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




## **Document Title:**

**Malepa User Manual for JCE Centres**

## **Document Reference:**

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## DOCUMENT CONTROL SHEET

### Preparation


	<b>Name</b>	<b>Date</b>
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### Approval - Document Sign off

<b>Name</b>	<b>Role</b>	<b>Date</b>	<b>Signature</b>
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### Revision History

<b>Change Made By</b>	<b>Description</b>	<b>Version</b>	<b>Date</b>
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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 examinations in the range with the same closing date for entries and timetable period.

### 4.2 Abbreviations

<b>BEC</b>	Botswana Examinations Council
<b>DP</b>	Data Processing
<b>EAC</b>	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;

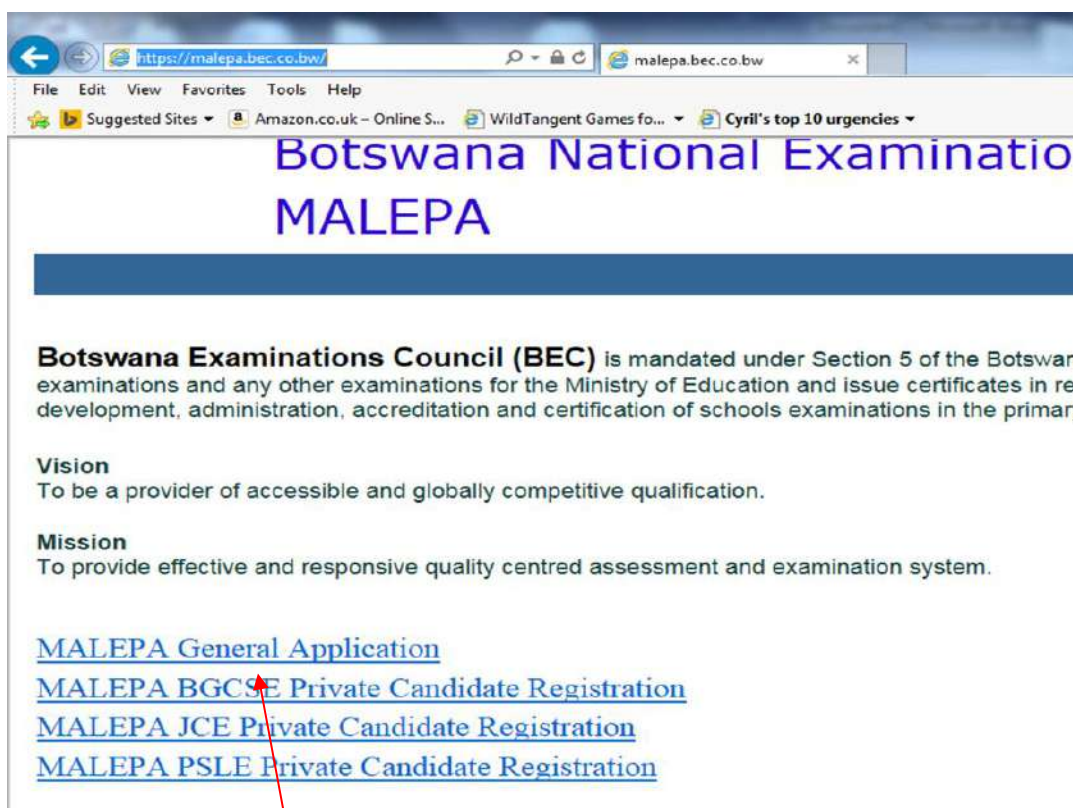
- Microsoft Internet Explorer version 8 and above. The latest version recommended is version 11.
- Mozilla Firefox or Google Chrome

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


## 6. How to login to Malepa Application

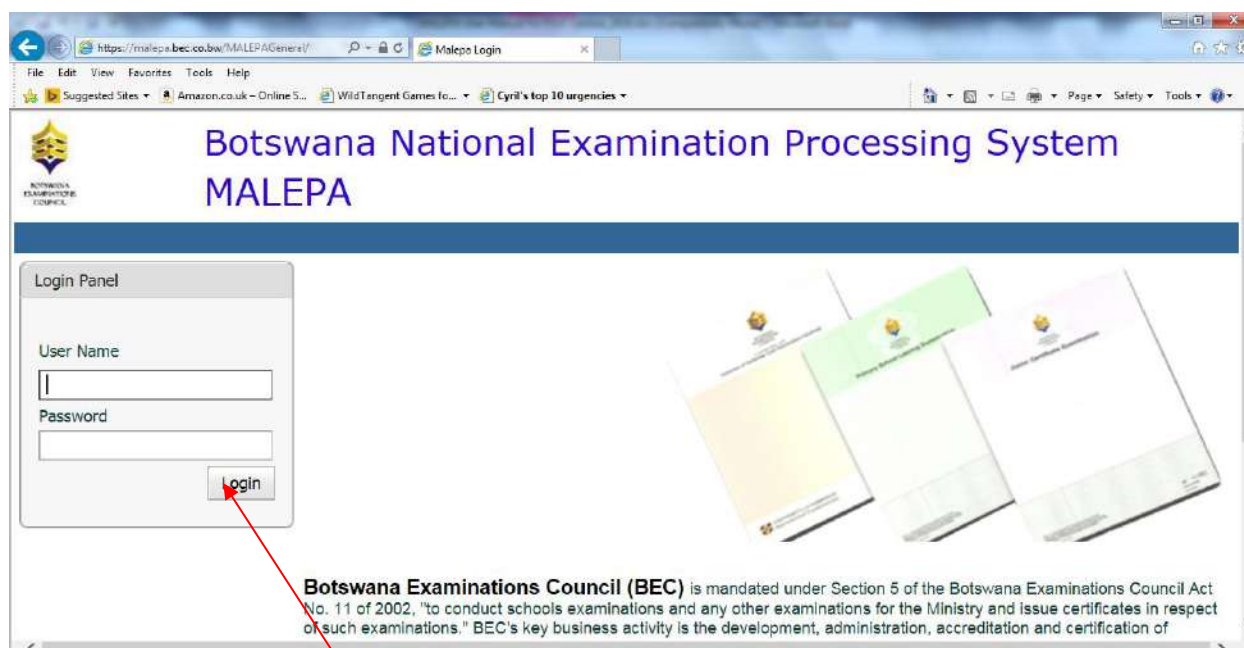
- Type the link below on the address bar of your browser (as shown in the screen below)  
<https://Malepa.bec.co.bw/>
- The following screen will appear,

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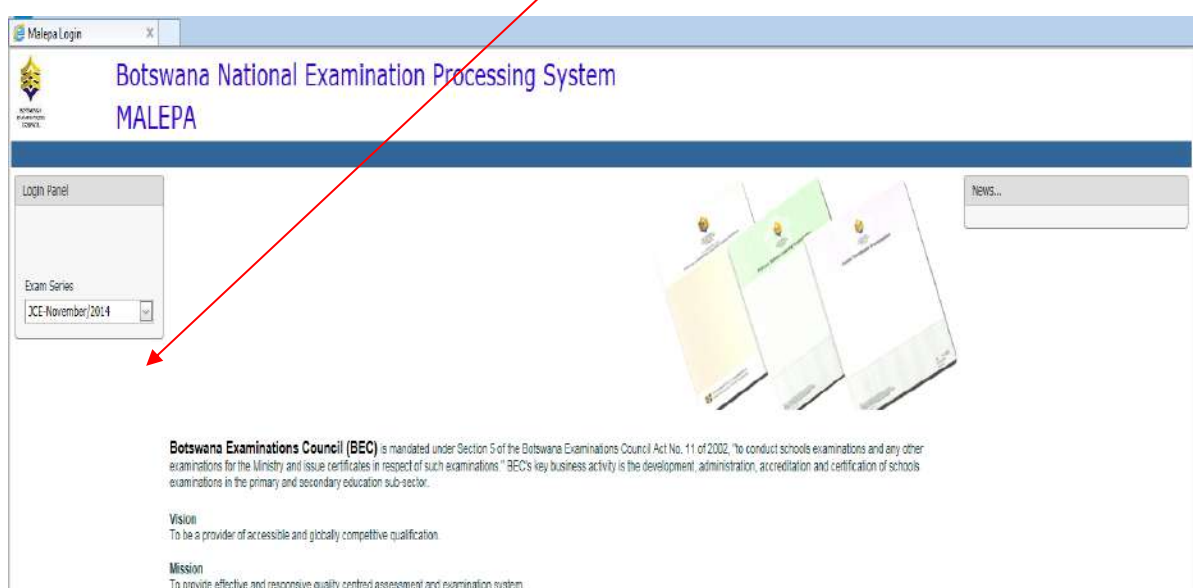


- Click on the [MALEPA General Application](#) link to login
- Enter your user name and password on the **Login Panel** shown below;


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





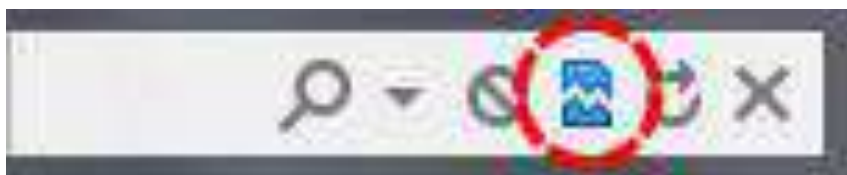
	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
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## **NOTE: COMPATIBILITY VIEW**

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 Compatibility View button 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

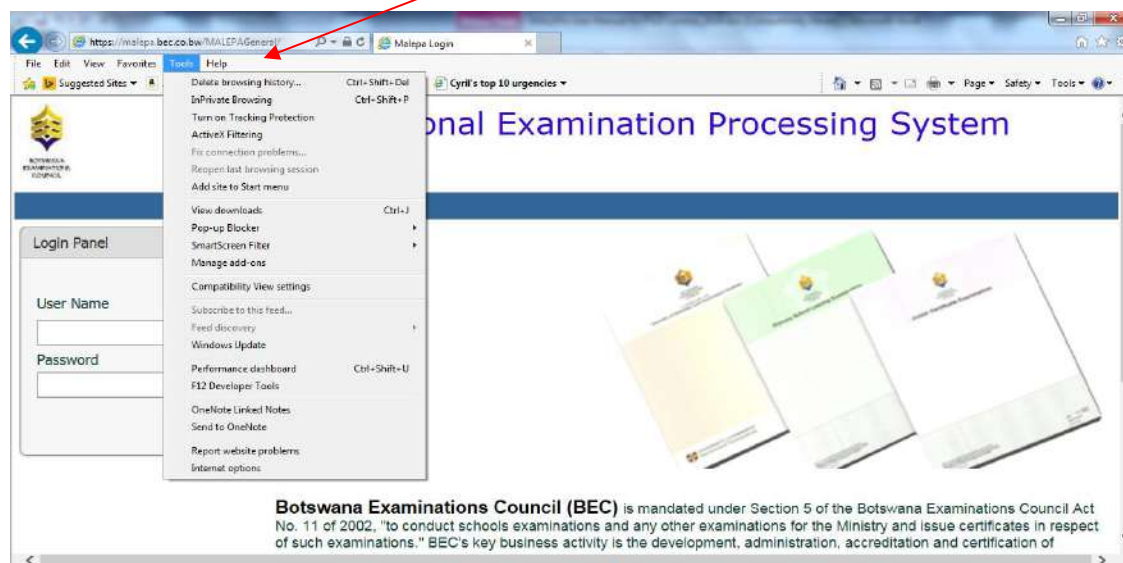



*The Compatibility View button*

- ✓ 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

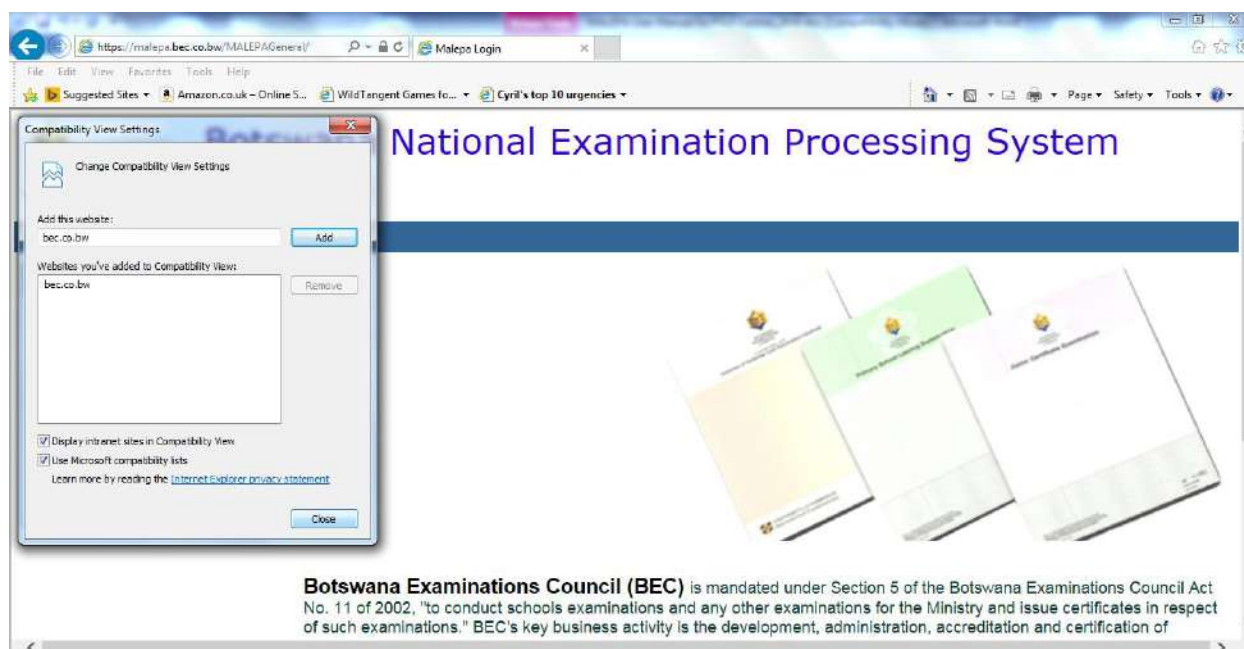
### **Option 2**

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

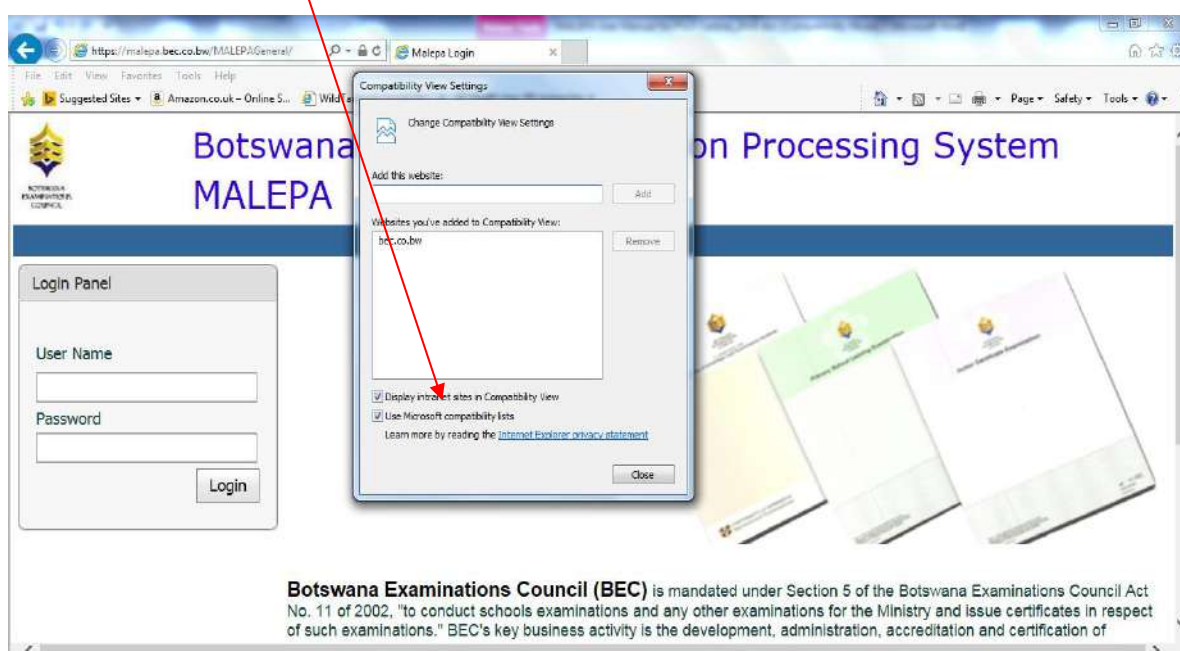



	<b>Directorate</b>	Examinations Administration and Certification
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On the **Compatibility View Settings** pop-up, type **bec.co.bw** under Add this website. Then click **Add** to add the BEC website to compatibility view.



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

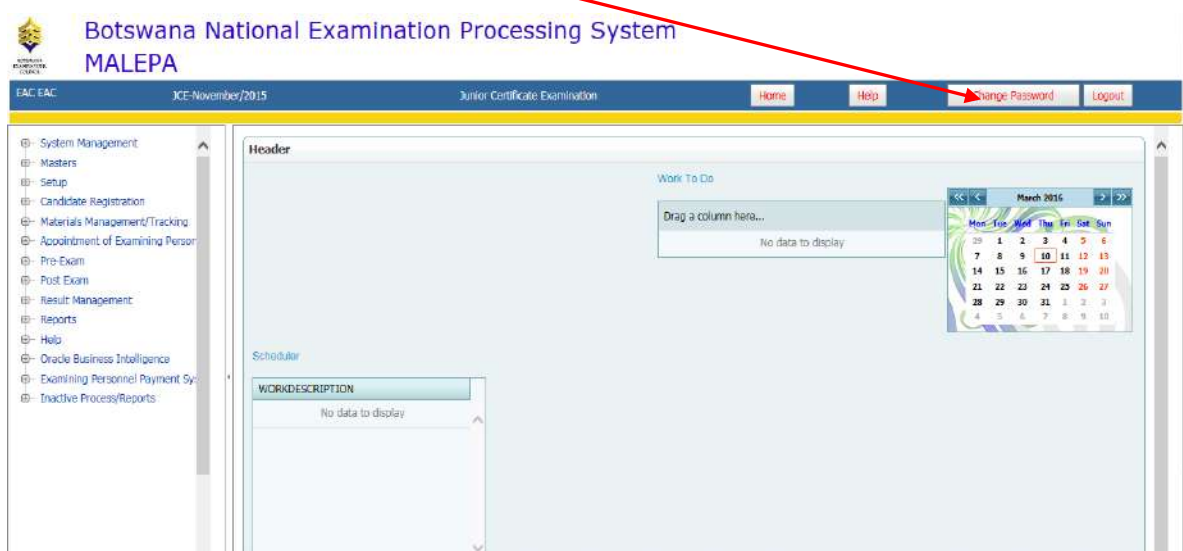


	<b>Directorate</b>	Examinations Administration and Certification
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Successful completion of these steps means your browser is now compatible with the Malepa application.

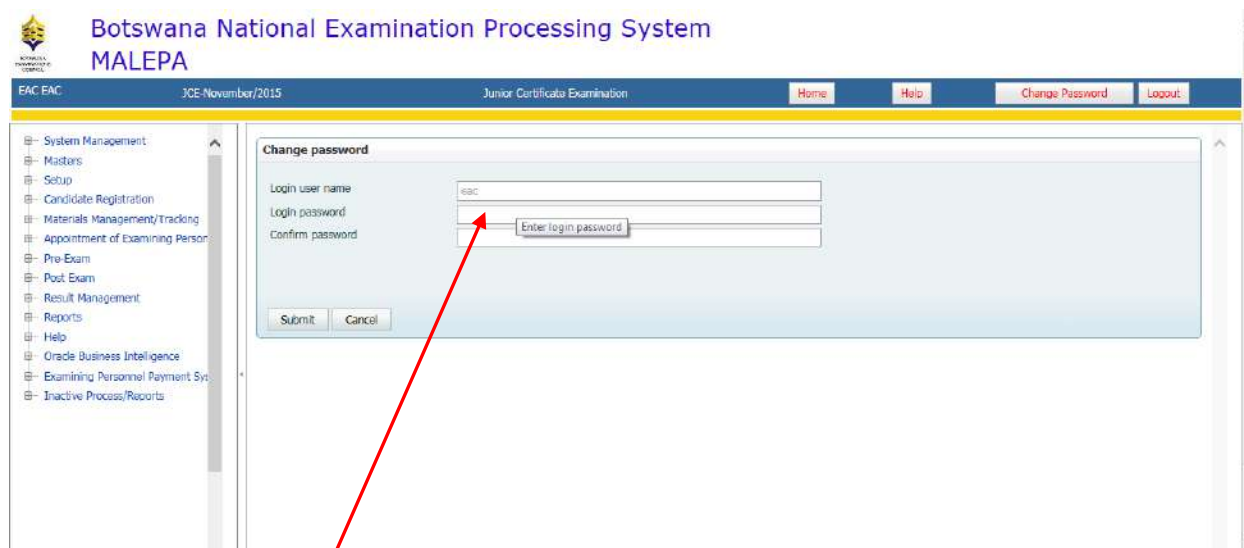
## 7. Steps to change your Malepa password

- 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.

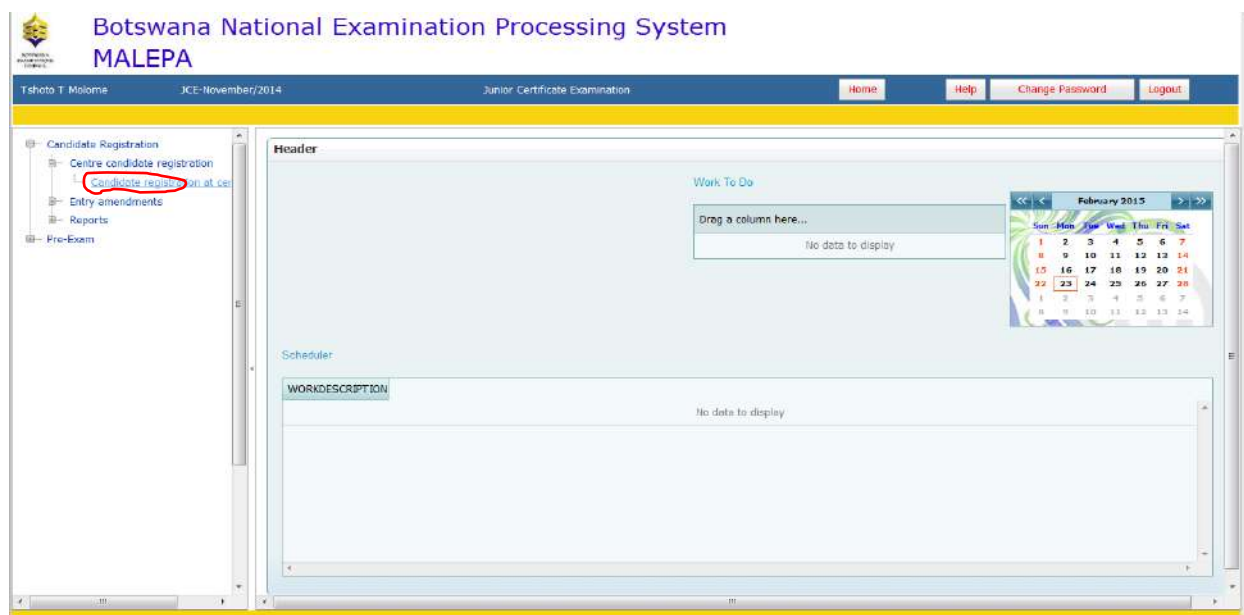
## 8. Candidate Registration

### 8.1 Centre Candidate Registration

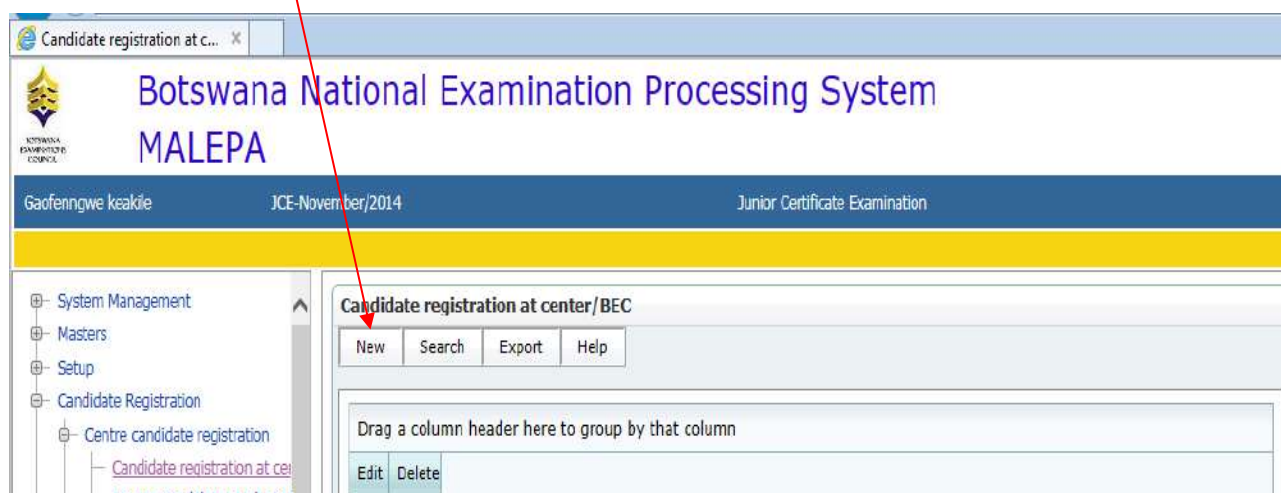
Navigation: Candidate Registration ->Centre candidate Registration

