BOTSWANA
EXAMINATIONS
COUNCIL

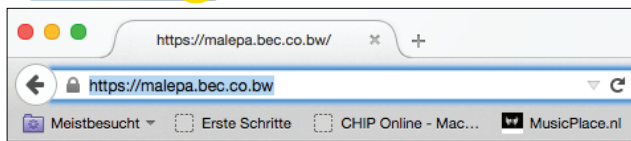# ONLINE REGISTRATION AND PAYMENT

ONLINE REGISTRATION AND PAYMENT FOR JCE AND BGCSE EXAMINATIONS FOR PRIVATE CANDIDATES

Botswana Examinations Council (BEC) wishes to inform its stakeholders and the public that the **2023 JCE** and **BGCSE** registration and payment for private candidates can be done online.

To be able to register and pay online, private candidates will require Internet access and sufficient network coverage. Payment can be made online with the aid of Orange Money, and through FNB Online banking, FNB Cellphone banking, FNB ATM with deposits, FNB App, and through FNB Branches. Please note that Orange Money is available only for BGCSE.

Below are the steps to follow to complete the registration form using the Malepa system before proceeding with payment.

Step 1

Open the web browser (Internet Explorer or Mozilla Firefox or Google Chrome) and type the URL **https://malepa.bec.co.bw** to open the Malepa webpage.

Step 2

Click on **Malepa JCE Private Candidate Registration** or **BGCSE Private Candidate Registration** hyperlink.

Step 5

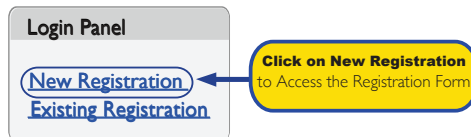Complete the Online Registration by filling your details.

Step 3

Please download the below hyperlinks and read these instructions before beginning your registration
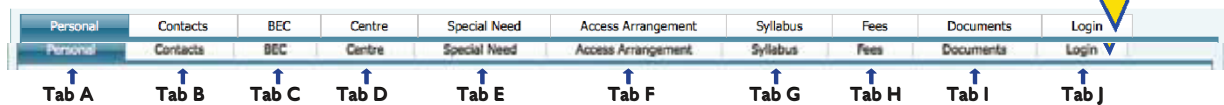DOWNLOAD JCE REGISTRATION INSTRUCTIONS
DOWNLOAD BGCSE REGISTRATION INSTRUCTIONS

Step 4

The login panel will appear as shown below.

Login Panel

New Registration
Existing Registration

Click on New Registration to Access the Registration Form

Tab J   Create Your password.
The password must be at least 8 characters long and have one of the following combinations:
1. Must be at least 8 characters long
2. Uppercase and lowercase e.g. (B b M m)
3. A number/numbers e.g. (0 1 2 3 4 5 etc)
4. Special characters e.g. (%, @, -, *, $, #, e.t.c)

Step 6

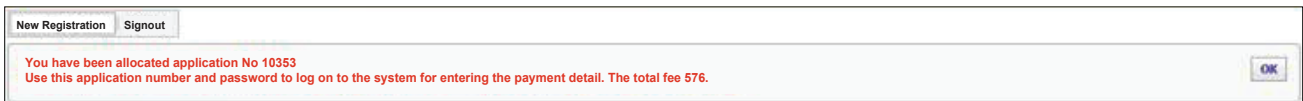| Personal | Contacts | BEC | Centre | Special Need | Access Arrangement | Syllabus | Fees | Documents | Login |
| Tab A | Tab B | Tab C | Tab D | Tab E | Tab F | Tab G | Tab H | Tab I | Tab J |

Please ensure that you have completed all the relevant fields before submitting your registration. Check for errors and verify all the information entered.

Step 7

Upon submitting your registration you will receive a notification similar to the one below. This means you have sucessfully submitted your registration and you can now proceed to make payment. After payment has been confirmed by the BEC, you will receive an SMS notification informing you to print your Statement of Entry which will be used for Final Examination.

New Registration   Signout

You have been allocated application No 10353
Use this application number and password to log on to the system for entering the payment detail. The total fee 576.   OK

Click on OK and A provisional statement of entry pops out showing all the data you entered. It also shows the application number which is used as reference when making payment, amount to pay and BEC banking details.

The application number and password must be kept in a safe place. You will need them to print your Statement of Entry. Please note that this facility is available from the **24 February 2023 until 06 April 2023 for JCE** and **13 March 2023 to 15 May 2023 for BGCSE.**

After payment ensure to print the Statement of Entry which will be used during the examination.

For more information please contact the following; **3650807/882//887/700/0800601025** or **dataprocessing@bec.co.bw**

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