemption should be implemented after approval from The Chief Executive Officer.

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

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

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

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

5.3.4.4 Candidate Academic Reports


5.4 Entry Amendments

Candidates will be allowed to make changes to their entry up to **31 May of every year**. After the closing date, no candidates will be allowed to register. In exceptional circumstances, existing candidates may be allowed to change their entry, but penalty fees will be charged. The entry amendments are requested using **BEC/EAC/DP/P02/F03 – Entry Amendment Form**.

Note: Any submission of syllabus or option entry amendment made after 31 May will attract a penalty.

5.5 Transfers

Transfers are requested by candidates using the **BEC/EAC/DP/P02/F04 – Candidate Transfer Request** and such requests should be done by **31 May** of every year. After the closing date, no candidates will be allowed to request for transfers. In exceptional circumstances, registered candidates may be allowed to request for transfers and penalty fees may be charged.

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5.6 Late Registration and Penalty Fees

- 5.6.1** The closure of the registration period triggers the beginning of the late registration process. New entries or changes to syllabus entries requested after the registration process deadline demand significant extra work to carefully scheduled processes and therefore are liable to penalty fees. However, penalties are not applied for changes made on candidate names, date of birth, ID number.
- 5.6.2** 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.
- 5.6.3** 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.
- 5.6.4** The request for late registration and/or syllabus entry amendments should be submitted to dataprocessing@bec.co.bw using **BEC/EAC/DP/P02/F02 - Form F (c) BGCSE Entry Form for Private Candidates** and/or **BEC/EAC/DP/P02/F03 - Entry Amendment Form**. BEC will then respond to the candidate and issue a quotation for the service if the application is accepted.
- 5.6.5** The candidate is expected to make the payment prior to the provision of the service.
- 5.6.6** BEC will then confirm the payment, effect the request and update the candidate.
- 5.6.7** It must be noted that failure by the candidate to make the payment may result in the service not being provided.

5.7 Private Centres and locations


The following list shows the locations of BGCSE Private Centres, which are available to Private Candidates. Candidates are advised to choose three (3) locations which will be convenient for them.

Note that Transfer of candidates from one location to another after 31 May will only be done in exceptional cases. Therefore, candidates should choose locations wisely and register early to get a place in their first-choice location.

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Available Centres for BGCSE

CENTRE NUMBER	BEC BGCSE PRIVATE CENTRE	Location
BW860	Gaborone Private Centre	Gaborone
BW861	Tsholofelo Private Centre	Gaborone
BW862	Lobatse Private Centre	Lobatse
BW863	Palapye Private Centre	Palapye
BW864	Serowe private Centre	Serowe
BW865	Selibe Phikwe Private Centre	Selibe Phikwe
BW866	Tlokweng Private Centre	Gaborone
BW882	Francistown Private Centre	Francistown
BW883	Lesedi Private Centre	Gaborone
BW889	Mahalapye Private Centre	Mahalapye
BW892	Naledi private Centre	Gaborone
BW895	Woodhall Private Centre	Lobatse
BW898	Babusi Private Centre	Gaborone

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CENTRE NUMBER	BEC BGCSE PRIVATE CENTRE	Location
BW900	Kasane Private Centre	Kasane
BW915	Maun Private Centre	Maun
BW927	Gaborone West Private Centre	Gaborone
BW936	Bobonong Private Centre	Bobonong
BW974	Ghanzi Private Centre	Ghanzi
BW975	Letlhakane Private Centre	Letlhakane
BW976	Kang Private Centre	Kang
BW977	Tsabong Private Centre	Tsabong


5.8 Registration Fees

BEC reserves the right to charge fees for examination entries and for other services. The fees to be charged will be determined by BEC from time to time. An approved **BEC/EAC/DP/P02/A01 – Fees Structure** will be provided for each series.

5.9 Refunds

5.9.1 Private candidates who withdraw from one or more syllabuses may apply for a refund of fees using **BEC/EAC/DP/P02/F05 – Candidate Registration Refund Form** provided that any such application is received no more than one (1) month after the closing date for registration. Candidates must provide proof of payment.

5.9.2 Candidates who 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 – Candidate Registration**

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Refund Form. The application should be made at the end of the written examination period and must be supported by a report from a registered medical practitioner.

5.9.3 When a refund is made, BEC reserves the right to withhold part of the fees paid by the candidate. The proportion of the fee which will be withheld will be determined by BEC from time to time.

5.9.4 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.

5.9.5 The processing of the applications pertaining to refunds will be done by 30 June of the next examination year.

6. Risks of Non-Compliance

Below are risks of 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 materials because of the absence or inaccurate registration data.

7. Records

- Registration Data
- Entry Amendments Requests
- Transfer Requests
- Refunds Requests

8. Associated Documents

- BEC/EAC/DP/P02/A01 Registration Fees Structure

9. References

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