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


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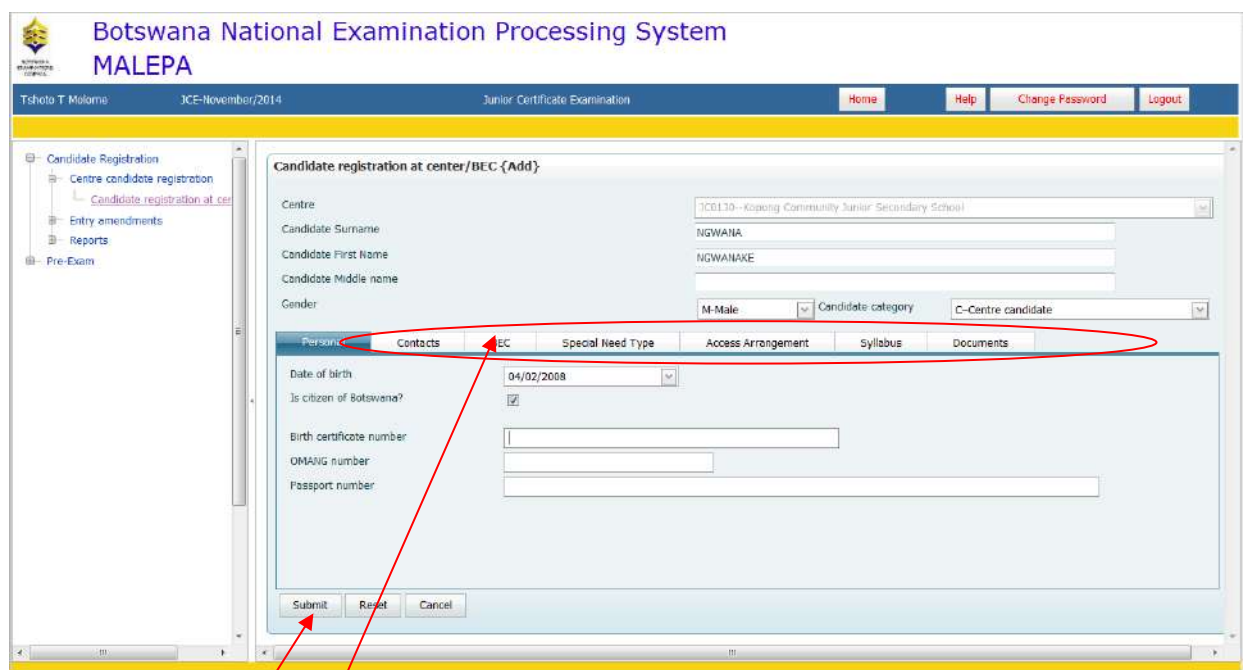


- Click on the **New** button;



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

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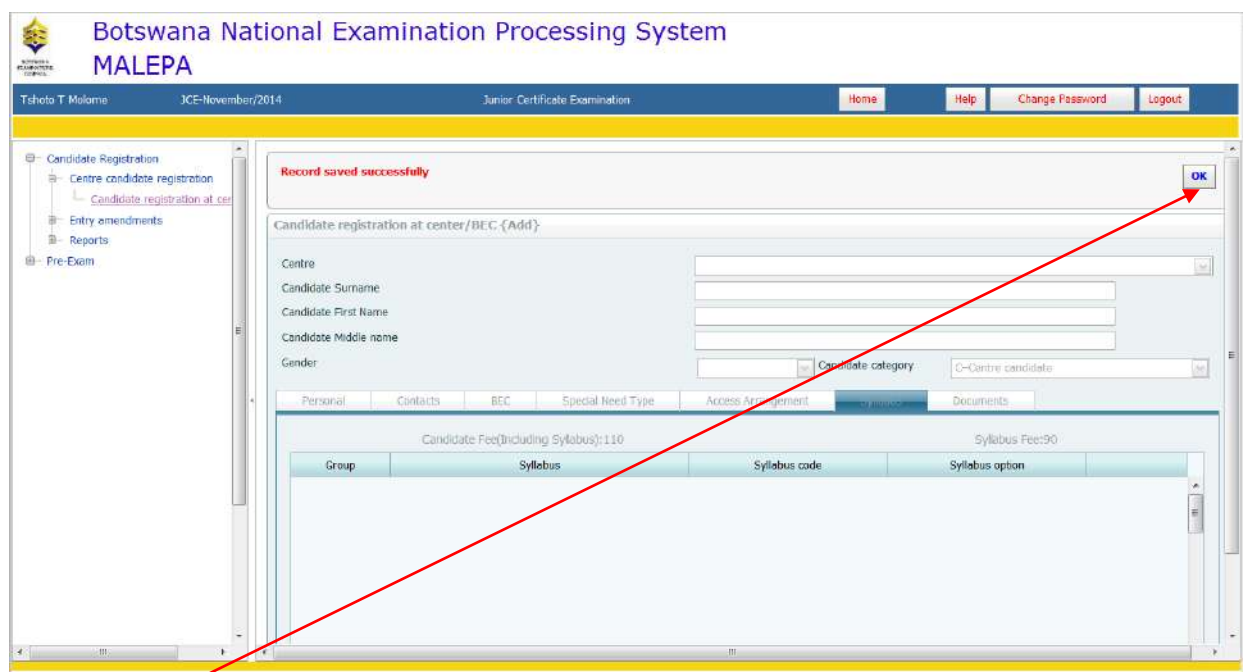
Click on different **tabs** (personal, special need type, syllabus) and fill candidate details

Click **submit** button

The screen like the one below will be displayed.



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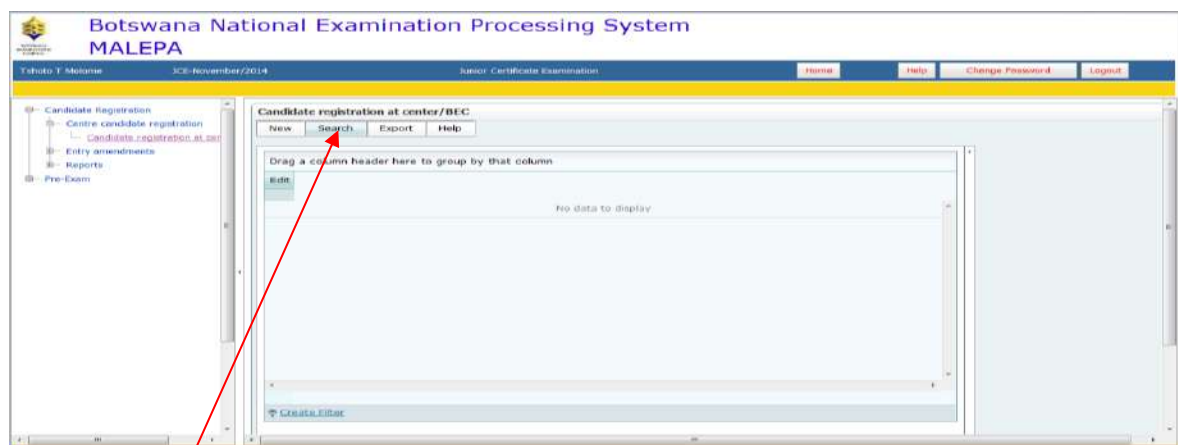


Click **OK** to complete the registration of the candidate.


## 8.2 Registration Corrections

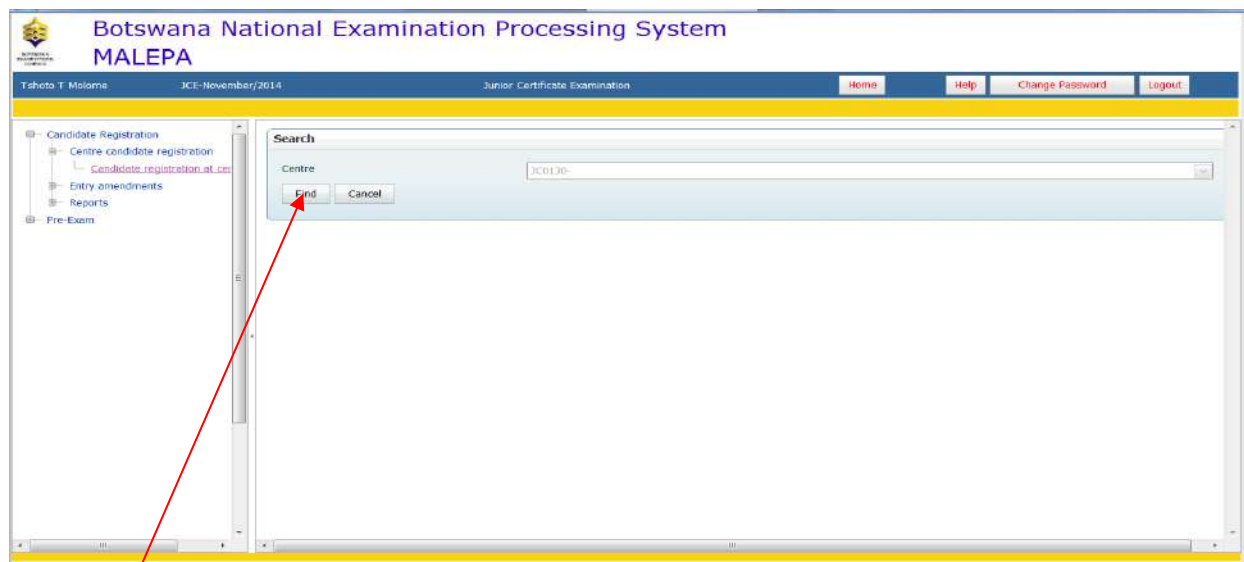
### 8.2.1 Editing Candidate Registration Record

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



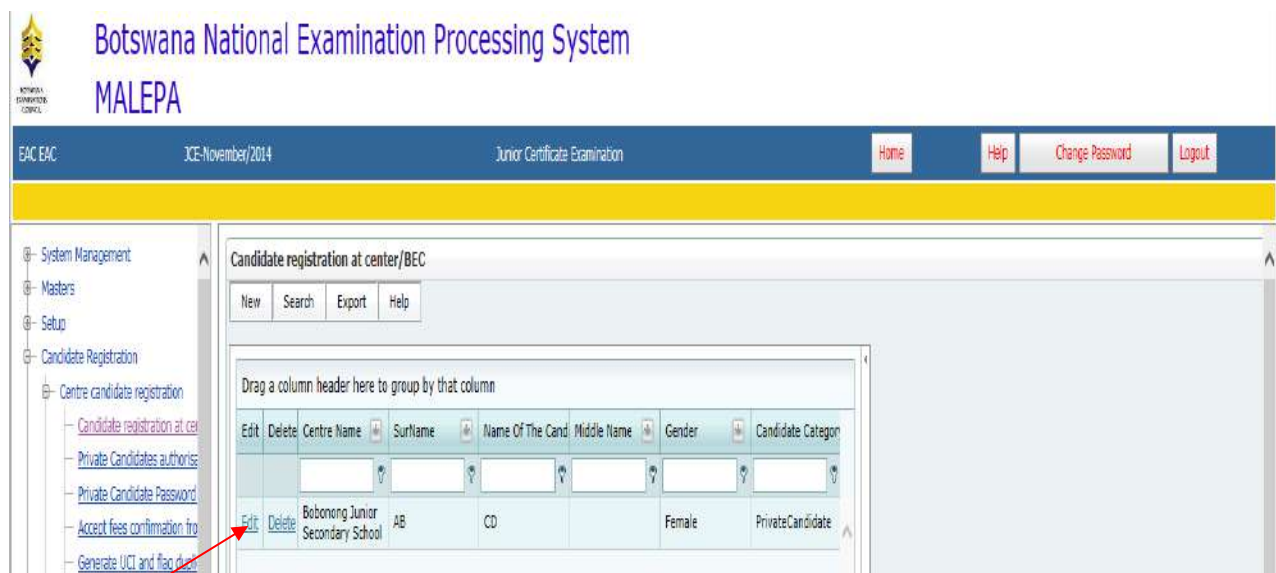
Click **search** button.

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Click the **Find** button.

The screen like the one below will be displayed.

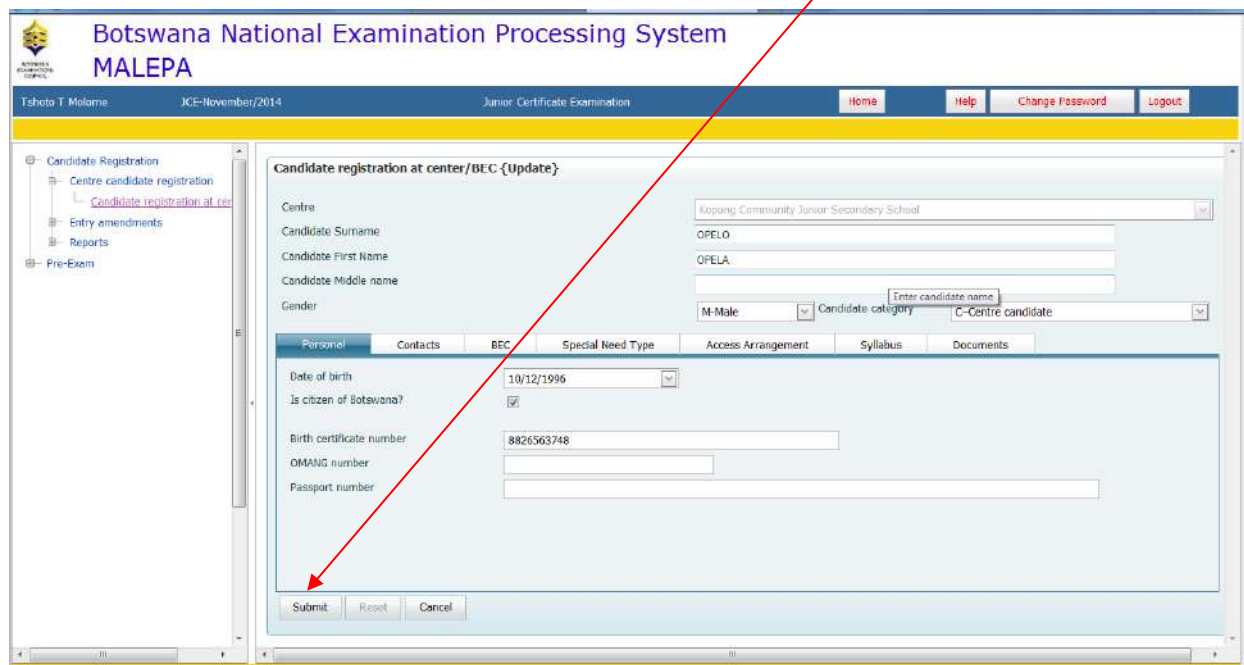


Click **Edit** and the below screen will be displayed, then you will be able to make corrections.



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



Botswana National Examination Processing System  
MALEPA

Tshoto T Malame JCE-November/2014 Junior Certificate Examination Home Help Change Password Logout

Candidate Registration  
Centre candidate registration  
Candidate registration at center  
Entry amendments  
Reports  
Pre-Exam

Candidate registration at center/BEC {Update}

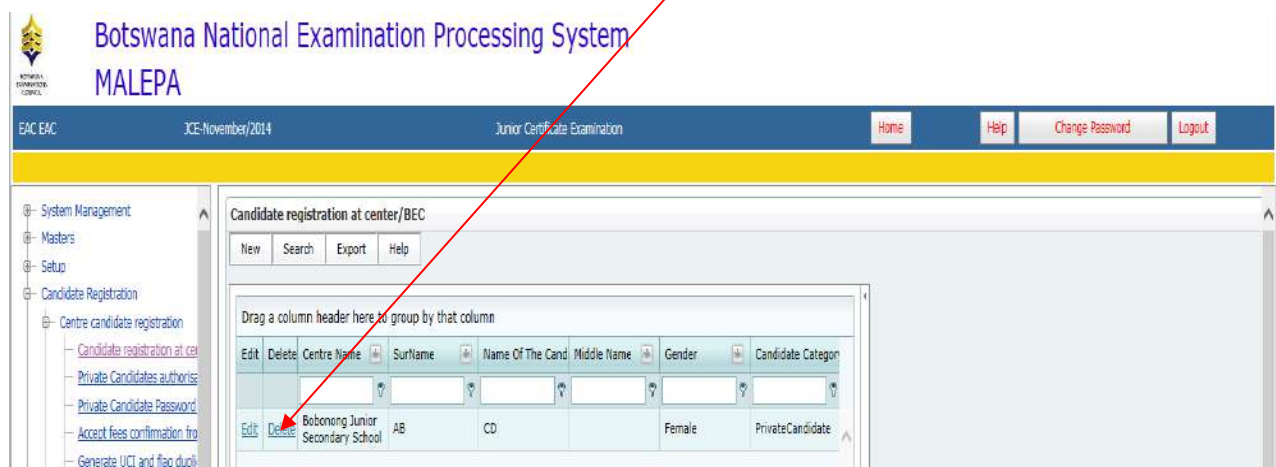
Centre: Kopong Community Junior Secondary School  
Candidate Surname: OPELO  
Candidate First Name: OPELA  
Candidate Middle name:   
Gender: M-Male Candidate category: C-Centre candidate

Personal Contacts BEC Special Need Type Access Arrangement Syllabus Documents

Date of birth: 10/12/1995  
Is citizen of Botswana? ☒  
Birth certificate number: 8826563748  
OMANG number:   
Passport number:   
Submit Reset Cancel

## 8.2.2 Delete Candidate Registration Record

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



Botswana National Examination Processing System  
MALEPA

EAC EAC JCE-November/2014 Junior Certificate Examination Home Help Change Password Logout

System Management  
Masters  
Setup  
Candidate Registration  
Centre candidate registration  
Candidate registration at center  
Private Candidates authorisation  
Private Candidate Password  
Accept fees confirmation from  
Generate UCI and flag dupe


Candidate registration at center/BEC

New Search Export Help

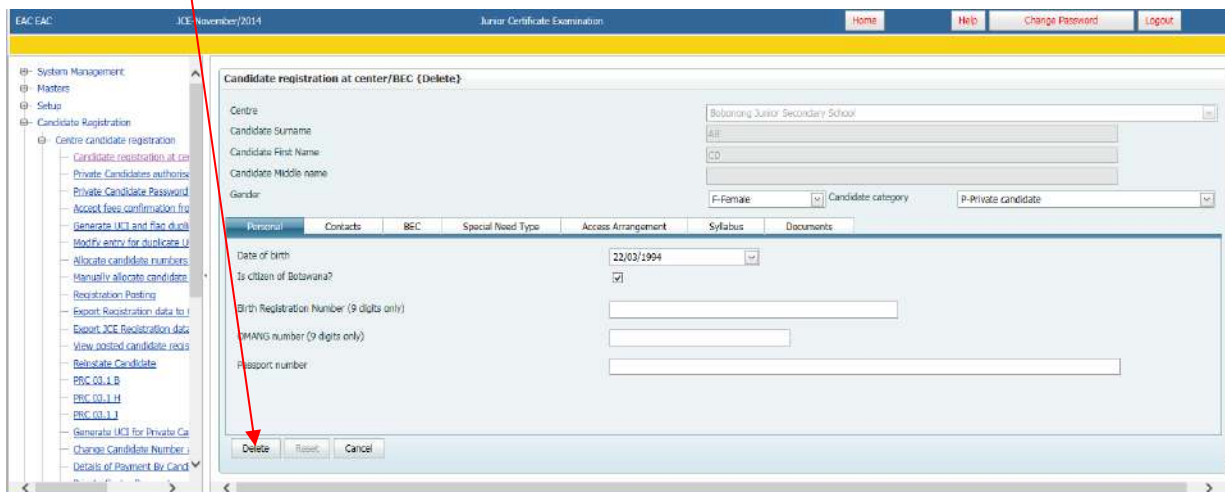
Drag a column header here to group by that column

Edit	Delete	Centre Name	Surname	Name Of The Candidate	Middle Name	Gender	Candidate Category
Edit	Delete	Bobong Junior Secondary School	AB	CD		Female	PrivateCandidate

The screen below will appear.

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




The screenshot shows the 'Candidate registration at center/BEC (Delete)' form in the EAC EAC Junior Certificate Examination system. The form includes fields for Centre (Bolanang Junior Secondary School), Candidate Surname (All), Candidate First Name (CD), Candidate Middle name, Gender (F-Female), and Candidate category (P-Private candidate). Below these are tabs for Personal, Contacts, BEC, Special Need Type, Access Arrangement, Syllabus, and Documents. The Personal tab is active, showing fields for Date of birth (22/02/1994), Is citizen of Botswana? (checked), Birth Registration Number (9 digits only), BMWS number (9 digits only), and Passport number. At the bottom left of the form, there are buttons for 'Delete', 'Reset', and 'Cancel'. A red arrow points to the 'Delete' button.

### 8.3 Entry Amendments

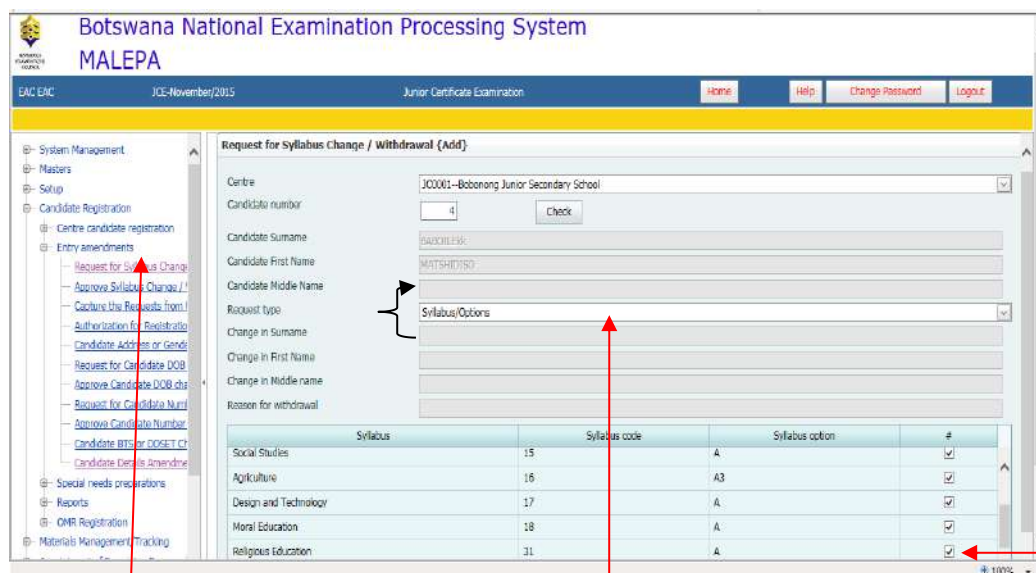
Navigation: Candidate Registration->Entry Amendments

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

- Change Syllabus/option
- Request for withdrawal
- Change Candidate details

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### 8.3.1 Change Syllabus/option

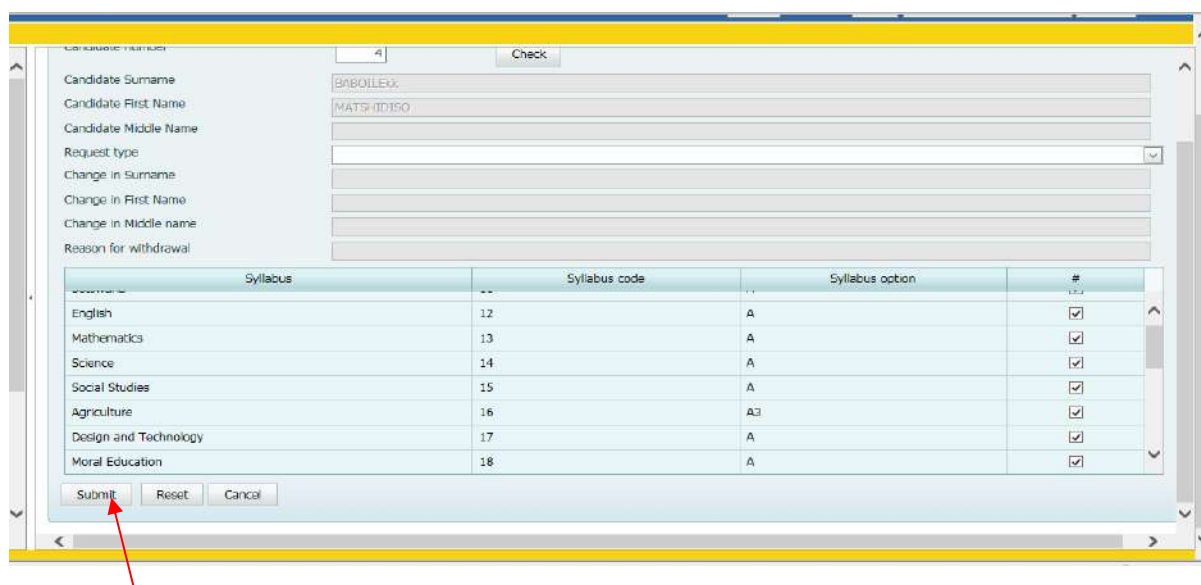


To amend a syllabus for a candidate use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Request for Syllabus Change/Withdrawal** activity. Select centre on the drop down menu, enter candidate number and click the **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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Candidate Surname: BABOLELLA  
 Candidate First Name: MATSHIDISO  
 Candidate Middle Name:   
 Request type:   
 Change in Surname:   
 Change in First Name:   
 Change in Middle name:   
 Reason for withdrawal:

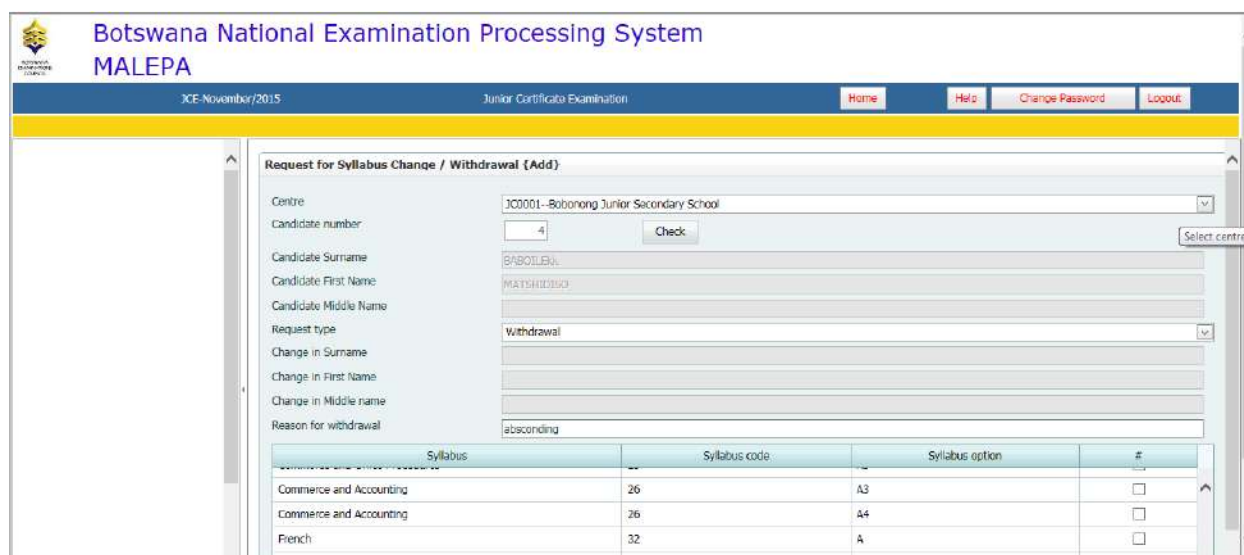
Syllabus	Syllabus code	Syllabus option	#
English	12	A	<input checked="" type="checkbox"/>
Mathematics	13	A	<input checked="" type="checkbox"/>
Science	14	A	<input checked="" type="checkbox"/>
Social Studies	15	A	<input checked="" type="checkbox"/>
Agriculture	16	A3	<input checked="" type="checkbox"/>
Design and Technology	17	A	<input checked="" type="checkbox"/>
Moral Education	18	A	<input checked="" type="checkbox"/>

Submit Reset Cancel

Click on **Submit** below the syllabus 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




Botswana National Examination Processing System  
 MALEPA  
 JCE-November/2015 Junior Certificate Examination Home Help Change Password Logout

Request for Syllabus Change / Withdrawal [Add]

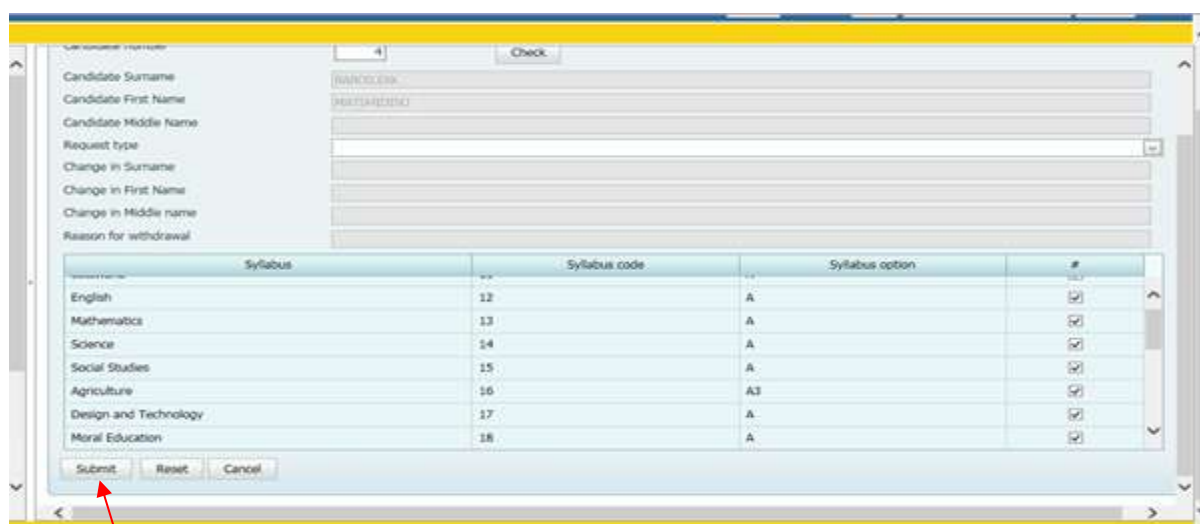
Centre: JC0001--Bobonong Junior Secondary School  
 Candidate number: 4 Check  
 Candidate Surname: BABOLELLA  
 Candidate First Name: MATSHIDISO  
 Candidate Middle Name:   
 Request type: Withdrawal  
 Change in Surname:   
 Change in First Name:   
 Change in Middle name:   
 Reason for withdrawal: absconding

Syllabus	Syllabus code	Syllabus option	#
Commerce and Accounting	26	A3	<input type="checkbox"/>
Commerce and Accounting	26	A4	<input type="checkbox"/>
French	32	A	<input type="checkbox"/>

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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**.




