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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	**Malepa User Manual for JCE Centres**	

BOTSWANA EXAMINATIONS COUNCIL

Document Title:

Malepa User Manual for JCE Centres

Document Reference:

BEC/EAC/DP/Man01.v2

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DOCUMENT CONTROL SHEET

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Revision History

Change Made By	Description	Version	Date
GaofenngweKeakile ; Gaone Megale; Wame Ponatshego and Chendzimu Makobole	Updated Entry Amendments content.	2	2017-02-23

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1. Introduction

This User Manual was developed to assist the Junior Certificate Examination centres as they use the Malepa Application.

2. Scope

The manual will assist in the implementation of the following procedures;

- Logging in to the system and navigation
- Change your password
- Registration
- Entry Amendments
- Capturing of Forecast Grades
- Capturing of Coursework Marks

3. References

Malepa System.

4. Terms and Abbreviations

4.1 Terms and Definitions

4.1.1 Malepa

The BEC business system used for processing data for all national examinations that BEC conducts.

4.1.2 Series

A group of examinationsin the range with the same closing date for entries and timetable period.

4.2 Abbreviations

BEC Botswana Examinations Council

DP Data Processing

EAC Examinations Administration and Certification

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5. Malepa Minimum Specifications

5.1 Internet

The user interface to the Malepa application is web browser based; therefore you require internet access to use the application.

The minimum internet Speed/Bandwidth required to access Malepa application is 512 kbps but a Speed/Bandwidth of 1Mbps is recommended.

5.2 User Interface

Currently to access the Malepa application you need the following web browsers;

- Microsoft Internet Explorer version 8 and above. The latest version recommended is version 11.
- Mozilla Firefox or Google Chrome

When using Microsoft Internet Explorer version 8 and above ensure that the compatibility view is enabled.

6. How to logon to Malepa Application

- Type the link below on the address bar of your browser (as shown in the screen below)
  https://Malepa.bec.co.bw/
- The following screen will appear,

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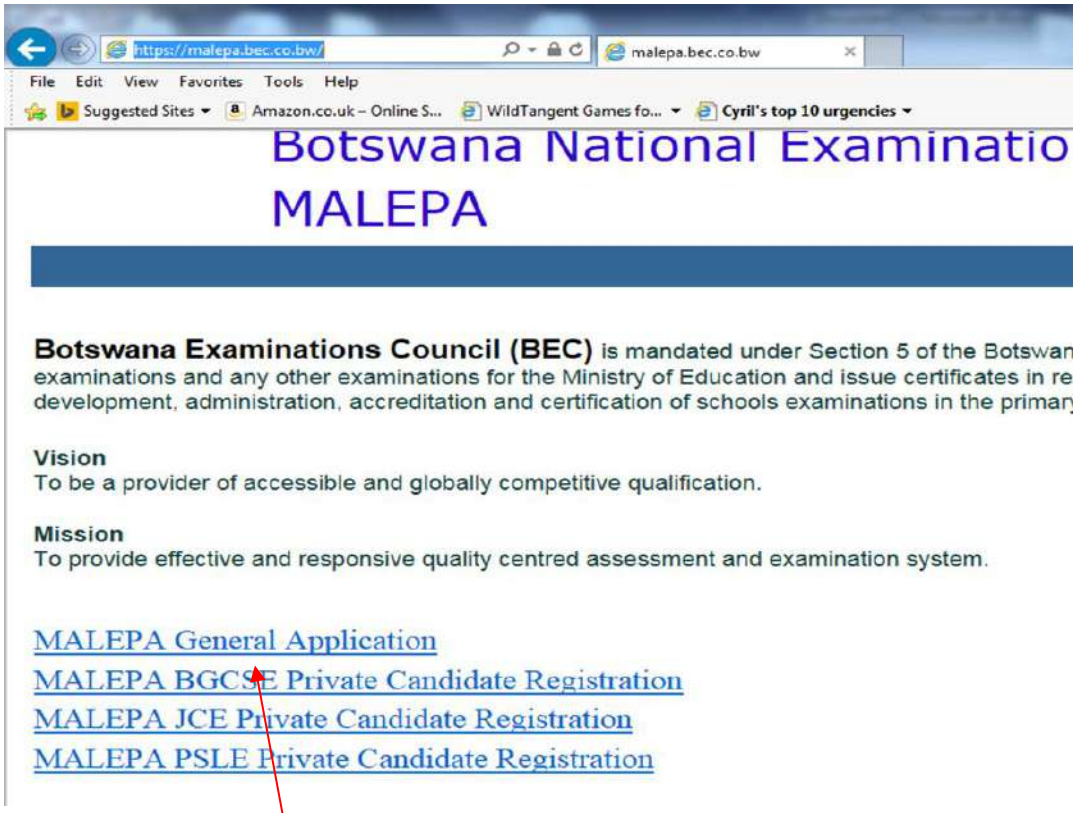

- Click on the MALEPA General Applicationlink to login
- Enter your user name and password on the **Login Panel** shown below;

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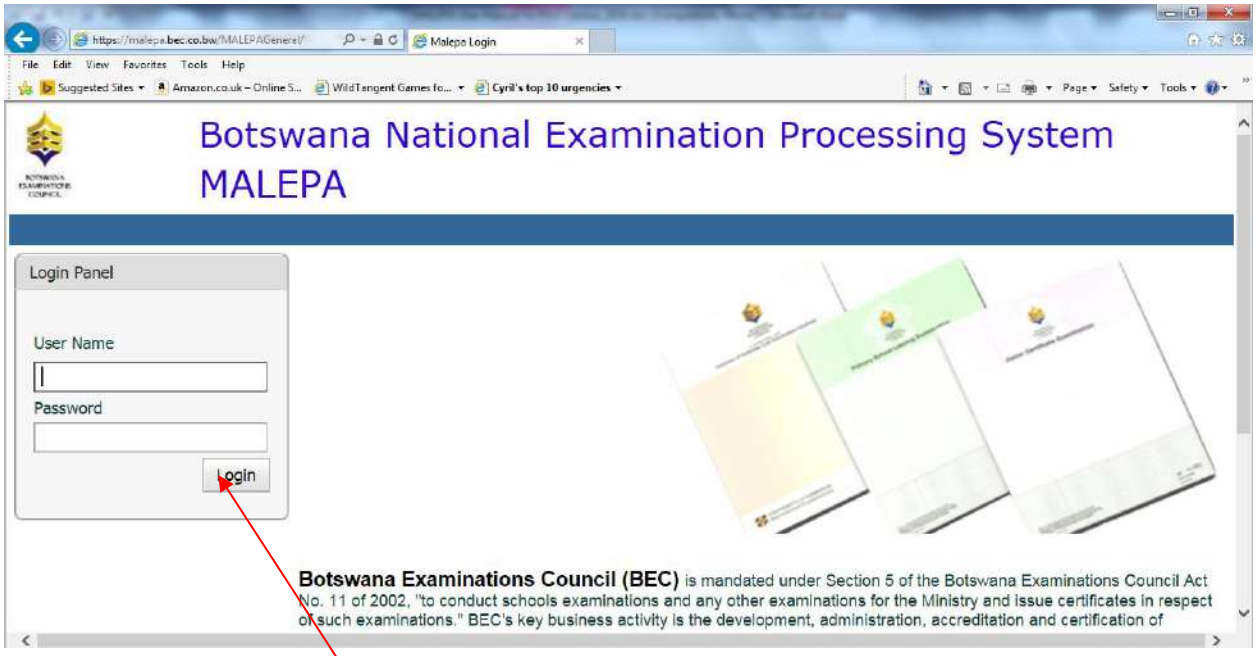
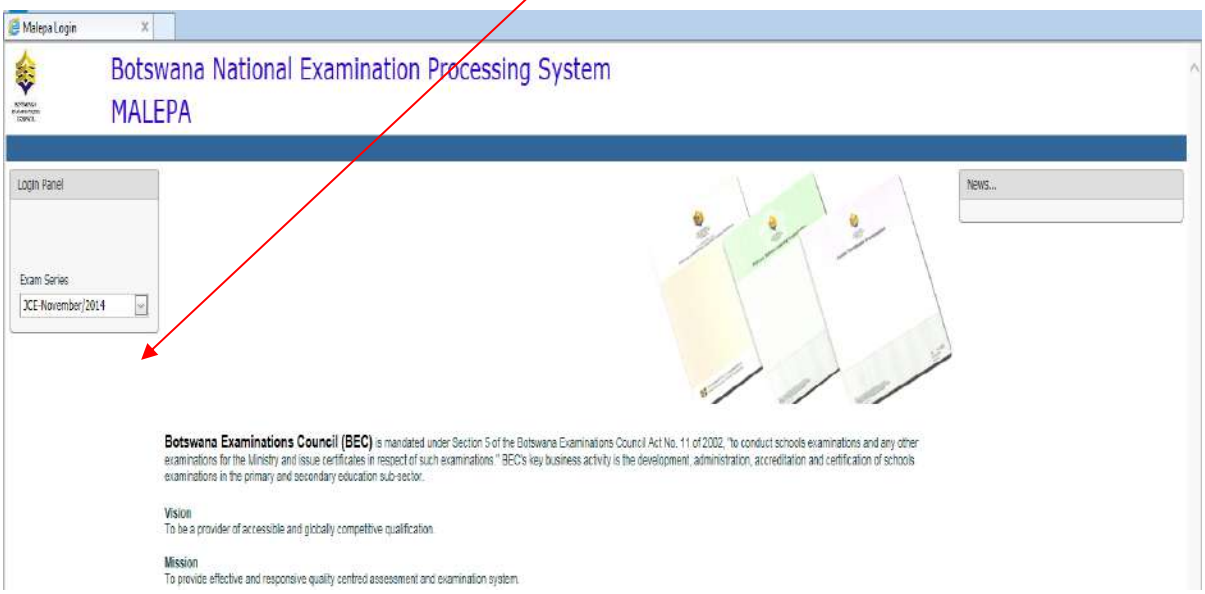


- Then click on the **Login** button
- After successful login, select the**Exam Series** you want to work with.



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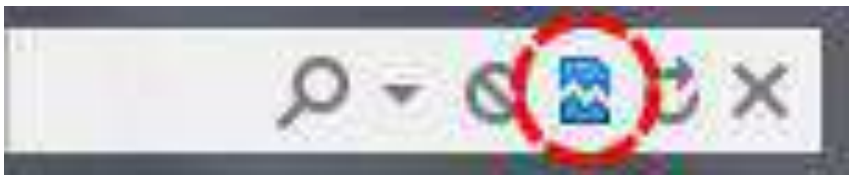
<u>NOTE:</u> COMPATIBILITY VIEW

There are two Options to make your browser compatible

Option 1

- ✓ If Internet Explorer recognizes that the webpage is not compatible, you will see the *<u>Compatibility View button</u>* on the Address bar. At this stage the series will not be available for selection.
- ✓ Click on it; It will take you back to the login panel

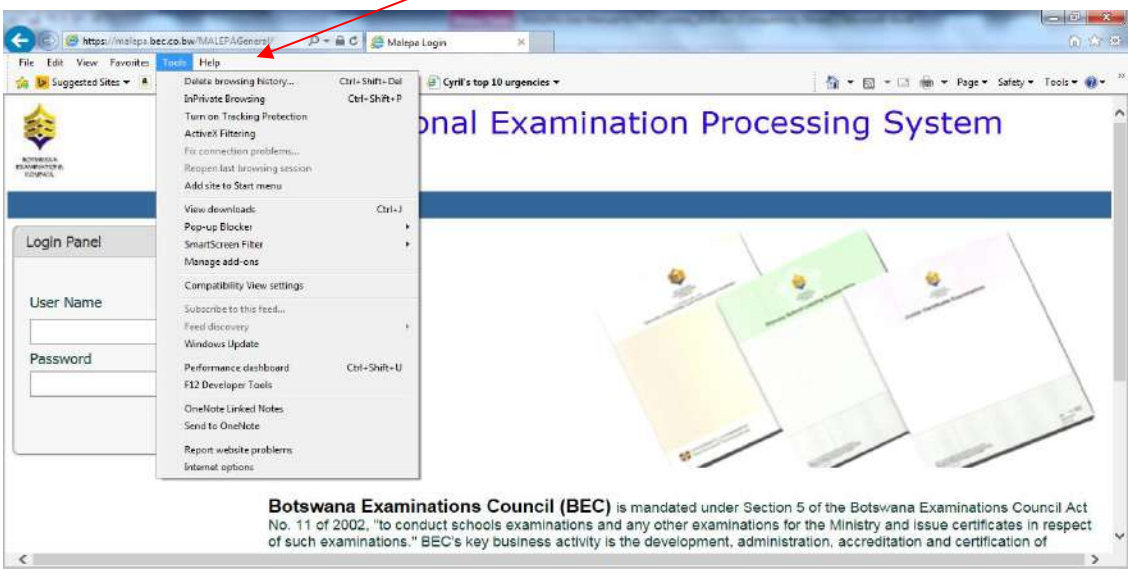


The Compatibility View button

- ✓ Login again
- Now the series will be available for selection.
- You should now be able to view your Menu on the left of your screen

Option 2

On the Menu bar, Click on the **Tools** icon, select **Compatibility View Settings** as shown below;



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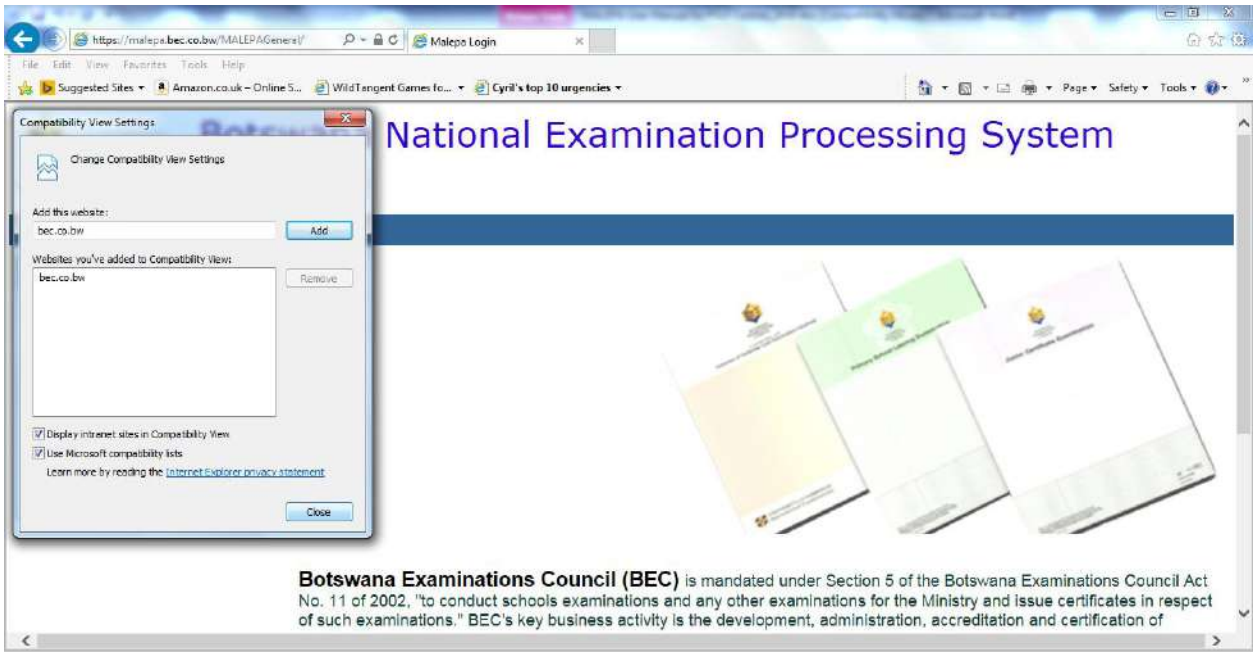
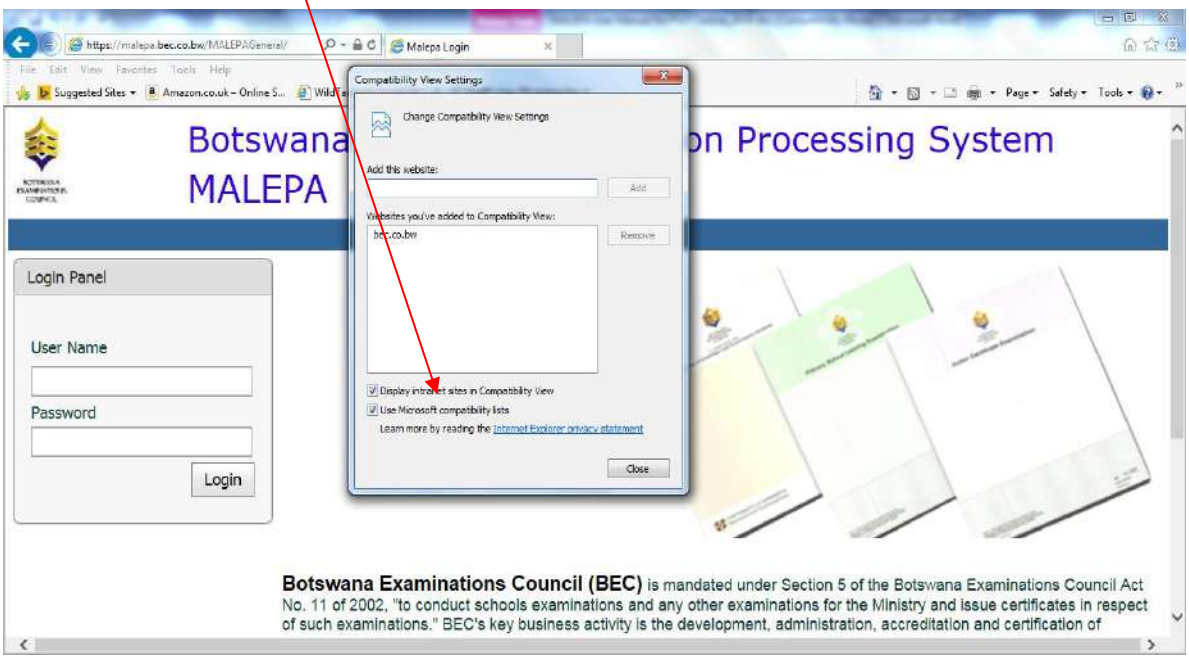
On the **Compatibility View Settings** pop-up, type ***bec.co.bw*** under Add this website. Then click **Add** to add the BEC website to compatibility view.



- Check all ***check-boxes***. Then click the close button.



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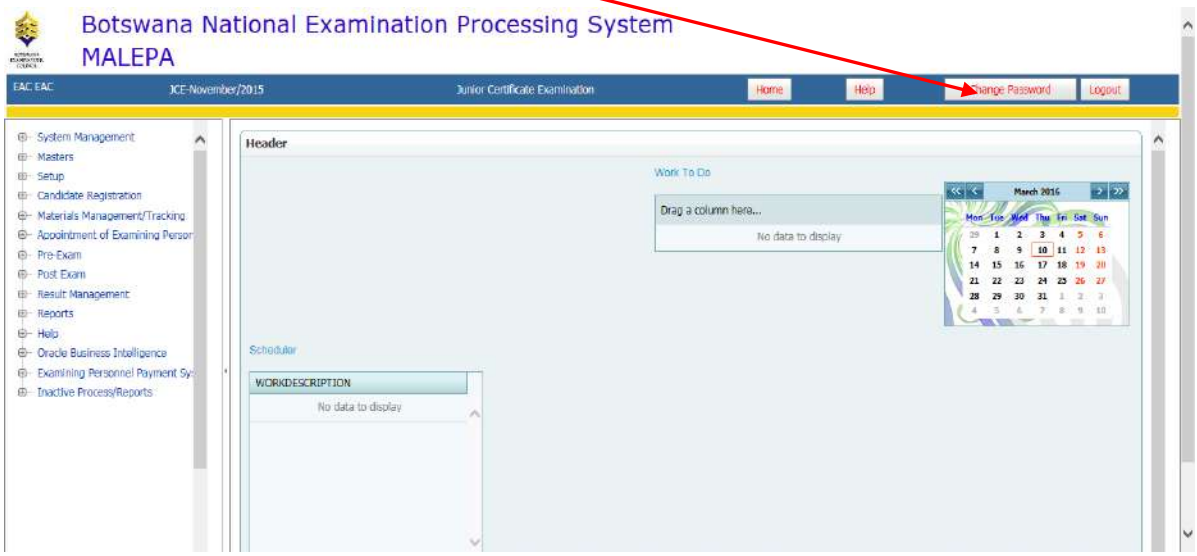
Successful completion of these steps means your browser is now compatible with the Malepa application.

7. Steps to change your Malepa password

- Logon to MALEPA Application
- Select a **Series**
- Click on the **Change Password** button



The following window will open for you to enter your new password;

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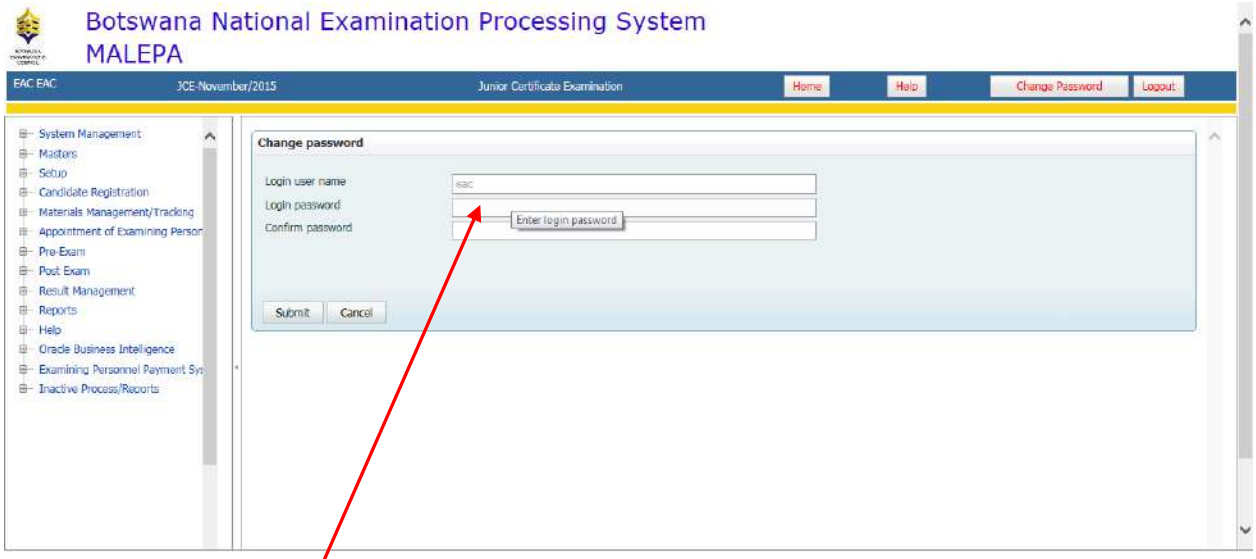

- Enter your **new** password, then **confirm** the new password by entering it again
- Click on the **Submit** button to save your new password
- If you have complied with the **BEC Guidelines for Password**, your password will be changed successfully, otherwise you will be advised to comply.

8. Candidate Registration

8.1 Centre Candidate Registration

Navigation: Candidate Registration ->Centre candidate Registration

- Click **Candidate registration at Centre/BEC**

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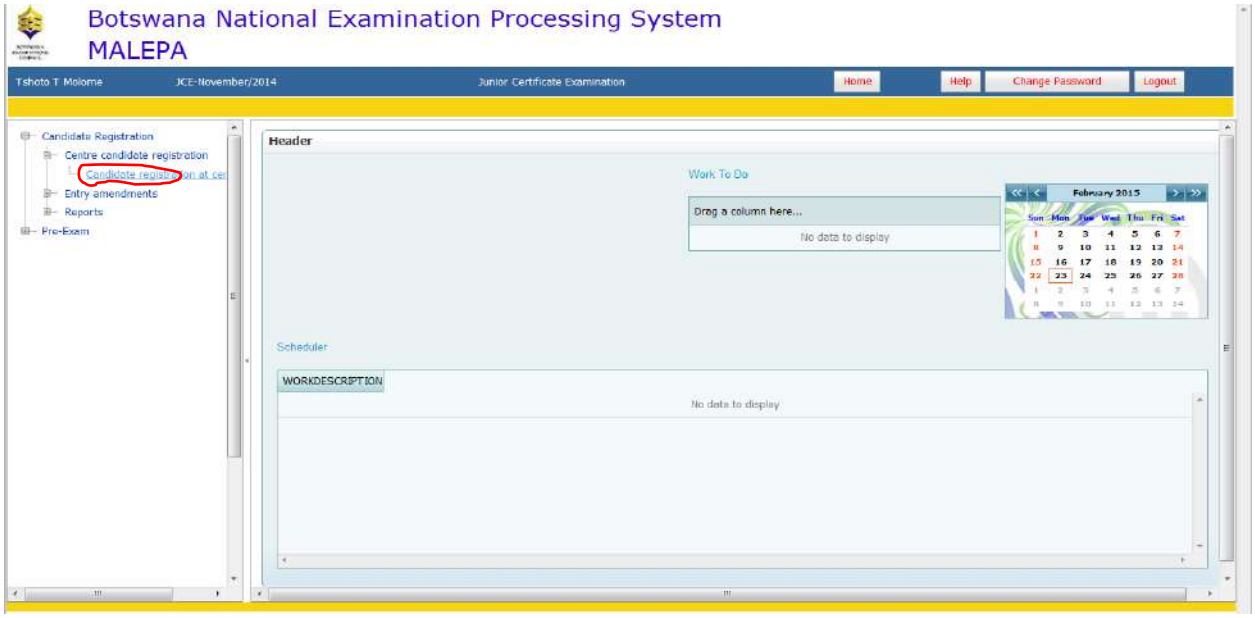
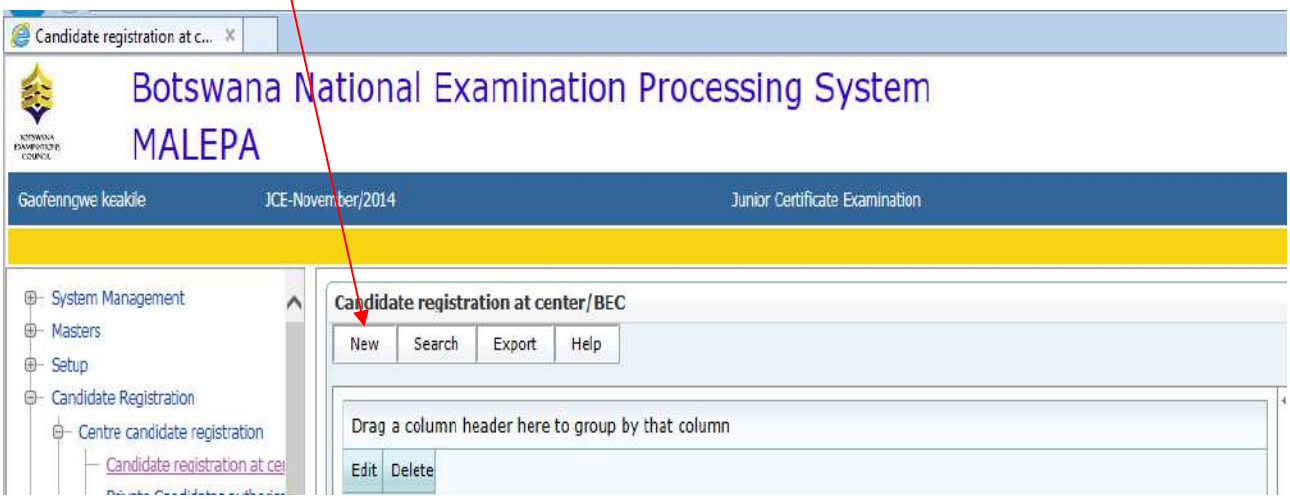


- Click on the **New** button;



The screen like the one below will appear for you to fill candidate details

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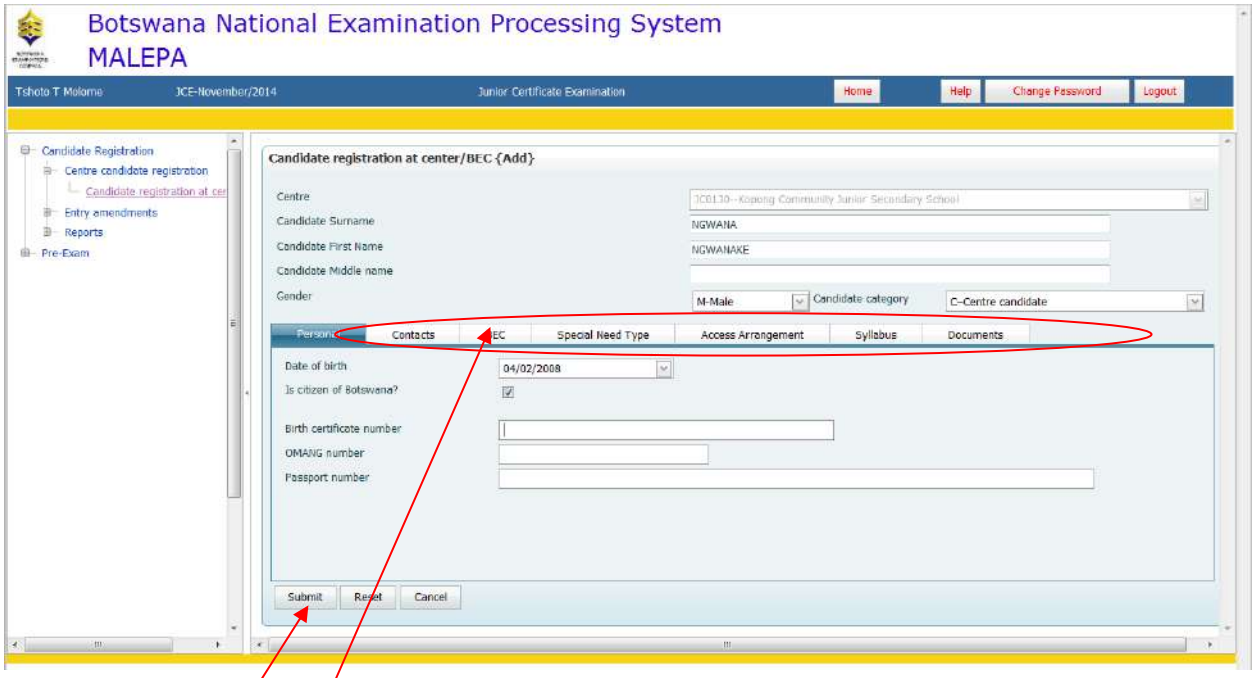

Click on different **tabs** (personal, special need type, syllabus) and fill candidate details

Click **submit** button

The screen like the one below will be displayed.