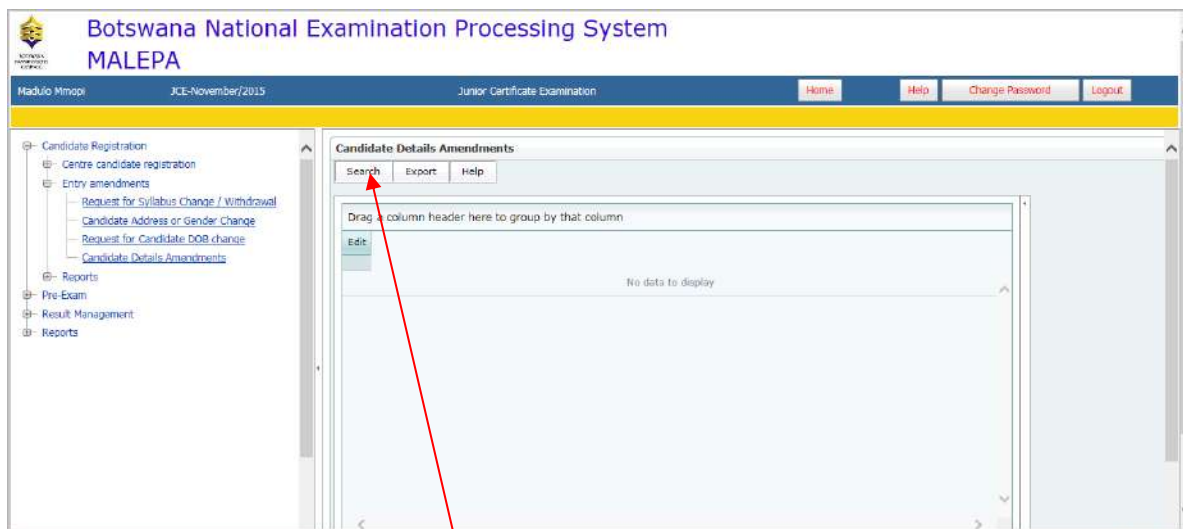
Click on **Submit** below the syllabuses once you have completed your request.

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

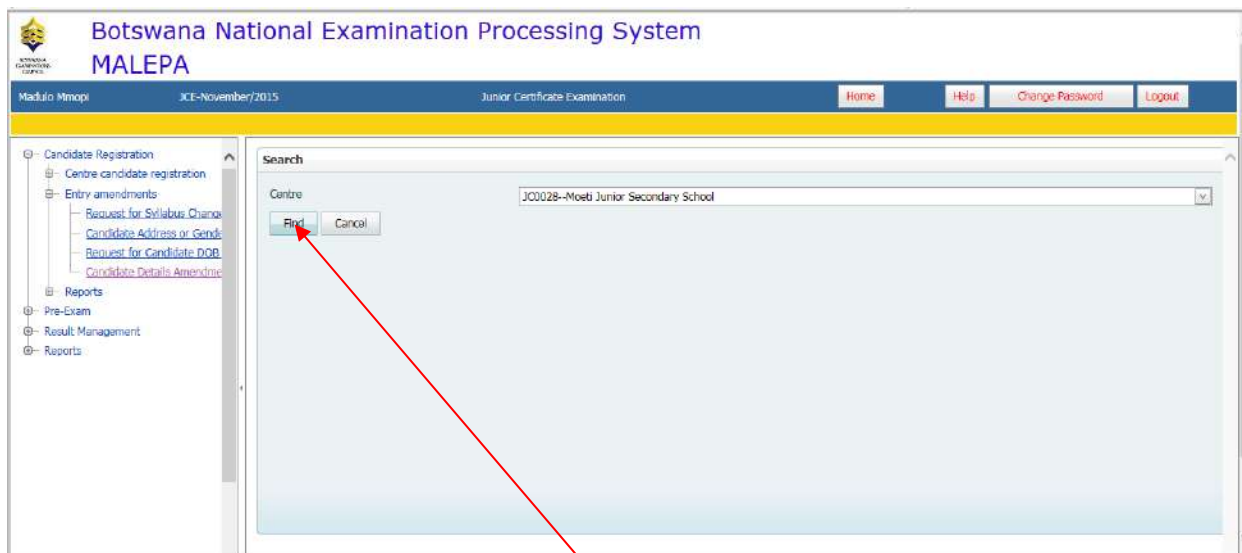
### 8.3.3 Change Candidate details

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.

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	




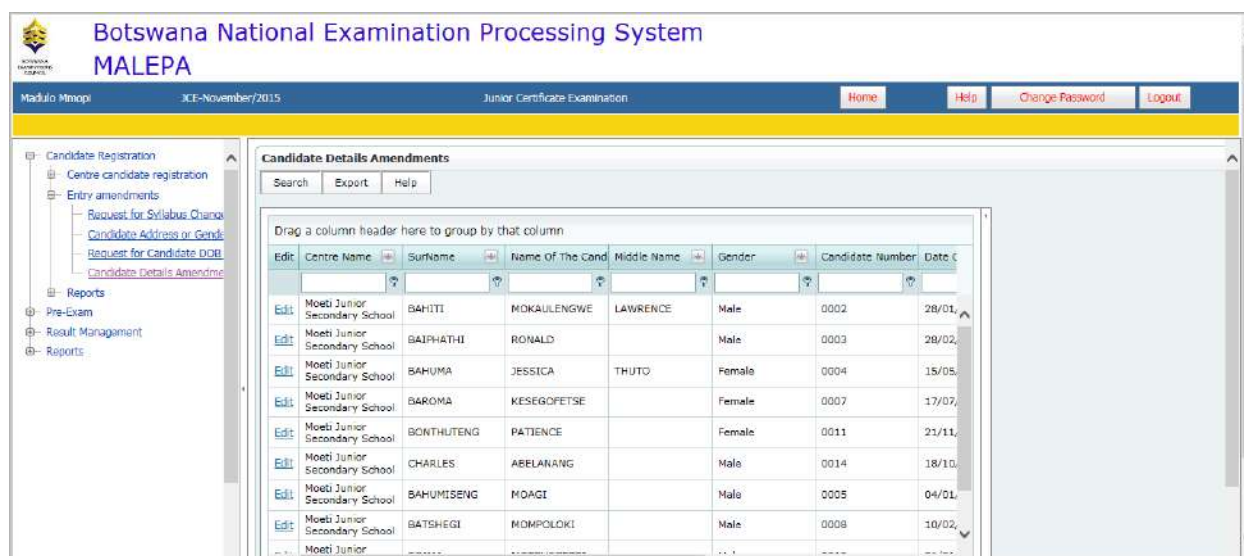
To make an amendment click on **Search**, a screen like the one below will appear.



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



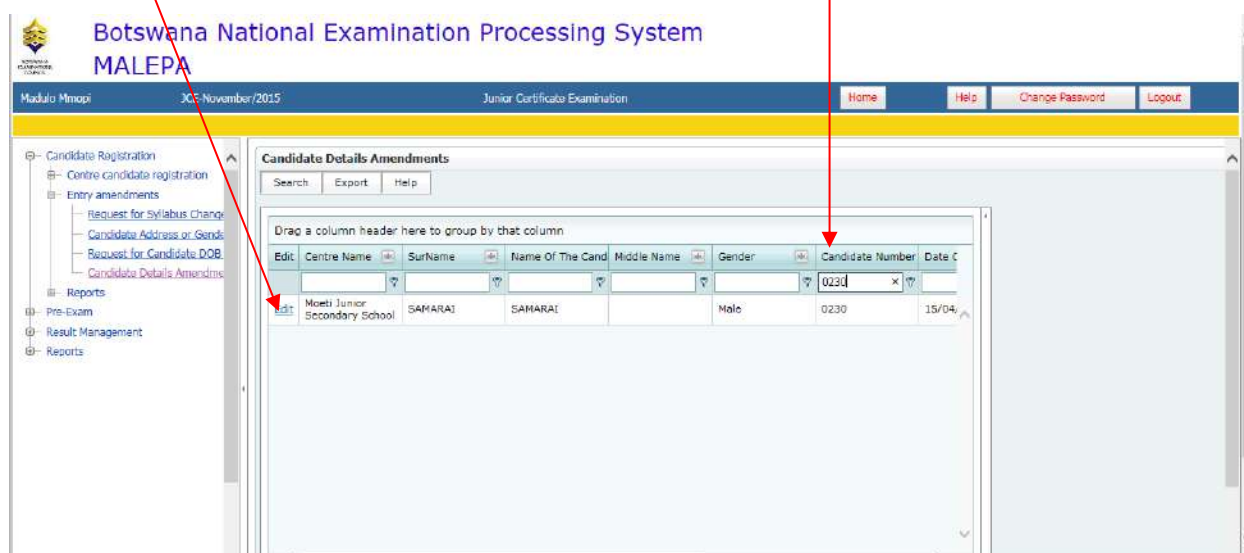
	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
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Edit	Centre Name	SurName	Name Of The Cand	Middle Name	Gender	Candidate Number	Date C
<a href="#">Edit</a>	Moeti Junior Secondary School	BAHITI	NOKAULENGWE	LAWRENCE	Male	0002	28/01/15
<a href="#">Edit</a>	Moeti Junior Secondary School	BAIPHATHI	RONALD		Male	0003	28/02/15
<a href="#">Edit</a>	Moeti Junior Secondary School	BAHUMA	JESSICA	THUTO	Female	0004	15/05/15
<a href="#">Edit</a>	Moeti Junior Secondary School	BAROMA	KESEGOFETSE		Female	0007	17/07/15
<a href="#">Edit</a>	Moeti Junior Secondary School	BONTHUTENG	PATIENCE		Female	0011	21/11/15
<a href="#">Edit</a>	Moeti Junior Secondary School	CHARLES	ABELANANG		Male	0014	18/10/15
<a href="#">Edit</a>	Moeti Junior Secondary School	BAHUMISENG	MOAGI		Male	0005	04/01/16
<a href="#">Edit</a>	Moeti Junior Secondary School	BATSHEGI	KOMPOLOKI		Male	0008	10/02/16


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**.

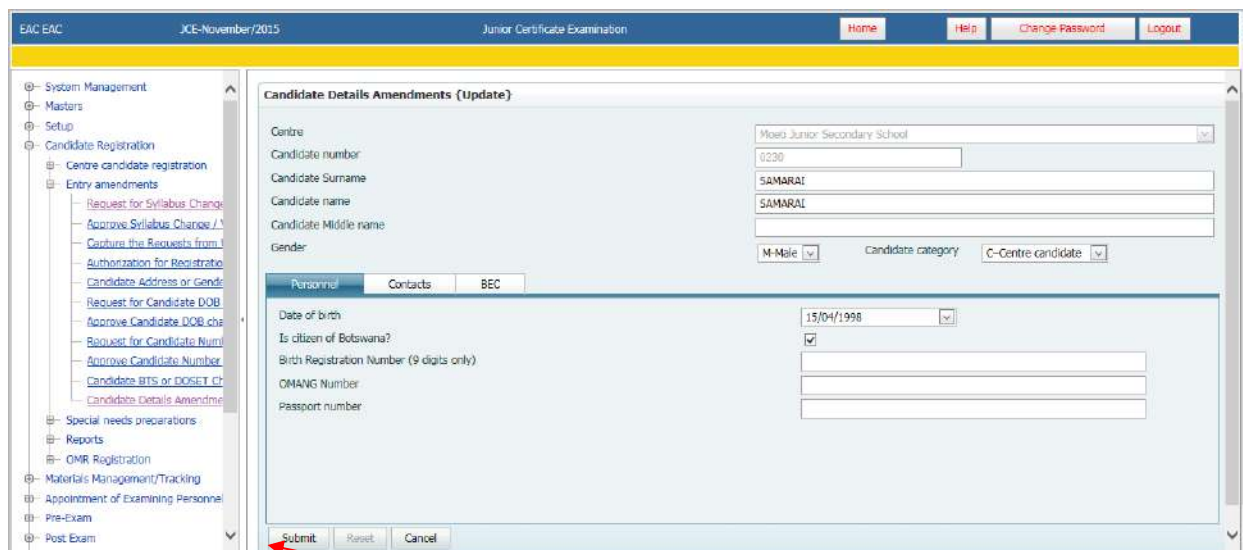
Click on **Edit** on the left to open the candidate's record.



Edit	Centre Name	SurName	Name Of The Cand	Middle Name	Gender	Candidate Number	Date C
<a href="#">Edit</a>	Moeti Junior Secondary School	SAHARA	SAHARA		Male	0230	15/04/15

The amendment screen below will display showing candidate personal details.

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
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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

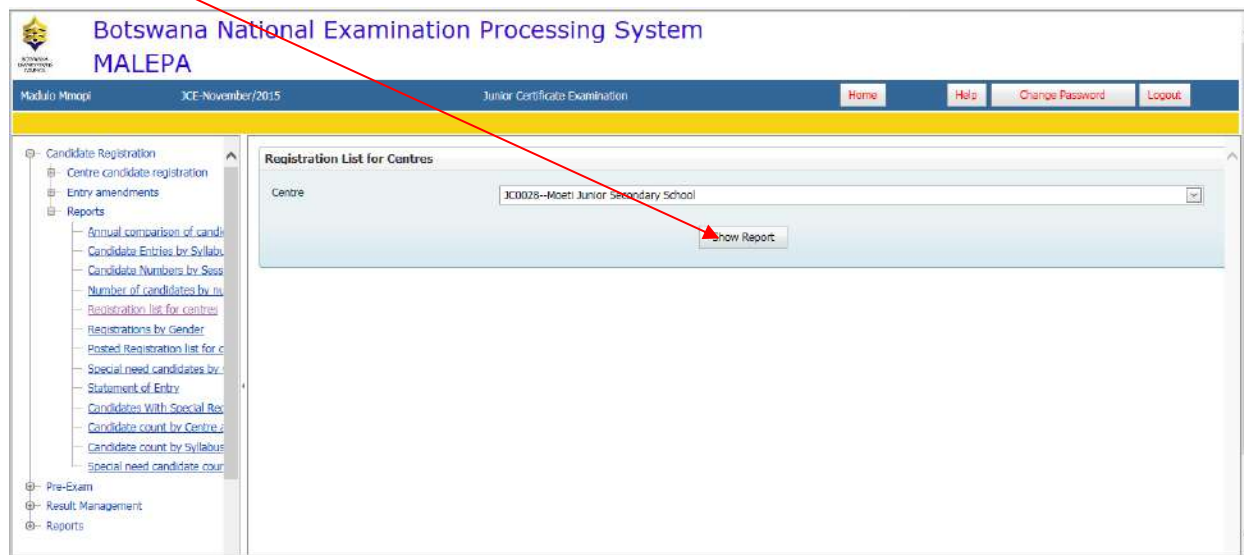
Navigate: Candidate Registration->Reports -> click **Posted Registration List for Centres**

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



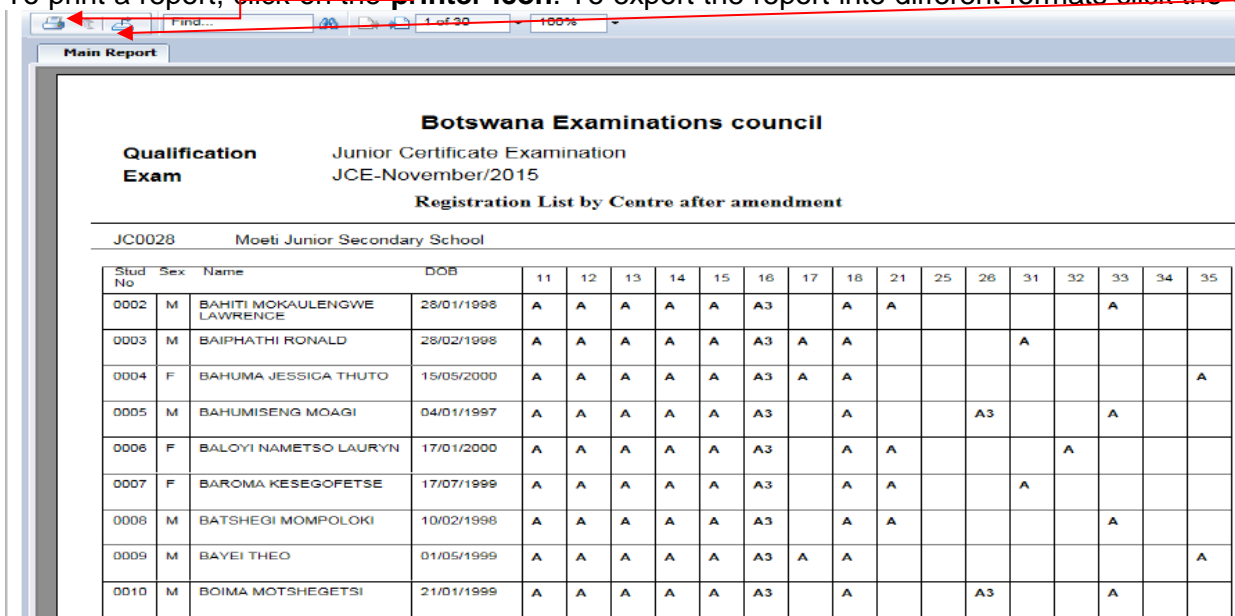
	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

Click **Show Report**.




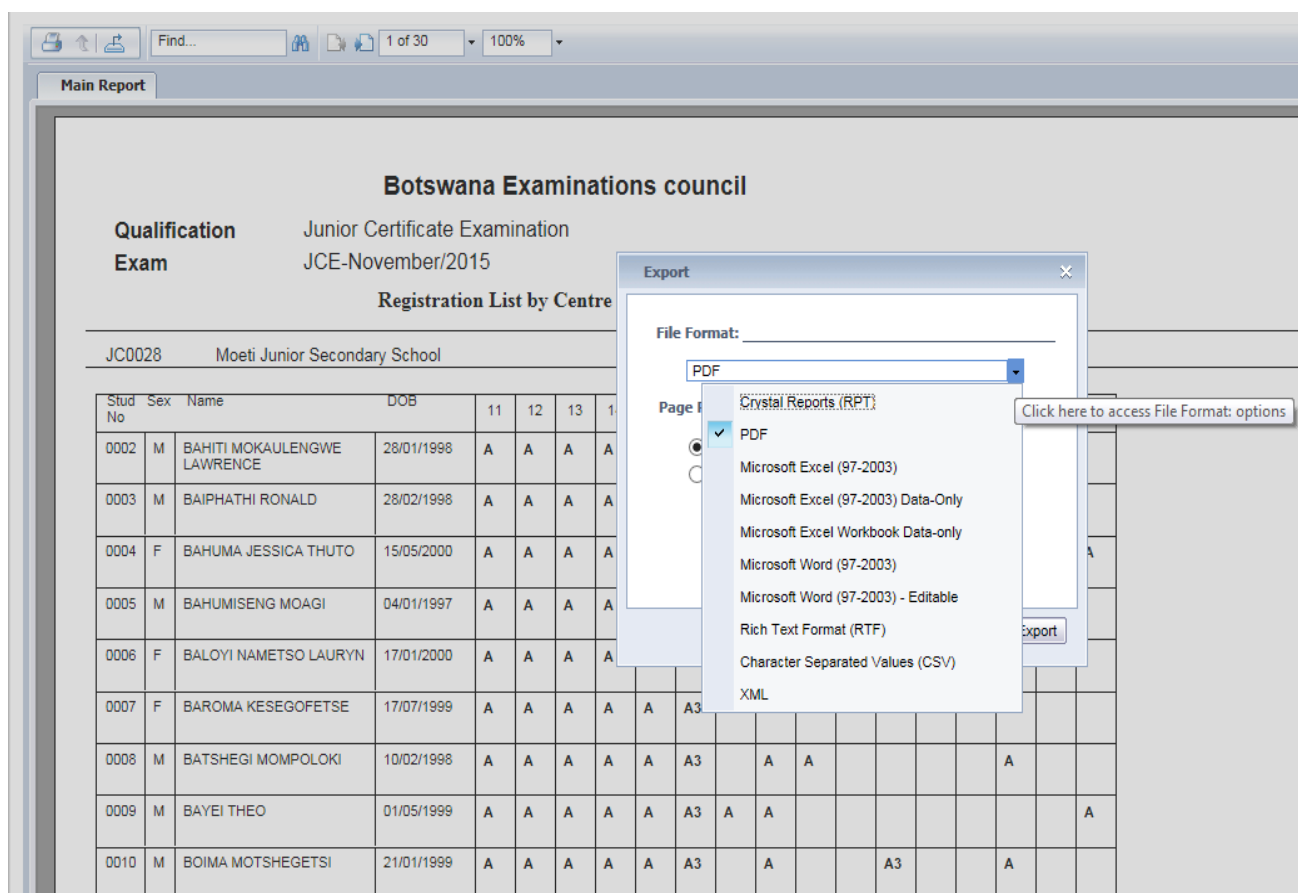
The registration list will be generated as shown in the screen below.

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 MOMPLOKI	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		

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
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<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	



**Botswana Examinations council**

**Qualification** Junior Certificate Examination  
**Exam** JCE-November/2015

**Registration List by Centre**

JC0028 Moeti Junior Secondary School


Stud No	Sex	Name	DOB	11	12	13	14
0002	M	BAHITI MOKAULENGWE LAWRENCE	28/01/1998	A	A	A	A
0003	M	BAIPHATHI RONALD	28/02/1998	A	A	A	A
0004	F	BAHUMA JESSICA THUTO	15/05/2000	A	A	A	A
0005	M	BAHUMISENG MOAGI	04/01/1997	A	A	A	A
0006	F	BALOYI NAMESTO LAURYN	17/01/2000	A	A	A	A
0007	F	BAROMA KESEGFOTSE	17/07/1999	A	A	A	A
0008	M	BATSHEGI MOMPLOKI	10/02/1998	A	A	A	A
0009	M	BAYEI THEO	01/05/1999	A	A	A	A
0010	M	BOIMA MOTSHEGETSI	21/01/1999	A	A	A	A

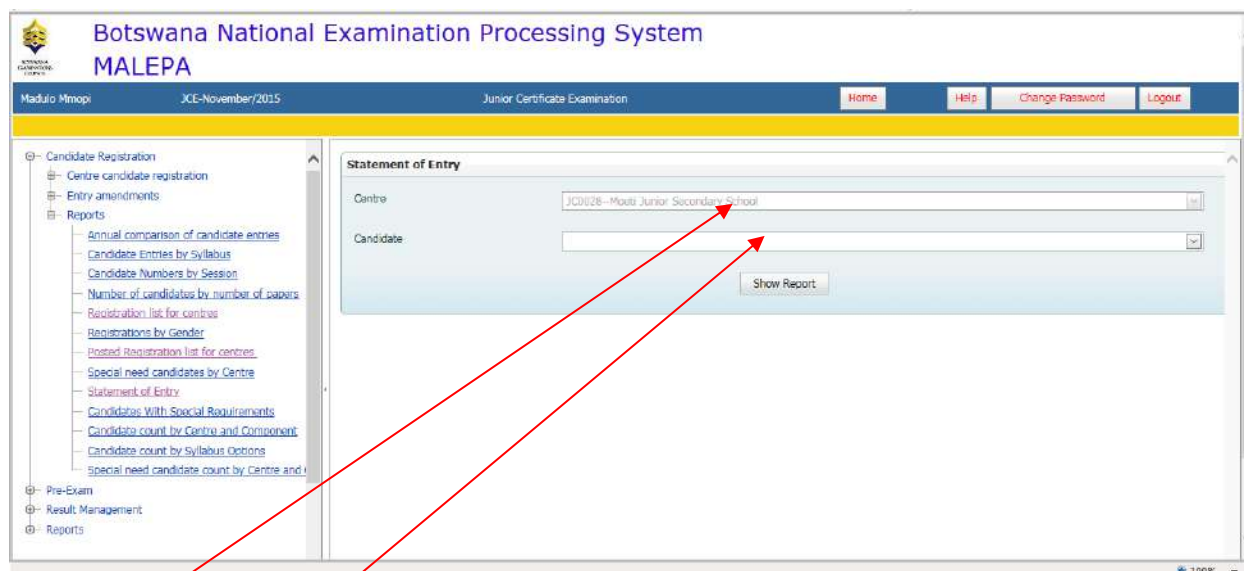
After selecting a file format, click Export and the report will be displayed with a different format.