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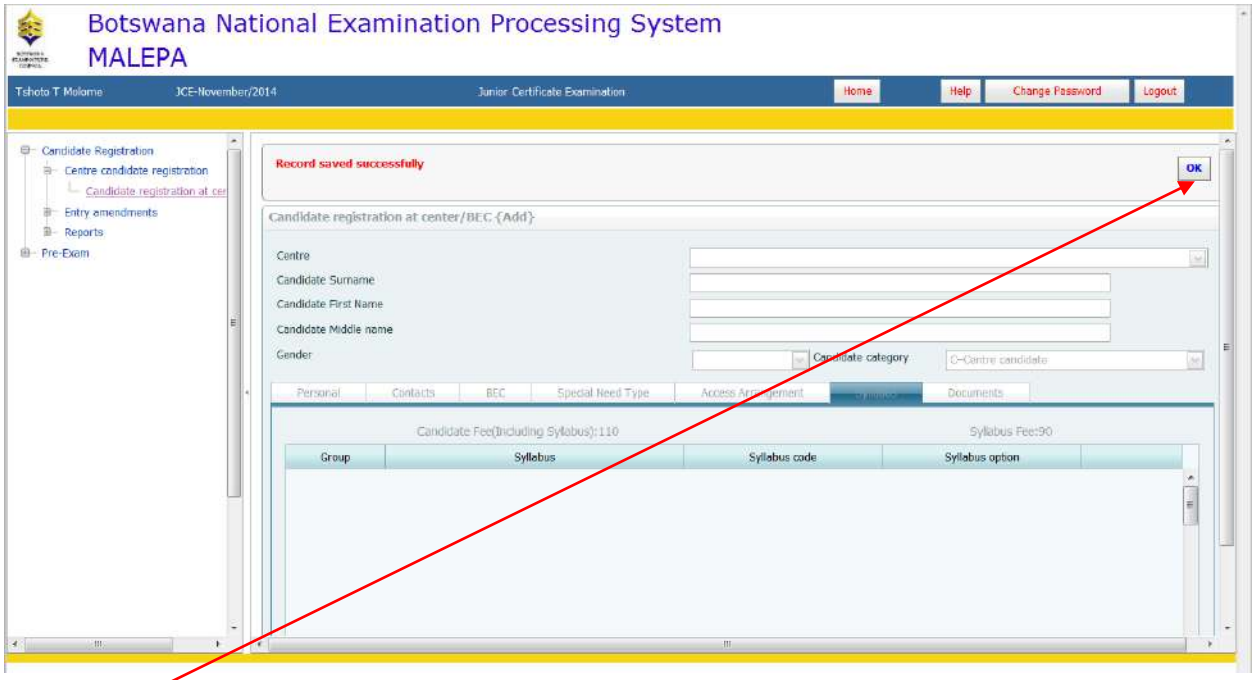
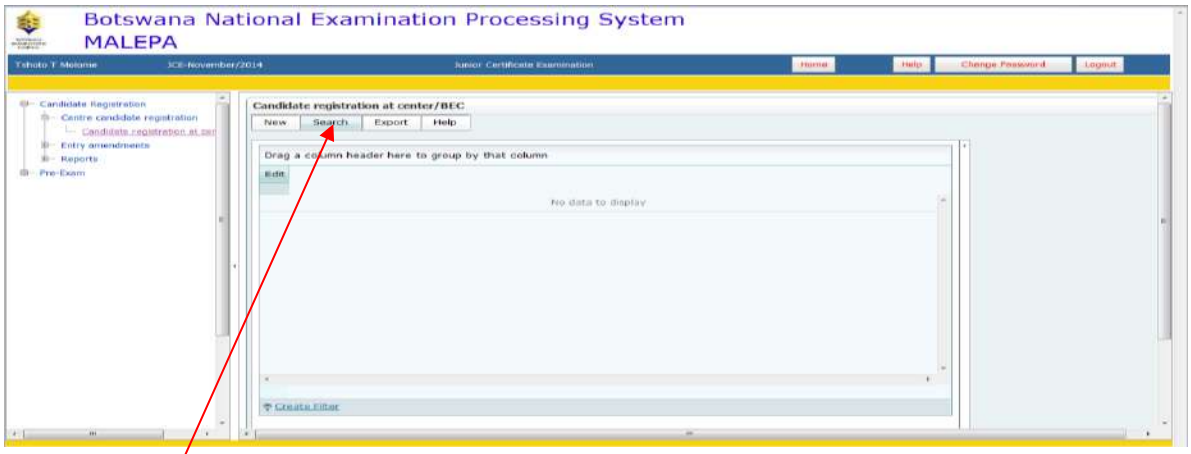


Click **OK** to complete the registration of the candidate.

8.2 Registration Corrections

8.2.1 Editing Candidate Registration Record

To correct candidate details select by clicking Candidate Registration at Centre/BEC.



Click **search** button.

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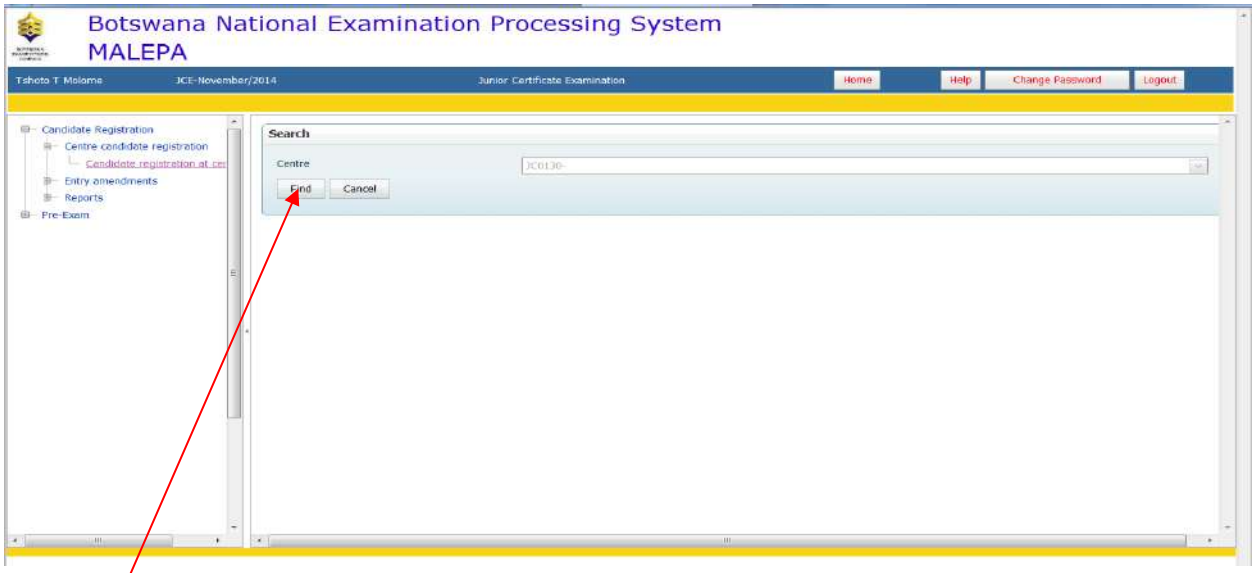
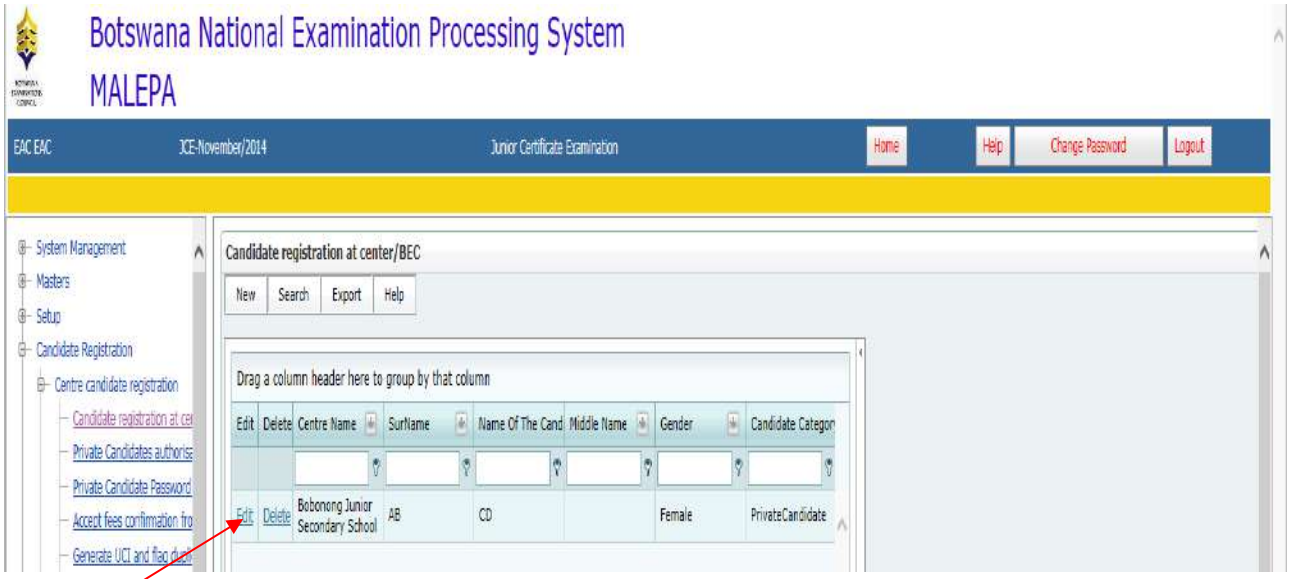


Click the **Find** button.

The screen like the one below will be displayed.



Click **Edit** and the below screen will be displayed, then you will be able to make corrections.

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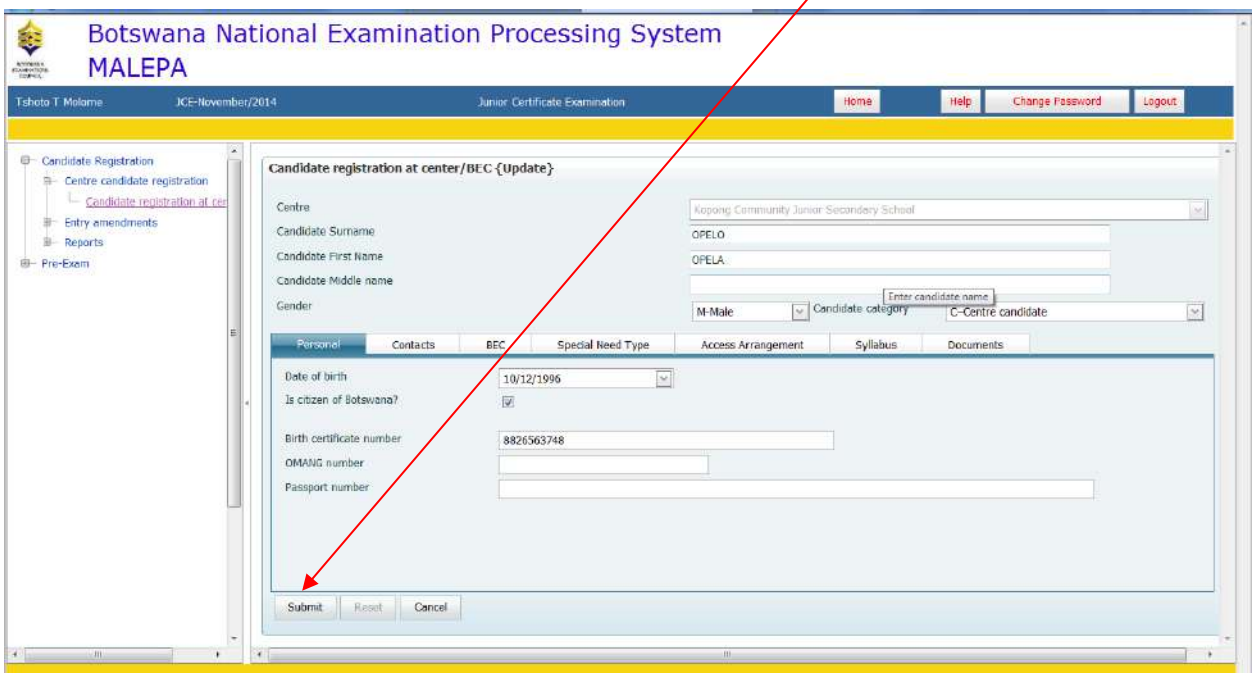
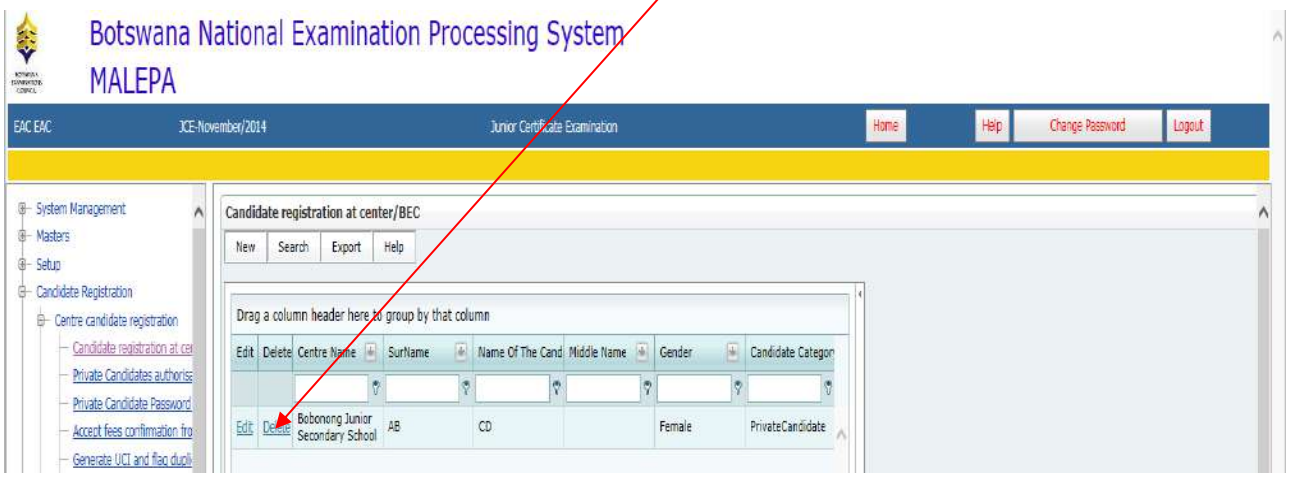
When you have completed making the corrections, click on the **Submit** button to save the changes.



8.2.2 Delete Candidate Registration Record

To delete a candidate registration record, click on **Delete**.



The screen below will appear.

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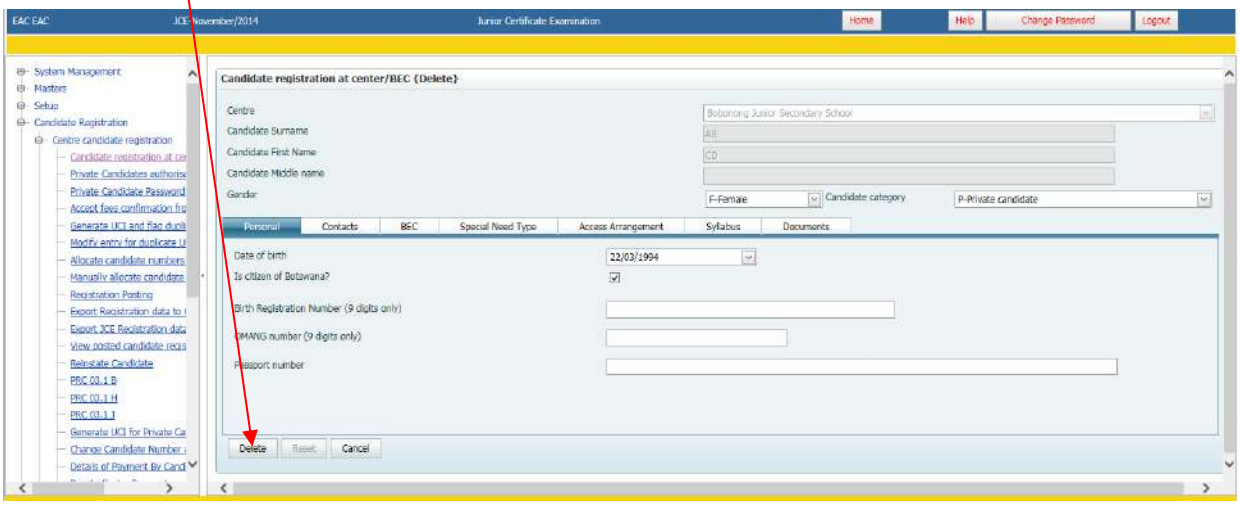
Click the **Delete** button to complete deletion.



8.3 Entry Amendments

Navigation: Candidate Registration->Entry Amendments

Under Entry Amendment you will be able to do the following (as displayed by the screens below);

a. Change Syllabus/option
b. Request for withdrawal
c. Change Candidate details

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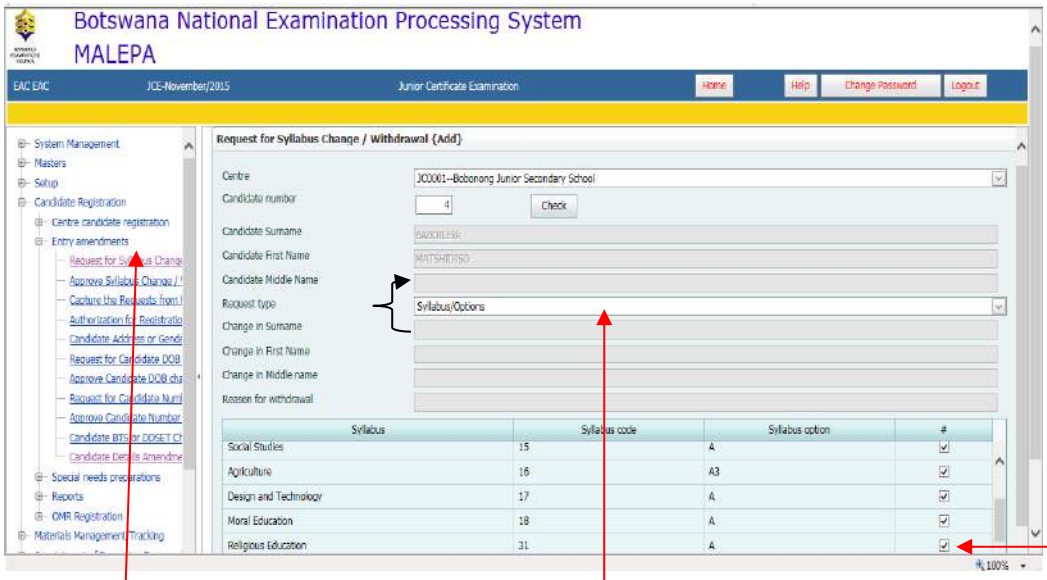
8.3.1 Change Syllabus/option



To amend a syllabus for a candidate use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Request for Syllabus Change/Withdrawal** activity. Select centre on the drop down menu, enter candidate number and click the **Check** button.

On the "Request Type" field select **Syllabus/Options** on the dropdown menu if you want to make a syllabus option change.

To remove a syllabus, uncheck the ticked box along the syllabus you wish to remove. To add a syllabus tick the box along the syllabus you wish to add.

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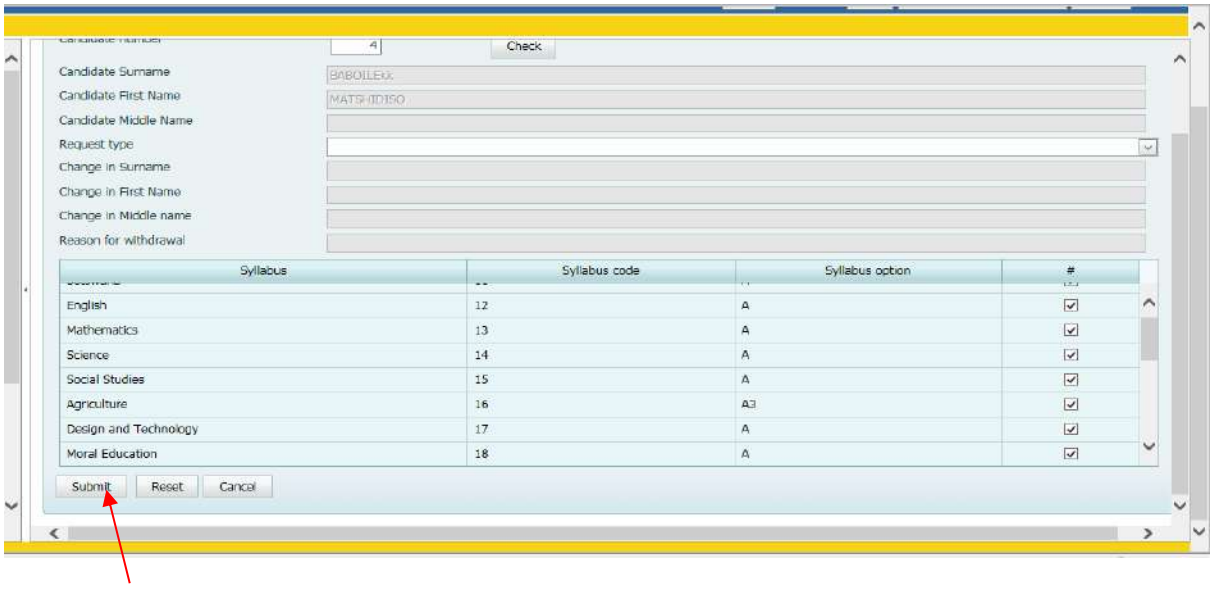
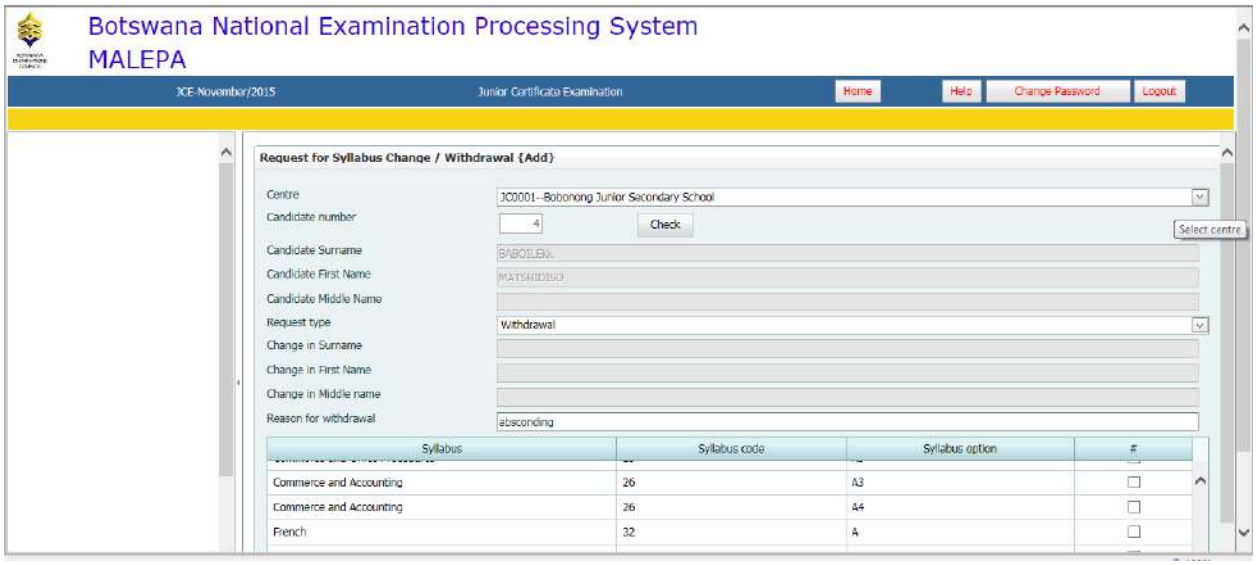


Click on **Submit**below thesyllabus list once you have completed your request.

NOTE: A syllabus change will require AUTHORISATION from BEC. Do not print reports before an amendment is authorised.

8.3.2 Request for withdrawal



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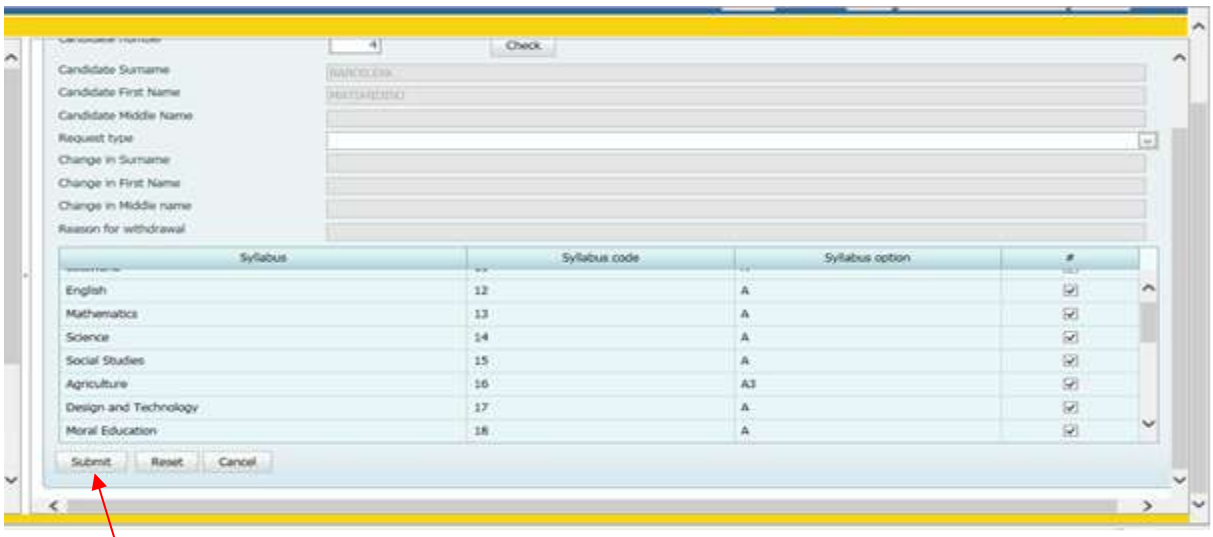
To withdraw a candidate, use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Request for Syllabus Change/Withdrawal** activity. Select centre on the drop down menu, enter candidate number and click the **Check** button.