## 8.4.2 Generating the Statement of Entry report

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

The screen below will be displayed.

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
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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 without selecting a candidate.

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

 BOTSWANA EXAMINATIONS COUNCIL	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

**Main Report**

**Botswana Examinations Council**


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

**Statement of Entry**

Centre : JC0028 Moeti Junior Secondary School

<b>Candidate</b>	0002	MOKAULENGWE LAWRENCE BAHITI		
<b>Gender M</b>	<b>Date of Birth</b>	28/01/1998	<b>UCI</b>	431754
			<b>OMANG No.</b>	
<b>Prev. Centre</b>		<b>Prev. Cand No.</b>		

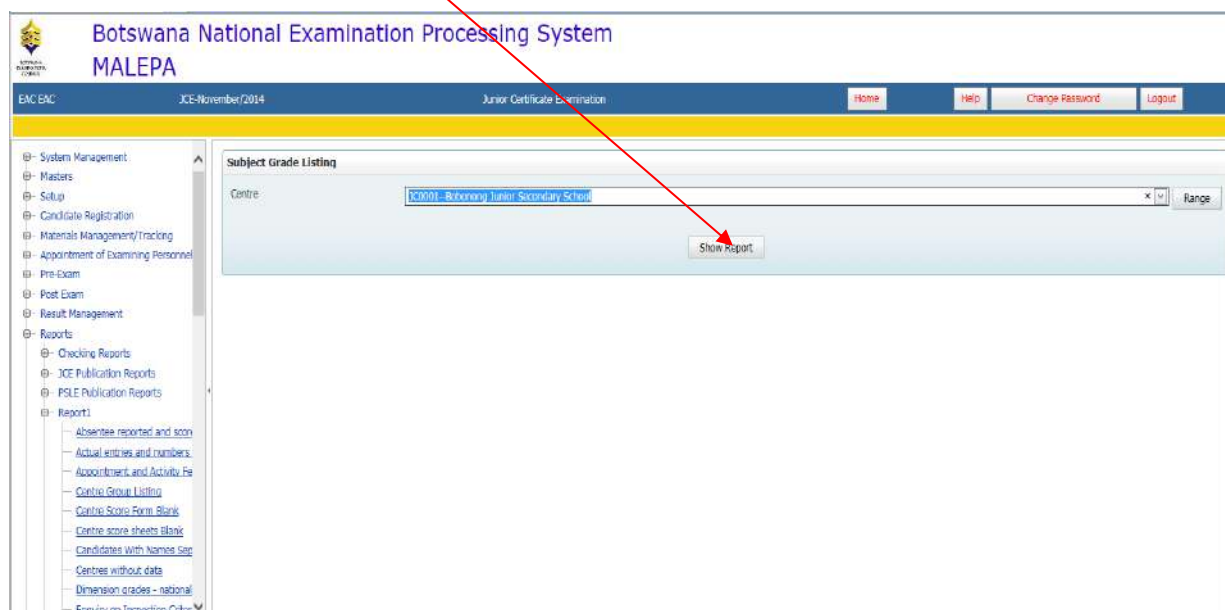
Syllabus Component Code	Name	Timetabled	
		Date	Time
<b>Agriculture</b>			
16/1	Paper 1	04/11/2015	02:30 PM
16/2	Paper 2	21/10/2015	08:00 AM
<b>Art</b>			
33/1	Paper 1	06/11/2015	08:00 AM
33/2	Paper 2	Practical	
<b>English</b>			
12/1	Paper 1	04/11/2015	08:00 AM
12/2	Paper 2	27/10/2015	02:30 PM
12/3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

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

## 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.

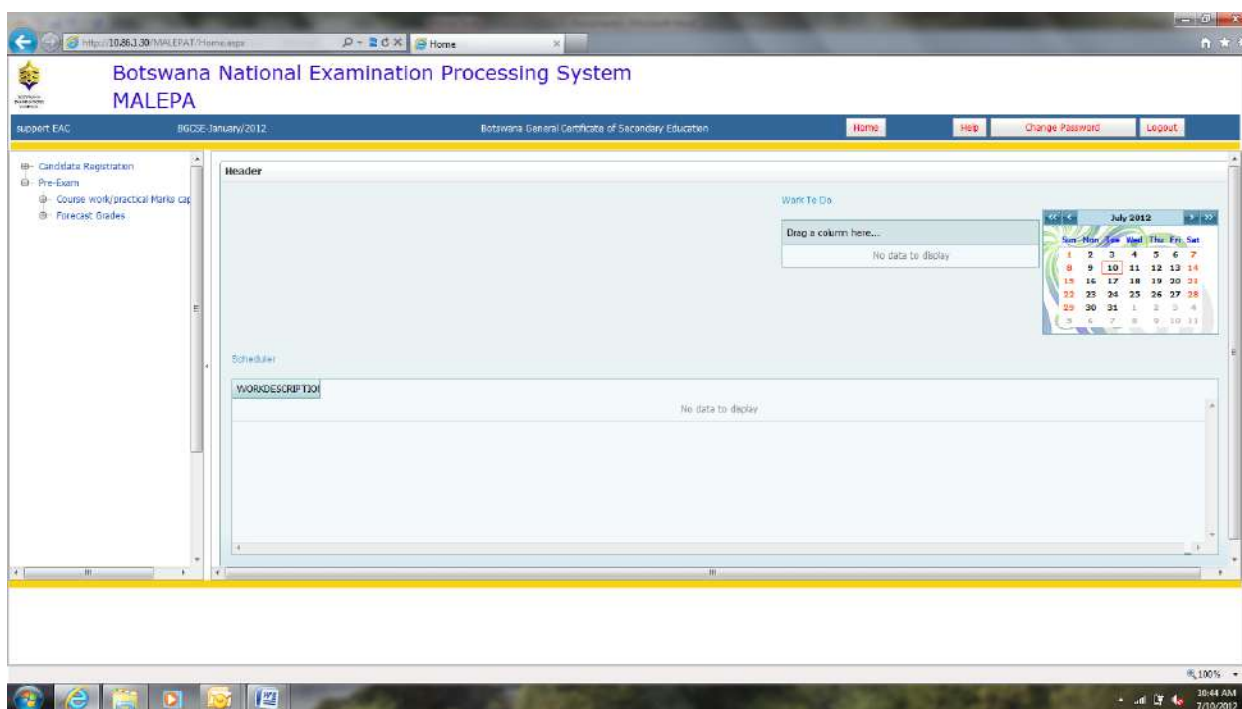


## 10. Forecast Grades

Forecast grades are captured before the final examination.

**Navigation:** Pre-Exam ->Forecast Grades

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
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<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	




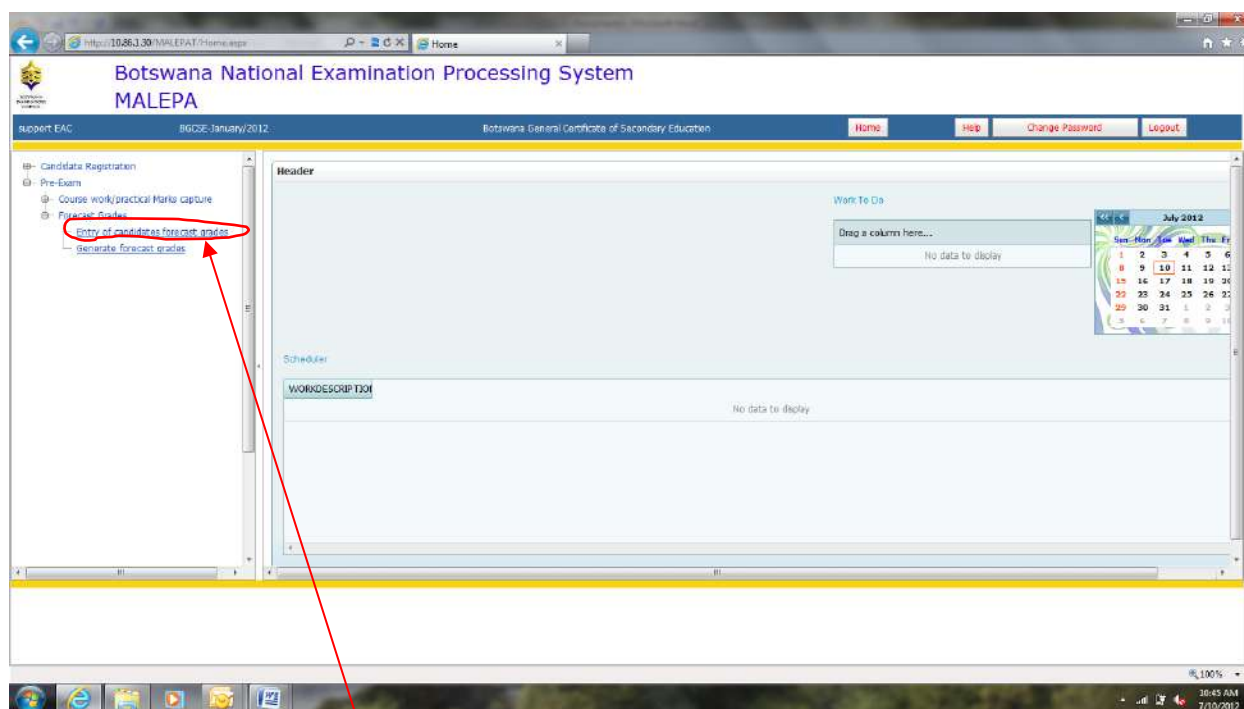
Under Forecast Grades, you will be able to do the following:

- Entry of candidates forecast grades
- Generate forecast grades
- Bulk Entry of Candidate Forecast Grade

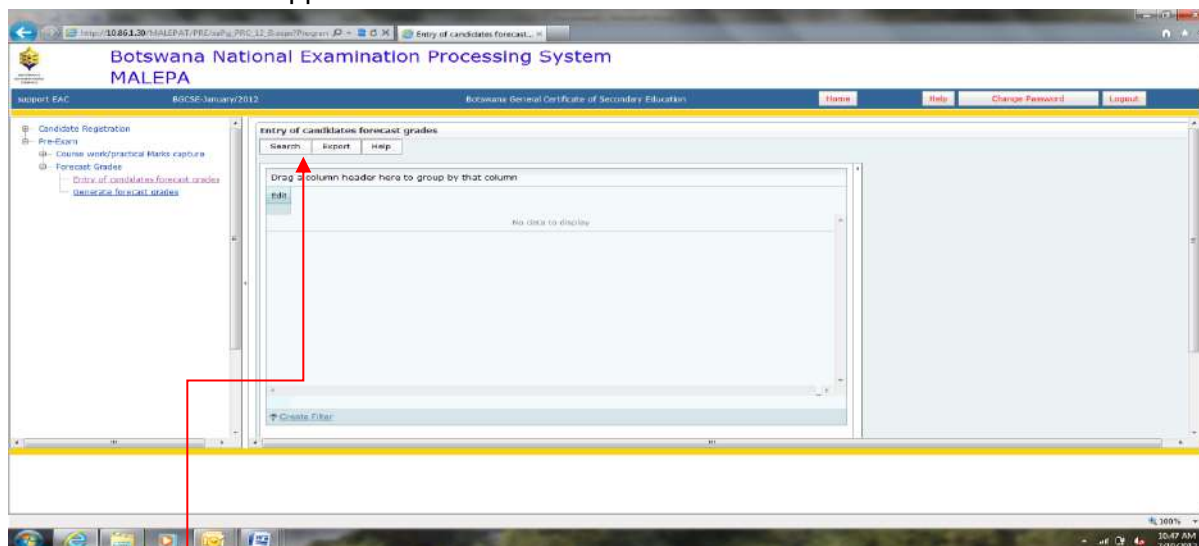
## 10.1 Entry of Candidates Forecast Grades

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

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	




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

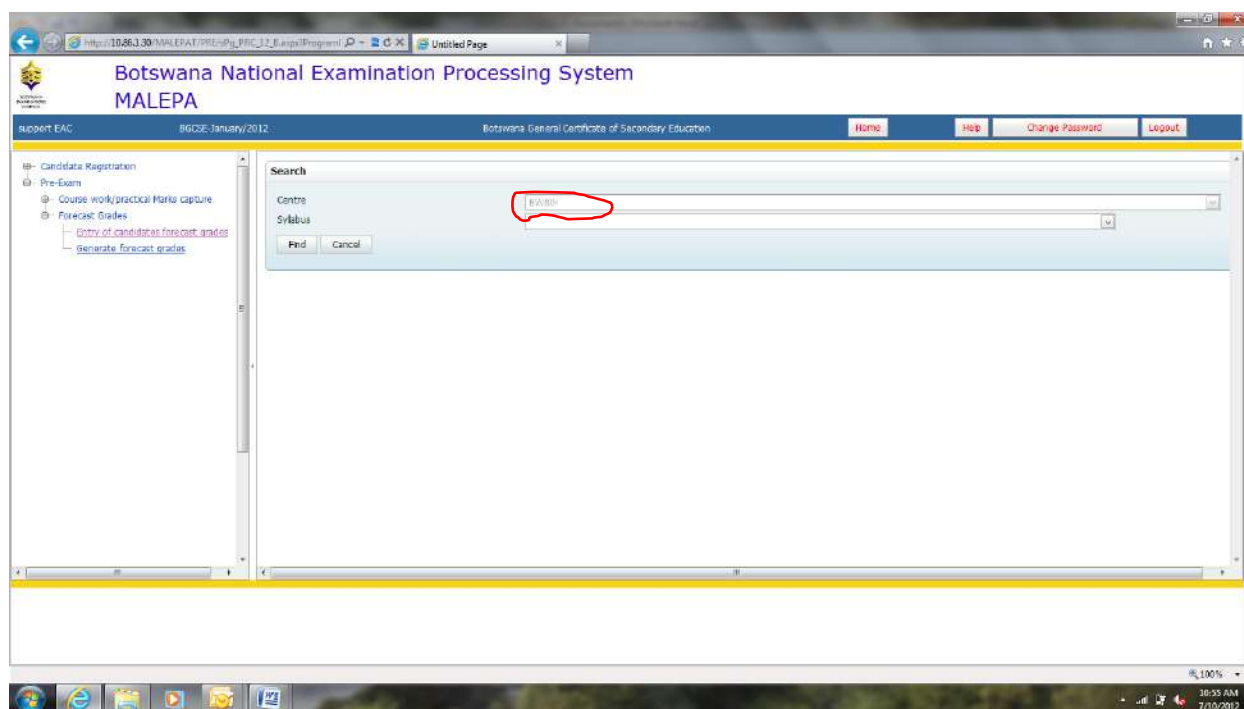


Click on the **Search** button.

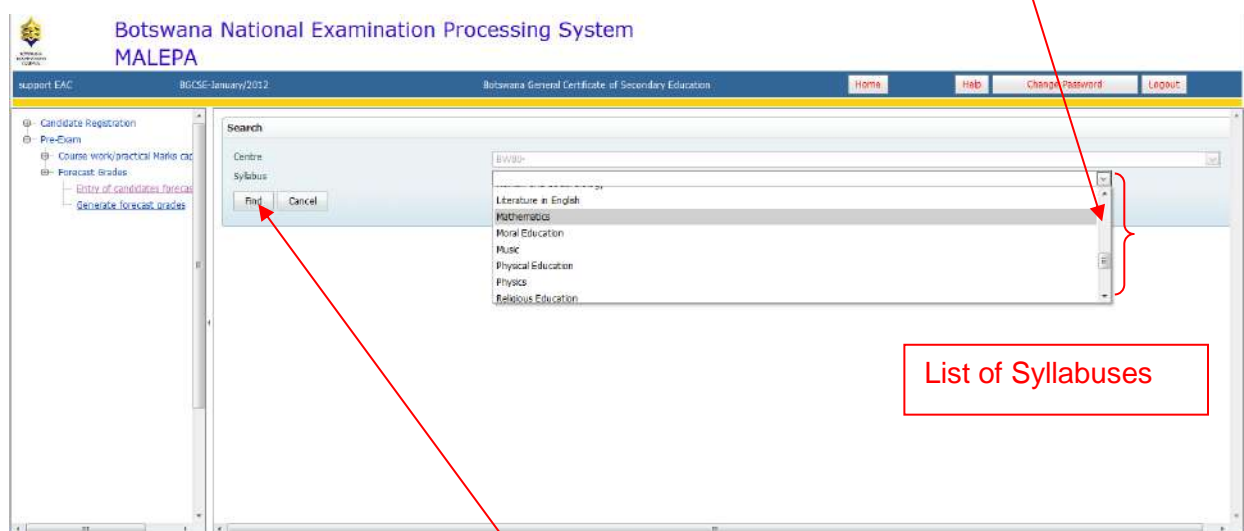
The following screen will appear with the **Centre** field already populated.



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	




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

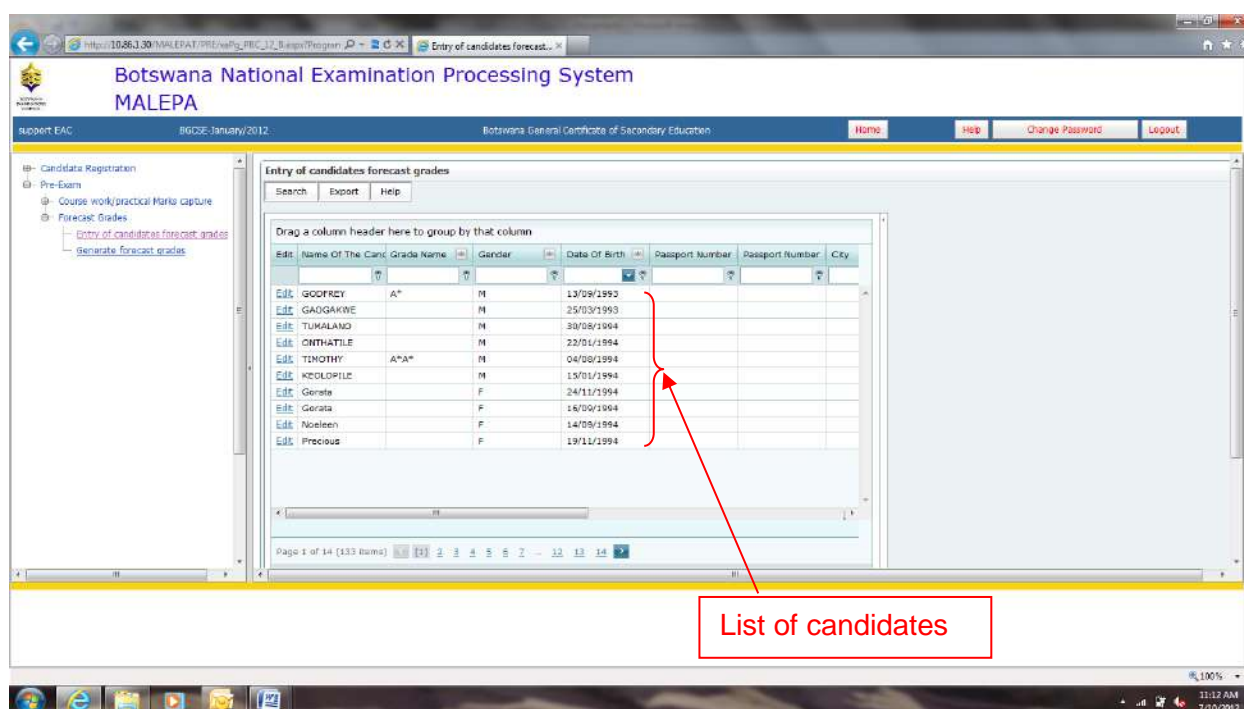


After selecting the syllabus, then click **Find** button.

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




	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
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<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

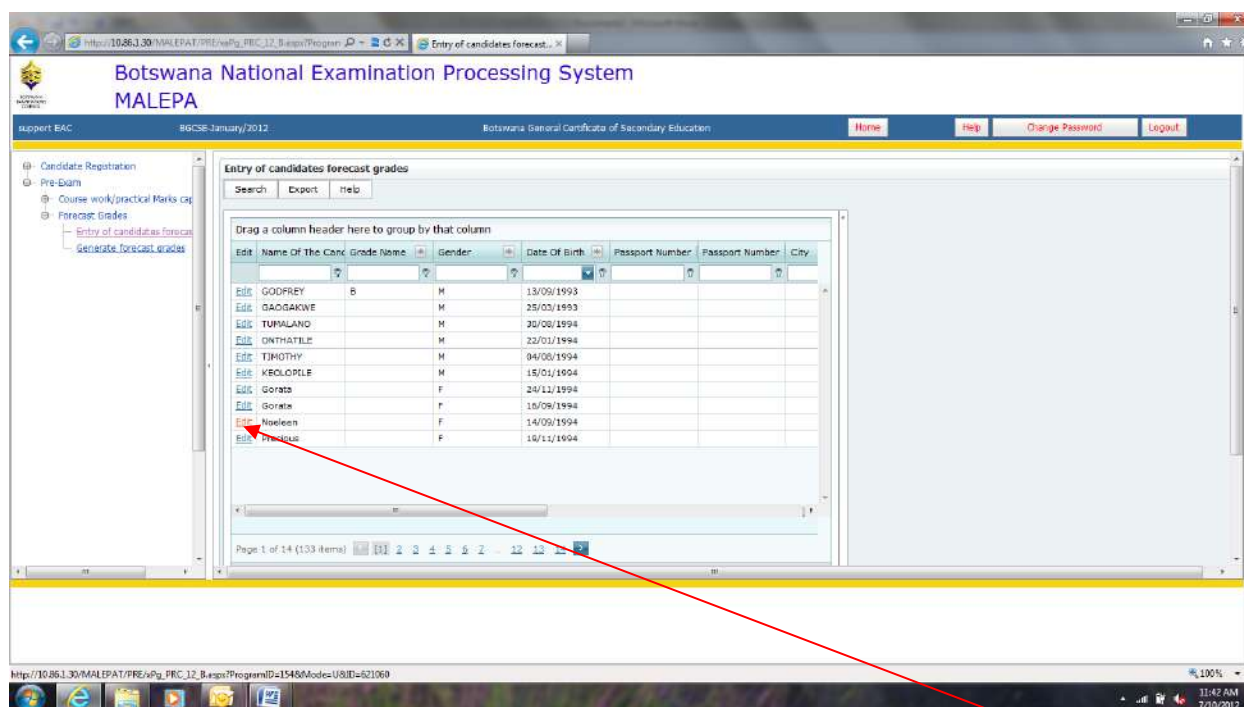


## 10.2 Searching for a candidate

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

- Select candidate from the list
- Type the candidate name on the 'Name of Candidate' field
- Navigate through the pages

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
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Botswana National Examination Processing System  
MALEPA

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Home Help Change Password Logout

Entry of candidates forecast grades

Search Export Help

Drag a column header here to group by that column

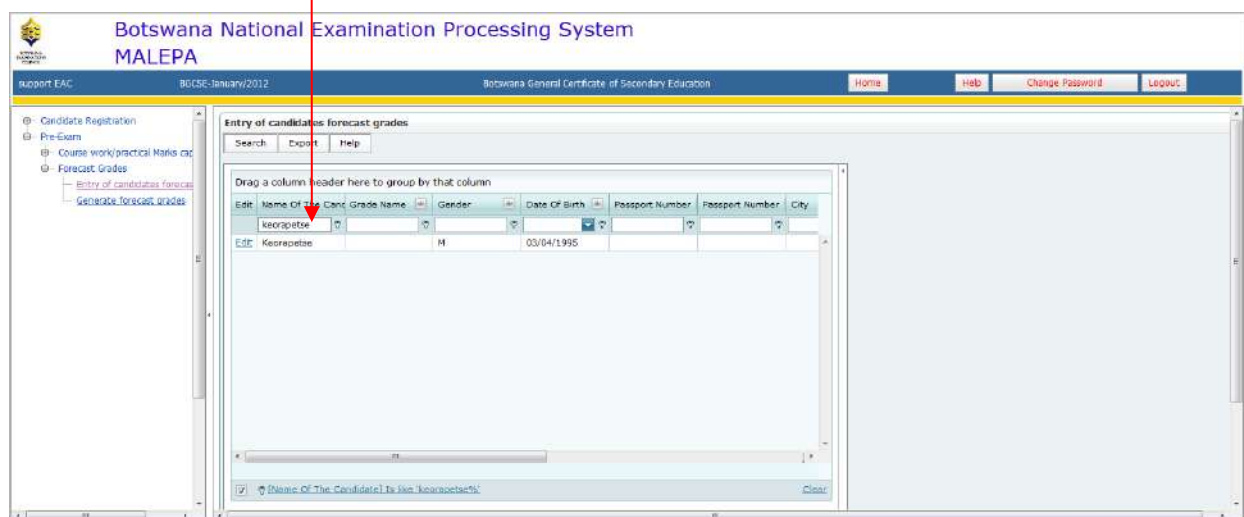
Edit	Name Of The Cand	Grade Name	Gender	Date Of Birth	Passport Number	Passport Number	City
Edit	GOODFREY	B	M	13/09/1993			
Edit	DAOGAKWE		M	25/03/1993			
Edit	TUPALAND		M	30/08/1994			
Edit	ONTHATILE		M	22/01/1994			
Edit	TIMOTHY		M	04/06/1994			
Edit	KEOLOPTE		M	15/01/1994			
Edit	Gorata		F	24/11/1994			
Edit	Gorata		F	16/09/1994			
Edit	Naeleen		F	14/09/1994			
Edit	Preloos		F	16/11/1994			

Page 1 of 14 (133 items)

- **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**



Botswana National Examination Processing System  
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Home Help Change Password Logout

Entry of candidates forecast grades


Search Export Help

Drag a column header here to group by that column

Edit	Name Of The Cand	Grade Name	Gender	Date Of Birth	Passport Number	Passport Number	City
Edit	Keorapetse		M	03/04/1995			

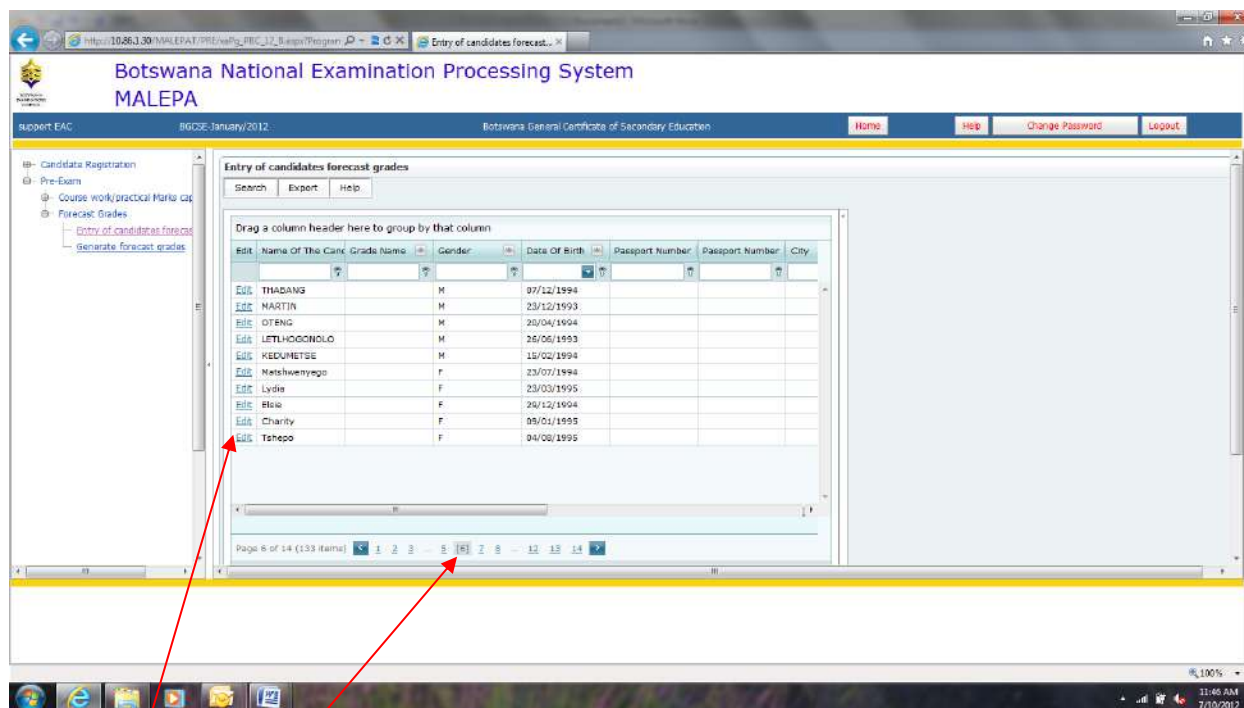
Page 1 of 14 (133 items)

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

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
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Then click the **Edit** button to enter the forecast grade.