On the "Request Type" field select **Withdrawal** on the dropdown menu. Type a reason for withdrawing the candidate under **Reason for withdrawal**.



Click on **Submit** below the syllabuses once you have completed your request.

NOTE: A Withdrawal will require AUTHORISATION from BEC. Do not print reports before a Withdrawal amendment is authorised

8.3.3 Change Candidate details

To make changes to a Candidate's personal details (i.e. name change; gender; date of birth; citizenship; capturing of birth registration number, Omang number and passport number, use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Candidate Details Amendments** activity.

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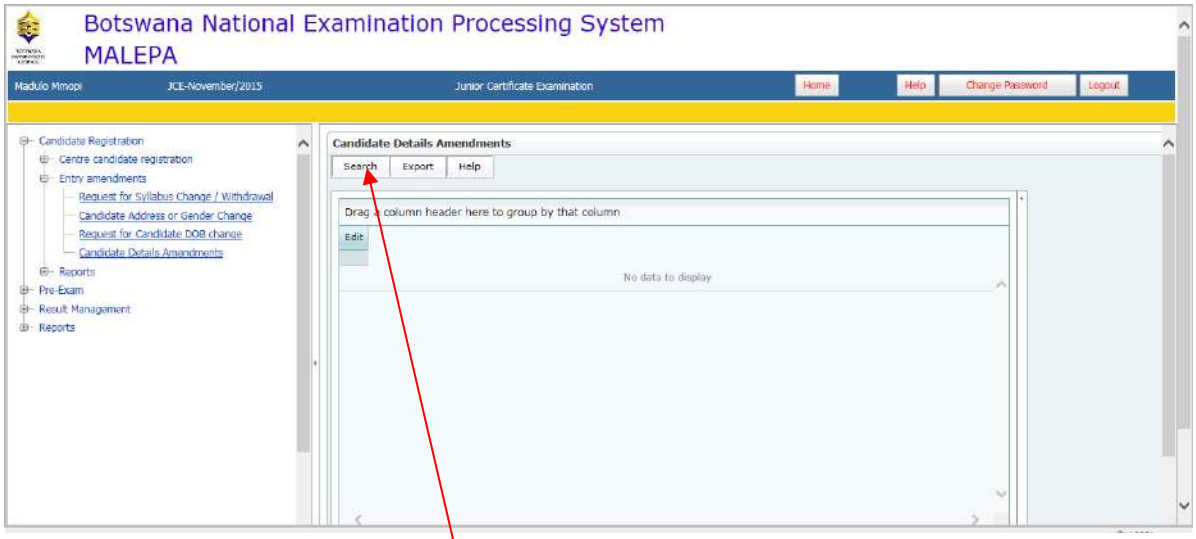
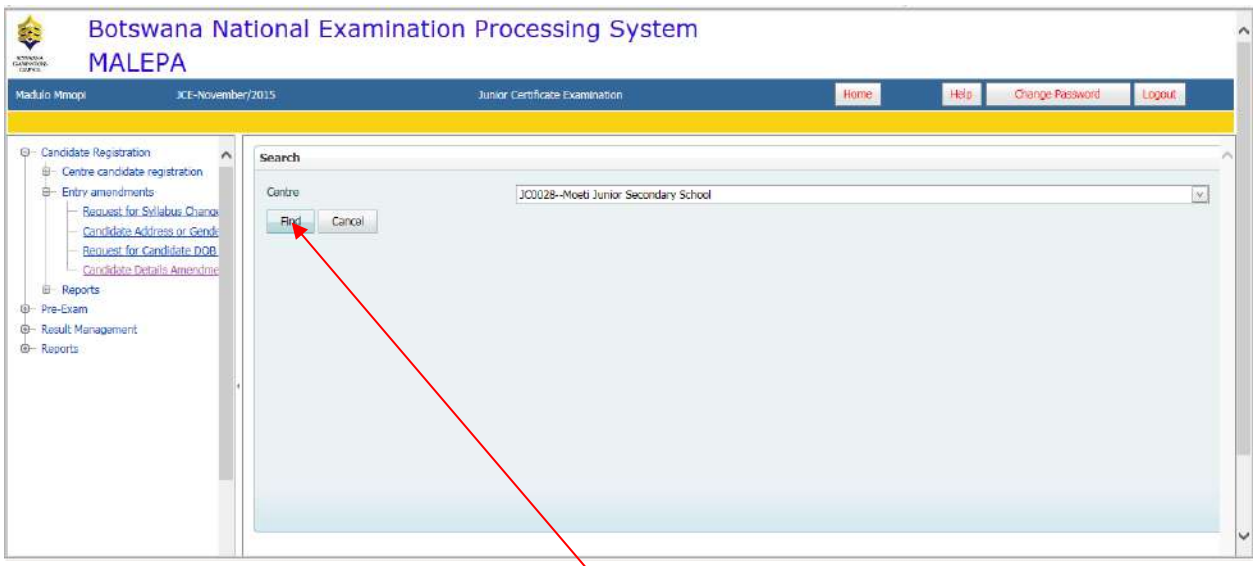


To make an amendment click on **Search,** a screen like the one below will appear.



Select centre from drop down menu then click **Find.** A screen like the one below will appear.

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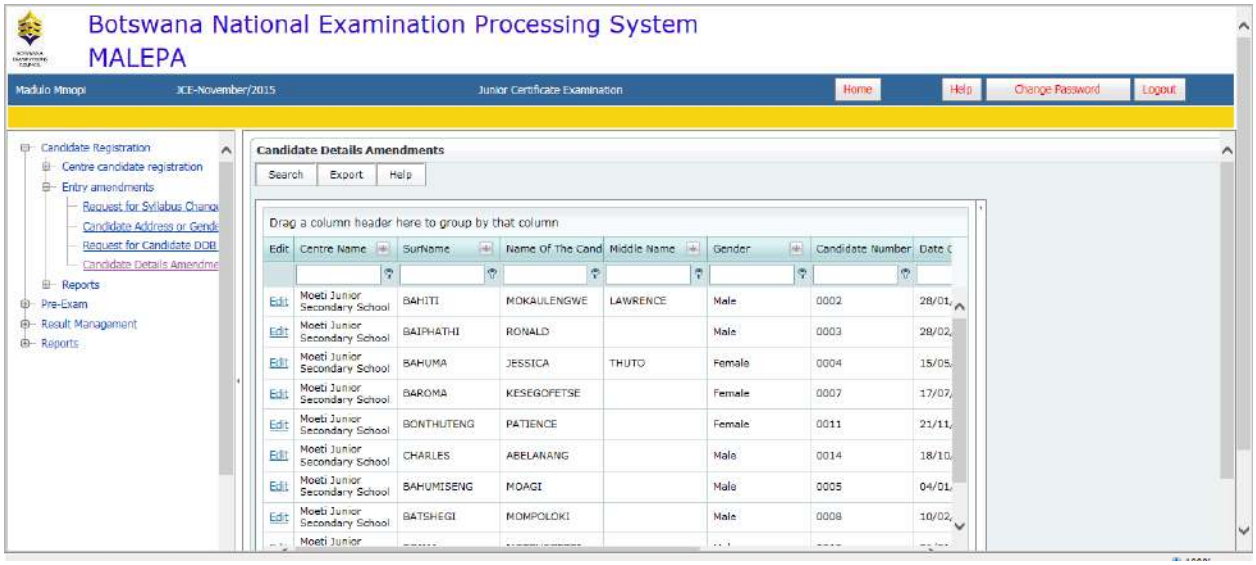
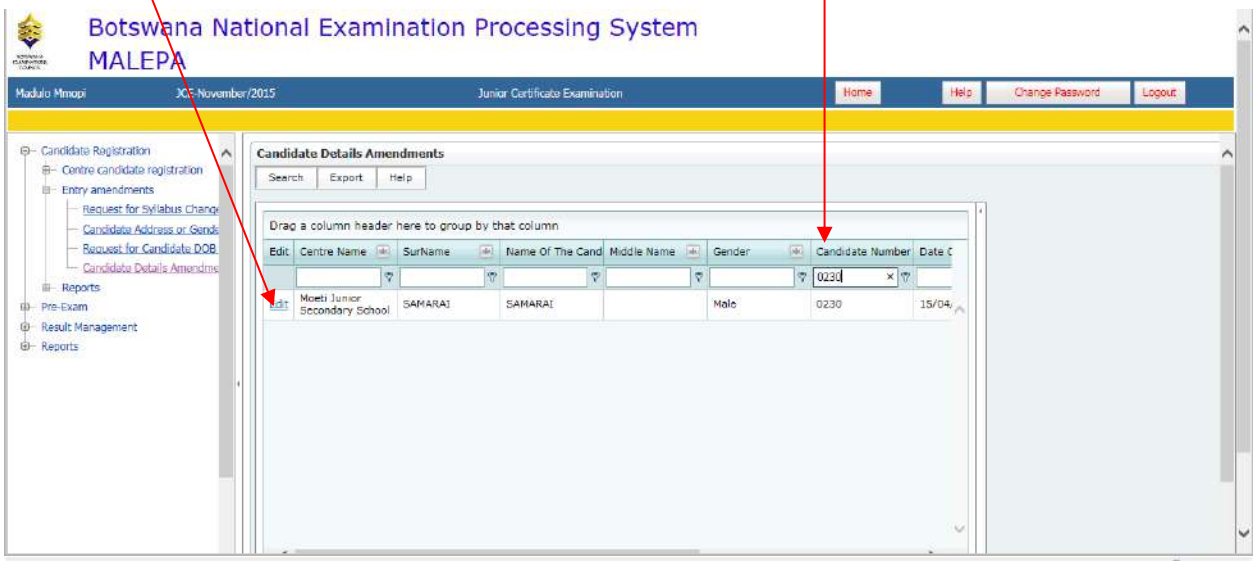


A list of all candidates in a centre will appear. To identify/search a candidate whose details need to be amended enter a four **(4) digit number** under the **Candidate Number.**

Click on **Edit**on the left to open the candidate's record.



The amendment screen below will display showing candidate personal details.

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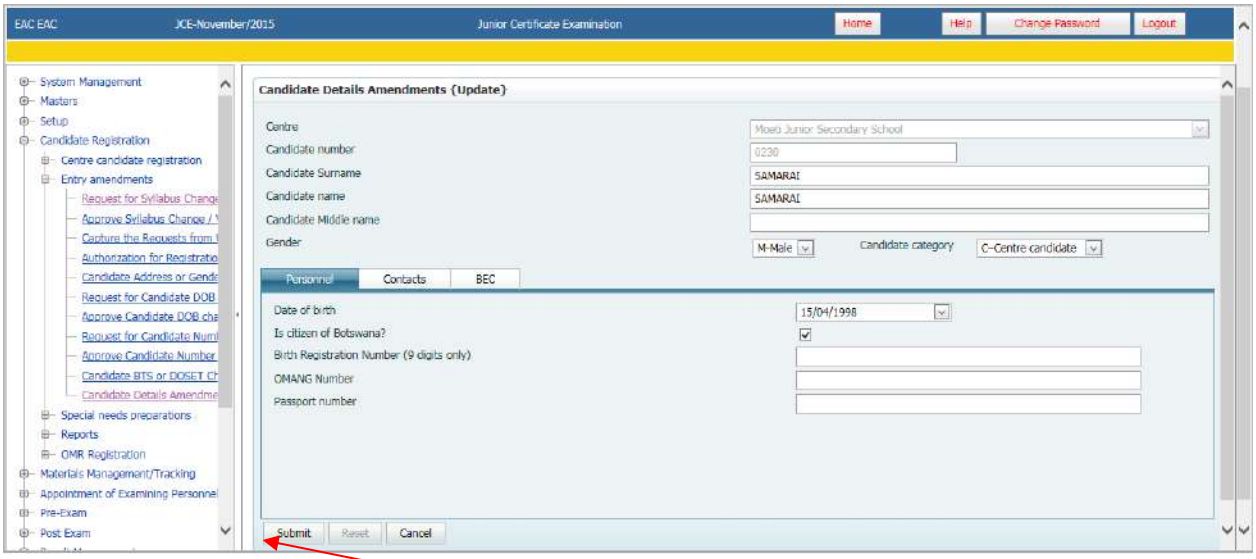

Make all the required changes for the selected candidate and click on **Submit**.

NOTE: that for **Candidate Details Amendments** when you get a confirmation message that "Record updated successfully" then the changes have effected and THEY DO NOT REQUIRE AUTHORISATION FROM BEC.

You may print required reports after these changes.

8.4 Reports

8.4.1 Generating the Registration List Report

Navigate: Candidate Registration->Reports -> click **Posted Registration List for Centres**

The screen below will be displayed, select the centre from the drop down list.

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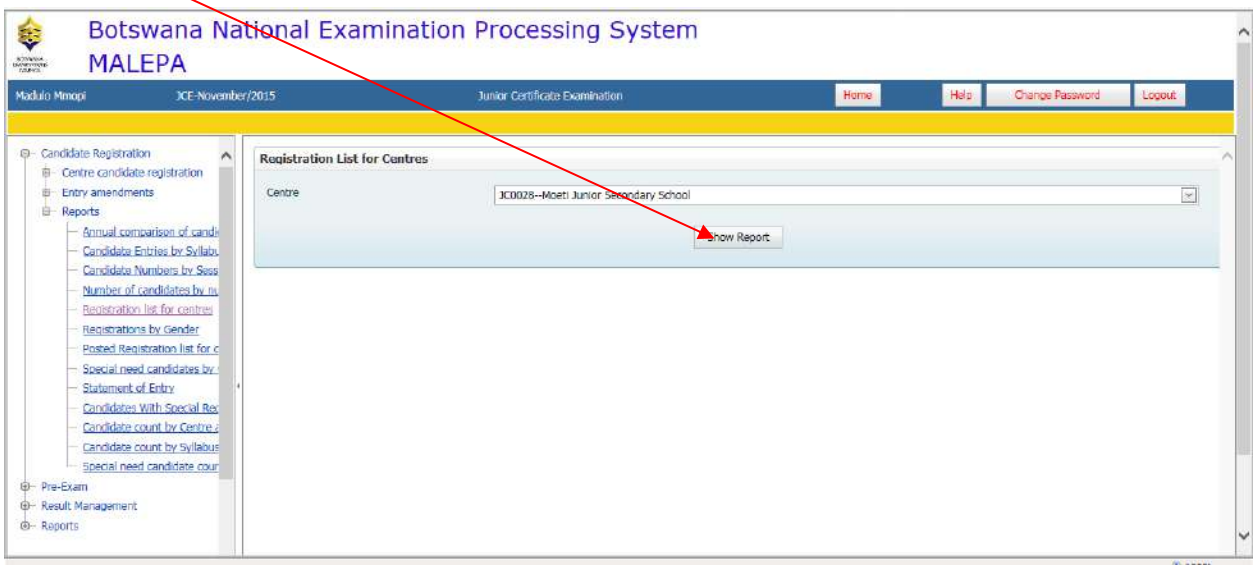
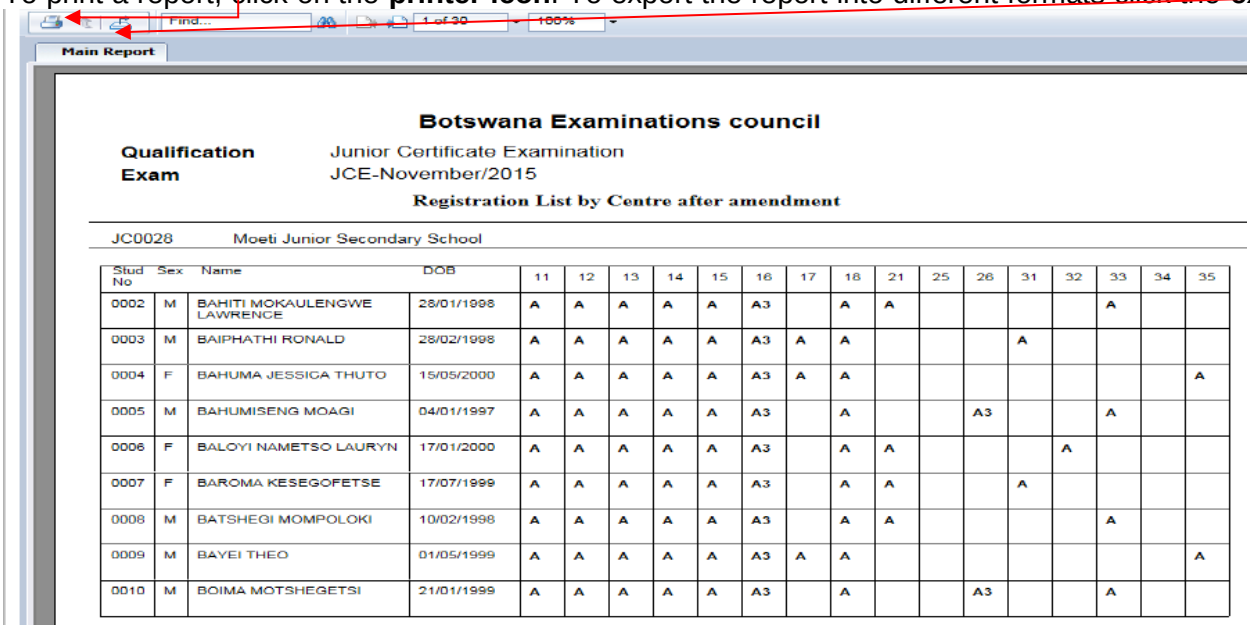
Click**Show Report**.



The registration list will be generated as shown in the screen below.

To print a report, click on the **printer icon**. To export the report into different formats click the **export icon**.



Stud No	Sex	Name	DOB	11	12	13	14	15	16	17	18	21	25	26	31	32	33	34	35
0002	M	BAHITI MOKAULENGWE LAWRENCE	28/01/1998	A	A	A	A	A	A3		A	A					A		
0003	M	BAIPHATHI RONALD	28/02/1998	A	A	A	A	A	A3	A	A				A				
0004	F	BAHUMA JESSICA THUTO	15/05/2000	A	A	A	A	A	A3	A	A								A
0005	M	BAHUMISENG MOAGI	04/01/1997	A	A	A	A	A	A3		A			A3			A		
0006	F	BALOYI NAMETSO LAURYN	17/01/2000	A	A	A	A	A	A3		A	A				A			
0007	F	BAROMA KESEGOFETSE	17/07/1999	A	A	A	A	A	A3		A	A			A				
0008	M	BATSHEGI MOMPOLOKI	10/02/1998	A	A	A	A	A	A3		A	A					A		
0009	M	BAYEI THEO	01/05/1999	A	A	A	A	A	A3	A	A								A
0010	M	BOIMA MOTSHEGETSI	21/01/1999	A	A	A	A	A	A3		A			A3			A		

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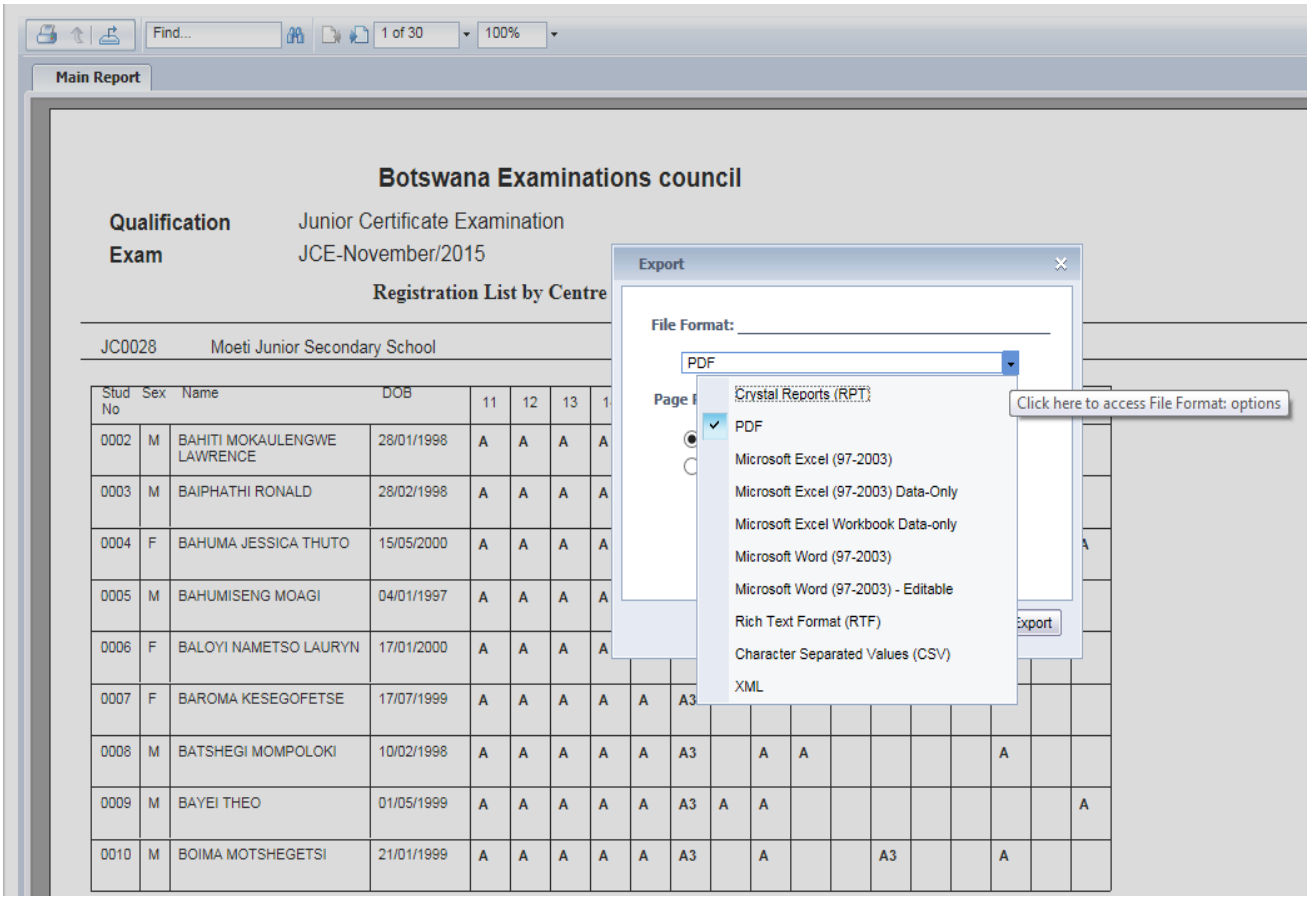

After selecting a file format, click Export and the report will be displayed with a different format.

8.4.2 Generating the Statement of Entry report

Navigate: Candidate Registration->Reports -> click **Statement of entry**

The screen below will be displayed.

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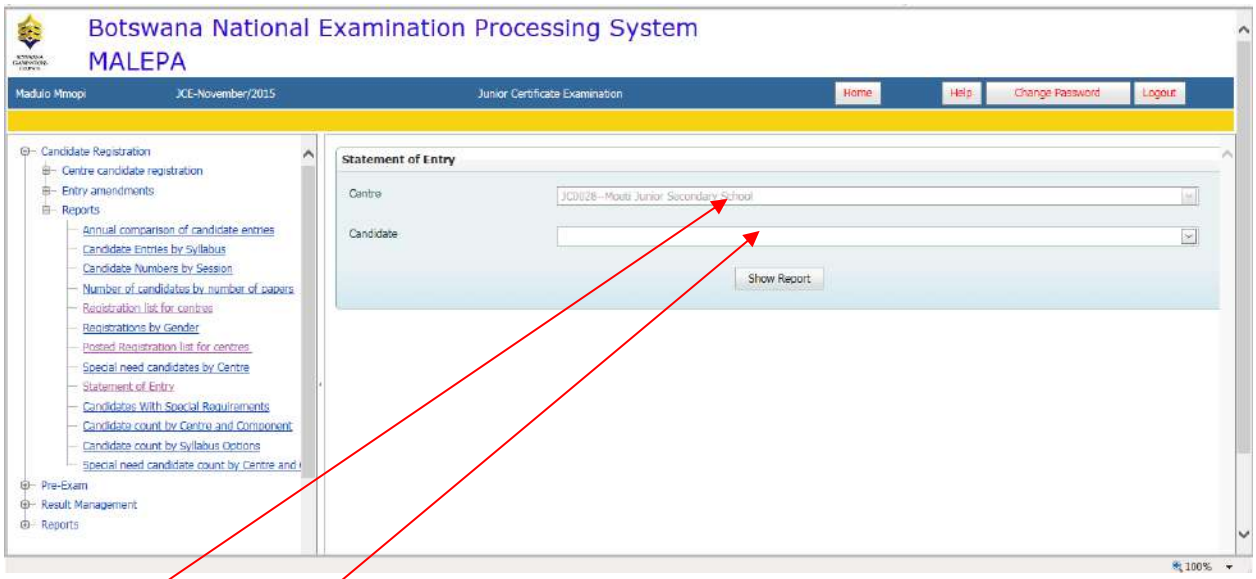

Select **Centre** and **candidate number** from the drop down lists.

Click **Show report** and the statement of entry report for the candidate selected will pop up.

You may choose to view statement of entries for the entire centre by clicking on show report <u>without selecting a candidate.</u>

The report like the one in the screen below will be displayed.