- **Navigate through the pages**

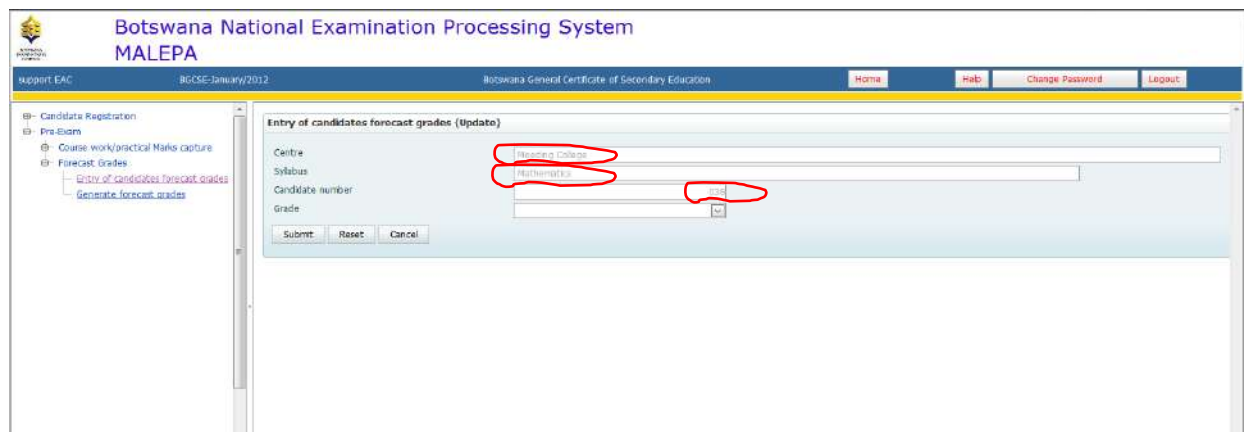


**Select the page** by clicking on any of the pages at the bottom of the candidate list to identify the candidate you want to enter the forecast grade for.

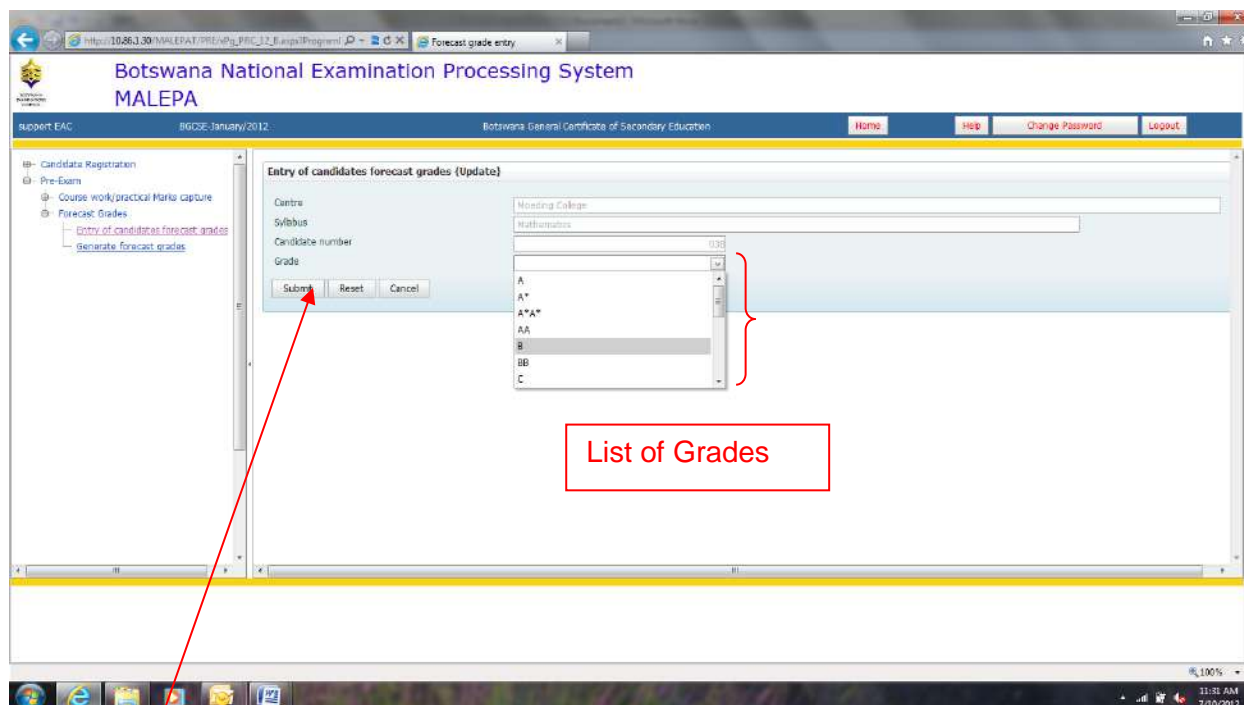
Click **Edit** button to enter the forecast grade.

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.

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
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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.

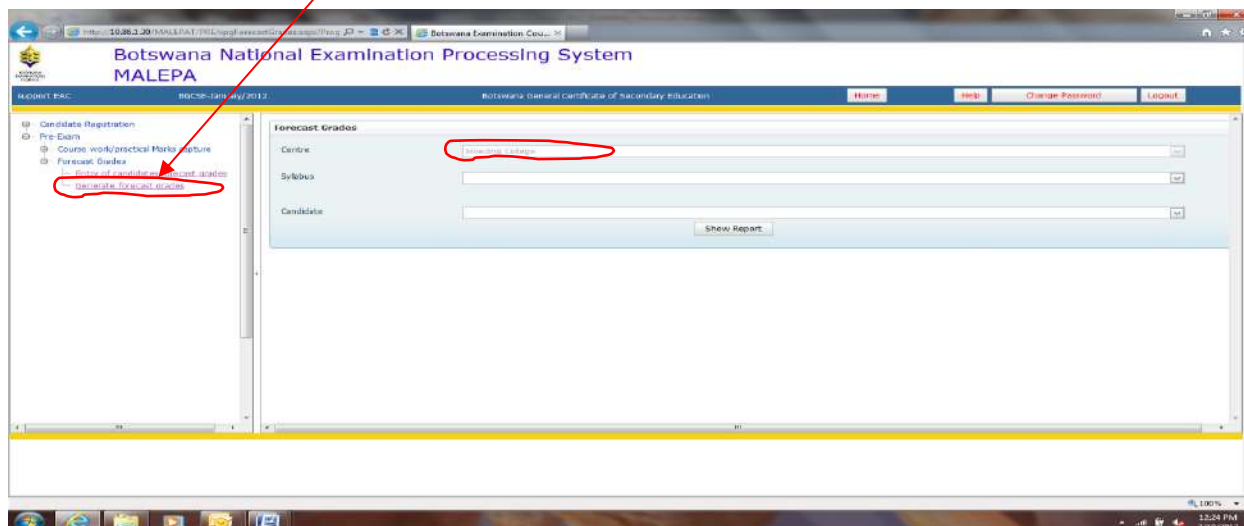
NOTE: For the modification/amendments of any forecast grade, you have to follow the Entry of Forecast Grades process.

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
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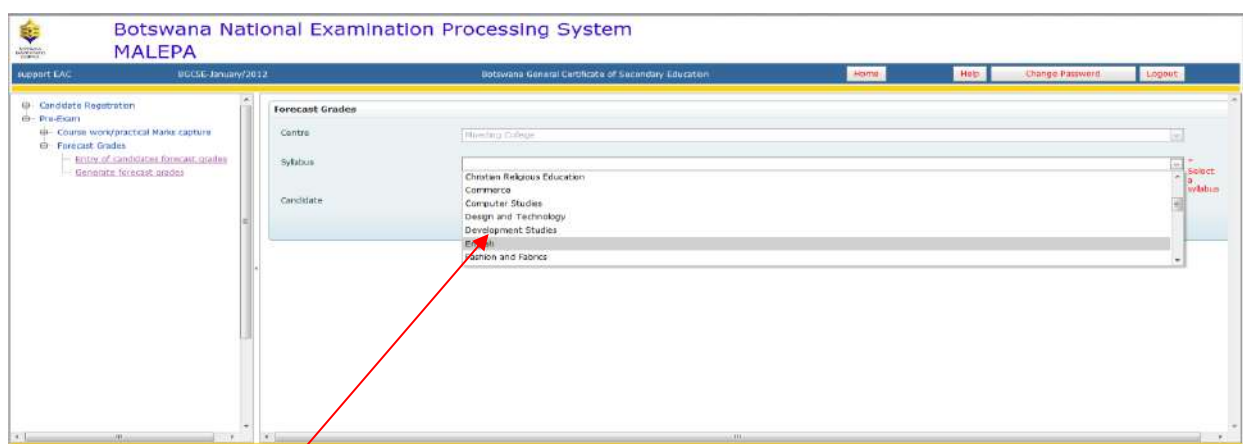
### 10.3 Generate Forecast Grades Report

**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.



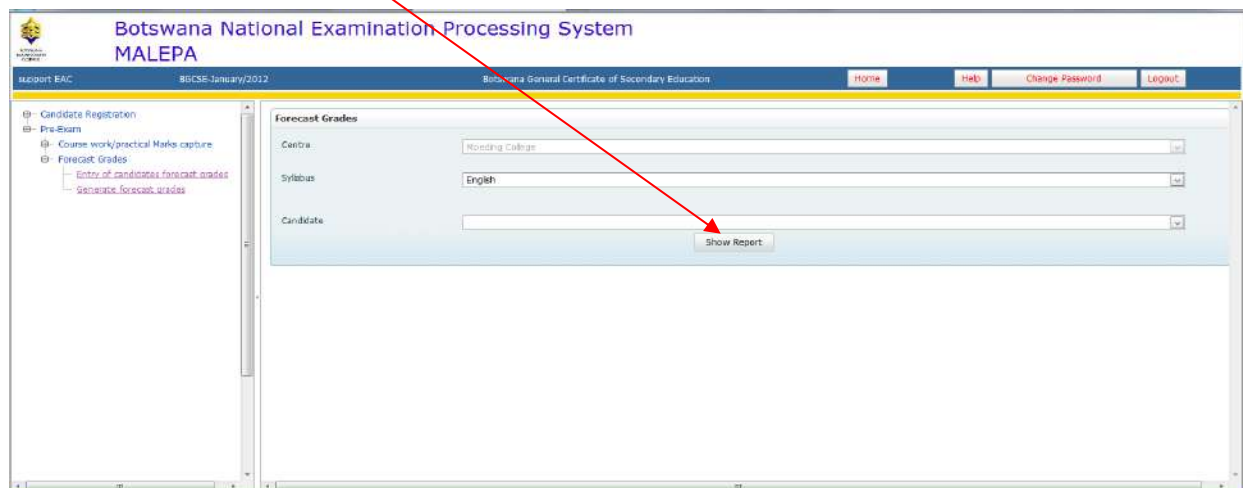
To select the syllabus you want to view forecast grades for, click the **Syllabus** drop down.



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

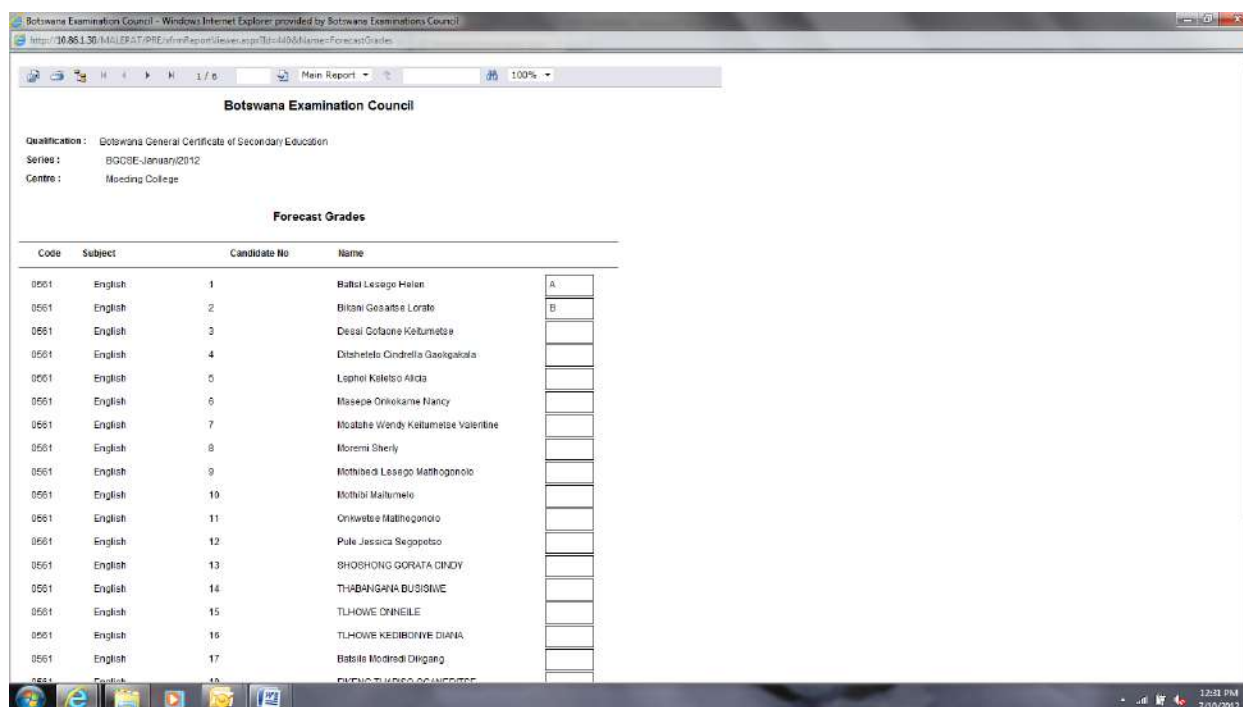
	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
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Then click on the **Show Report** button.



The following report will appear.


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

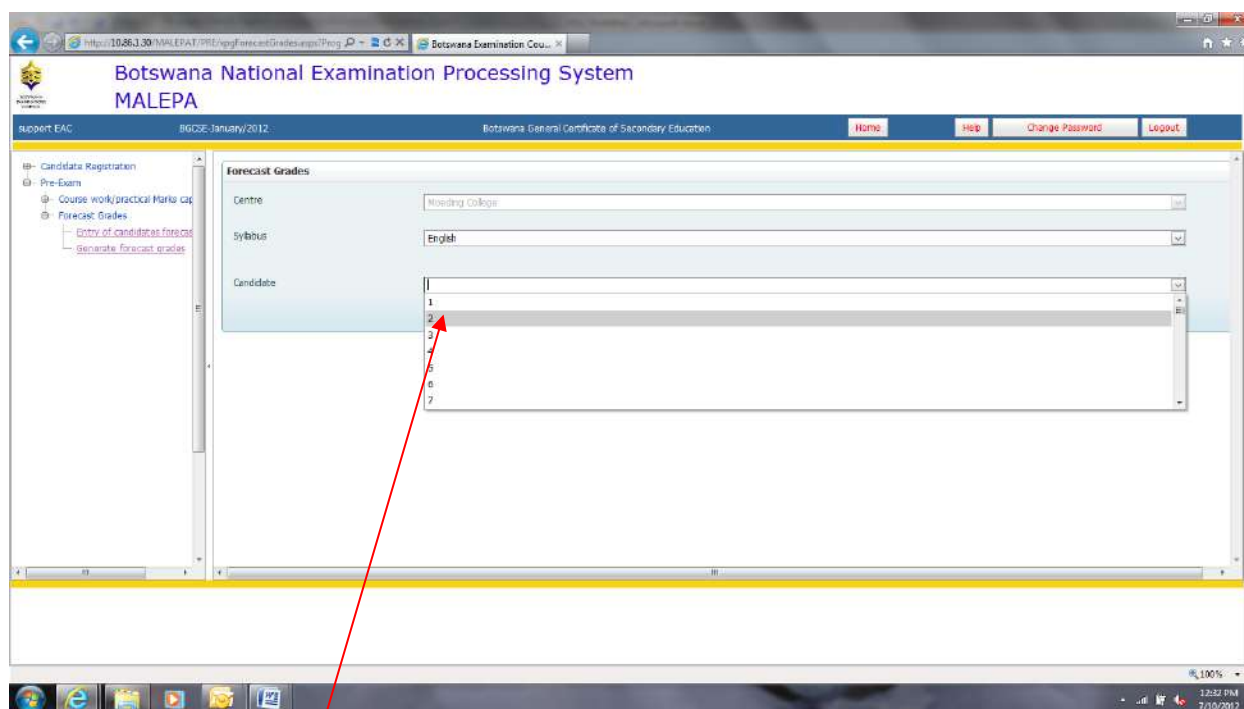


Code	Subject	Candidate No	Name	
0561	English	1	Bafai Lesago Helen	A
0561	English	2	Bikani Gesatsa Lorato	B
0561	English	3	Deasi Gobaone Keturatse	
0561	English	4	Ditshetelo Omdrella Gaelegatla	
0561	English	5	Laphoi Kaitso Aida	
0561	English	6	Masepe Onkame Nancy	
0561	English	7	Motshole Wendy Kaitumetse Valentine	
0561	English	8	Moremi Sherly	
0561	English	9	Mothibedi Lesego Mathegotholo	
0561	English	10	Mothibi Maitumele	
0561	English	11	Onkwetse Mathegotholo	
0561	English	12	Pule Jessica Segopetso	
0561	English	13	SHOSHONG GORATA DUDY	
0561	English	14	THABANGANA BUSISIME	
0561	English	15	TLHOWE ONNEILE	
0561	English	16	TLHOWE KEDIBONE DIANA	
0561	English	17	Batsile Modiredi Diligang	
0561	English	18	CHENO TLHABO GANFOTSE	

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

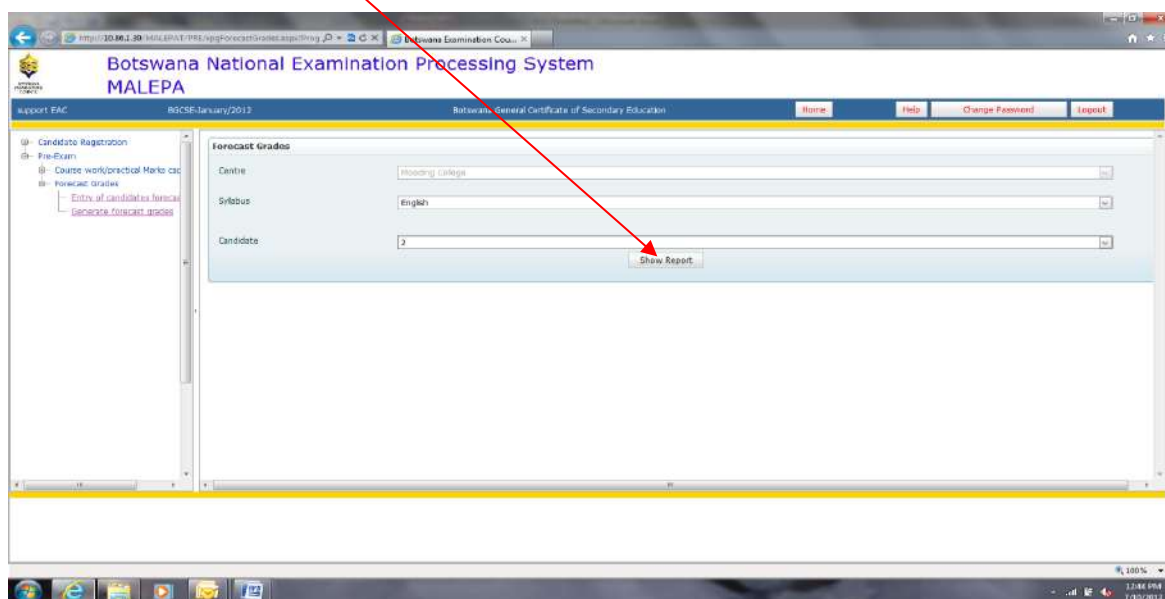



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	



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

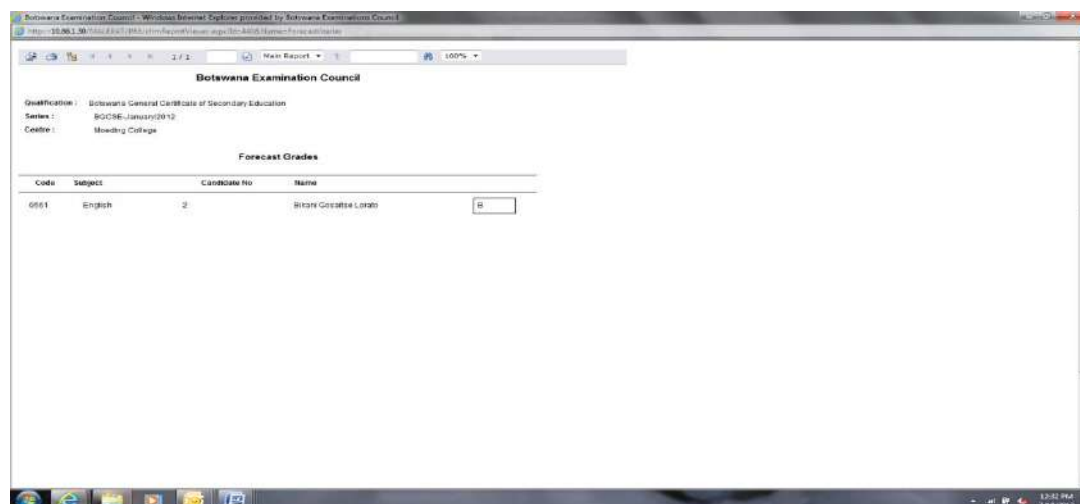
Then click on the **Show Report** button.



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

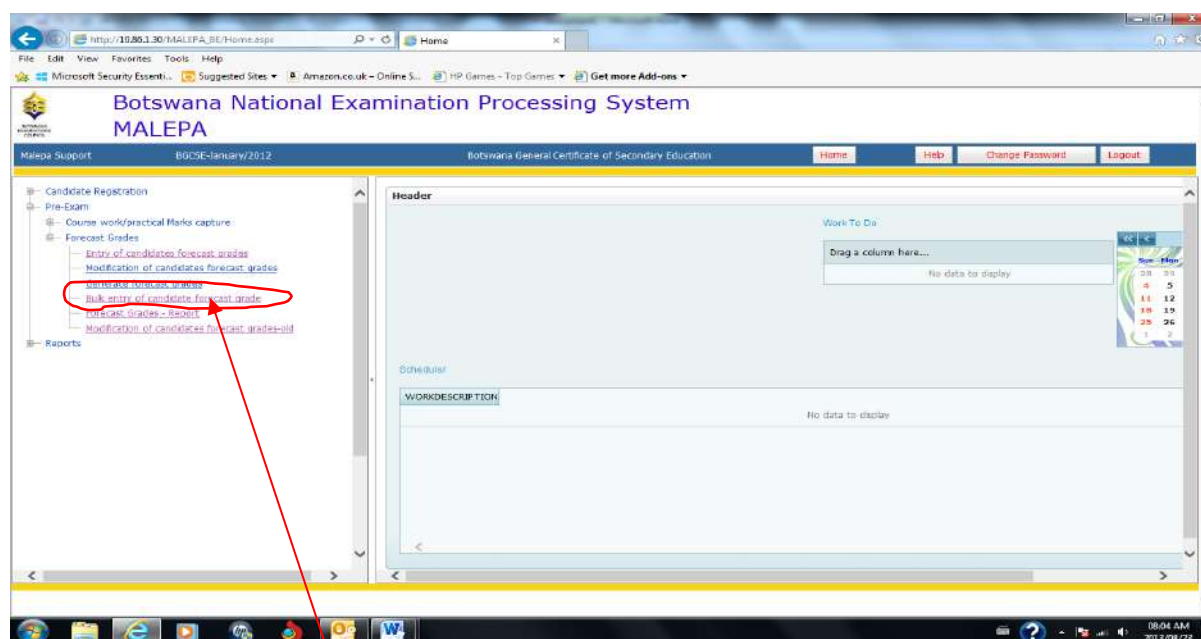
The following report will appear.