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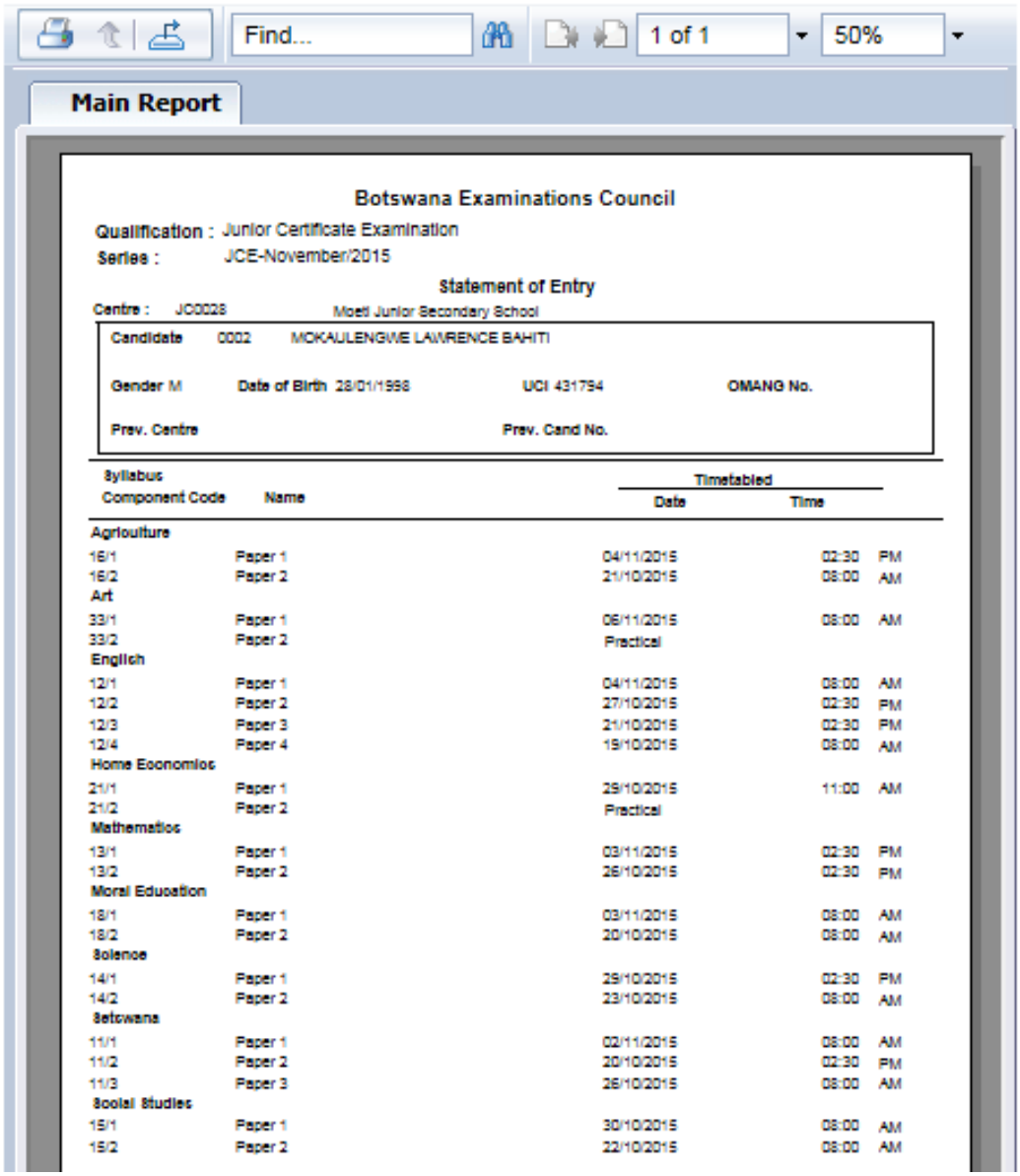

Find... 1 of 1 50%

Main Report

Botswana Examinations Council

Qualification : Junior Certificate Examination
Series : JCE-November/2015

Statement of Entry

Centre : JC0028 Moeti Junior Secondary School

Candidate 0002 MOKAULENGWE LAWRENCE BAHITI

Gender M **Date of Birth** 28/01/1998 **UCI** 431794 **OMANG No.**

Prev. Centre **Prev. Cand No.**

Syllabus Component Code	Name	Timetabled Date	Timetabled Time
Agriculture			
16/1	Paper 1	04/11/2015	02:30 PM
16/2	Paper 2	21/10/2015	08:00 AM
Art			
33/1	Paper 1	06/11/2015	08:00 AM
33/2	Paper 2	Practical	
English			
12/1	Paper 1	04/11/2015	08:00 AM
12/2	Paper 2	27/10/2015	02:30 PM
12/3	Paper 3	21/10/2015	02:30 PM
12/4	Paper 4	19/10/2015	08:00 AM
Home Economics			
21/1	Paper 1	29/10/2015	11:00 AM
21/2	Paper 2	Practical	
Mathematics			
13/1	Paper 1	03/11/2015	02:30 PM
13/2	Paper 2	26/10/2015	02:30 PM
Moral Education			
18/1	Paper 1	03/11/2015	08:00 AM
18/2	Paper 2	20/10/2015	08:00 AM
Science			
14/1	Paper 1	29/10/2015	02:30 PM
14/2	Paper 2	23/10/2015	08:00 AM
Setswana			
11/1	Paper 1	02/11/2015	08:00 AM
11/2	Paper 2	20/10/2015	02:30 PM
11/3	Paper 3	26/10/2015	08:00 AM
Social Studies			
15/1	Paper 1	30/10/2015	08:00 AM
15/2	Paper 2	22/10/2015	08:00 AM

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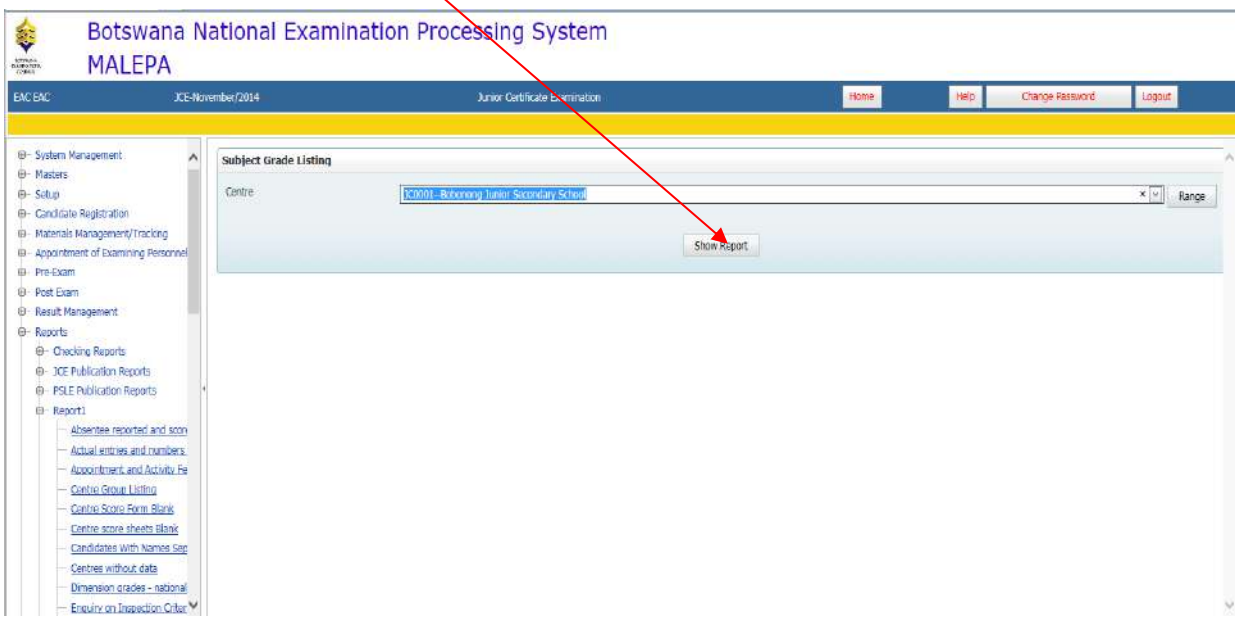
9. Results Reports

To access Centre / Candidate results, follow the guidelines below;

- **Generate Subject Grade Listing for Centre results**
- Navigate: Reports ->Report1->**Subject Grades Listing By Centre And Ranges**
- Select **Centre** then click on Show report to view and print report.



10. Forecast Grades

Forecast grades are captured before the final examination.

Navigation: Pre-Exam ->Forecast Grades

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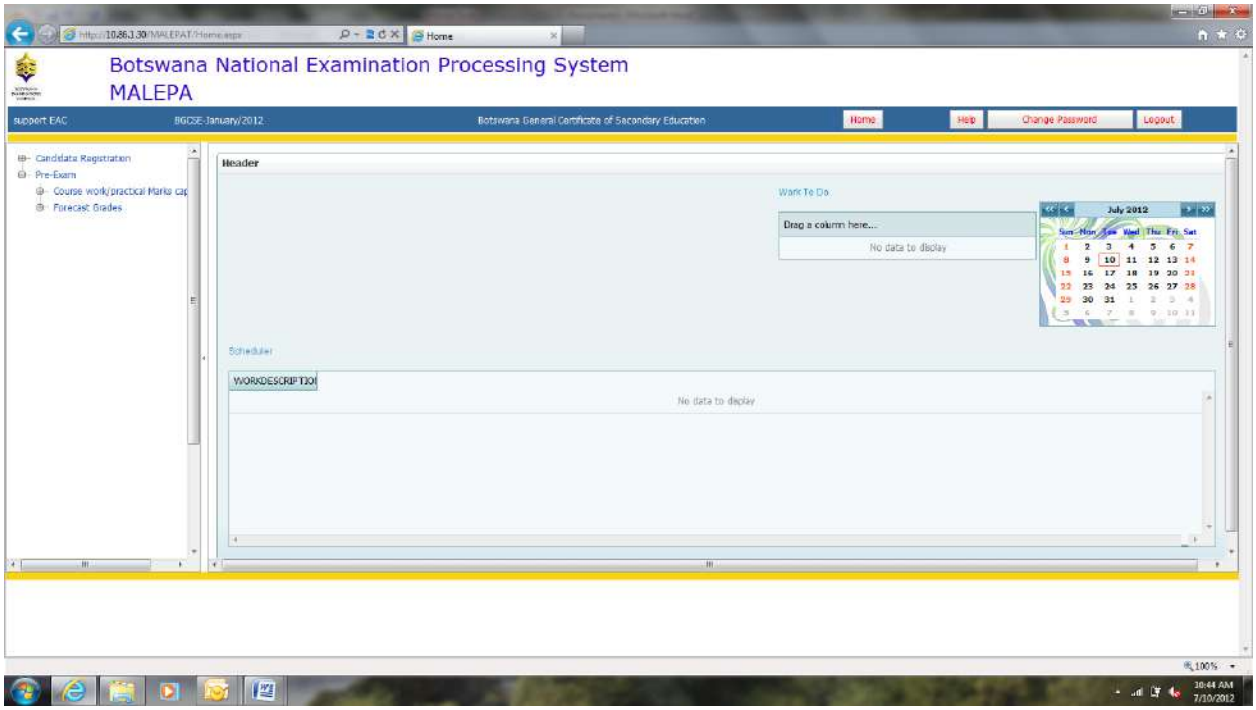

Under Forecast Grades, you will be able to do the following:

a. Entry of candidates forecast grades
b. Generate forecast grades
c. Bulk Entry of Candidate Forecast Grade

10.1 Entry of Candidates Forecast Grades

Navigation: Pre-Exam -> Forecast Grades ->Entry of candidates forecast grades

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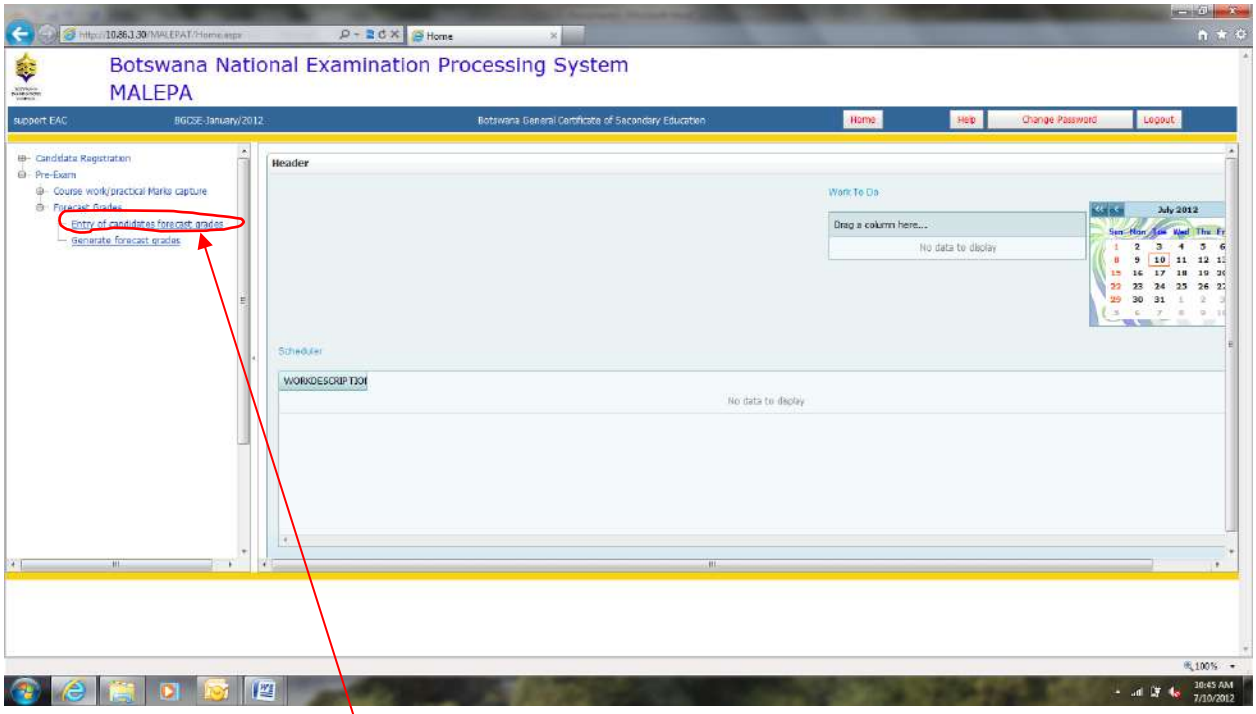
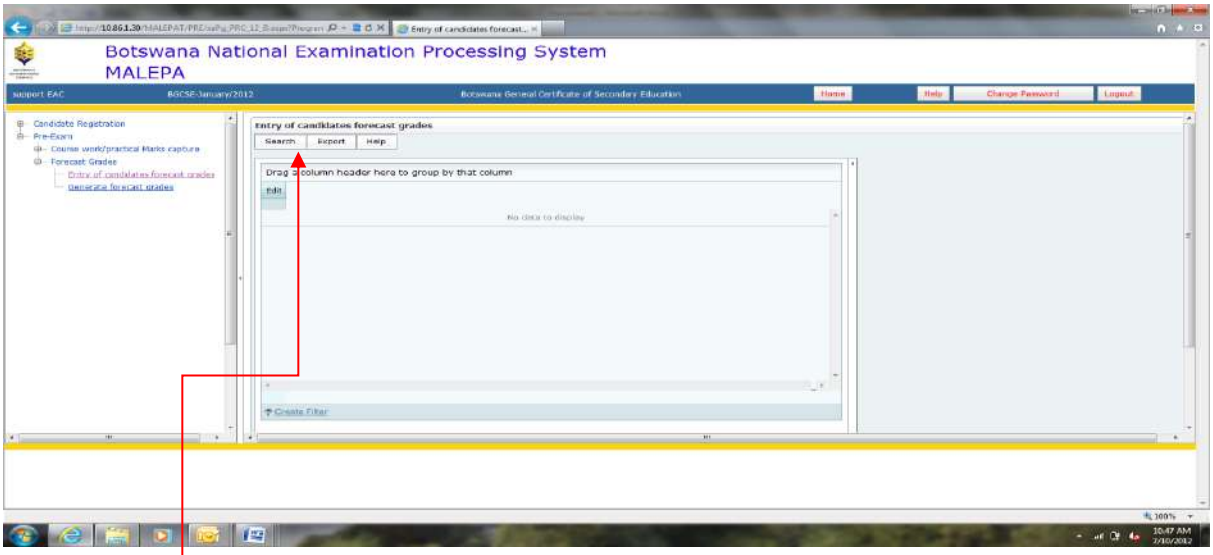


Click on the **Entry of candidates forecast grades.**
The screen below will appear.



Click on the **Search** button.

The following screen will appear with the **Centre** field already populated.

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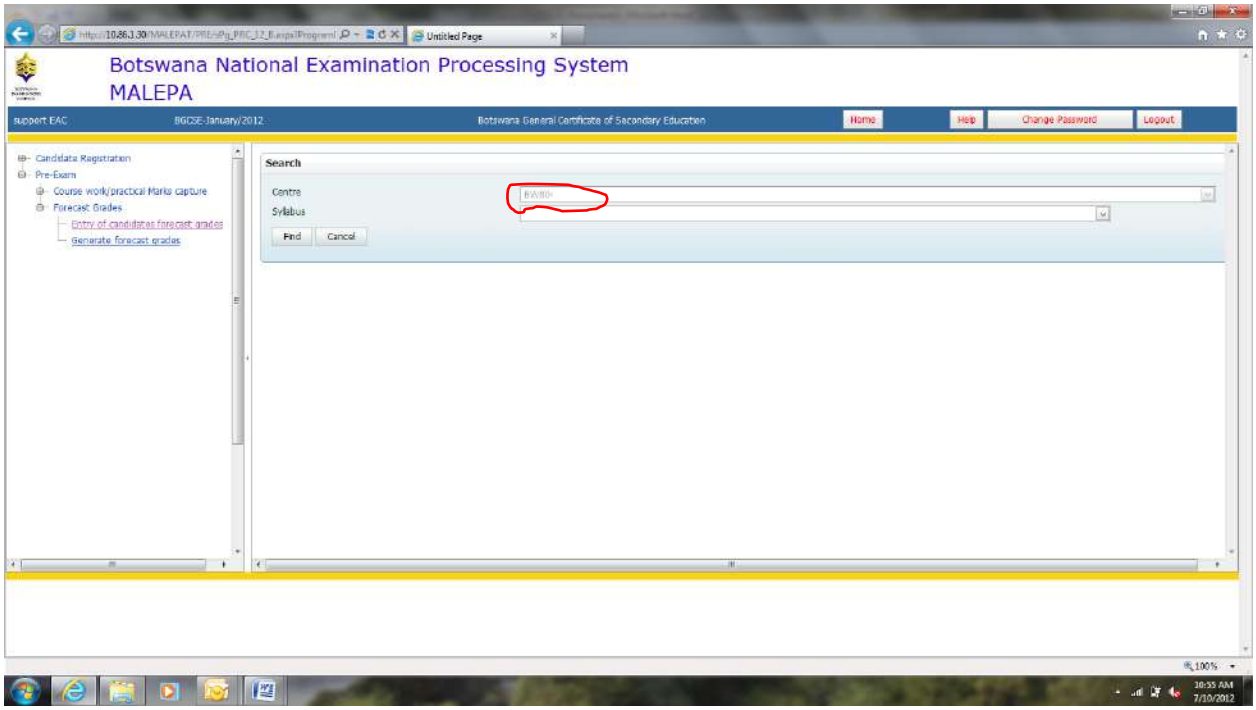
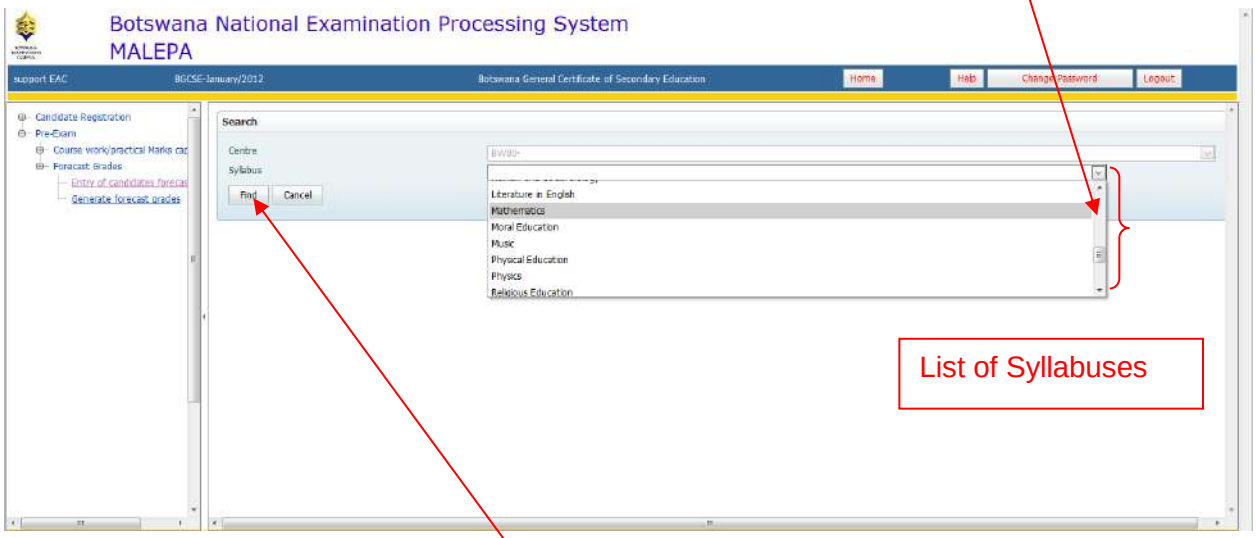


Select the syllabus you want to enter forecast grades for from the **syllabus drop down** as illustrated below.



After selecting the syllabus, then click **Find** button.

The following screen will appear, showing a list of candidates who are registered for the syllabus selected.

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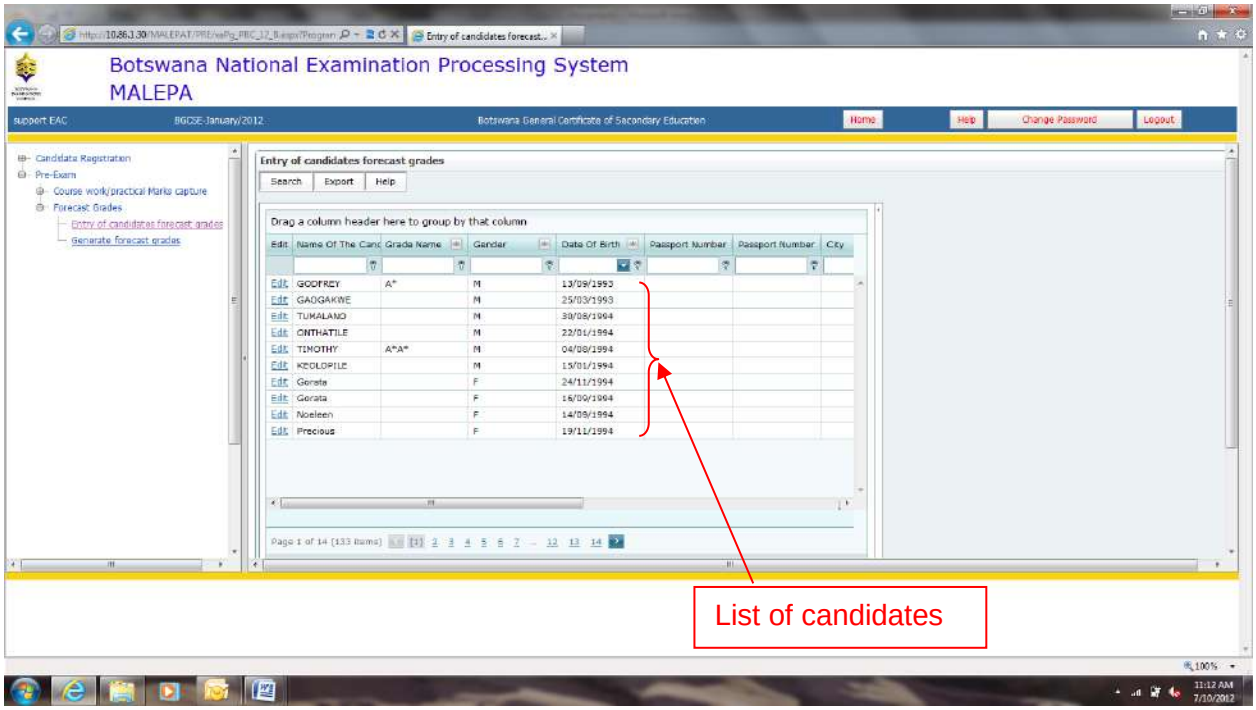

10.2 Searching for a candidate

You can use the following search methods to identify the candidate you want to enter forecast grades for:

a. Select candidate from the list
b. Type the candidate name on the 'Name of Candidate' field
c. Navigate through the pages

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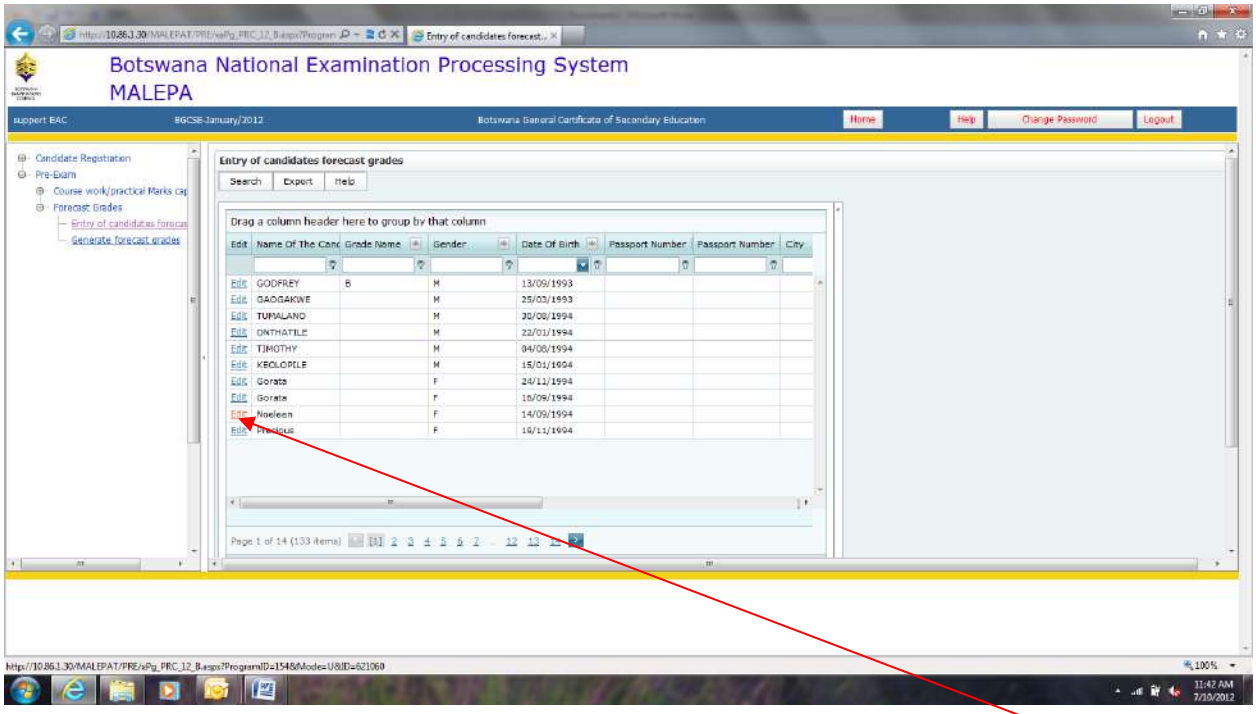
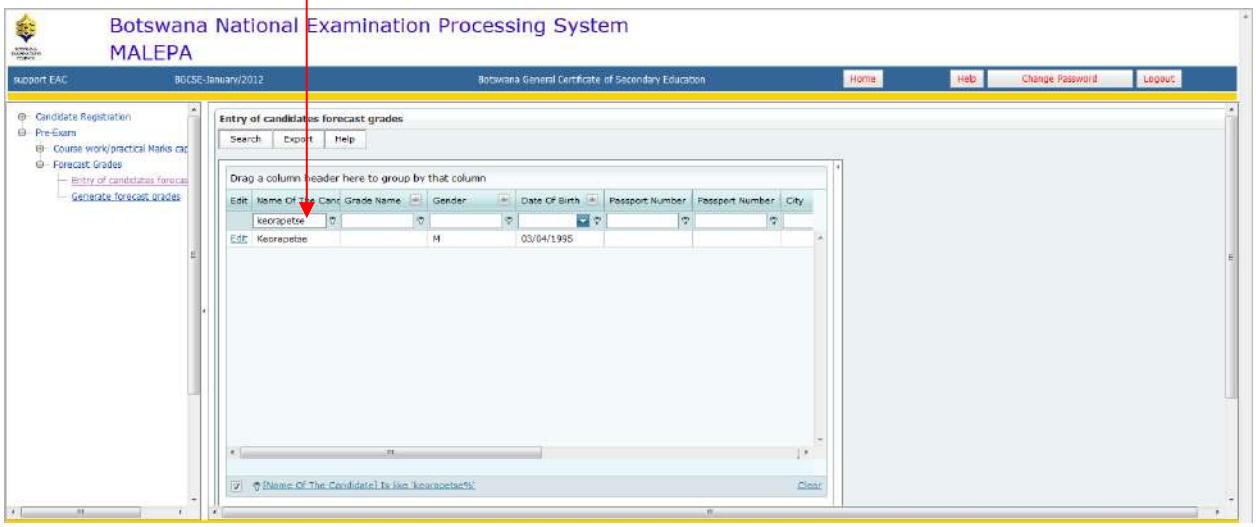


- **Select candidate from the list**

You may select the candidate you may want to enter the forecast grade for by clicking **Edit** button next to the identified candidate**.**

- **Type the candidate name on the 'Name of Candidate' field**



Type the candidate name under the **Name of Candidate** field.