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

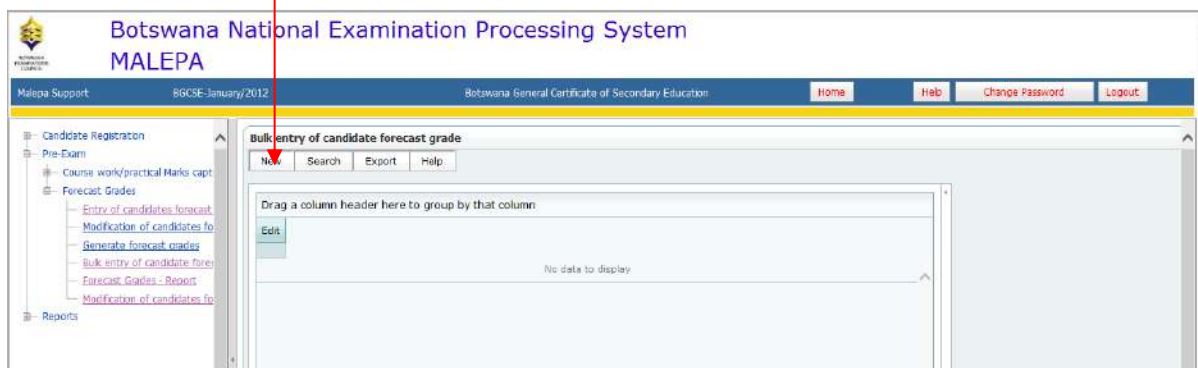


Click on the **Bulk entry of candidates forecast grade**.

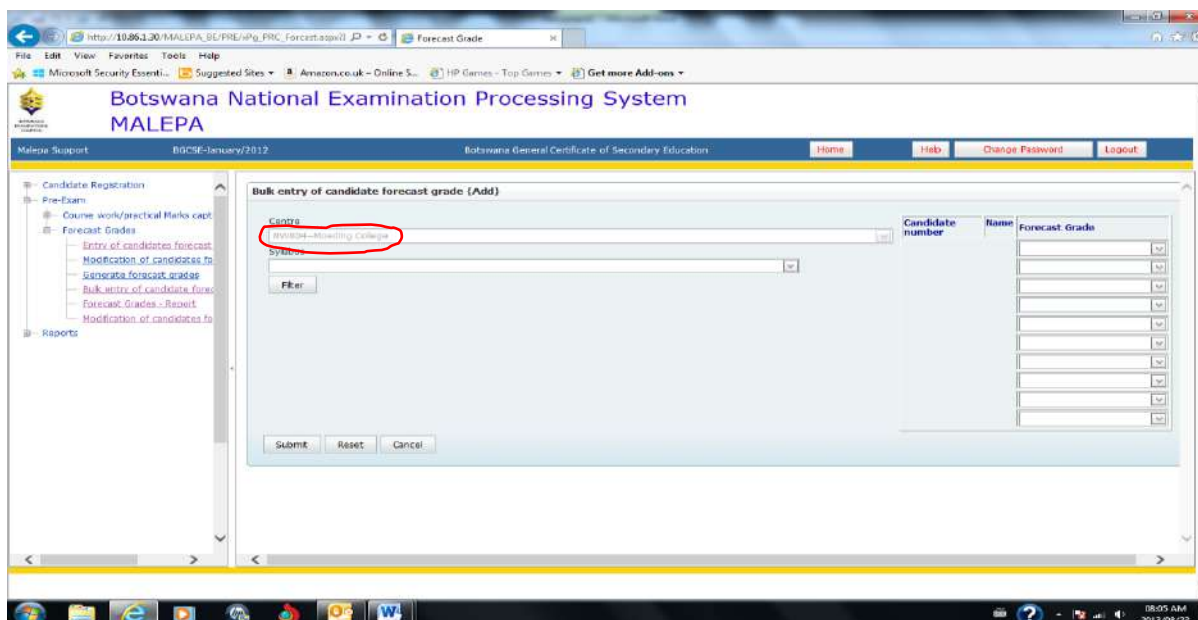



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

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

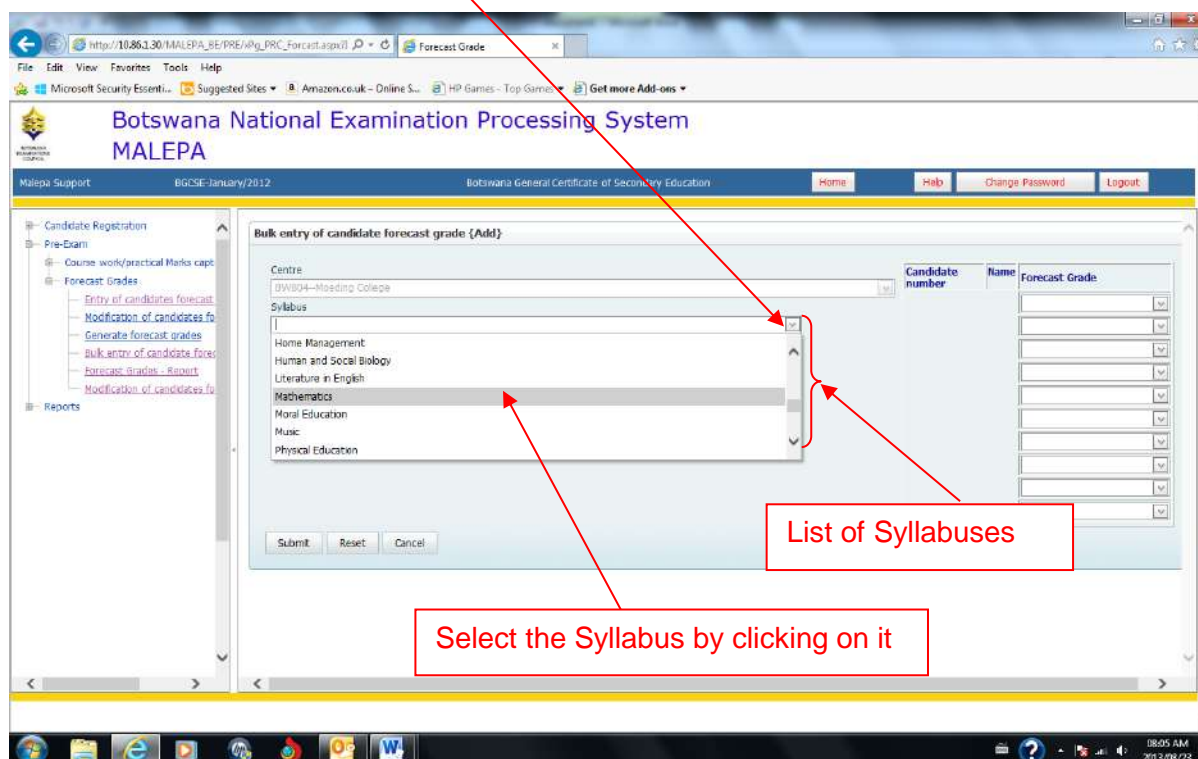


The screen below will appear, with Centre field already populated.



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

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



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Bulk entry of candidate forecast grade {Add}

Centre: BW004-Mosimong College


Syllabus: [Dropdown Menu]

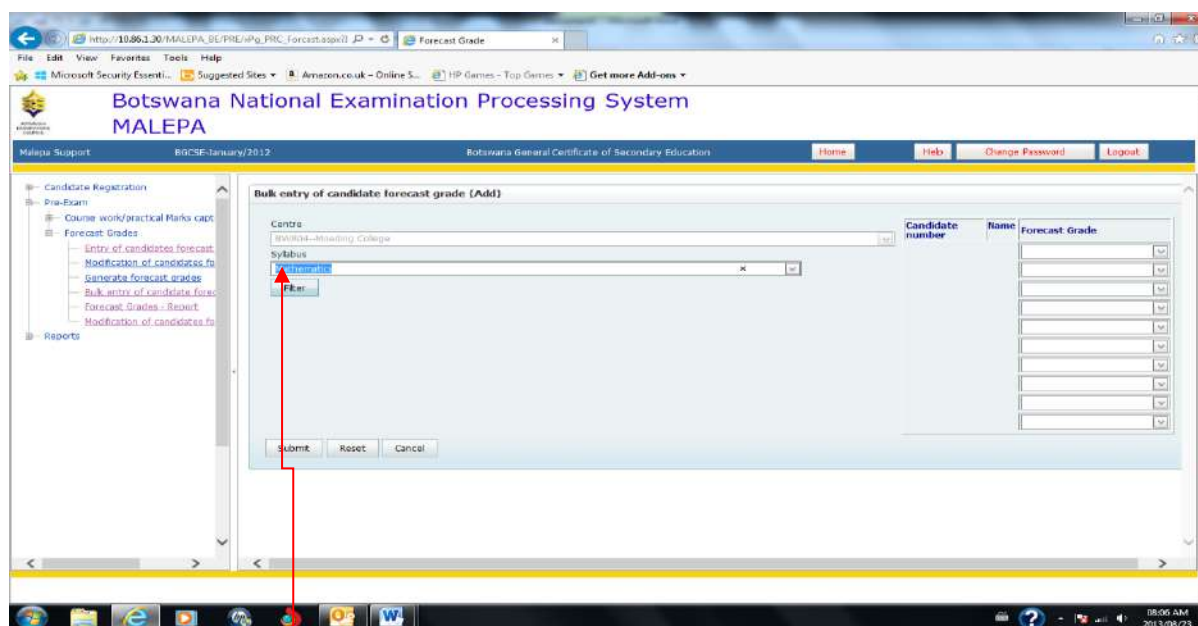
Home Management  
Human and Social Biology  
Literature in English  
Mathematics  
Moral Education  
Music  
Physical Education

Submit Reset Cancel


List of Syllabuses

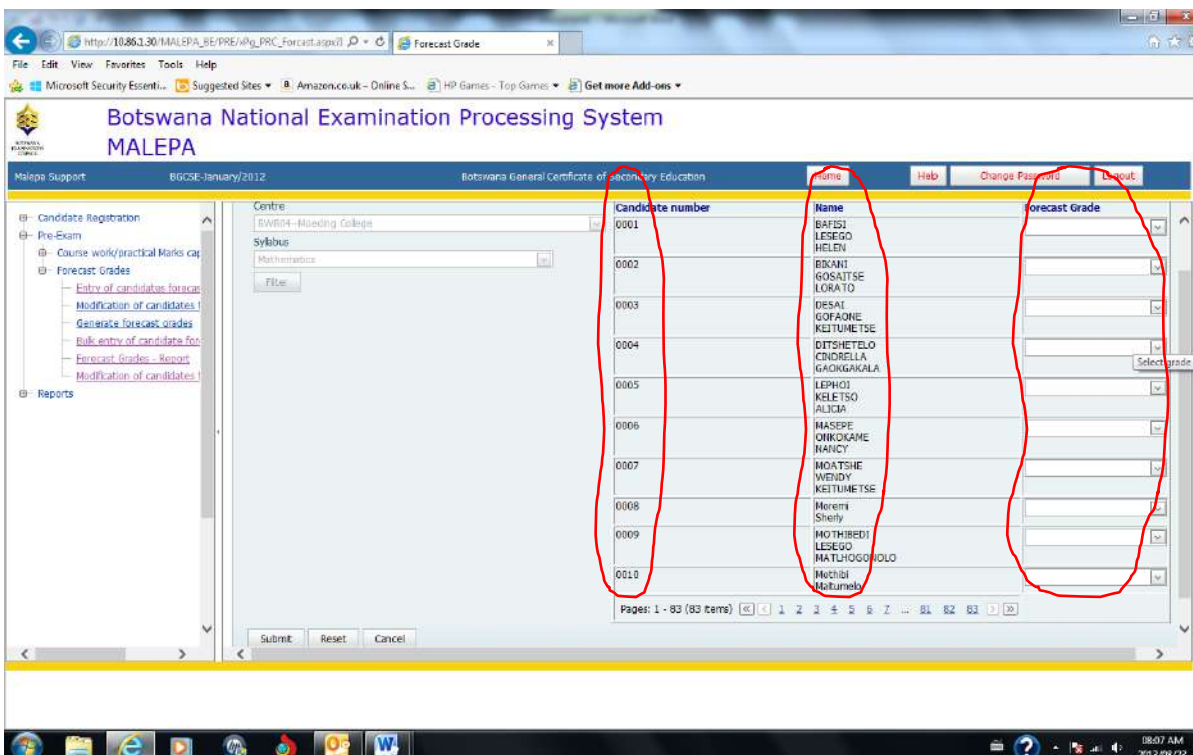
Select the Syllabus by clicking on it

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	




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.

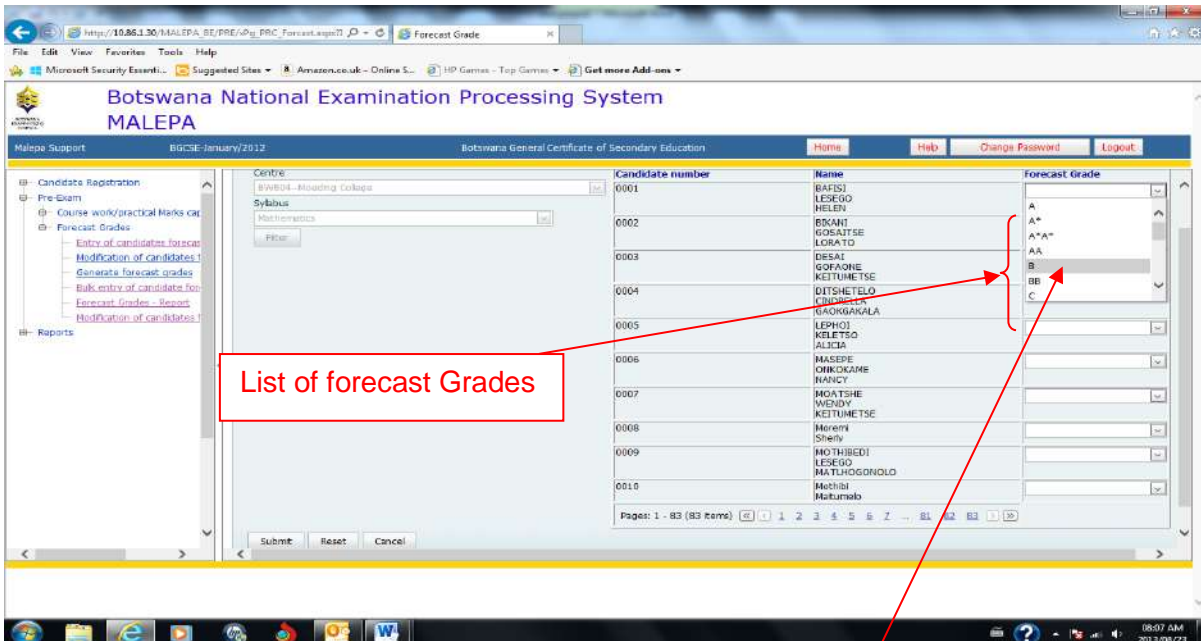
	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	



Candidate number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	
0002	BRANI GOSAITSE LORATO	
0003	DESAI GOFANE KEITUMETSE	
0004	DITSHETLO CHORELLA GAOKAKALA	
0005	LEPHO1 KELETSO ALICIA	
0006	MASEPE ONWOKAME NANCY	
0007	MOATSHI WENDY KEITUMETSE	
0008	Moremi Shelly	
0009	MOTHIBEDI LESEGO MATHOGOGOLO	
0010	Mothibi Mokumelo	

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

 <b>BOTSWANA EXAMINATIONS COUNCIL</b>	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	



Botswana National Examination Processing System  
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Malepa Support BGCSE January 2012 Botswana General Certificate of Secondary Education

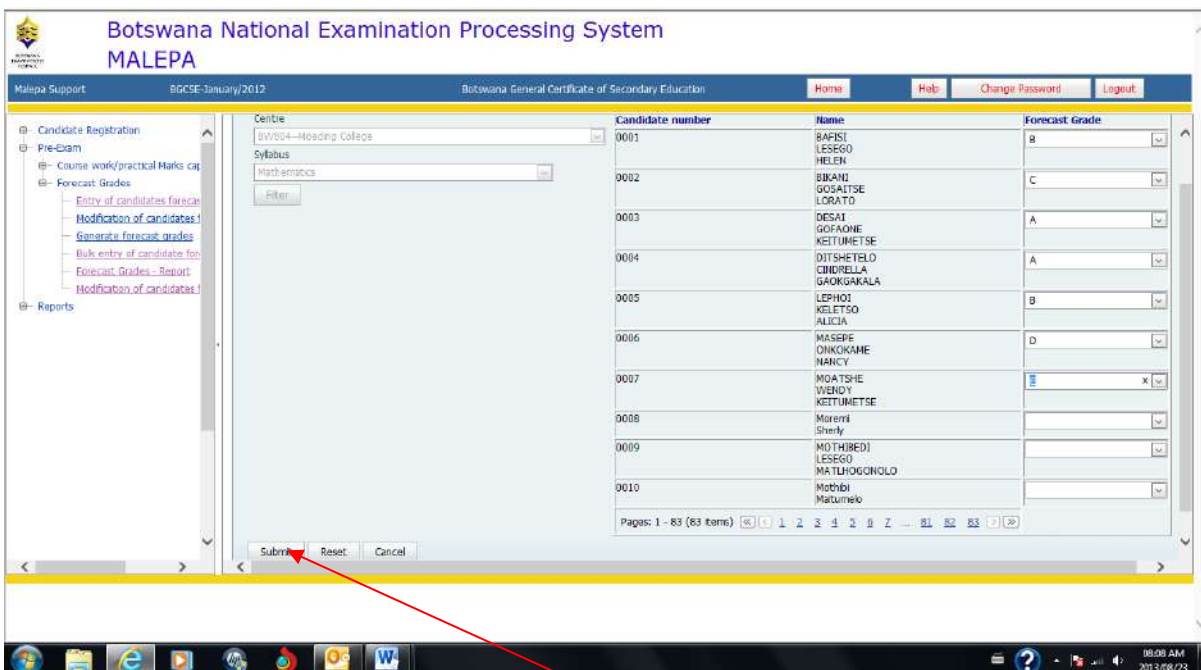
Centre: B/W004-Moeding College Syllabus: Mathematics

Candidate number	Name	Forecast Grade
0001	BAFISI LESego HELV	A
0002	IBIKHI GOSATSE LORATO	A*
0003	DESAI GOFAONE KETUMETSE	A**
0004	DITSHETLO CINDRELLA GAOKAKALA	AA
0005	LEPHOI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	BB
0007	MOATSHIE WENDY KETUMETSE	C
0008	Moremi Sherly	
0009	MOTHIBEDI LESego MATLHOGONOLO	
0010	Mothibi Matumelo	

Pages: 1 - 83 (83 items)

Submit Reset Cancel

Select the forecast grade by clicking on it



Botswana National Examination Processing System  
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Malepa Support BGCSE January 2012 Botswana General Certificate of Secondary Education


Centre: B/W004-Moeding College Syllabus: Mathematics

Candidate number	Name	Forecast Grade
0001	BAFISI LESego HELV	B
0002	IBIKHI GOSATSE LORATO	C
0003	DESAI GOFAONE KETUMETSE	A
0004	DITSHETLO CINDRELLA GAOKAKALA	A
0005	LEPHOI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	D
0007	MOATSHIE WENDY KETUMETSE	
0008	Moremi Sherly	
0009	MOTHIBEDI LESego MATLHOGONOLO	
0010	Mothibi Matumelo	

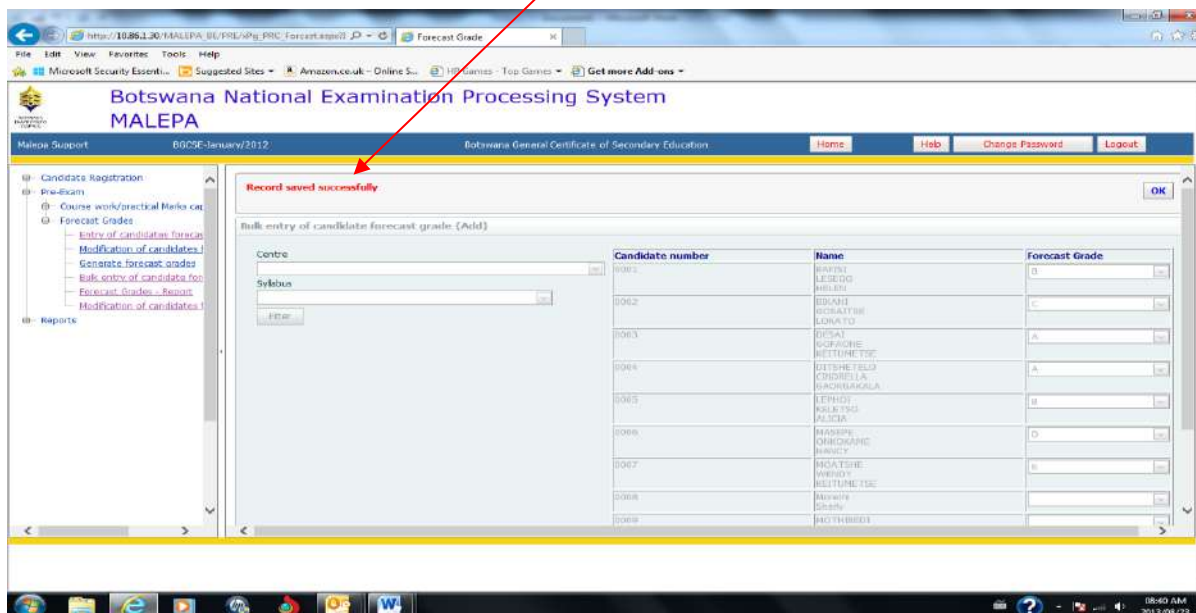
Pages: 1 - 83 (83 items)

Submit Reset Cancel

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

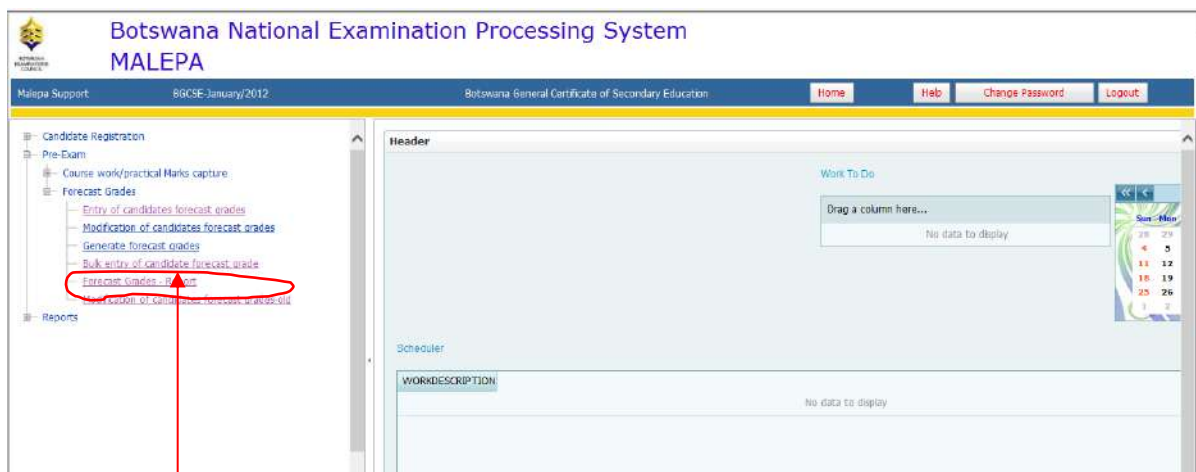
	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

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




## 10.4 Forecast Grades Report

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

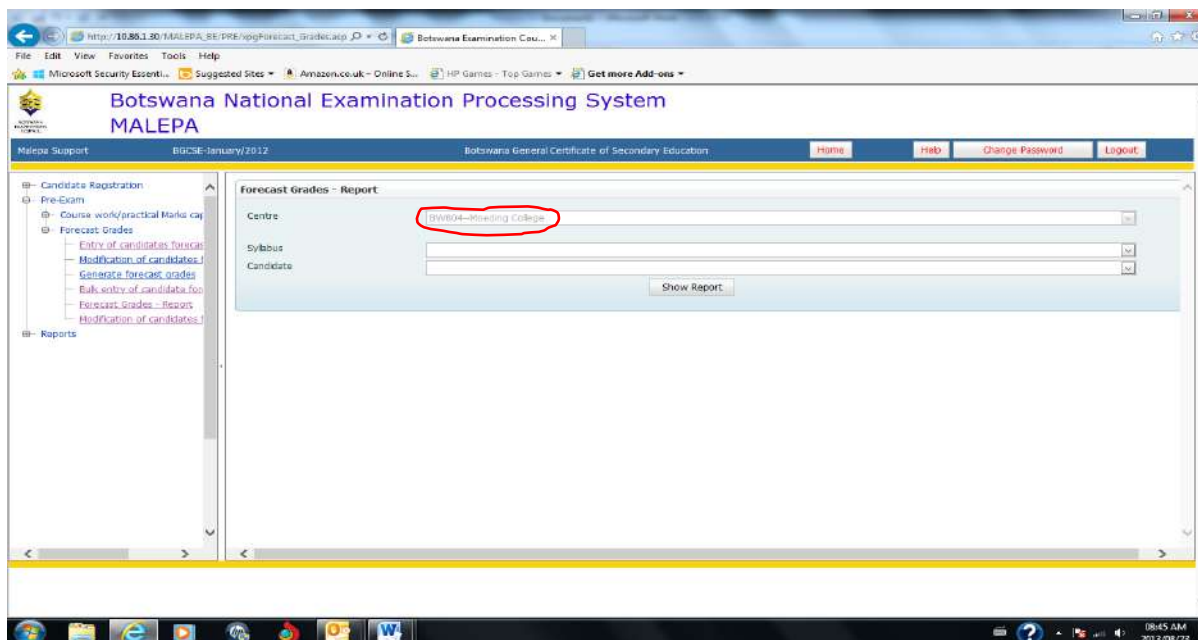


Click on the **Forecast Grades Report**

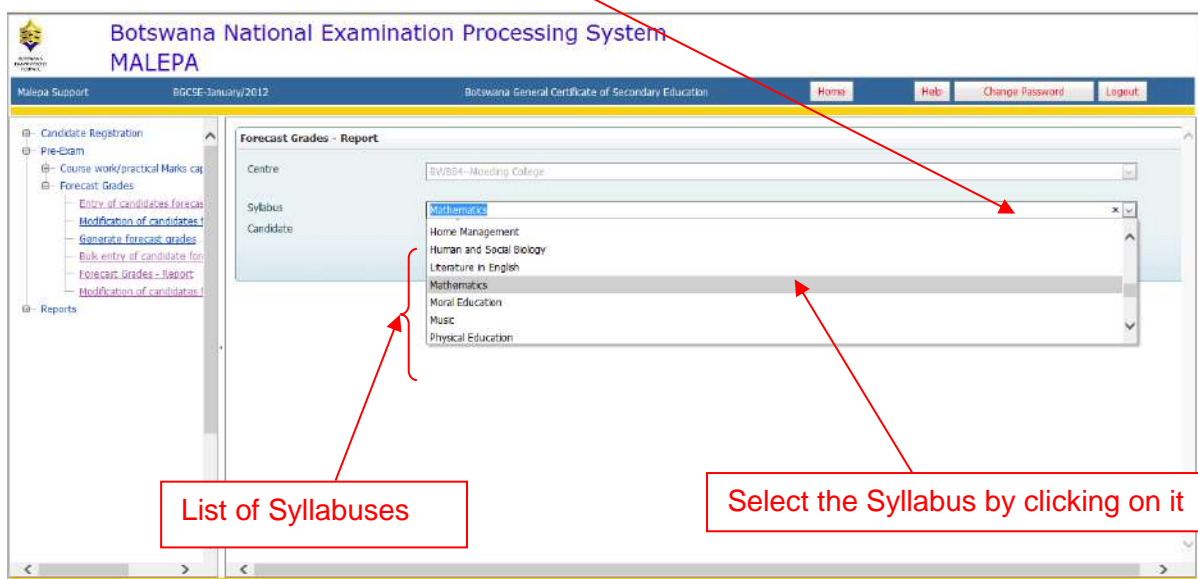


 <b>BOTSWANA EXAMINATIONS COUNCIL</b>	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	


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

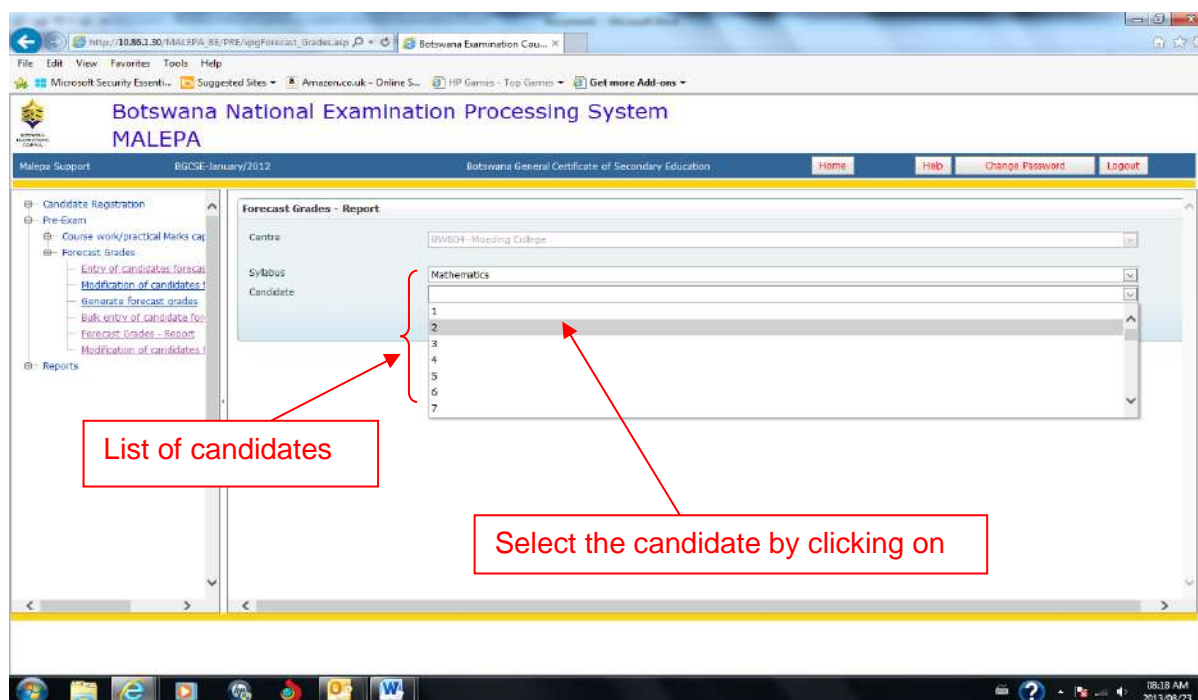


Select the syllabus from the **syllabus drop down** as shown below.

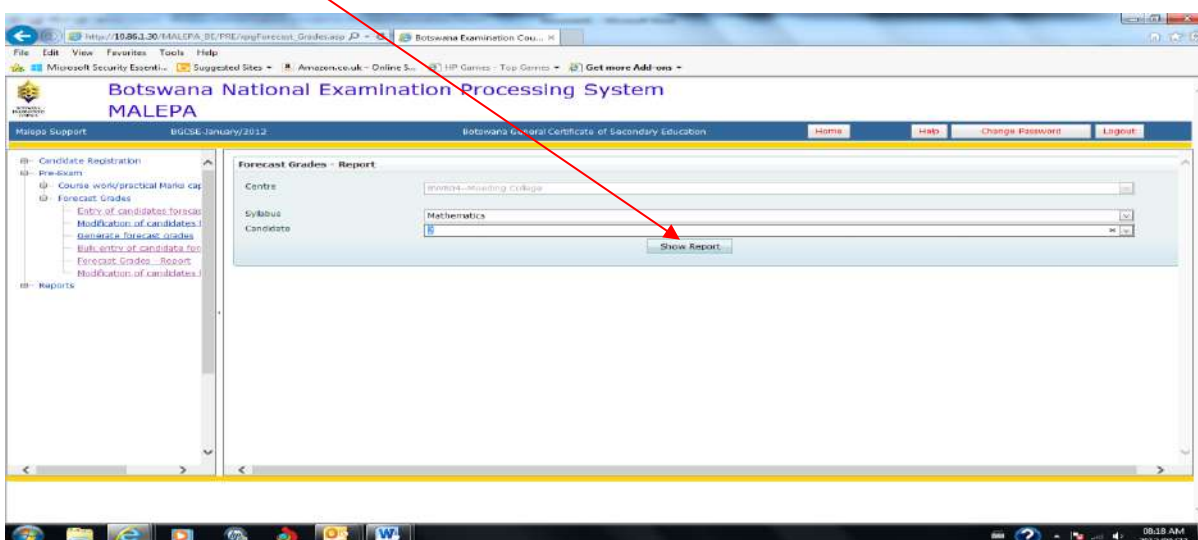





	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

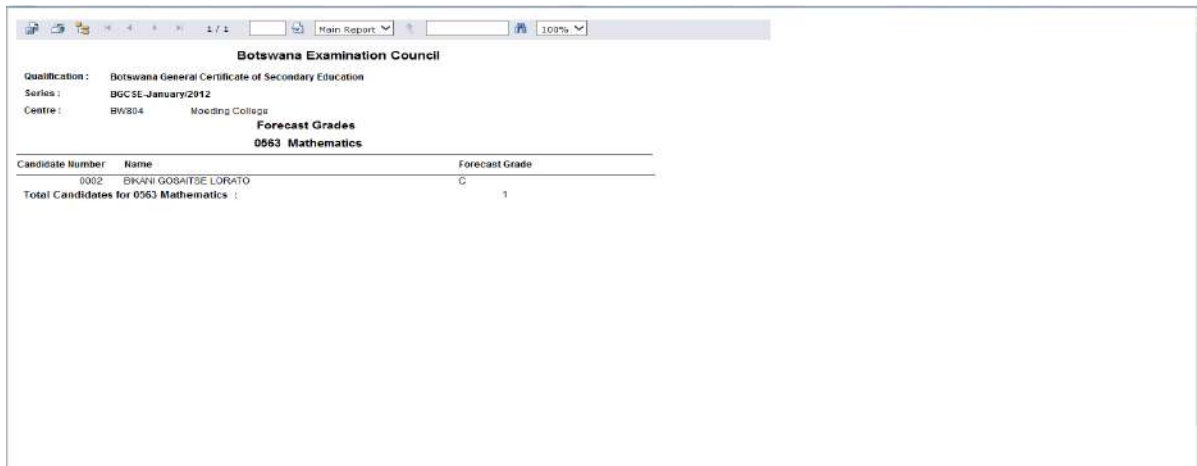


Click on the **Show Report** button to display forecast grade for the selected candidate and syllabus.



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

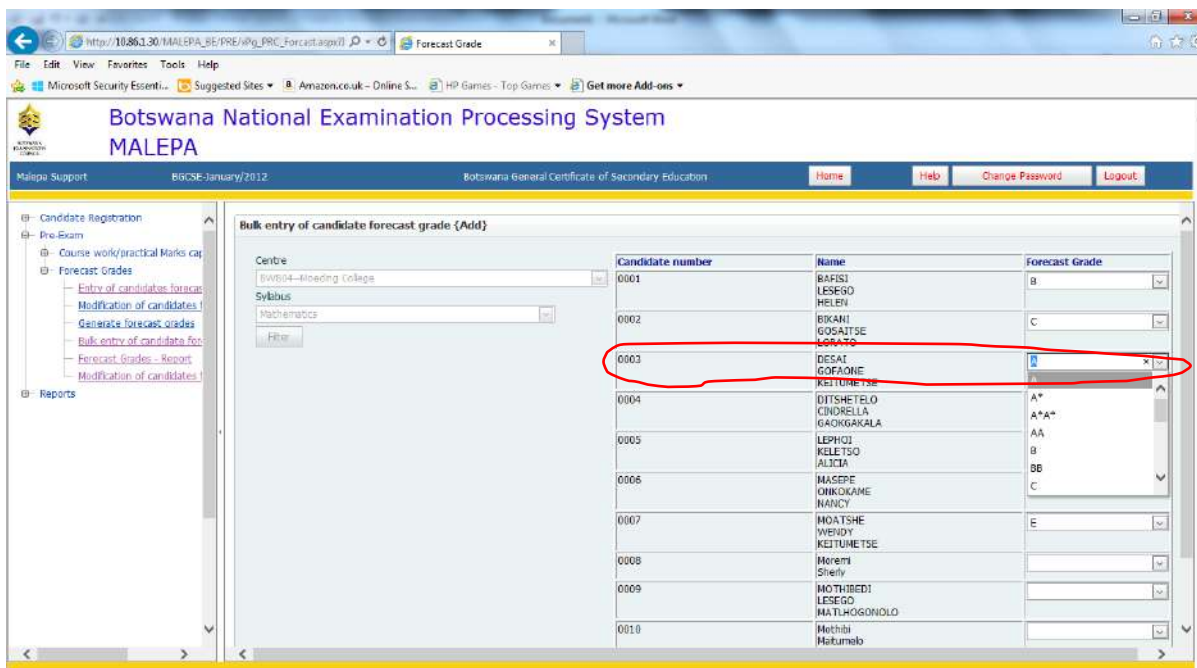
A report showing forecast grade for the selected candidate and syllabus.



Botswana Examination Council		
Qualification : Botswana General Certificate of Secondary Education		
Series : BGCSE-January2012		
Centre : BW804 Bloeding College		
Forecast Grades		
0553 Mathematics		
Candidate Number	Name	Forecast Grade
0002	BIKANI GOSAITSE LORATO	C
Total Candidates for 0553 Mathematics : 1		

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.




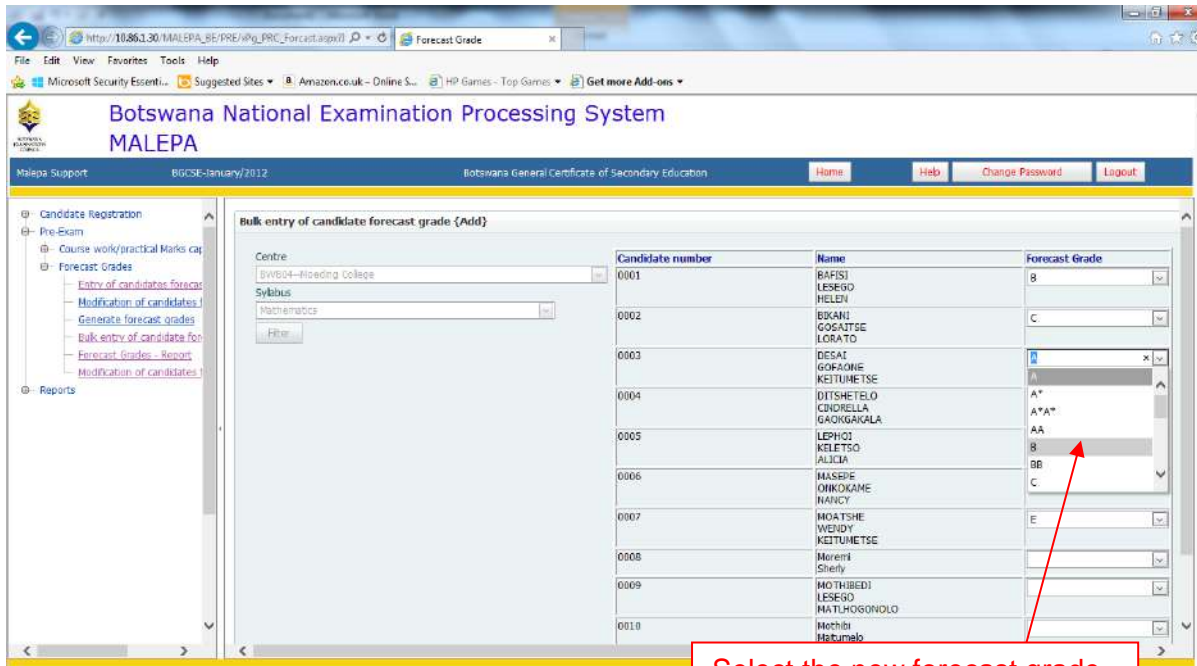
Botswana National Examination Processing System  
MALEPA

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**Bulk entry of candidate forecast grade {Add}**

Candidate number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	B
0002	BIKANI GOSAITSE LORATO	C
0003	DESAT GOFANE KETUMETSE	B
0004	DITSHETLO CINDRELLA GAOKGAKALA	A*
0005	LEPHOJI KLETSO ALICIA	A*A*
0006	MASEPE ONKOKAME NANCY	AA
0007	MOATSHE WENDY KETUMETSE	B
0008	Moremi Shelly	BB
0009	MOTHIBEDI LESEGO MATLHOSONOLO	C
0010	Methili Matumalo	E

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	



Botswana National Examination Processing System  
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Malepa Support BIGSE-January/2012 Botswana General Certificate of Secondary Education Home Help Change Password Logout

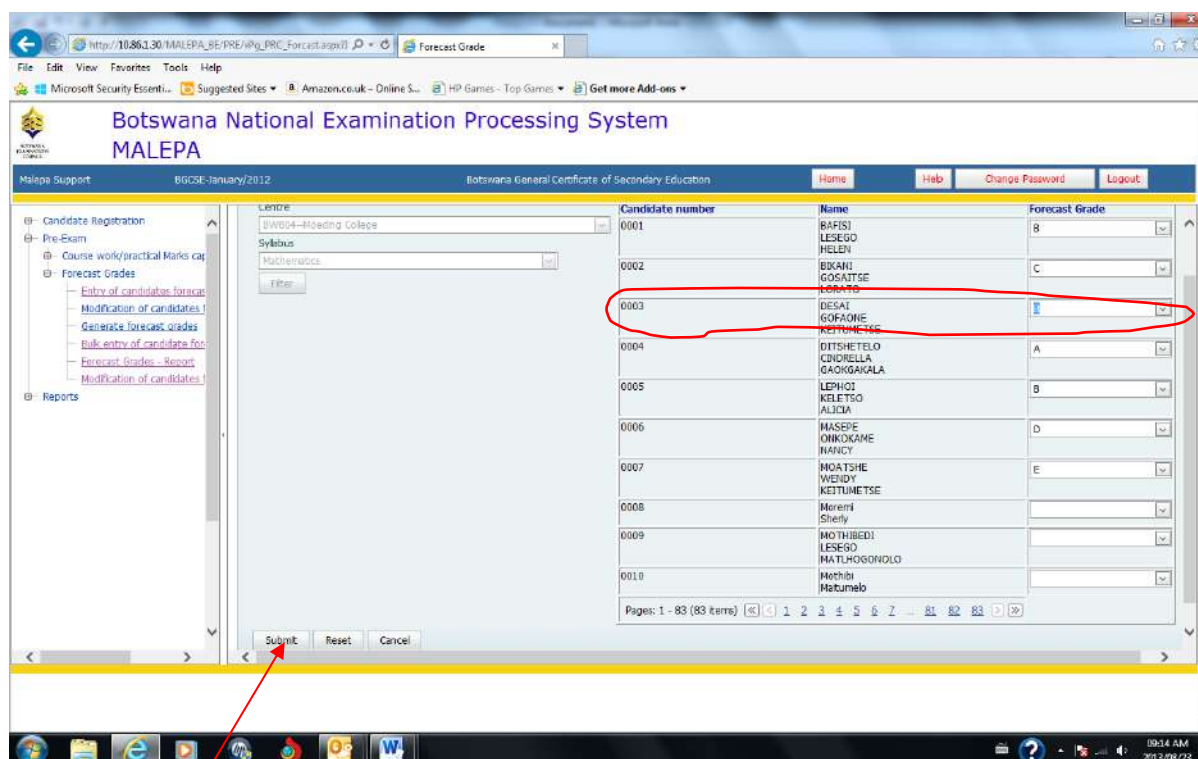
**Bulk entry of candidate forecast grade {Add}**

Centre	Candidate number	Name	Forecast Grade
Enyod-Boeding College	0001	BAFIS LESEGO HELEN	B
Sybbius	0002	BIXANI GOSANTSE LORATO	C
Mathematics	0003	DEGAI GOSFONE KETUMETSE	B
	0004	DITSHETLO CINDRELLA GAOKGAKALA	A*
	0005	LEPHOI KELETSO ALICIA	AA
	0006	MASEPE ONKOKAME NANCY	BB
	0007	MOATSE WENDY KETUMETSE	C
	0008	Moremi Sheryl	E
	0009	MOITHIBEDI LESEGO	
	0010	MATHUOSONOLO Methila Matumelo	

Select the new forecast grade



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	



Botswana National Examination Processing System  
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Malepa Support BIGSE-January/2012 Botswana General Certificate of Secondary Education

Home Help Change Password Logout

Centre	Candidate number	Name	Forecast Grade
BW004-Moeding College	0001	BAFIS LESEGO HELEN	B
Mathematics	0002	BRANI GOSAITSE LEKATSE	C
	0003	DESAI GOFANE KETUMETSE	B
	0004	OTSHETLO CHORELLA GAOIKAKALA	A
	0005	LEPHOI KELETSO ALICIA	B
	0006	MASEPE OMKOKAME NANCY	D
	0007	MOATSE WENDY KETUMETSE	E
	0008	Moremi Sheryl	
	0009	MOTHEBEDI LESEGO MATLHOGONOLO	
	0010	Methibi Matumelo	

Pages: 1 - 83 (83 items)


Submit Reset Cancel

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.



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

Botswana Examination Council - Windows Internet Explorer provided by Botswana Examinations Council

http://10.86.1.30/MALEPA\_BE/PRZ/rtrmReportViewer.aspx?Id=699&Name=ForecastGrades

1 / 20 Main Report 100%


**Botswana Examination Council**

Qualification : Botswana General Certificate of Secondary Education  
 Series : BGCSE January 2012  
 Centre : BWS04 Moeding College

**Forecast Grades**  
**0563 Mathematics**

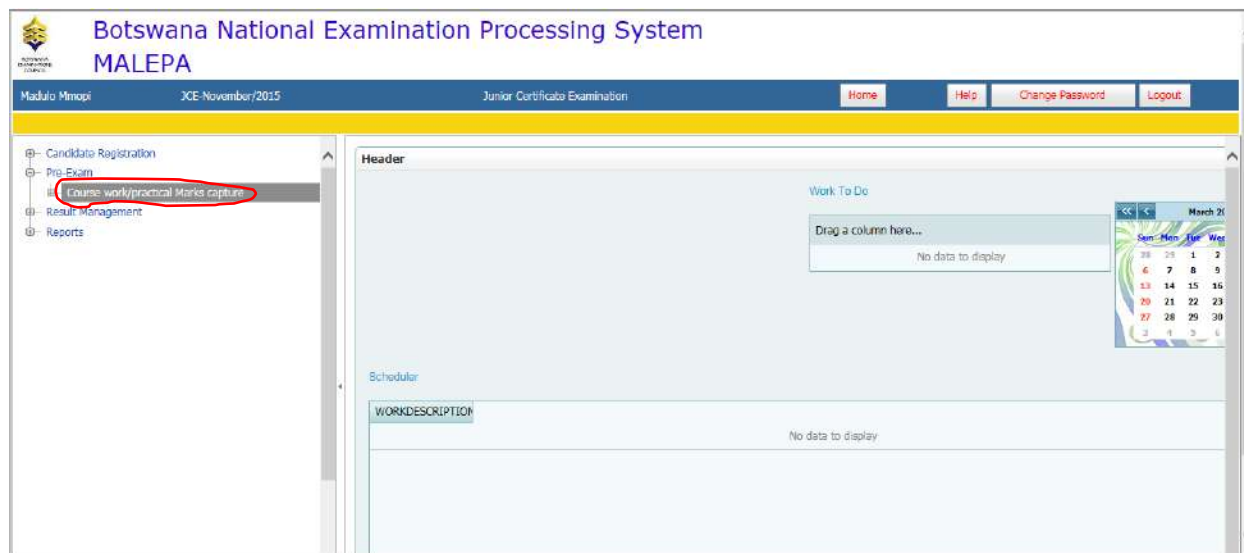
Candidate Number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	B
0002	BIKANI GOSAITSE LORATO	C
0003	DESAI GOFAPONE KEITUMETSE	D
0004	DITSHETLO CINDRELLA GAOKGAKALA	A
0005	LEPHOI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	D
0007	MOATSHI WENDY KEITUMETSE	E
0008	Moremi Sheriff	
0009	MOTHEBEDI LESEGO MATLHOOGONOLO	
0010	Mothibi Matumelo	
0011	Onkwesha 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	Gakelo Osego	
0020	Gasenelwe Tlhomamo	
0021	Kaathotse Emmanuel	
0022	LEKGABE NKARABENG LESEGO	
0023	Lesetlhwane Abraham	
0024	LETSHOLO OLEBILE RATI	
0025	Maje Kagiso Donald	
0026	Marorwane Obonye	
0027	Mase Telo	
0028	MODIBEDI BARONA KIDO	
0029	MOIKAKEDI THABO	
0030	MOILAMETSI RESEGO	
0031	MOUZOVS LEAGETOMI OEBANIC	

8:17 AM 2013/08/23

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

## 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:

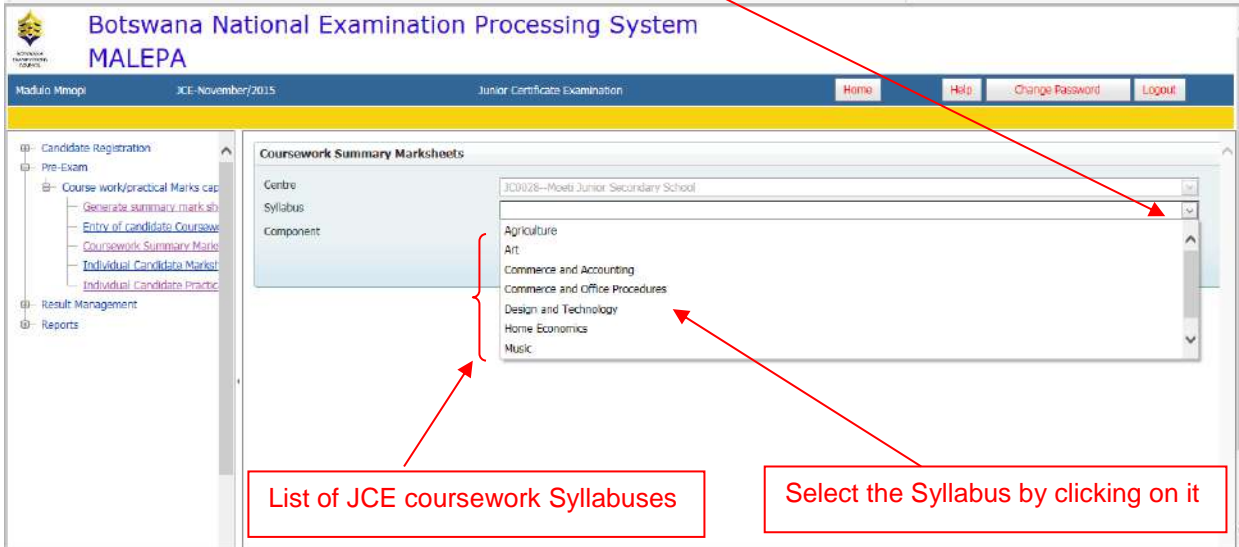
- Entry of candidate coursework marks (Teacher)
- Generate Coursework summary marksheet (Coursework)
- Generate summary marksheet (Practical)
- Generate Individual candidate coursework marksheet
- Generate Individual candidate practical marksheet

### STEP 1: Coursework Summary Mark sheet

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

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

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



Botswana National Examination Processing System  
MALEPA

Madulo Mmopi JCE-November/2015 Junior Certificate Examination Home Help Change Password Logout

Coursework Summary Marksheets

Centre: JCD028--Mosi Junior Secondary School

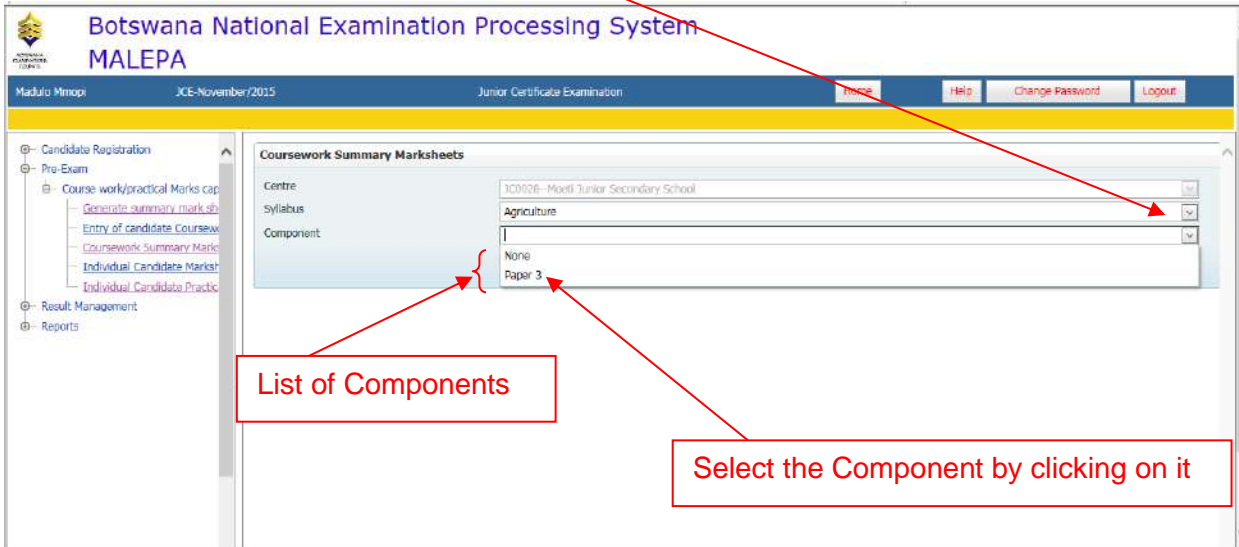
Syllabus: [Dropdown Menu]