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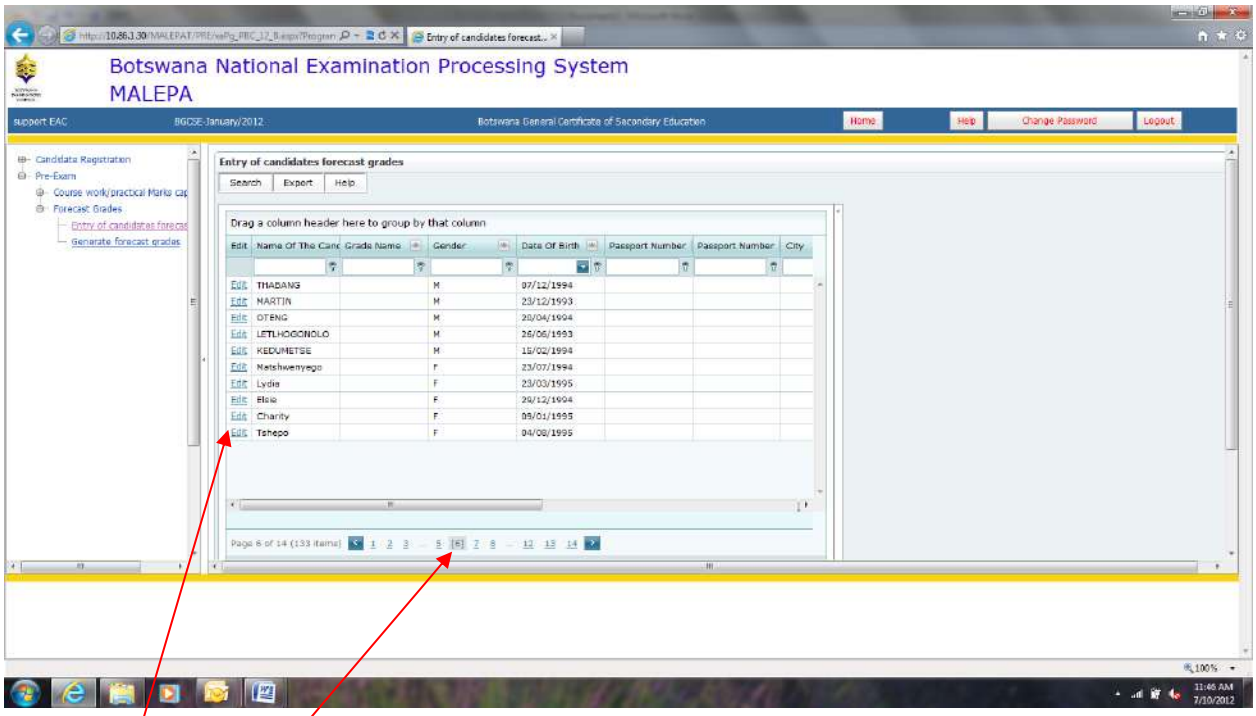
Then click the **Edit** button to enter the forecast grade.

- **Navigate through the pages**



Select the page by clicking on any of the pages at the bottom of the candidate list to identify the candidate you want to enter the forecast grade for.

Click **Edit** button to enter the forecast grade.

After selecting the candidate you want to enter the forecast grade for using either one of the above search methods, the screen below will appear with the centre, syllabus and candidate fields already populated.

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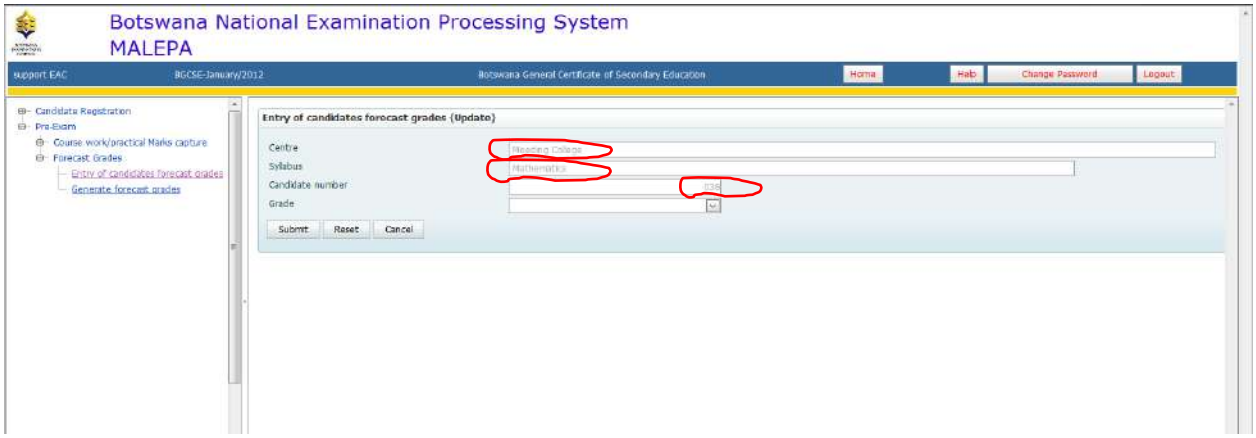
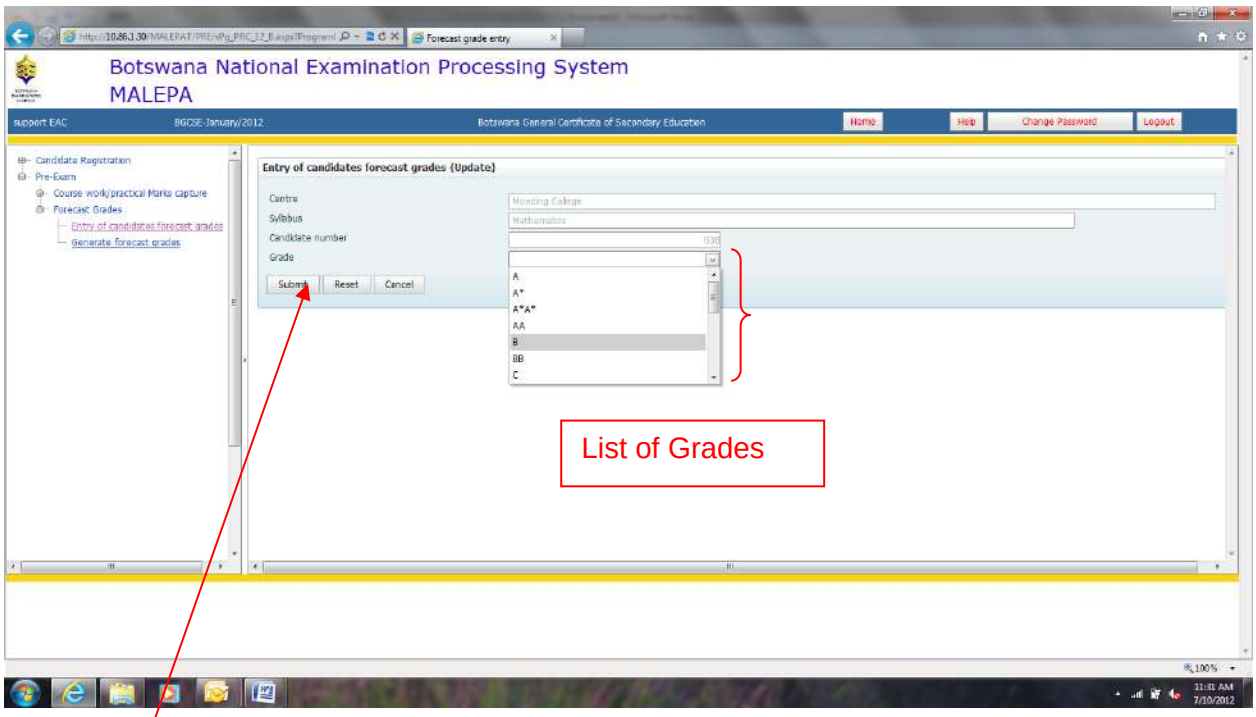


Select the **Grade** you want to enter for the candidate from the **Grade** drop down as illustrated below.



Click **Submit** to save the information.

NOTE: For the modification/amendments of any forecast grade, you have to follow the Entry of Forecast Grades process.

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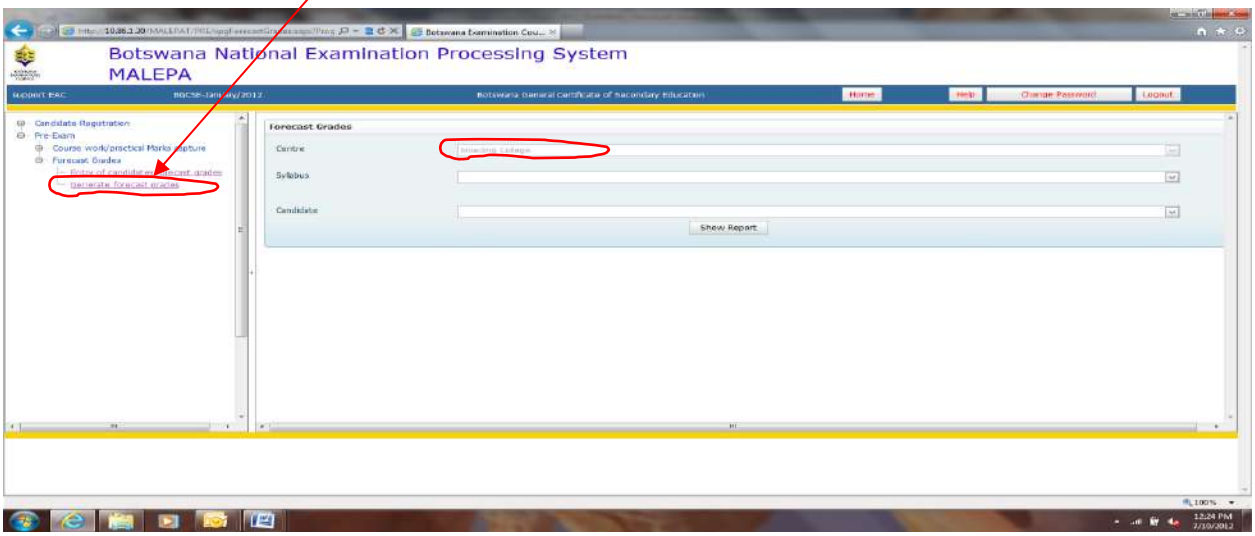
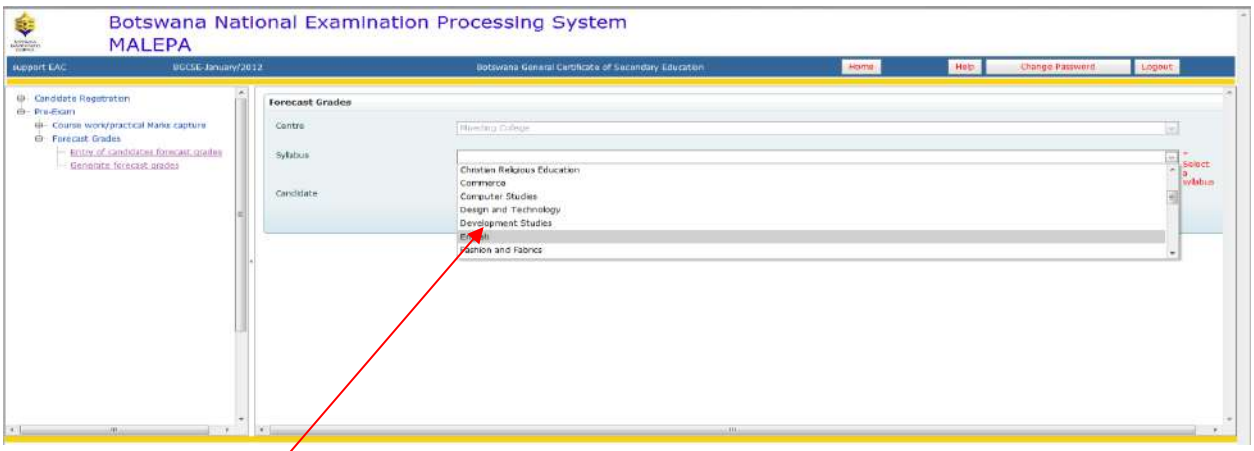
10.3 Generate Forecast Grades Report

Navigation: Pre-Exam -> Forecast Grades ->Generate forecast grades

Click on the **Generate forecast grades** link and the next screen will appear with the centre field already populated.



To select the syllabus you want to view forecast grades for, click the **Syllabus** drop down.



Select the **syllabus** by clicking on it.

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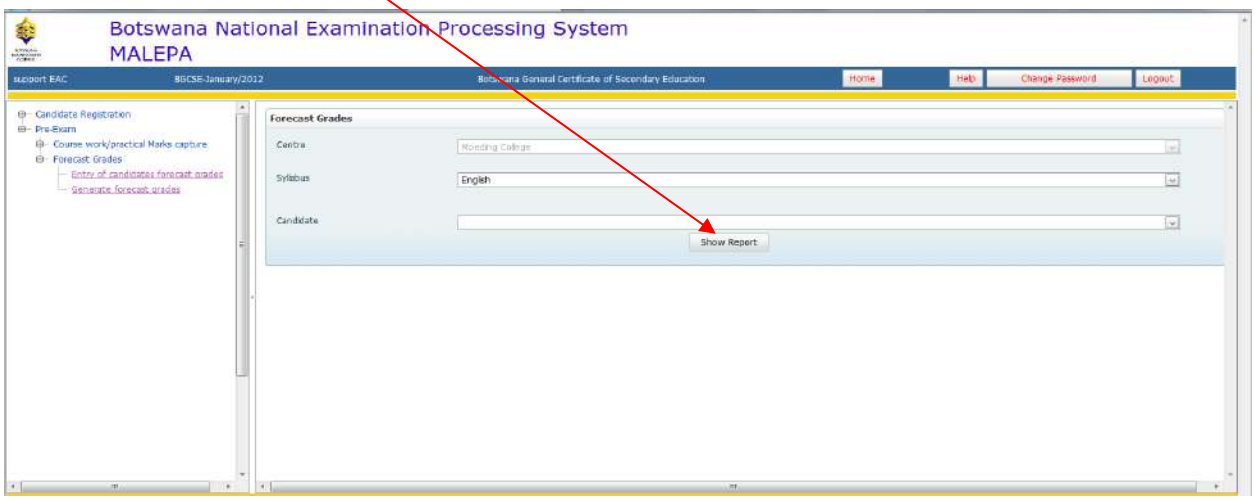
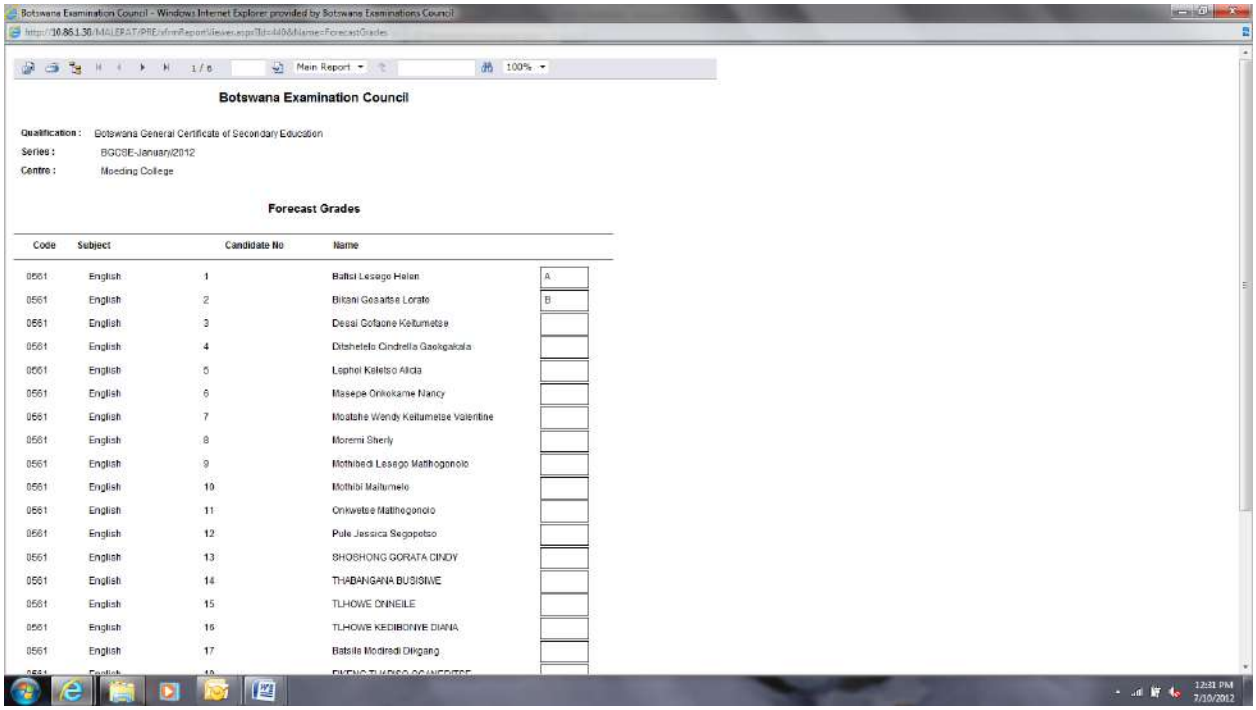
Then click on the **Show Report** button.



The following report will appear.

NOTE: The report allows you to view the forecast grades for all candidates doing the selected syllabus.



To select the candidate you want to view forecast grade for, click the **Candidate** drop down.

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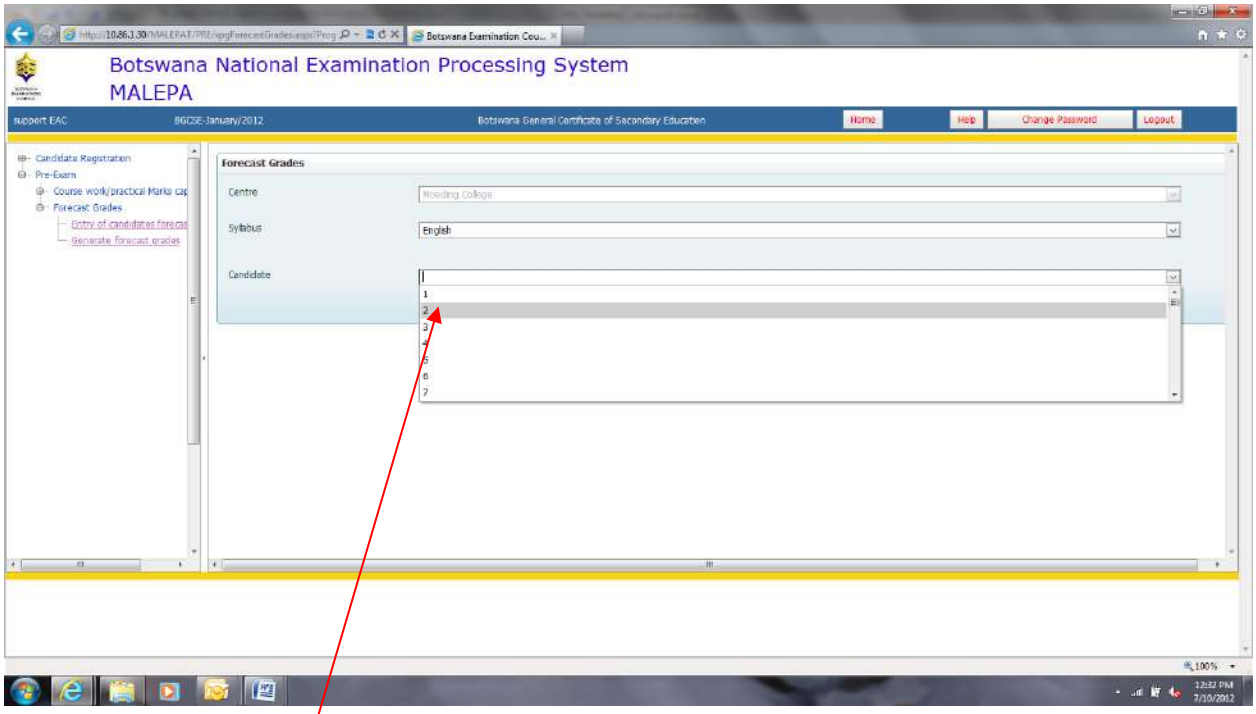
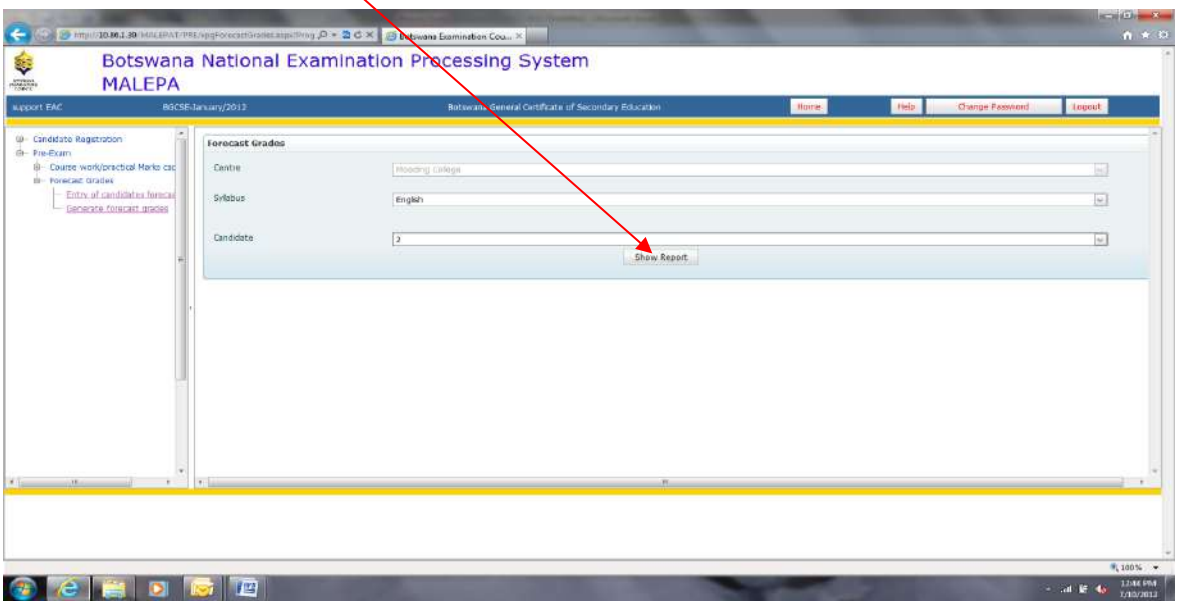


Select the **Candidate Number** by clicking on it.

Then click on the **Show Report** button.



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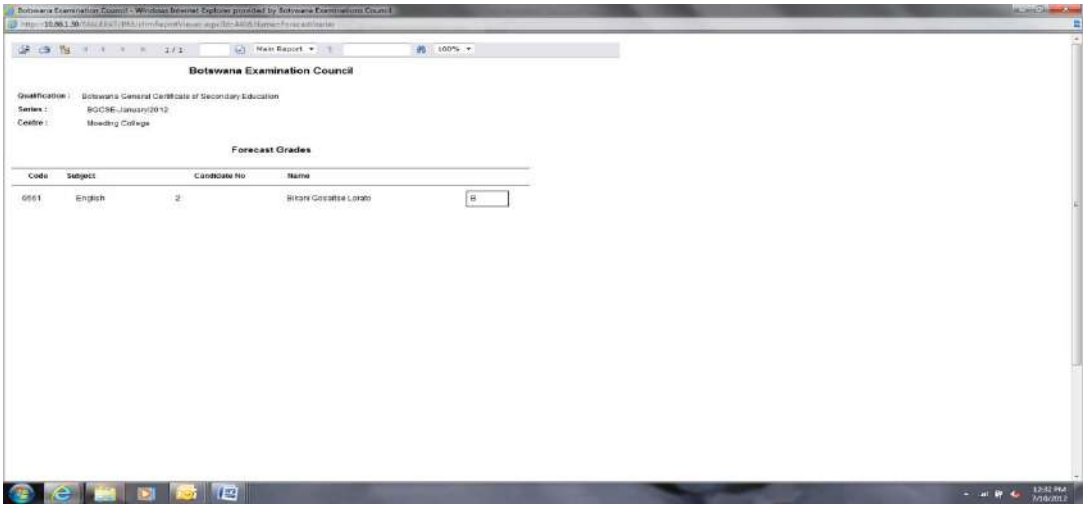
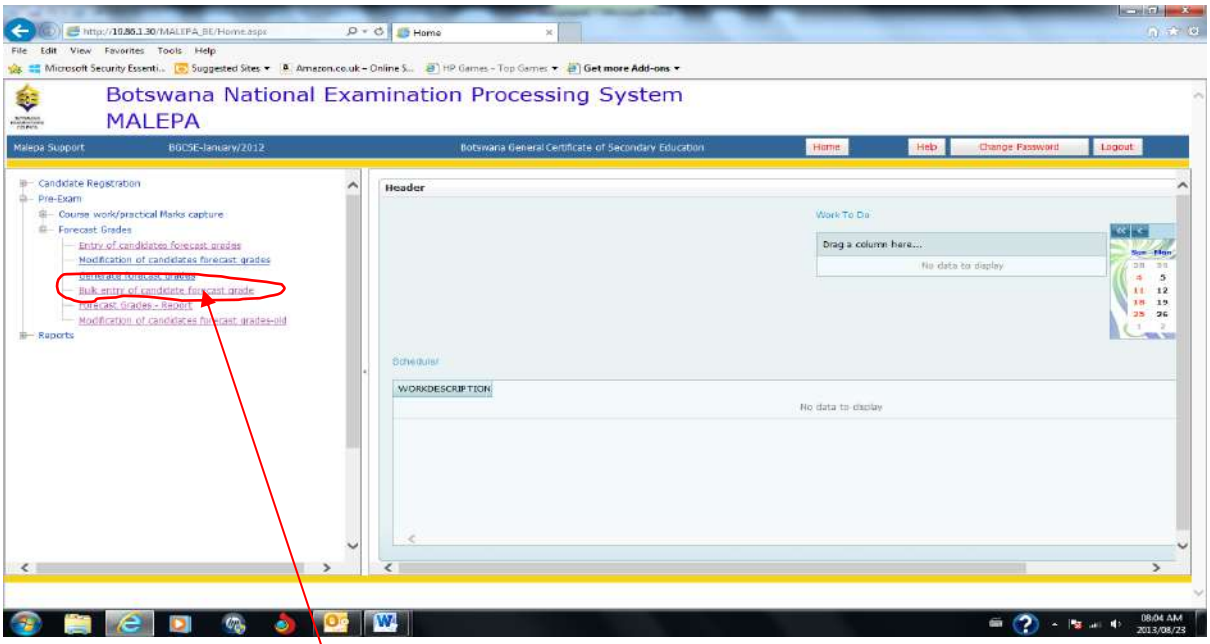
The following report will appear.

NOTE: The report allows you to view the forecast grade for the candidate doing the selected syllabus.



10.4 Bulk Entry of Candidate Forecast Grades

Navigation: Pre-Exam -> Forecast Grades ->Bulk Entry of Candidate Forecast Grade



Click on the **Bulk entry of candidates forecast grade**.

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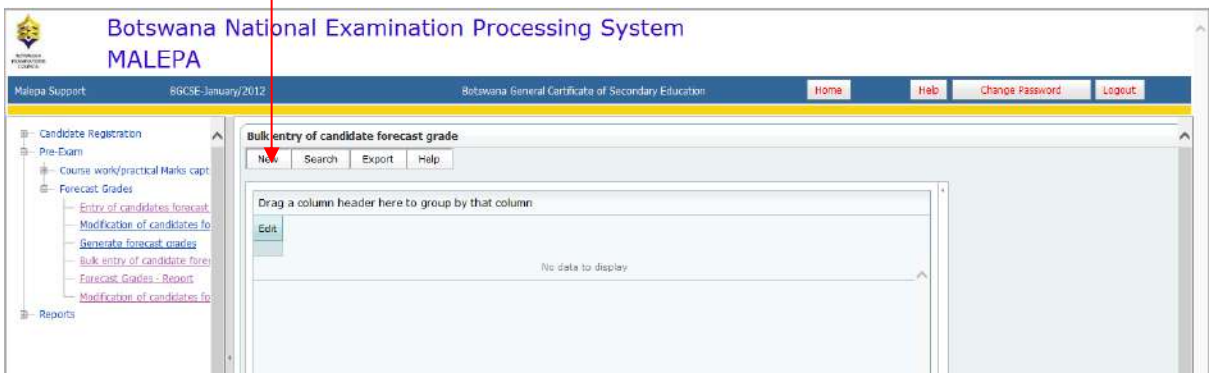
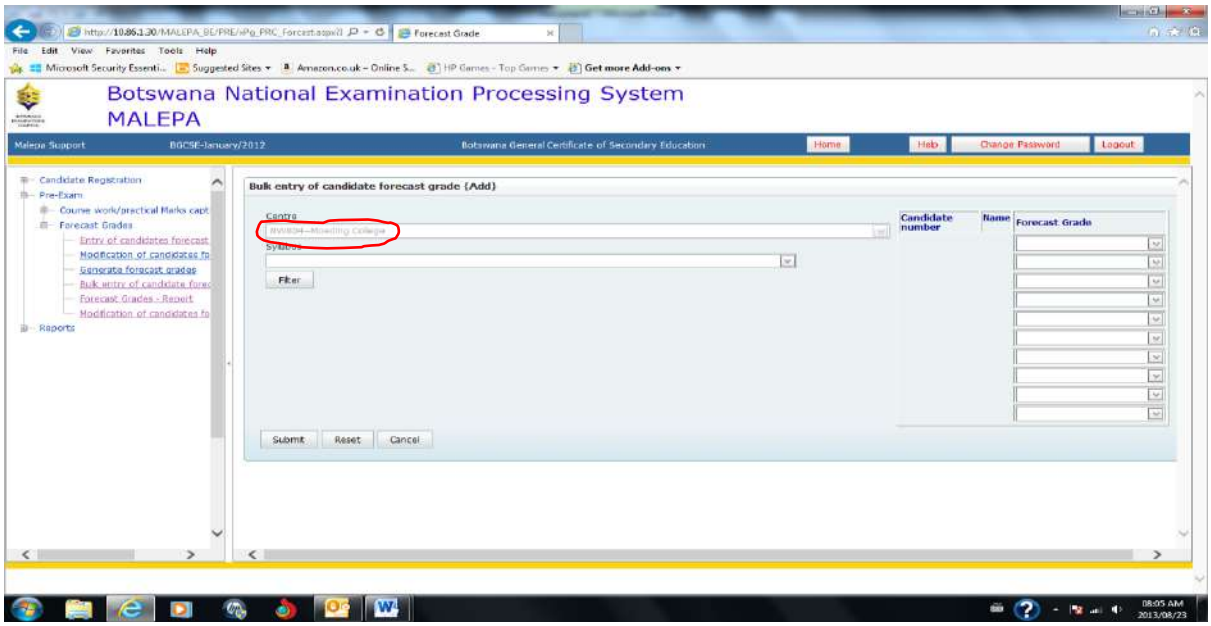
Then click on the **new** button on the next screen.