Component: [Dropdown Menu]

List of JCE coursework Syllabuses

Select the Syllabus by clicking on it

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



Botswana National Examination Processing System  
MALEPA

Madulo Mmopi JCE-November/2015 Junior Certificate Examination Home Help Change Password Logout

Coursework Summary Marksheets


Centre: JCD028--Mosi Junior Secondary School

Syllabus: Agriculture

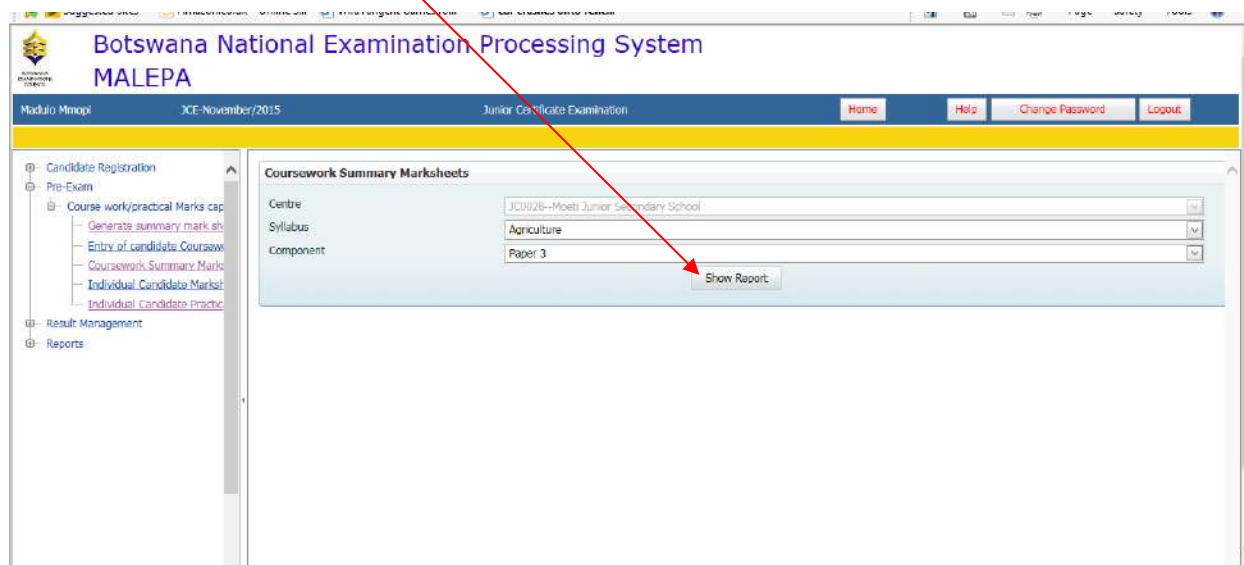
Component: [Dropdown Menu]

List of Components

Select the Component by clicking on it

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

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



Botswana National Examination Processing System  
MALEPA

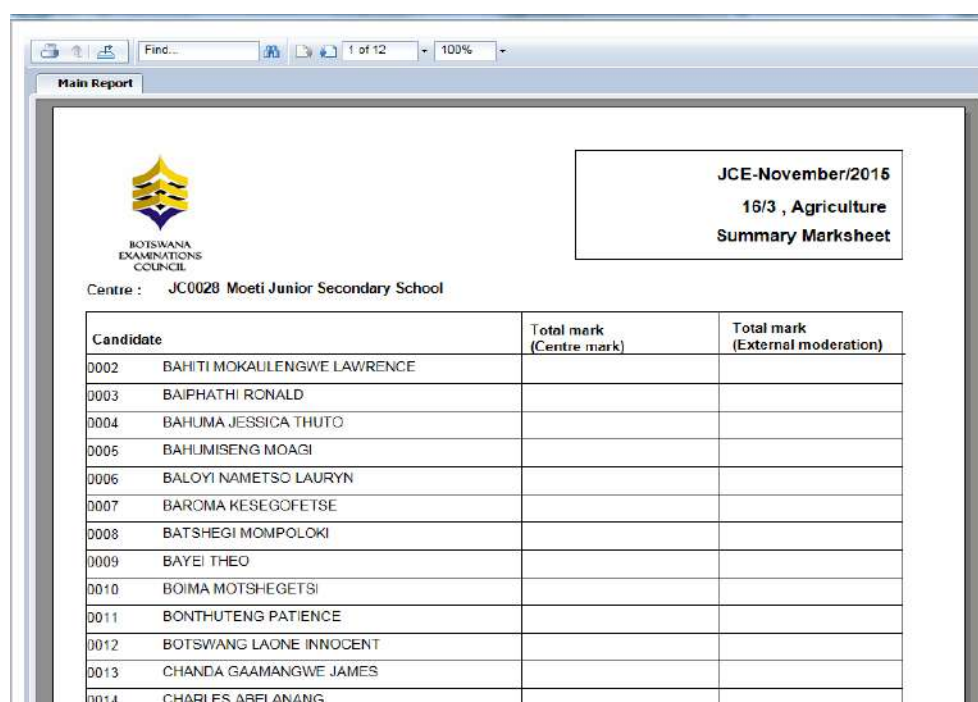
Module: Mmopi JCE-November/2015 Junior Certificate Examination

Coursework Summary Marksheet

Centre: JC0028--Moeti Junior Secondary School  
Syllabus: Agriculture  
Component: Paper 3

Show 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.**




Main Report

JCE-November/2015  
16/3 , Agriculture  
Summary Marksheet

Centre : JC0028 Moeti Junior Secondary School

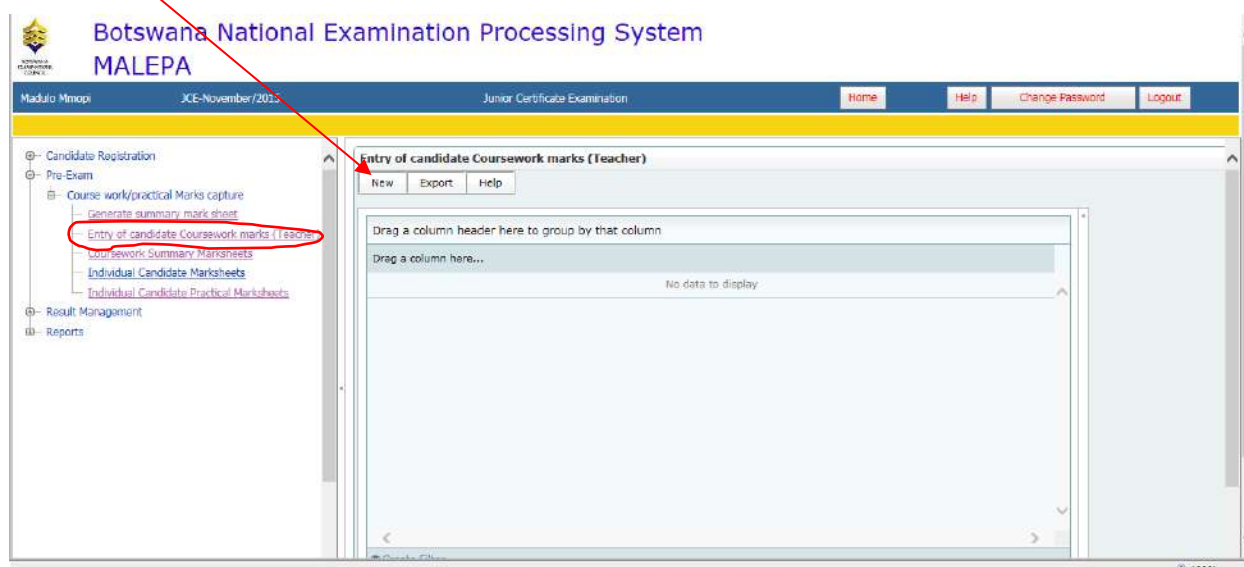
Candidate	Total mark (Centre mark)	Total mark (External moderation)
0002 BAHITI MOKAULENGWE LAWRENCE		
0003 BAIIPHATHI RONALD		
0004 BAHUMA JESSICA THUTO		
0005 BAHUMISENG MOAGI		
0006 BALOYI NAMETSO LAURYN		
0007 BAROMA KESEGOSETSE		
0008 BATSEHEGI MOMPLOKI		
0009 BAYE THEO		
0010 BOIMA MOTSHEGETSI		
0011 BONTHUTENG PATIENCE		
0012 BOTSWANG LAONE INNOCENT		
0013 CHANDA GAAMANGWE JAMES		
0014 CHARLES ABELANANG		

	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

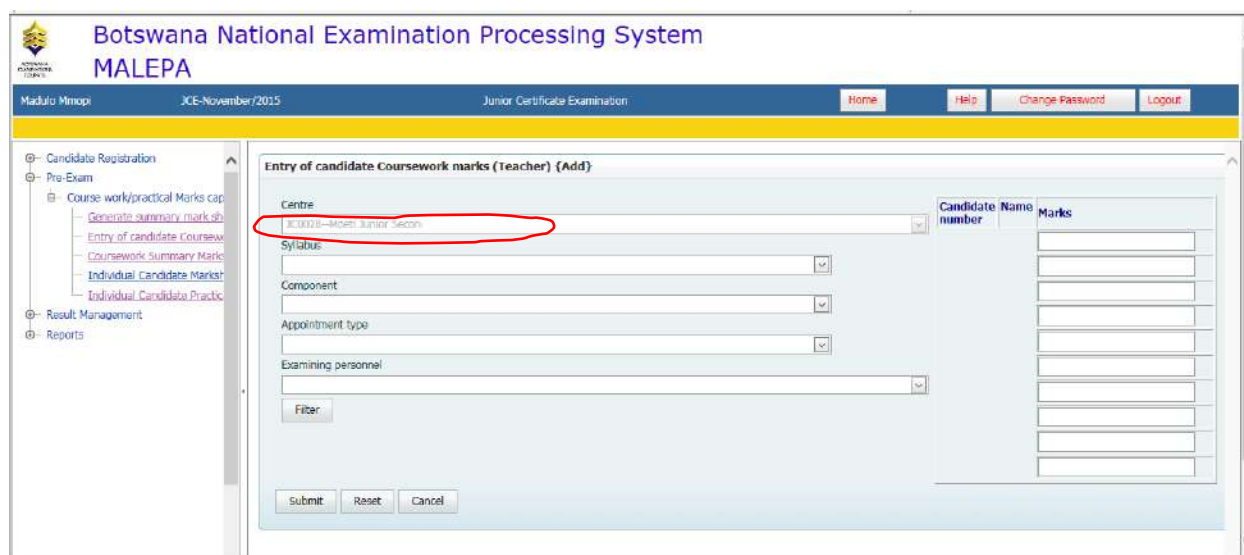
## STEP 2: Entry of candidate coursework marks (Teacher)


**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.

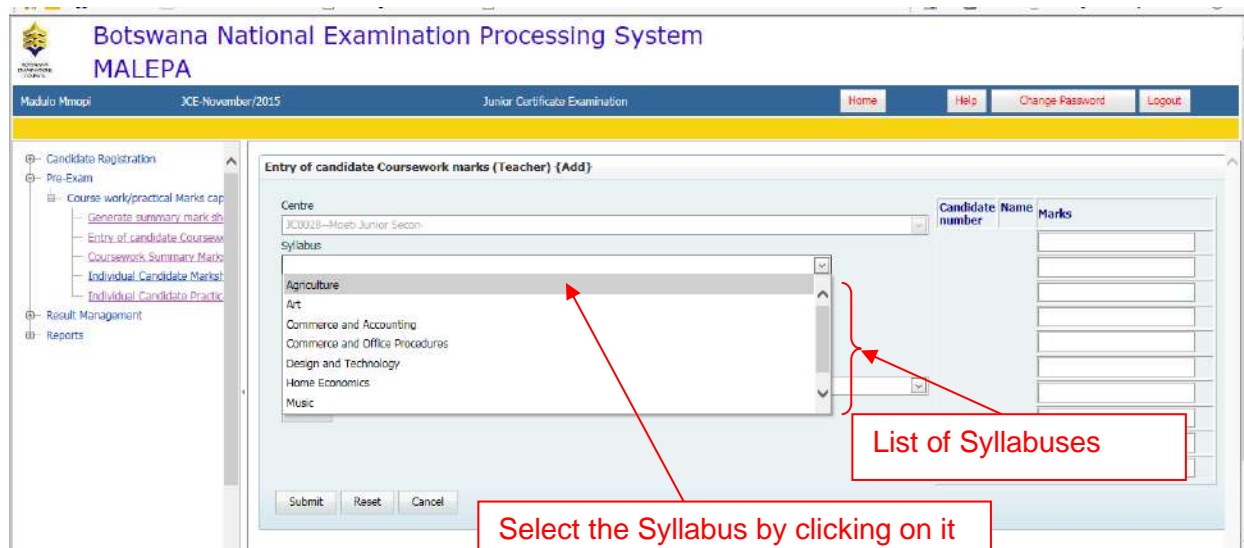


The screen below will appear, with Centre field already populated.



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
	<b>Effective Date</b>	2018-02-27
<b>Title</b>	<b>Malepa User Manual for JCE Centres</b>	

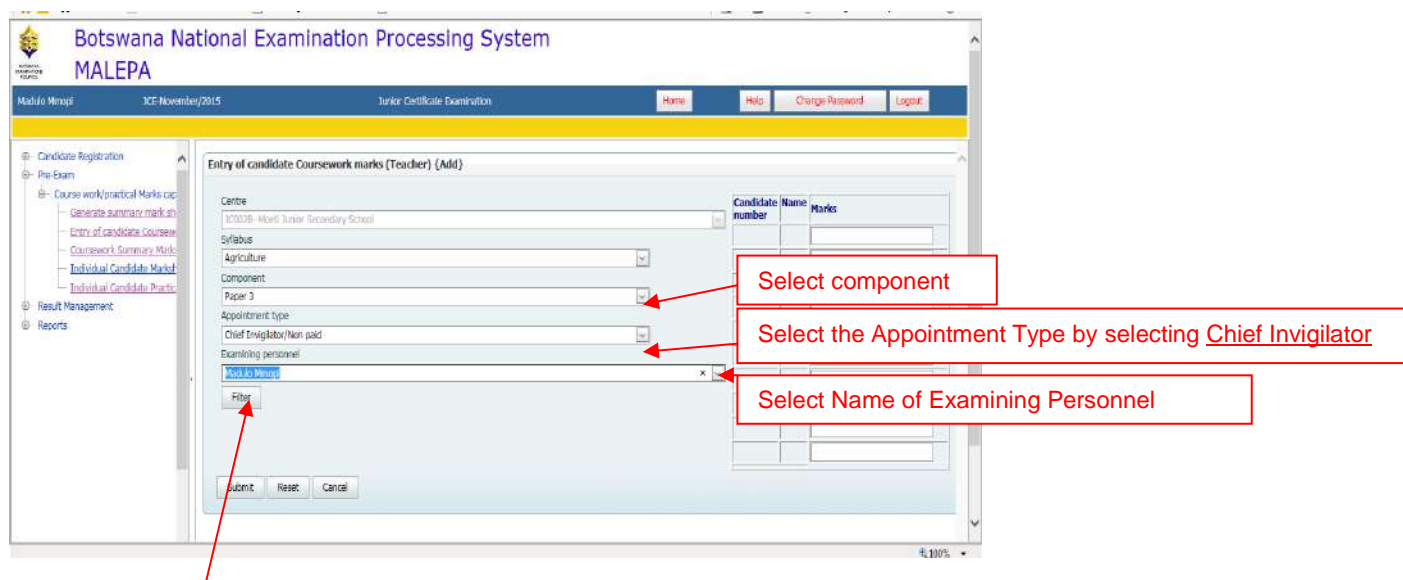
Select the **Syllabus** from the **syllabus drop down** as shown below,



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.



	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
	<b>Document Type</b>	Manual
	<b>Document No.</b>	BEC/EAC/DP/Man01.v2
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System Management
Masters
Pre-Exam
Course work/practical Marks
Generate coursework Inc
Generate summary mark
Generate coursework lab
Mark candidates absent/
Entry of candidate Course
Validation of Coursework
Generate error list for co
Modification of coursewo
Entry of candidate practi
Import practical marks fr
Validation of practical ma
Generate error list for pr
Modification of practical r
PRC 14 A Generation of f
PRC 14 C Generation of f
Post Exam


### Entry of candidate Coursework marks (Teacher) {Add}

Centre  
JCO005--Bonwatlou Junior Secondary
Syllabus  
Agriculture
Component  
Paper 3
Appointment type  
Chief Invigilator/Non paid
Examining personnel  
Paul Onamile
Filter

Candidate number	Name	Status	Marks
1	BAILE OABONA	P-Present	
2	BASAAGO KEFILWE	P-Present	
3	BASAAGO OMPHILE	P-Present	
4	BASUPI OTENG RONALD	P-Present	
5	BATEWEGI GOITSEONE GOFAONE BOFELO	P-Present	
6	BATLOGETSWE VIRGINIA	P-Present	
7	BERNARD OTSOGILE ADAM	P-Present	
8	BOSHOMANE EMMAH MARTHA	P-Present	
9	BOTSOGILE BOEMO BESTO	P-Present	
10	CHAENDA LEBOGANG GALALETSAANG	P-Present	

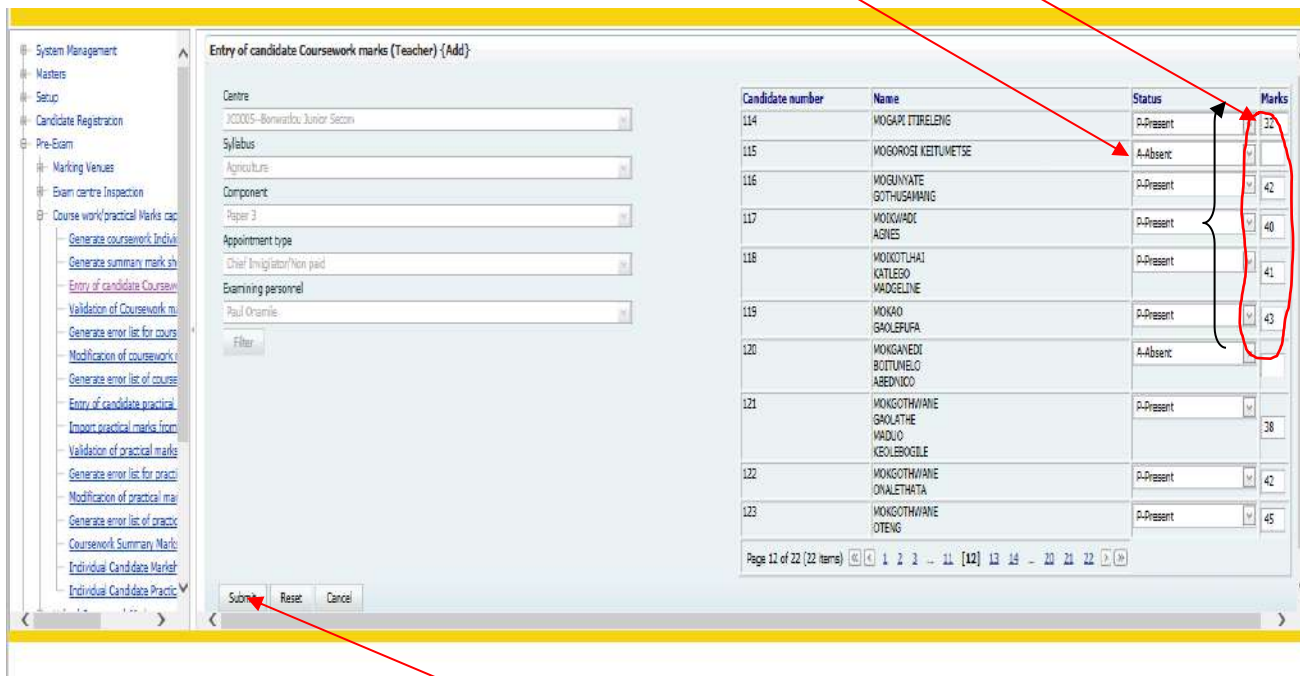
Page 1 of 21 (21 items)
1
2
3
4
5
6
7
...
19
20
21

Submit
Reset
Cancel

 BOTSWANA EXAMINATIONS COUNCIL	<b>Directorate</b>	Examinations Administration and Certification
	<b>Function</b>	Data Processing
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Enter the candidate marking the space provided as indicated below.

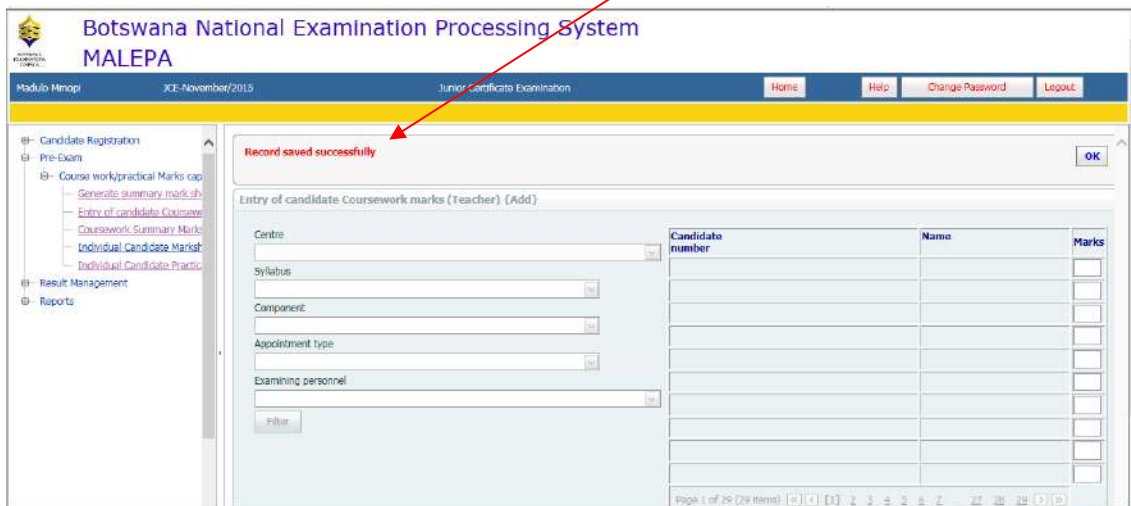
While you are entering marks you are also able to capture **absent** candidates as indicated below.




Candidate number	Name	Status	Marks
114	MOGAPI ITIRELENG	P-Present	32
115	MOGOROSI KEITUMETSE	A-Absent	
116	MOGUNYATE GOTHUSAMANG	P-Present	42
117	MOKOVADI AGNES	P-Present	40
118	MOKOTLHAI KATLEBO MADGELINE	P-Present	41
119	MOKAO GAOLERUFA	P-Present	43
120	MONGANEI BOTUMELO ABEDUO	A-Absent	
121	MOKGOTHWANE GAOLATHE MADLO KELEBOGILE	P-Present	38
122	MOKGOTHWANE OVALETHATA	P-Present	42
123	MOKGOTHWANE OTENG	P-Present	45

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

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

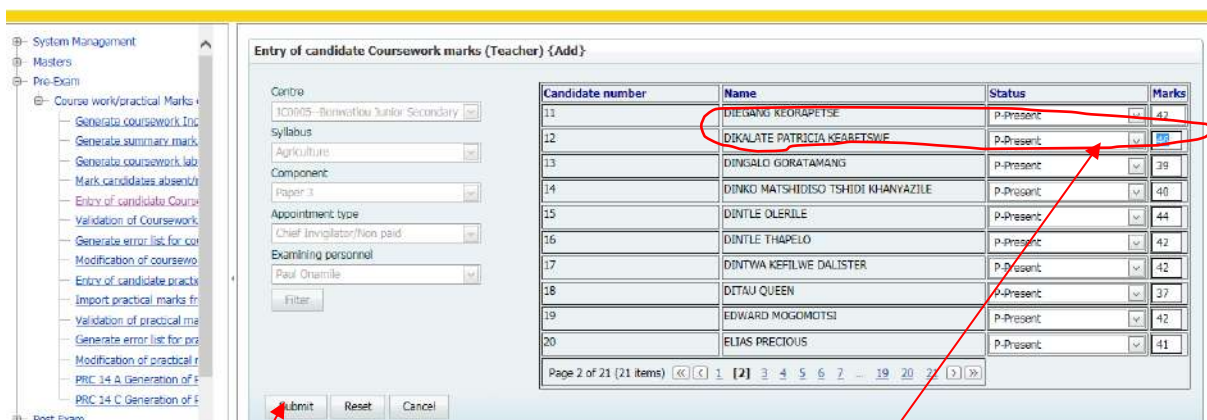


**Record saved successfully** [OK]

	<b>Directorate</b>	Examinations Administration and Certification
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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,



Entry of candidate Coursework marks (Teacher) {Add}

Candidate number	Name	Status	Marks
11	DIEGANO KEORAPETSE	P-Present	42
12	DIKALATE PATRICIA KEABETSWI	P-Present	42
13	DINGALO GORATAMANG	P-Present	39
14	DINKO MATSHIDISO TSHIDI KHANYAZILE	P-Present	40
15	DINTLE OLERILE	P-Present	44
16	DINTLE THAPELO	P-Present	42
17	DINTWA KEFILWE DALISTER	P-Present	42
18	DIKAU QUEEN	P-Present	37
19	EDWARD MOGOMOTSI	P-Present	42
20	ELIAS PRECIOUS	P-Present	41

Page 2 of 21 (21 items) << 1 2 3 4 5 6 7 19 20 21 >>

Submit Reset Cancel

Select by highlighting the mark and press delete (or backspace)

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