The screen below will appear, with Centre field already populated.



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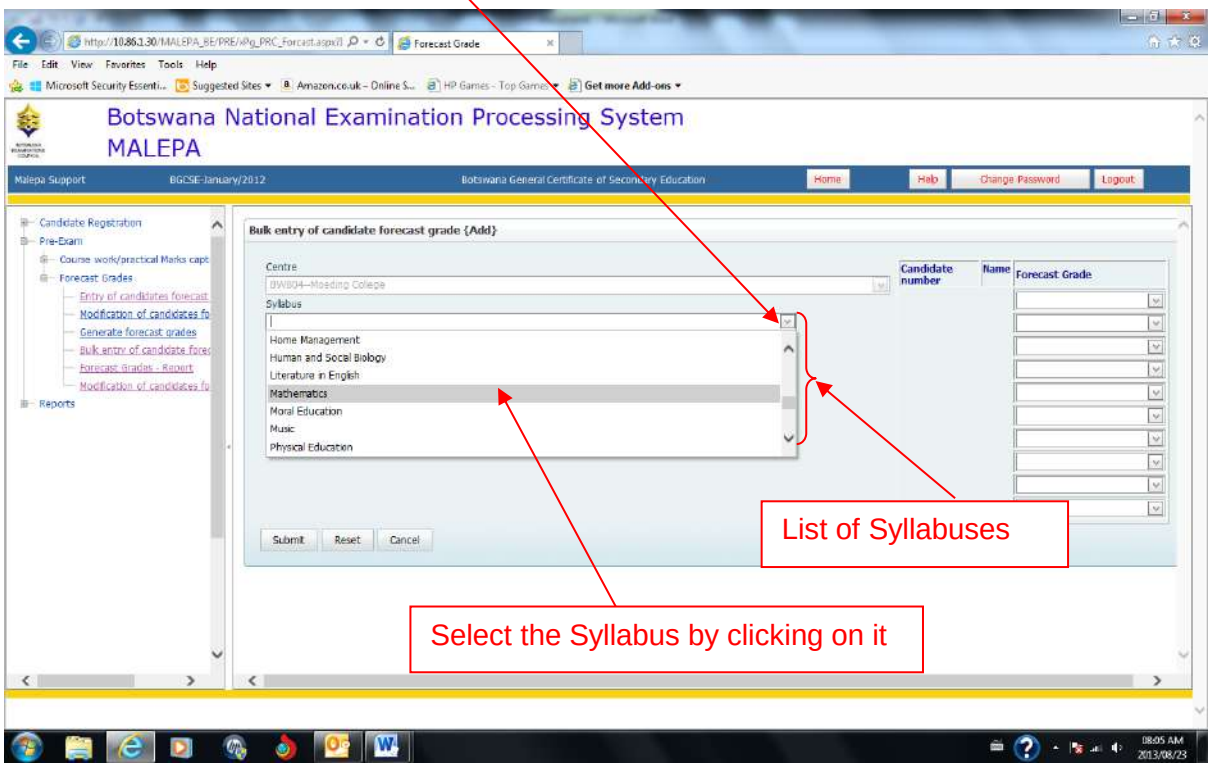
Select the syllabus from the **syllabus drop down** as shown below.



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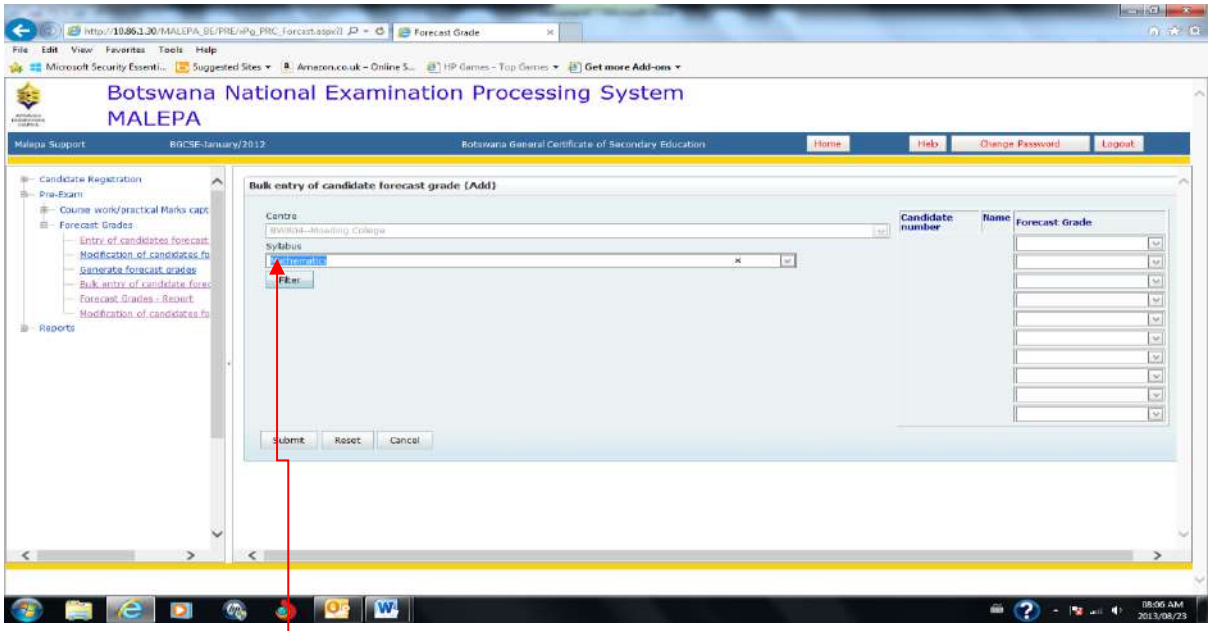

Then click on the **Filter** button, and the screen below will appear with a table populated with candidates' numbers, names and spaces for entering forecast grades.

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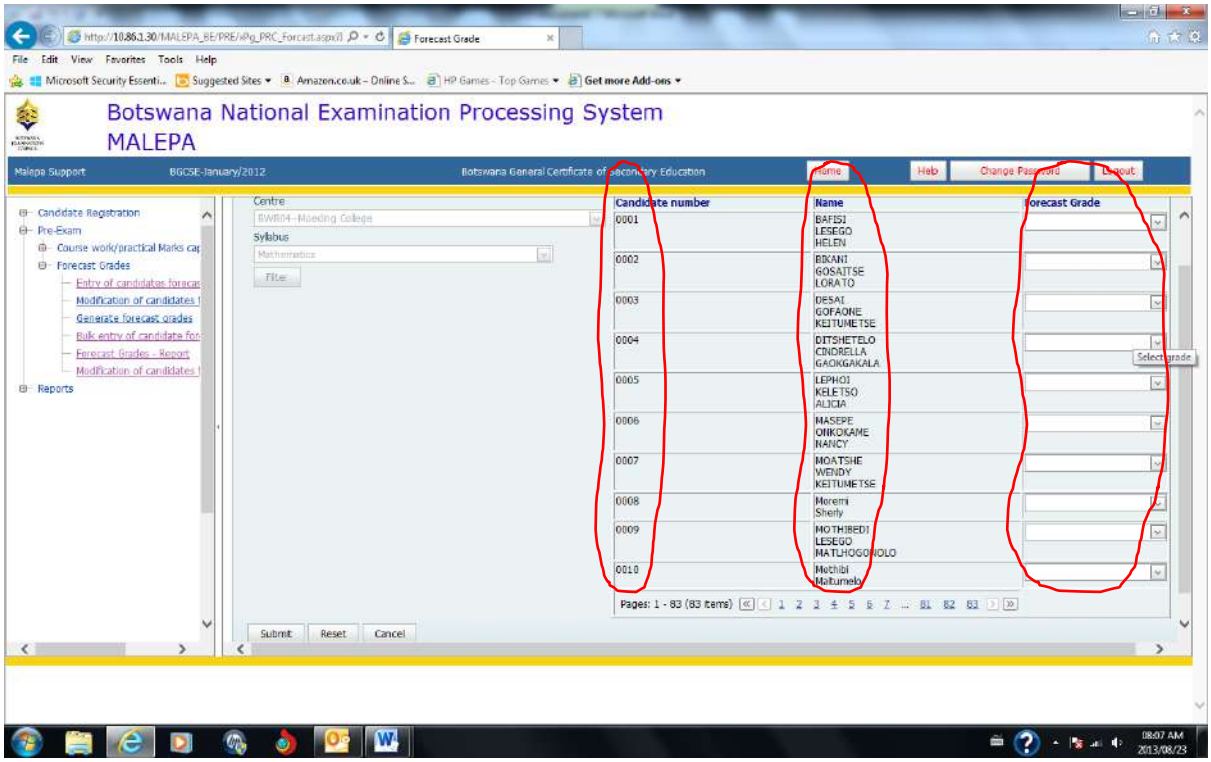

Select the forecast grade from the **Forecast Grade drop down** as shown below.

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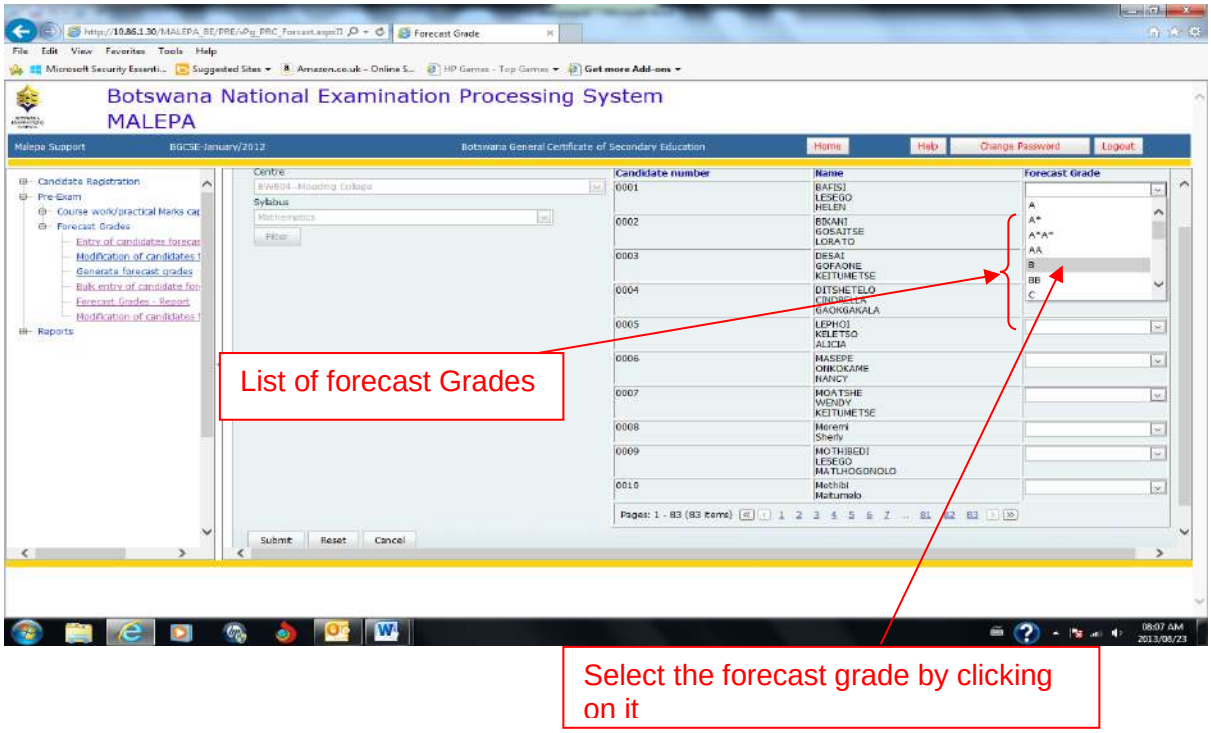

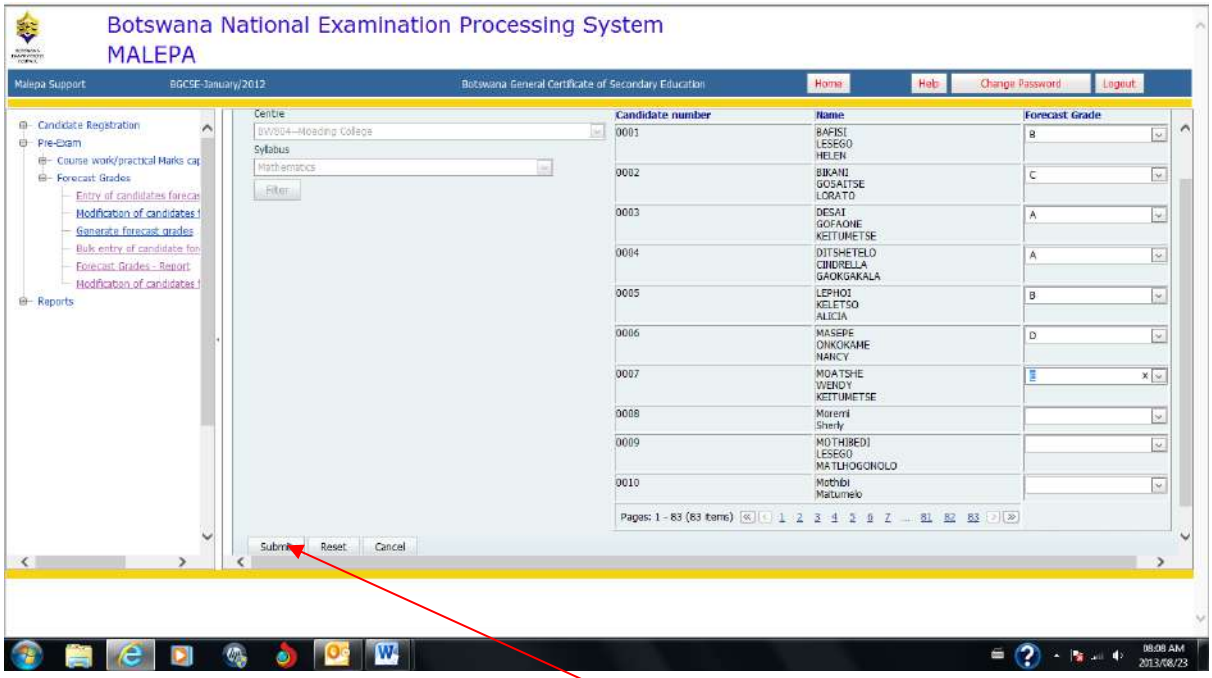

After selecting the forecast grades, click on the **Submit** button to save the information.

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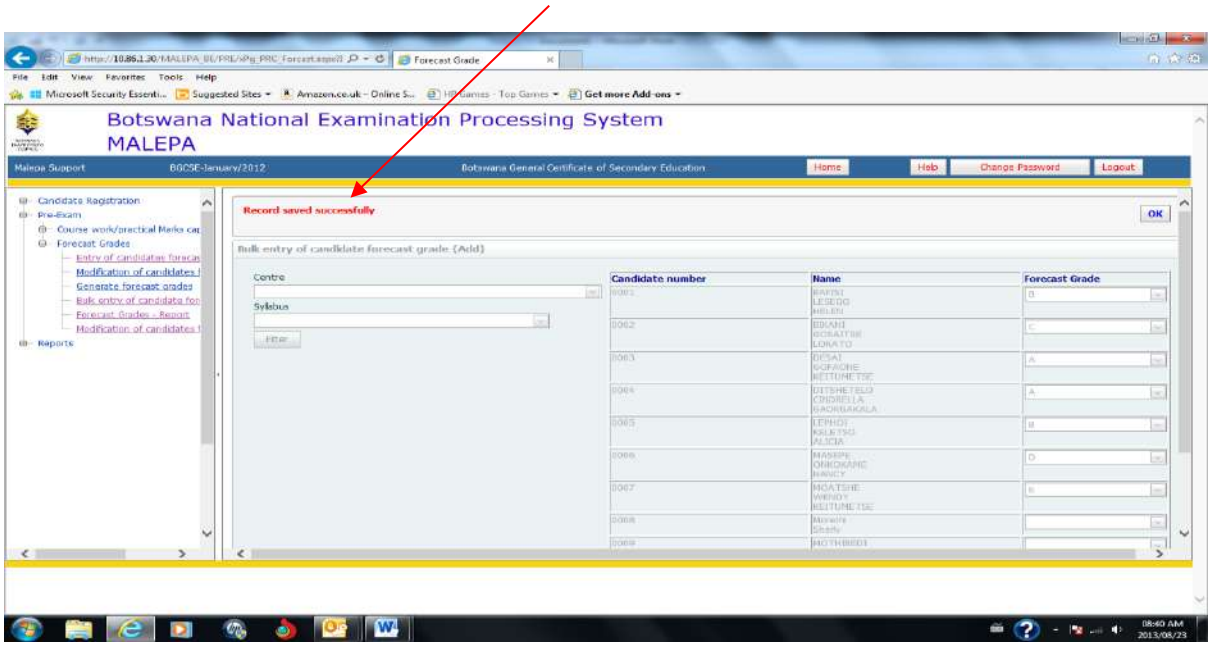
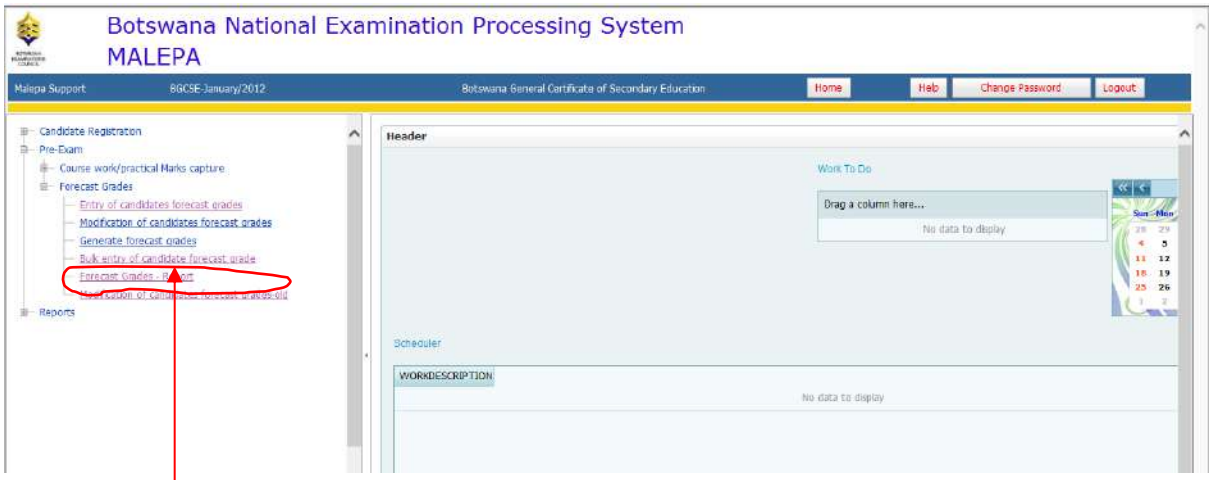
The screen below will appear with the **confirmation** message.



10.4 Forecast Grades Report

Navigation: Pre-Exam -> Forecast Grades ->Forecast Grade – Report



Click on the **Forecast Grades Report**

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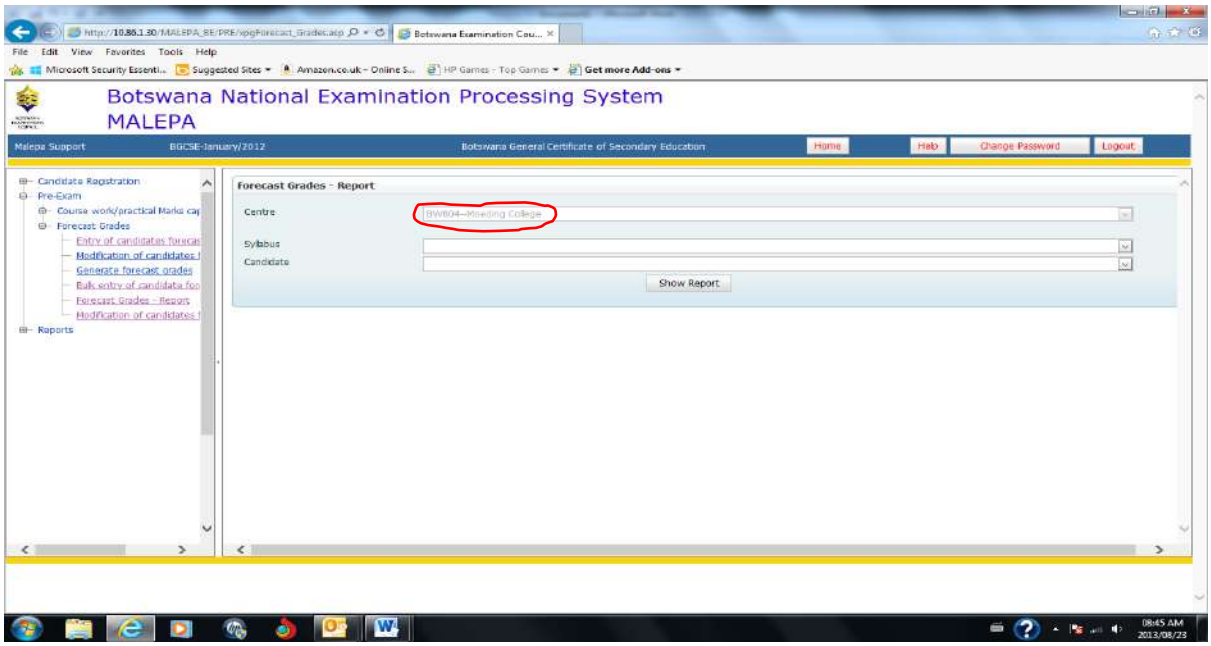
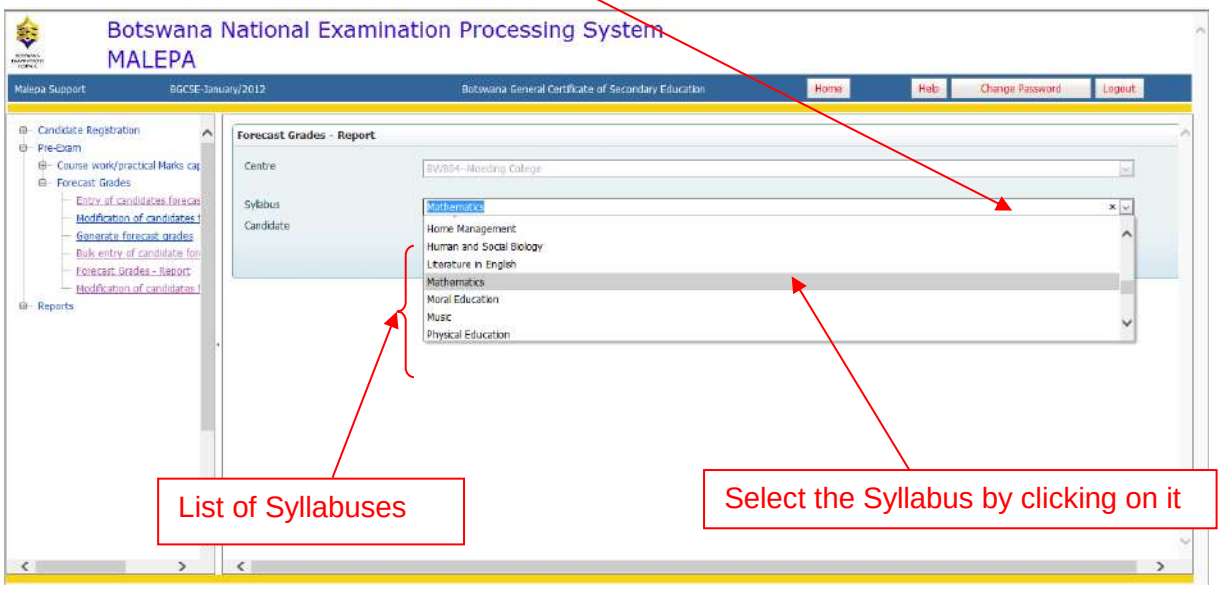
The screen below will appear, with Centre field already populated.



Select the syllabus from the **syllabus drop down** as shown below.



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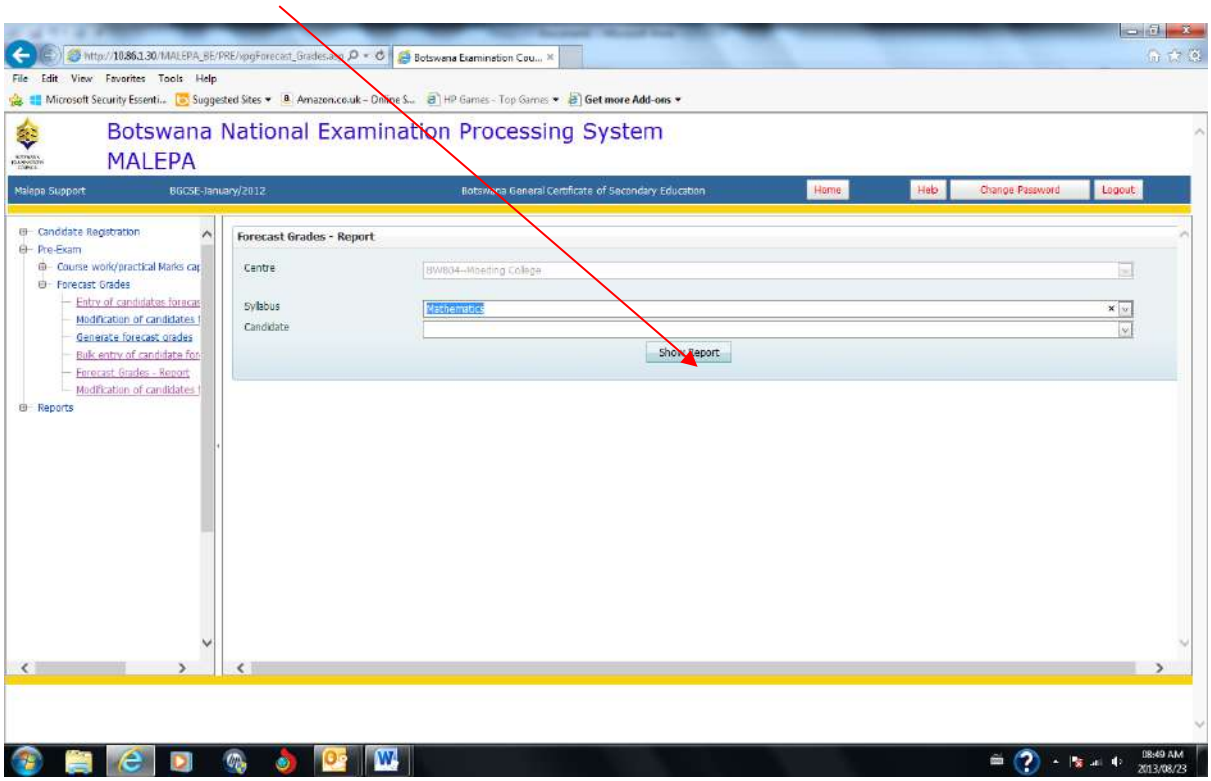
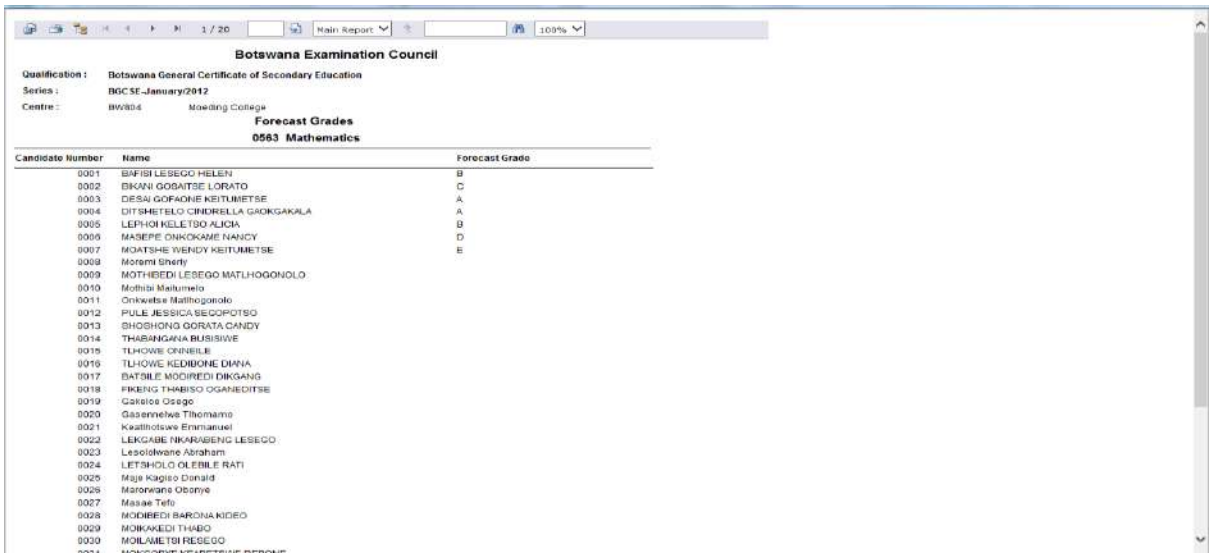
Click on the **Show Report** button to display all candidates with forecast grades for the selected syllabus.



A report showing all candidates with forecast grades for the selected syllabus.



Botswana Examination Council

Qualification : Botswana General Certificate of Secondary Education
Series : BGCSE-January/2012
Centre : BW804 Maeding College

Forecast Grades
0563 Mathematics

Candidate Number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	B
0002	BIKANI GOBAITSE LORATO	C
0003	DESAI GOFAONE KEITUMETSE	A
0004	DITSHETELO CINDRELLA GAOKGAKALA	A
0005	LEPHOI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	D
0007	MOATSHE WENDY KEITUMETSE	E
0008	Moremi Sherly	
0009	MOTHIBEDI LESEGO MATLHOGONOLO	
0010	Mothibi Maitumelo	
0011	Onkwetse Matlhogonolo	
0012	PULE JESSICA SEGOPOTSO	
0013	SHOSHONG GORATA CANDY	
0014	THABANGANA BUSISIWE	
0015	TLHOWE ONNEILE	
0016	TLHOWE KEDIBONE DIANA	
0017	BATSILE MODIREDI DIKGANG	
0018	FIKENG THABISO OGANEDITSE	
0019	Gakeloe Osego	
0020	Gasennelwe Tlhomamo	
0021	Kaatlhotswe Emmanuel	
0022	LEKGABE NKARABENG LESEGO	
0023	Lesolokwane Abraham	
0024	LETSHOLO OLEBILE RATI	
0025	Maje Kagiso Donald	
0026	Marorwane Obonye	
0027	Masae Tefo	
0028	MODIBEDI BARONA KIDEO	
0029	MOIKAKEDI THABO	
0030	MOILAMETOI REGEGO	

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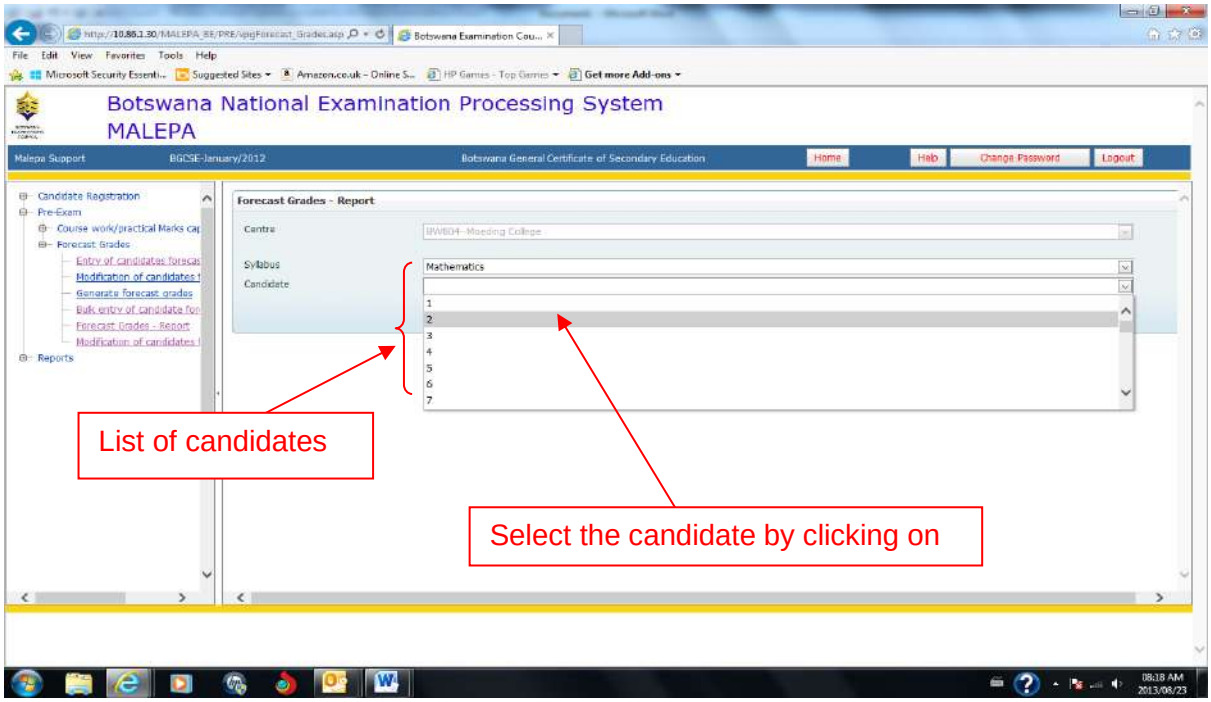
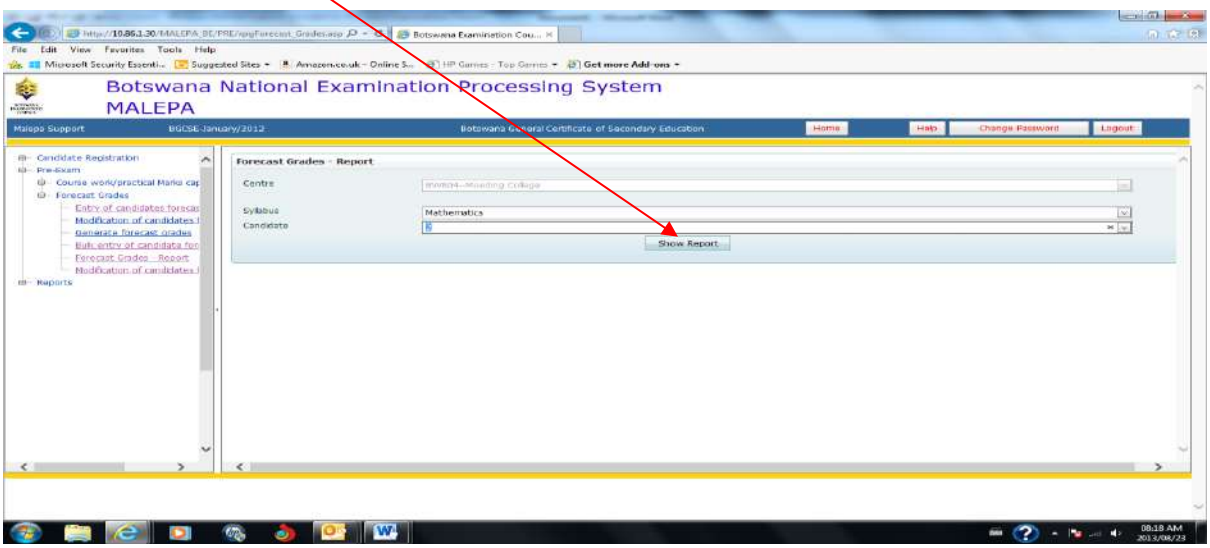


Click on the **Show Report** button to display forecast grade for the selected candidate and syllabus.



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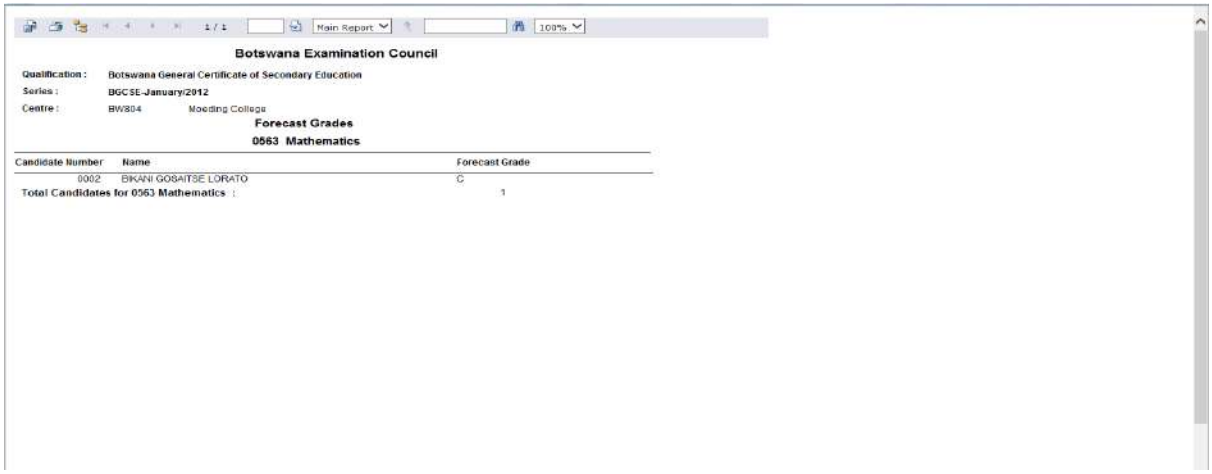
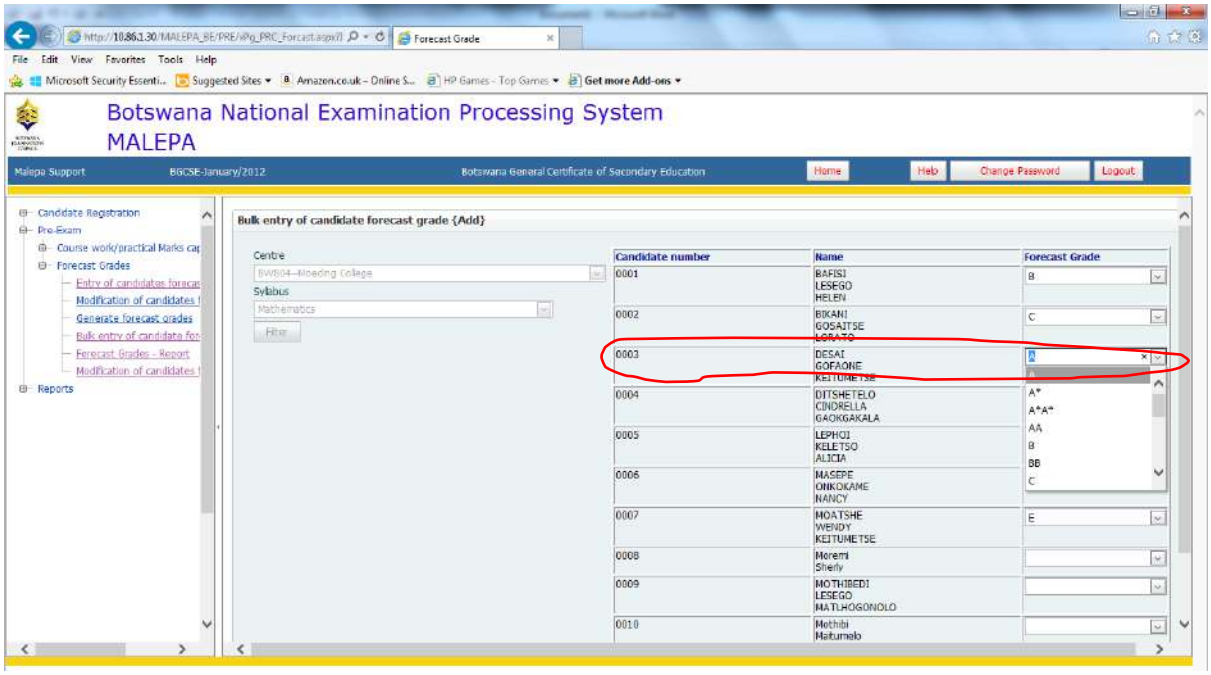
A report showing forecast grade for the selected candidate and syllabus.



NOTE: For the modification/amendments of any Forecast Grade you have to follow the Bulk entry of candidate forecast grade process

To modify a forecast grade, select the grade from the list, as shown in the next three screens.



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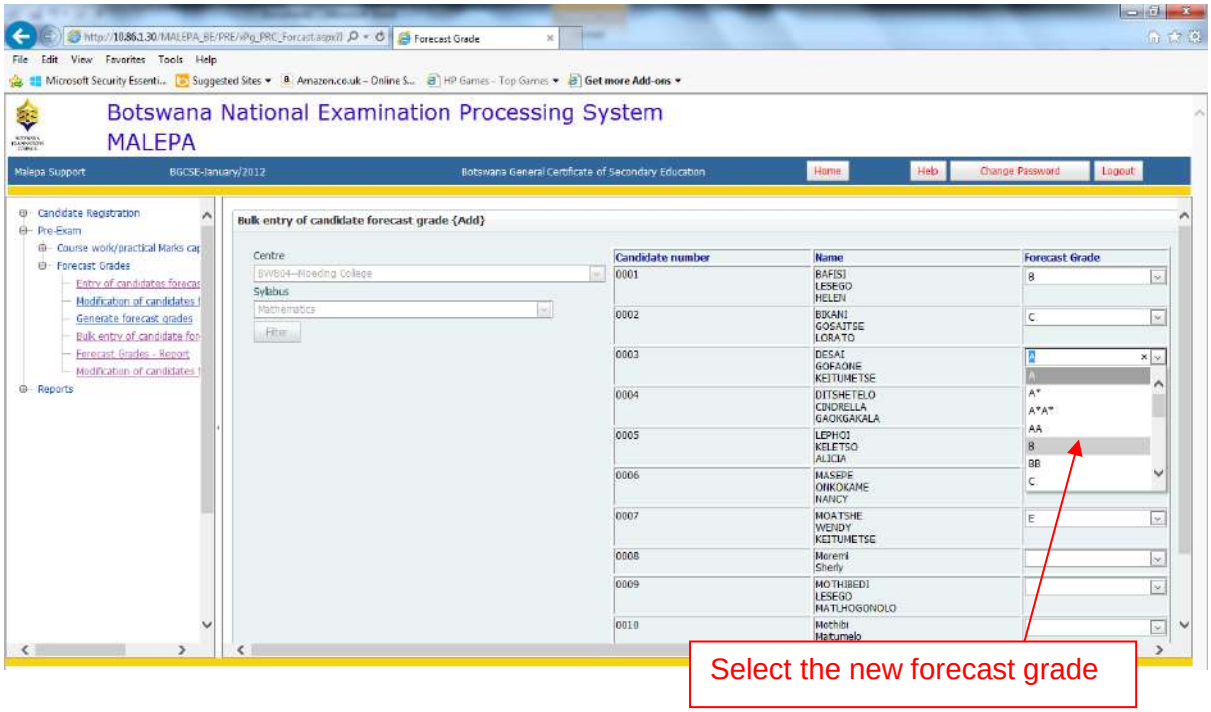

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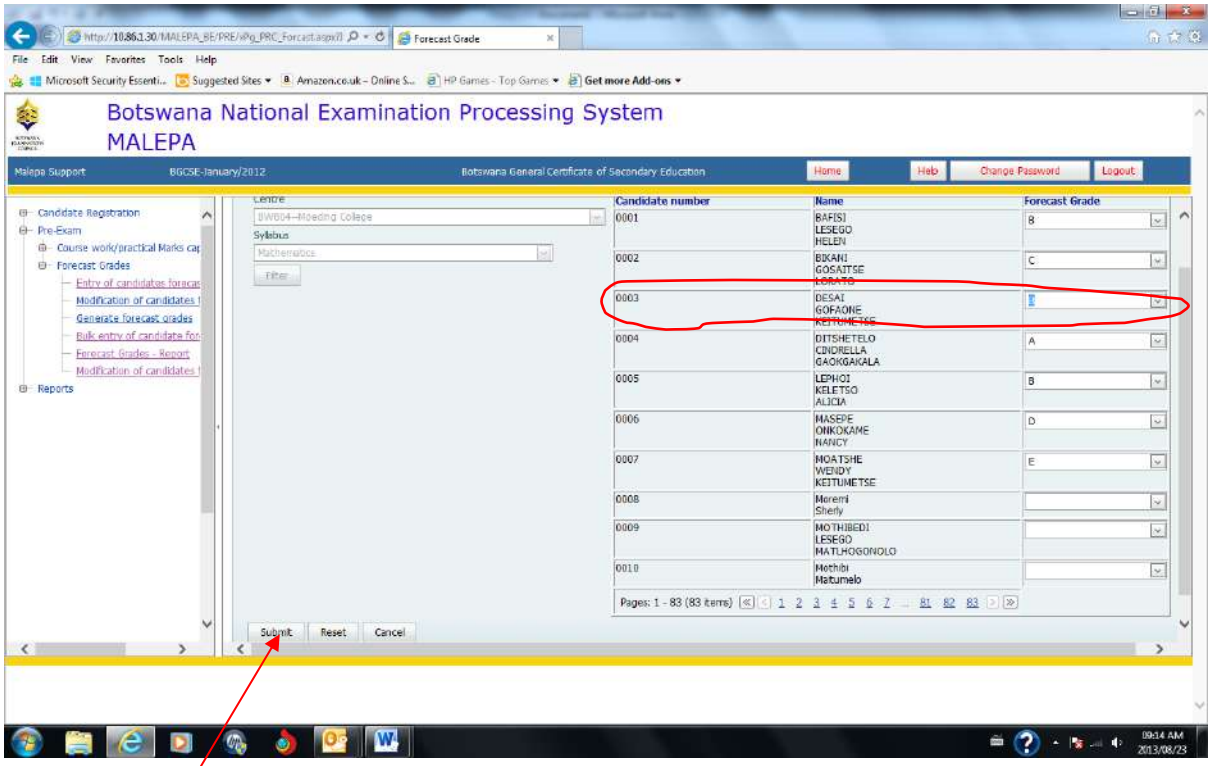

Click the **Submit** button to save the changes.

Then re-print the forecast grade report to verify the correction(s) that you made.

A report showing the corrections.

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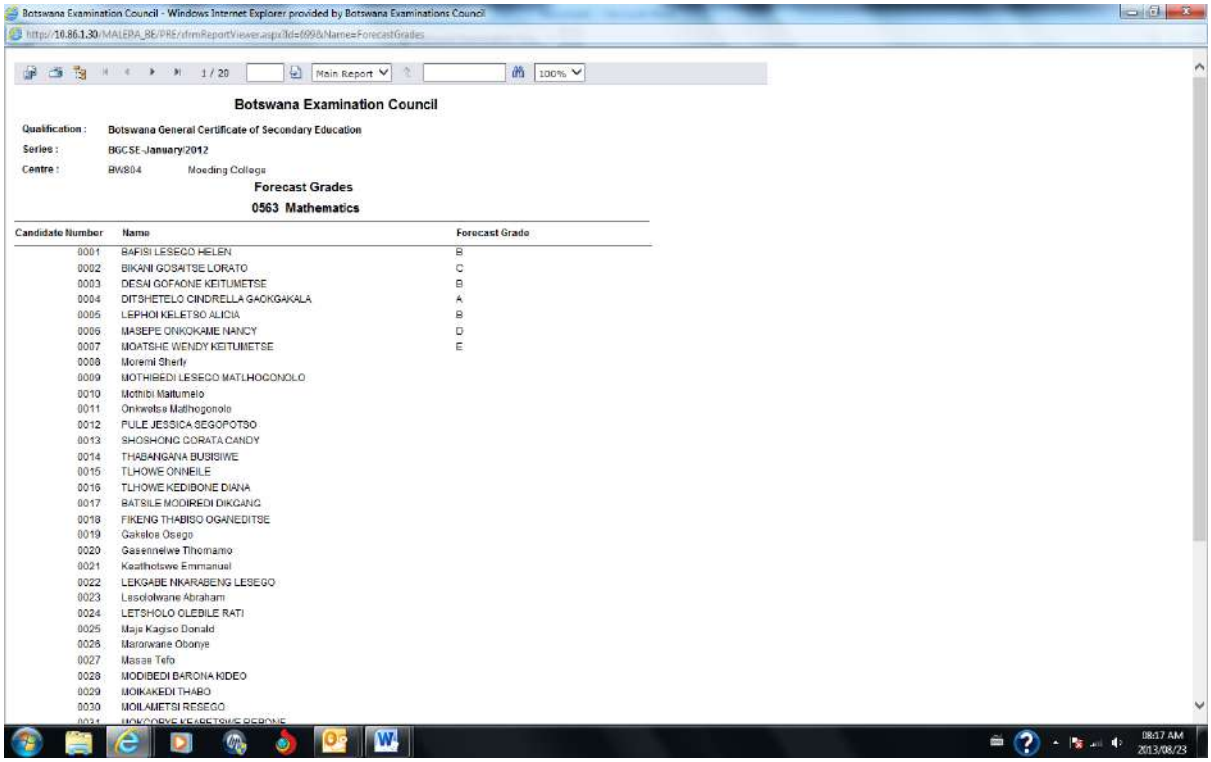

Botswana Examination Council

Qualification : Botswana General Certificate of Secondary Education
Series : BGCSE-January/2012
Centre : BW804 Moeding College

Forecast Grades
0563 Mathematics

Candidate Number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	B
0002	BIKANI GOSAITSE LORATO	C
0003	DESAI GOFAONE KEITUMETSE	B
0004	DITSHETELO CINDRELLA GAOKGAKALA	A
0005	LEPHOI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	D
0007	MOATSHE WENDY KEITUMETSE	E
0008	Moremi Sherly	
0009	MOTHIBEDI LESEGO MATLHOGONOLO	
0010	Mothibi Maitumelo	
0011	Onkwelse Mathogonolo	
0012	PULE JESSICA SEGOPOTSO	
0013	SHOSHONG CORATA CANDY	
0014	THABANGANA BUSISIWE	
0015	TLHOWE ONNEILE	
0016	TLHOWE KEDIBONE DIANA	
0017	BATSILE MODIREDI DIKGANG	
0018	FIKENG THABISO OGANEDITSE	
0019	Gakelos Osego	
0020	Gasennelwe Tlhomamo	
0021	Keatlhotswe Emmanuel	
0022	LEKGABE NKARABENG LESEGO	
0023	Lasolelwane Abraham	
0024	LETSHOLO OLEBILE RATI	
0025	Maje Kagiso Donald	
0026	Marorwane Obonye	
0027	Masae Tefo	
0028	MODIBEDI BARONA KIDEO	
0029	MOIKAKEDI THABO	
0030	MOILAMETSI RESEGO	

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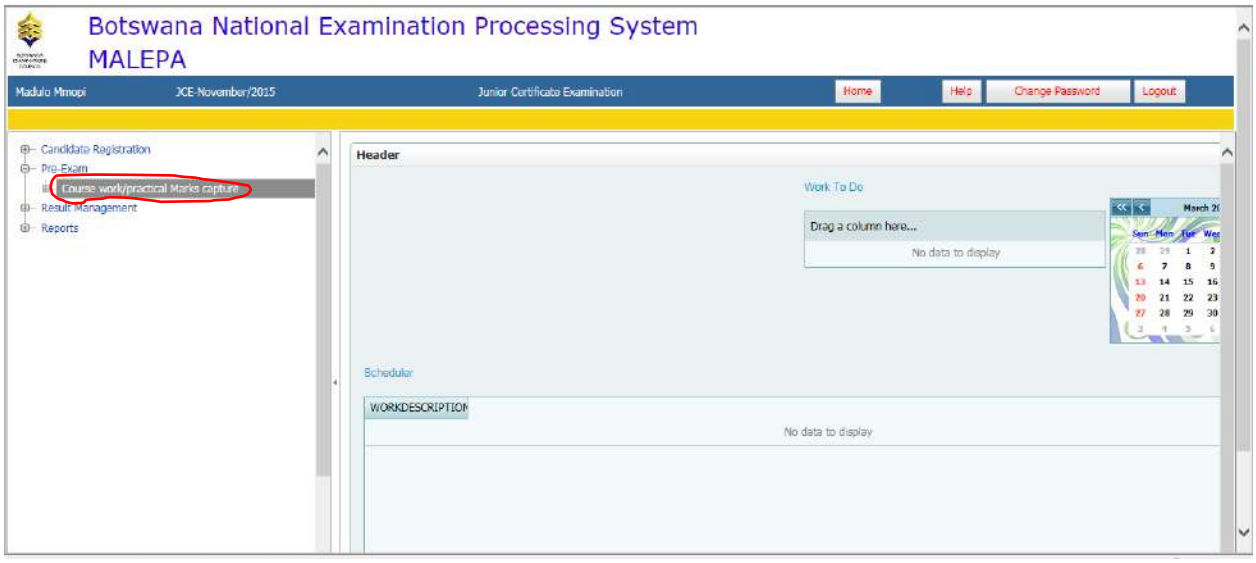
11. Coursework/Practical Marks Capture

Navigation: Pre-Exam ->**Coursework/practical Marks capture**



Under Coursework/practical marks capture, you will be able to do the following:

a. Entry of candidate coursework marks (Teacher)
b. Generate Coursework summary marksheet (Coursework)
c. Generate summary marksheet (Practical)
d. Generate Individual candidate coursework marksheet
e. Generate Individual candidate practical marksheet

STEP 1: Coursework Summary Mark sheet

Navigation: Pre-Exam -> Course work/practical Mark capture ->**Coursework Summary Marksheet**

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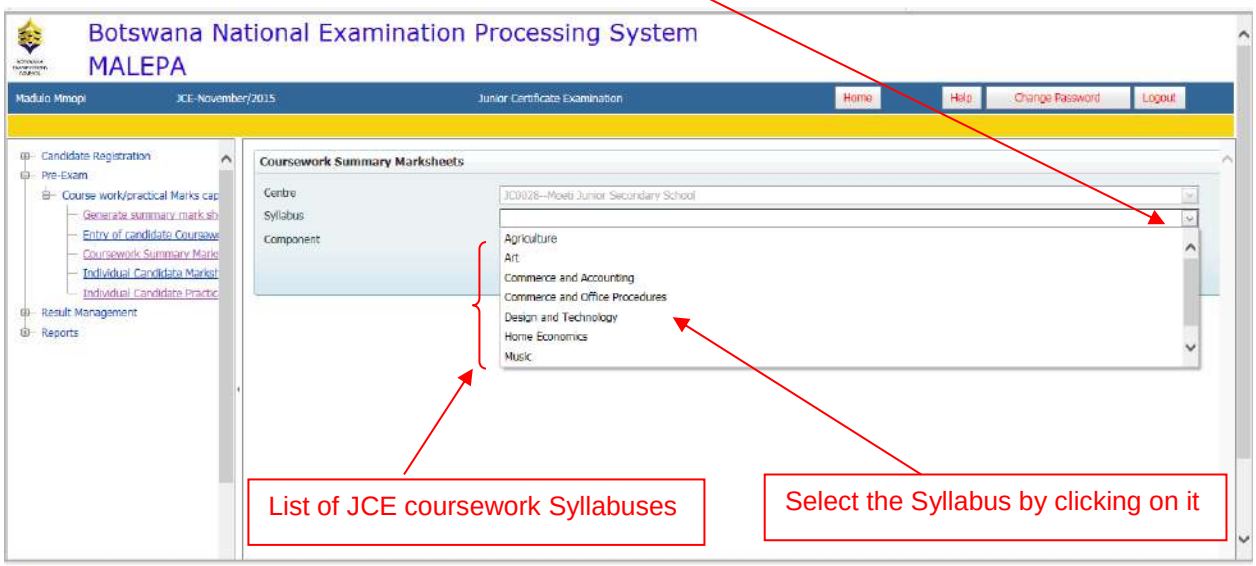
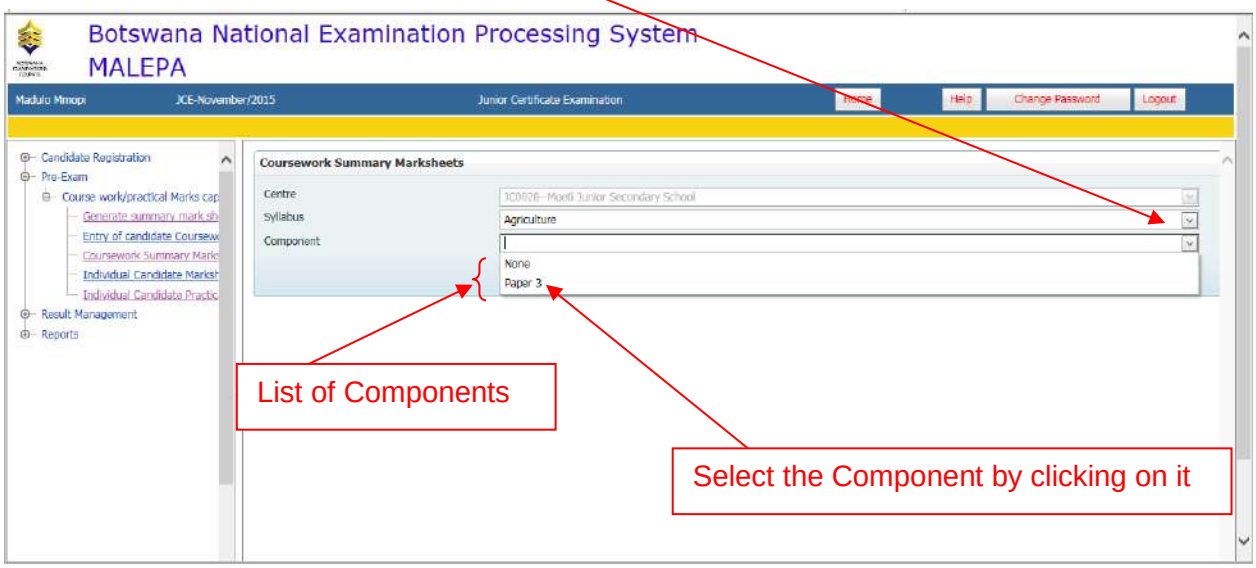
Select the syllabus, from the **syllabus drop down,** you want to view the coursework summary marksheet for as shown below.



Then select the component from the **Component drop down** as shown below.



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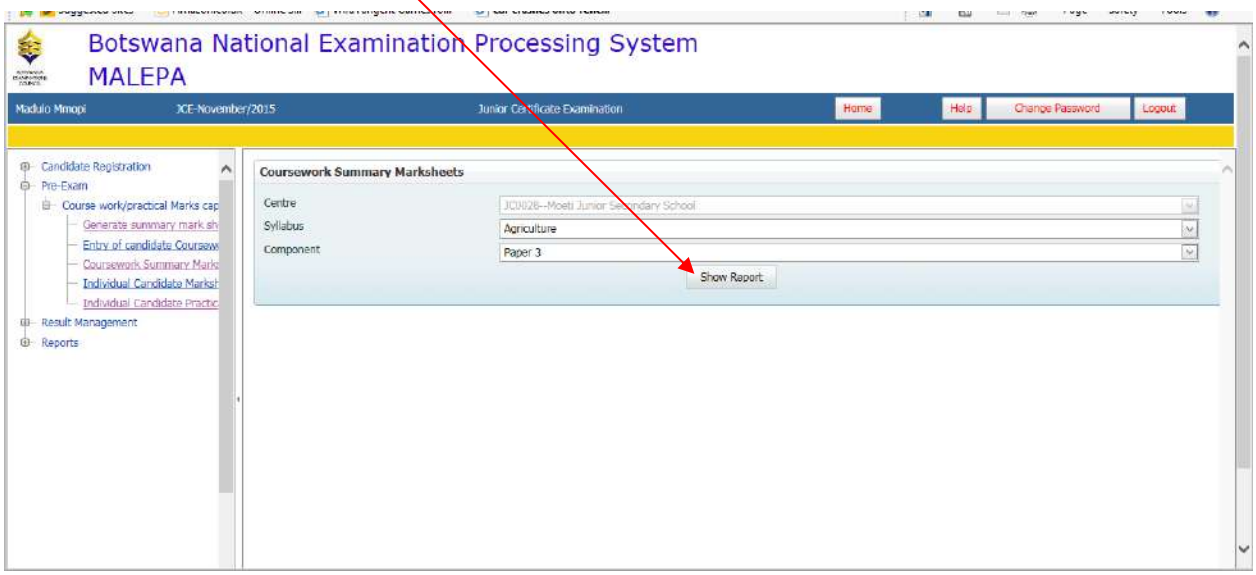
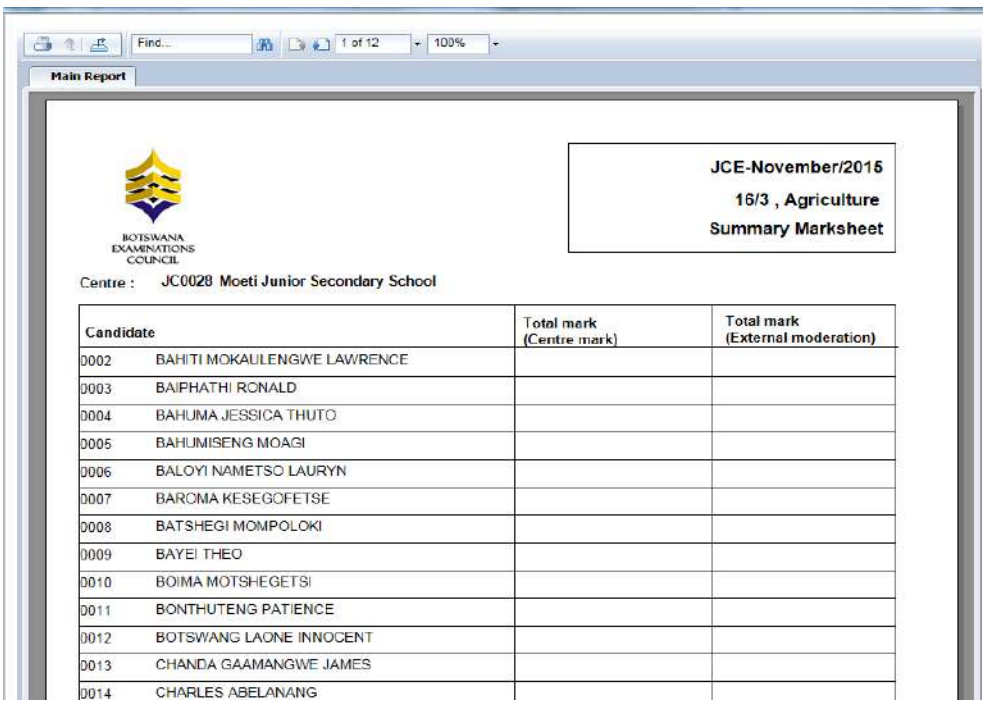
Then click on the **Show Report** button to display the report.



A summary marksheet for the selected syllabus component will be generated and appears as the report below. **Print the marksheet to capture marks (physically) before capturing them into the system.**



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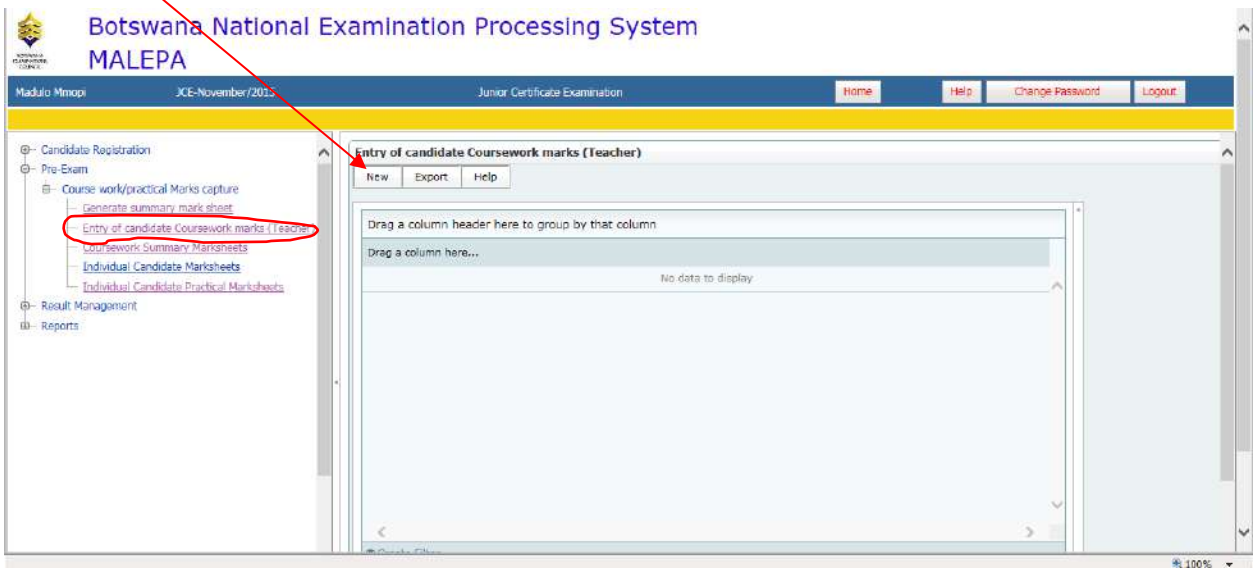
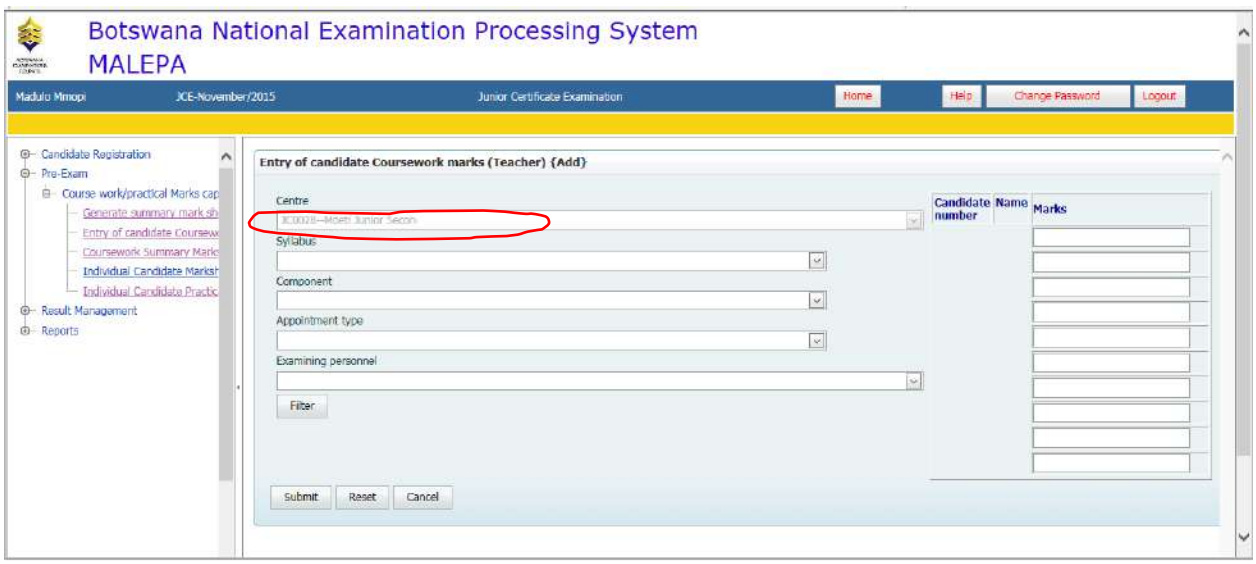
STEP 2: Entry of candidate coursework marks (Teacher)

Navigation: Pre-Exam -> Course work/practical Mark capture ->**Entry of candidate Coursework marks (Teacher**

To open the activity for capturing marks click on the Entry of Candidates Coursework Marks (Teacher). Click **New** to open the form for capturing marks.



The screen below will appear, with Centre field already populated.



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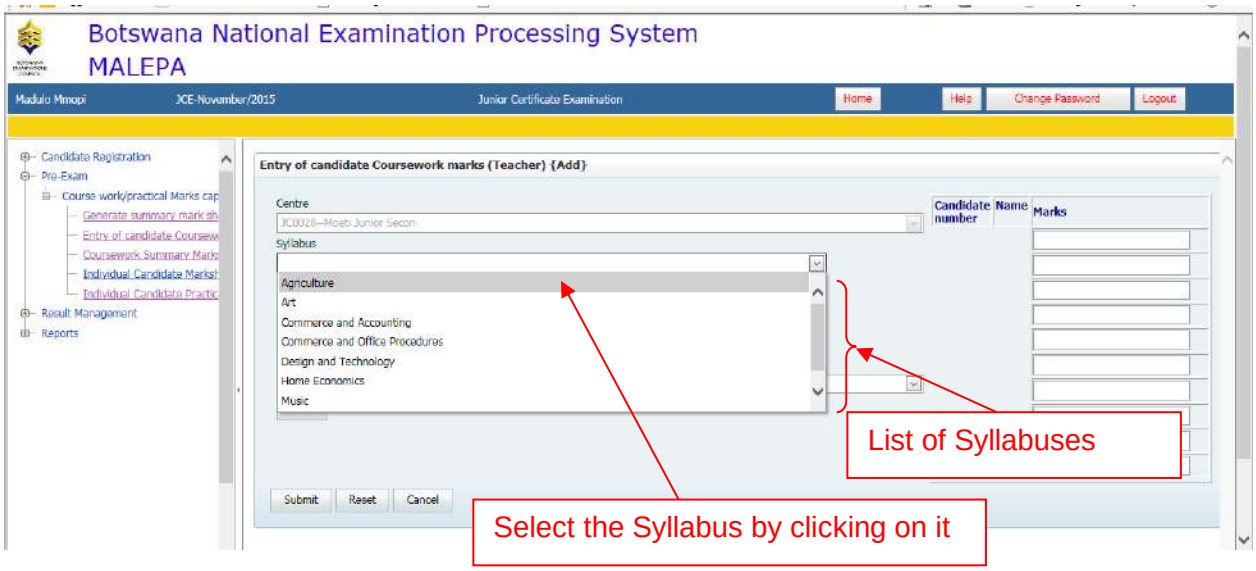
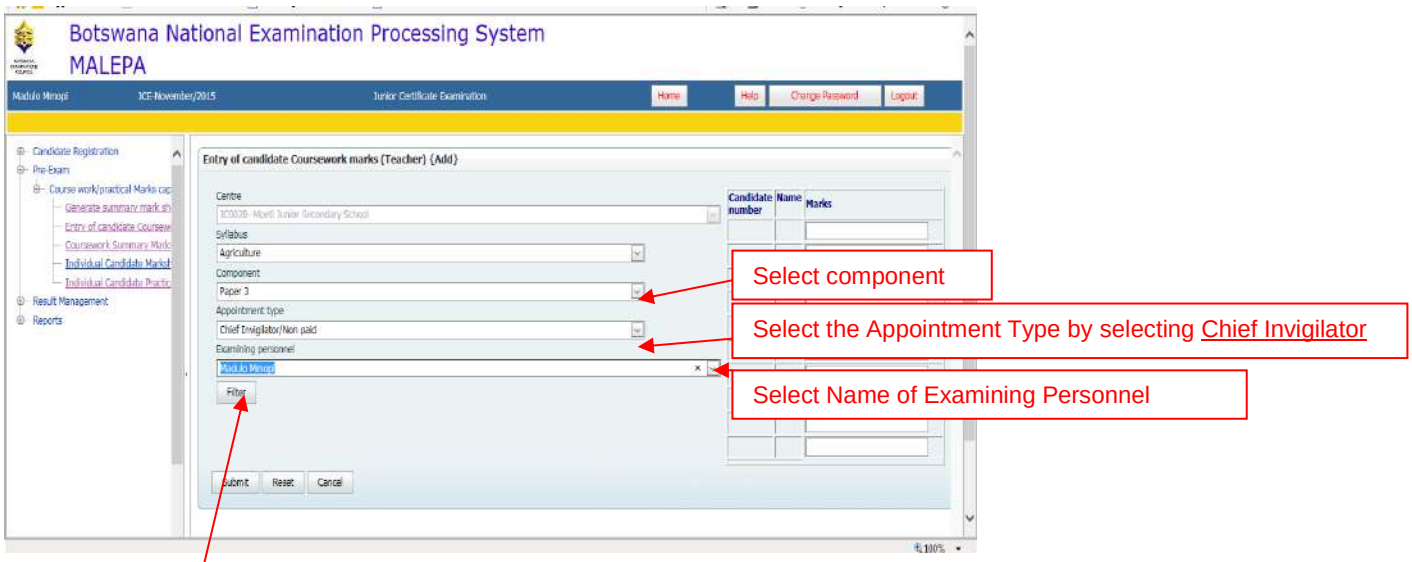
Select the **Syllabus** from the **syllabus drop down** as shown below,



Select the **Component** from the component drop down menu as shown below.

Select the **Appointment type** from the Appointment Type drop down menu as shown below.

Select the **Examining personnel** from the Examining Personnel drop down menu as shown below.



Click on the **Filter** button, and the screen below will appear with a table populated with candidates' numbers, names and boxes for entering marks.

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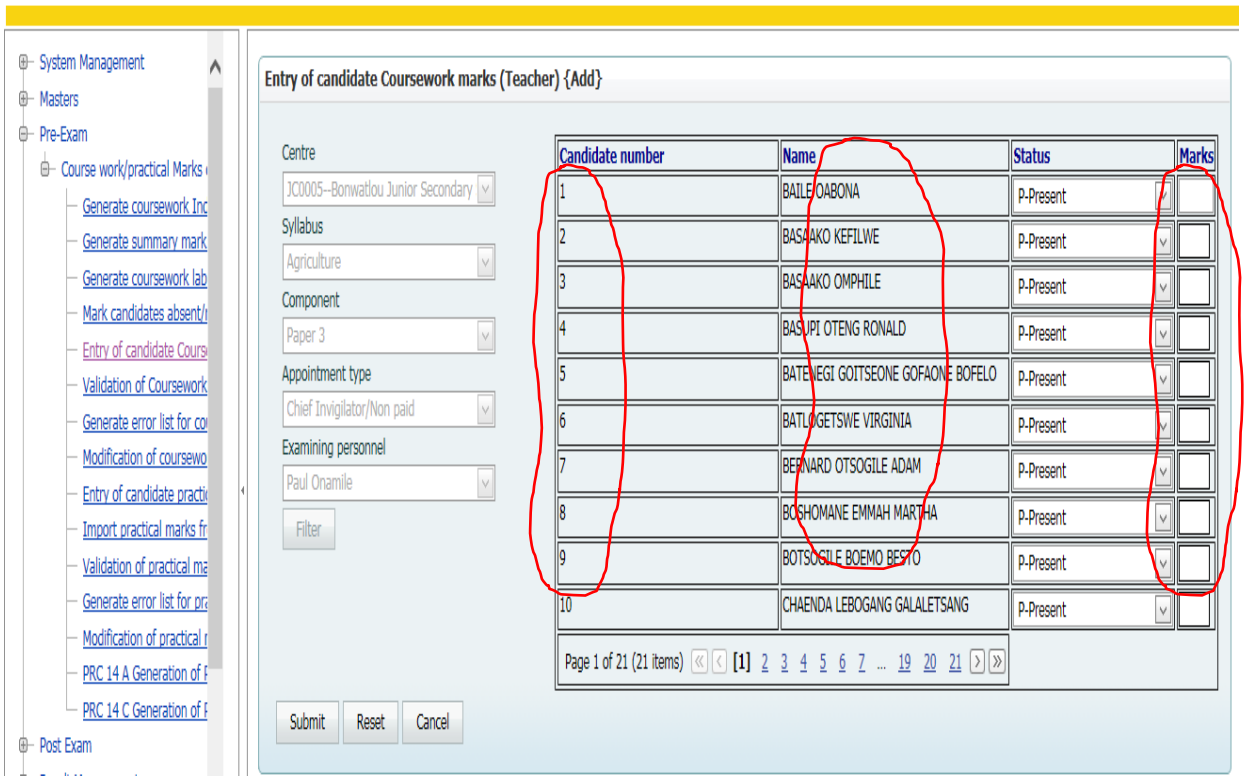

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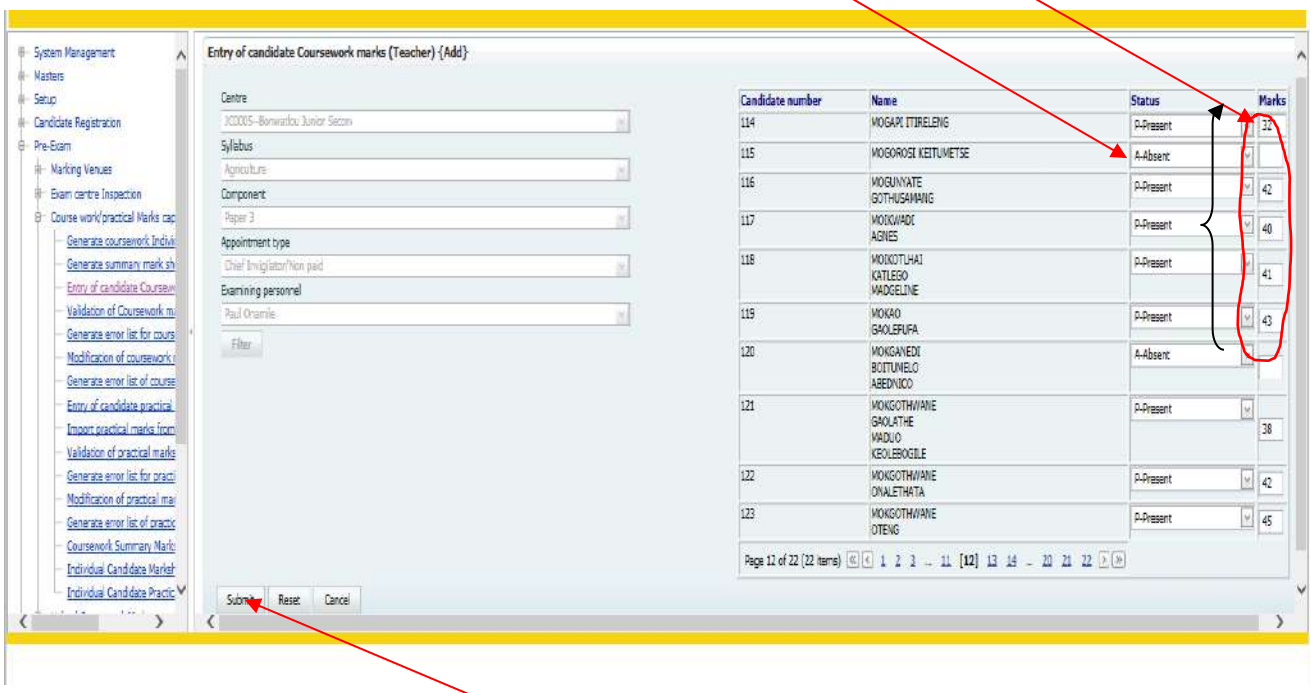
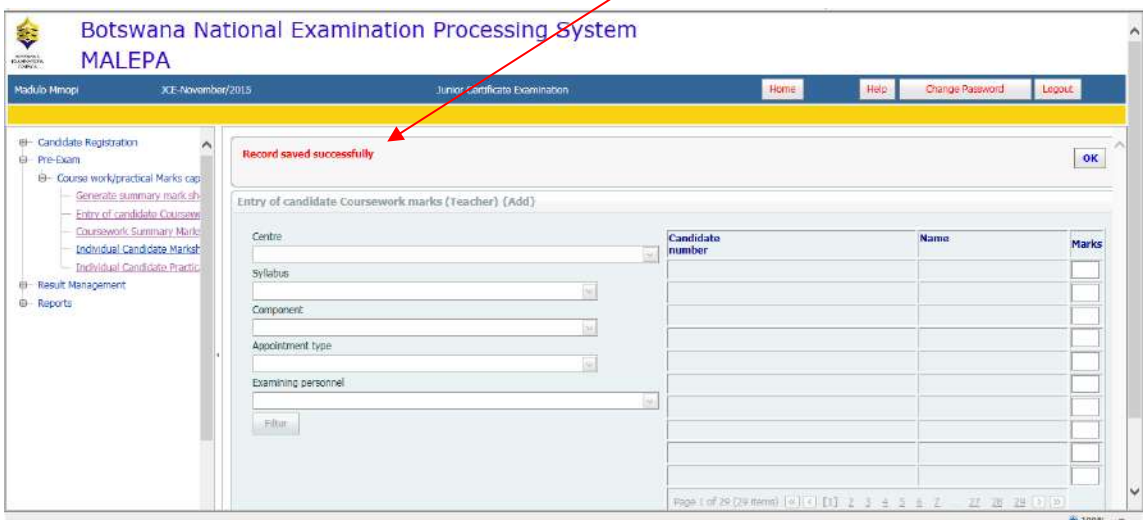
Enter the candidate marking the space provided as indicated below.

While you are entering marks you are also able to capture **absent** candidates as indicated below.



After entering the marks, click on the **Submit** button to save the information.

The following screen will appear with the **confirmation** message.



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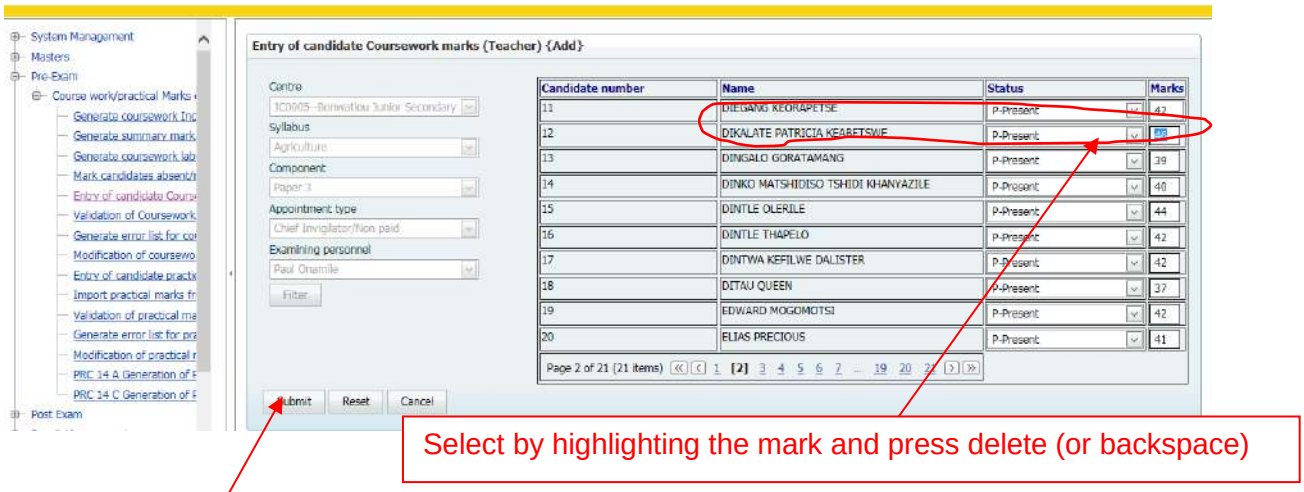
NOTE: For the modification/amendment of any coursework mark you have to follow the entry of coursework mark (Teacher) process.

To modify a mark, highlight and delete the mark, then type the mark you want to capture, as shown on the screen below,



Click the **Submit** button to save the changes.

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