



BOTSWANA  
EXAMINATIONS  
COUNCIL

**2024**

# **JUNIOR CERTIFICATE EXAMINATIONS**

## **T I M E T A B L E**

AUGUST/NOVEMBER 2024

**REVISED VERSION DATED  
05 SEPTEMBER 2024**



## General Instructions and Guidelines

### 1. About this Timetable

This timetable contains

- instructions and guidelines about the examinations;
- scheduled dates for written examinations;
- scheduled dates for practical examinations;
- scheduled dates for moderation;
- submission dates for coursework deliverables;
- dates for submission of coursework marks in Malepa;
- a full list, in date order, of all the examinations;
- the key to the timetable.

The timetable must be followed throughout. If there is any discrepancy between this timetable and any other documents such as Statements of Entry or labels on question paper packets, the Head of Centre should immediately contact the Director, Assessment Administration at BEC.

### 2. About the Sessions

Examinations scheduled for the morning session should start at **08:00** and examinations for the afternoon should start at **14:00**. In cases where there are two papers timetabled in the morning session, the second paper will start at **11:00**.

### 3. Time Allowance for Question Papers

Any time required for candidates to read through question papers, to study maps, etc., is already included in the duration of the examination as shown on the timetable and on the front cover of the question paper. No additional time should be allowed except for some Special Needs papers of which specific instructions will be enclosed.

### 4. Home Economics Paper 21/2

- The **planning session** for this practical examination will take place on **12 August, 2024 at 08:00**.

The **practical examination** will take place from **16 to 27 September 2024**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

### 5. Music Paper 34/1: Listening

This is a listening examination that requires a CD which is provided by BEC. The CD is provided together with a set of Instructions for Invigilators.

- The instructions should be read by the Chief Invigilator and the Music teacher **1 day before the examination**.

### 6. Music Paper 34/3: Practical Examination

This practical examination will take place from **16 to 27 September 2024**.

- The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

### 7. Art Paper 33/2: Practical Examination

This is a controlled practical examination that runs for 3 hours.

- The question papers must be distributed to candidates **immediately** as soon as they are received for preparation purposes.

After the examination, the candidates' work must be packaged in the special boxes provided and stored securely until such time that they are despatched to BEC with other examination scripts.

### 8. French Paper 32/1: Listening & Reading Comprehension

This is a listening and reading examination that requires a CD provided by BEC.

The CD is provided together with a set of Instructions to Invigilators and candidates. Instructions to Invigilators and candidates should be opened as soon as they are received.

### 9. French Paper 32/3 Practical Examination

The practical examination will take place from **16 to 27 September 2024**.

- The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

### 10. For Private Candidates Only

The following components are for **private candidates only** and should not be availed to school candidates unless by prior arrangement with BEC.

1. Agriculture Paper 4 (16/4);
2. Commerce and Office Procedures Paper 4 (25/4)
3. Commerce and Accounting Paper 4 (26/4);
4. General Science Papers 1 and 2 (43/1 & 43/2)

**Syllabuses with a practical examination component ARE NOT available for Private Candidates.** These are Home Economics, Music, Art, and French.

### 11. Submission of Coursework and Coursework Marks

Centres that have registered candidates for syllabuses with a coursework component should **submit their marks through Malepa on the stipulated dates** as indicated on page 6 of this Timetable. In addition, Syllabus specific guidelines on moderation of coursework and deliverables will be provided by the BEC. Centres are also required to keep a back up copy of the coursework marks.

### 12. Examination Malpractice

**Centres should be aware that examination malpractice is classified as a criminal offence, and that there are sanctions and penalties which may lead to loss of marks, disqualification, or barring from examinations of candidates or the Centre.**

- The Head of Centre should ensure that teachers, invigilators and candidates are made aware of their responsibility in guarding against malpractice, as well as the consequences.
- All work submitted must be the candidate's authentic work.
- The centre should ensure that there is no collusion, copying, impersonation or any other suspicious acts during examinations.

**The Invigilator's Manual and the timetable should be in each examination room at all times for the duration of the examinations.**

### 13. General Notes

- The Chief Invigilator must ensure that the correct question paper packet is opened on the scheduled time in the timetable.
- **At the beginning** of each examination session, sealed packets of the question papers should be opened by the Invigilator in the presence of candidates.
- **Before opening each envelope**, the Invigilator should confirm with candidates that the paper is the timetabled one.
- **At the end** of each examination, scripts and answer sheets should be sealed in the presence of the candidates.
- The **attendance register and seating plan** for each of the scheduled examinations should be completed for each examination session. **Candidates should individually append their signatures against their names on the attendance register before being dismissed from the examination room.**
- The Chief Invigilator must also indicate absent candidates and sign at the bottom of each page of the attendance register to confirm the information provided.
- Projects, scripts and answer sheets will be collected from Centres. Communication will be made to Centres regarding arrangements for the collection of scripts.
- **Centres should follow the Guidelines for Conduct of examinations at all times.**

# 12 August — 18 October 2024

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday  
12 Aug

Syllabus	Time
21/2 Home Economics Paper 2 Planning Session	08:00 - 09:30

Syllabus	Time
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Monday  
23 Sept

Syllabus	Time
33/2 Art Paper 2	08:00 - 11:00

Syllabus	Time
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Monday  
14 Oct

Syllabus	Time
12/4 English Paper 4	08:00 - 08:55
34/1 Music Paper 1	11:00 - 12:00

Syllabus	Time
32/1 French Paper 1	14:00 - 15:30

Tuesday  
15 Oct

Syllabus	Time
14/2 Science Paper 2	08:00 - 10:00
43/2 General Science Paper 2	08:00 - 10:00

Syllabus	Time
25/2 Commerce and Office Procedures Paper 2	14:00 - 16:00
26/2 Commerce and Accounting Paper 2	14:00 - 16:00

Wednesday  
16 Oct

Syllabus	Time
11/3 Setswana Paper 3	08:00 - 09:15

Syllabus	Time
31/2 Religious Education Paper 2	14:00 - 16:00

Thursday  
17 Oct

Syllabus	Time
12/2 English Paper 2	08:00 - 09:30

Syllabus	Time
17/2 Design and Technology Paper 2	14:00 - 16:00

Friday  
18 Oct

Syllabus	Time
16/2 Agriculture Paper 2	08:00 - 09:15

Syllabus	Time
35/1 Physical Education Paper 1	14:00 - 15:30

Morning session starts at 08:00

Afternoon session starts at 14:00

# 21 October — 25 October 2024

Morning session starts at 08:00

Afternoon session starts at 14:00

	Syllabus	Time
Monday 21 Oct	34/2 Music Paper 2	08:00 - 09:30
	16/4 Agriculture Paper 4	11:00 - 12:00

	Syllabus	Time
18/2 Moral Education Paper 2		14:00 - 16:00

	Syllabus	Time
Tuesday 22 Oct	15/2 Social Studies Paper 2	08:00 - 10:15

	Syllabus	Time
32/2 French Paper 2		14:00 - 15:30

	Syllabus	Time
Wednesday 23 Oct	12/3 English Paper 3	08:00 - 10:00

	Syllabus	Time
25/4 Commerce and Office Procedures Paper 4		14:00 - 15:00
26/4 Commerce and Accounting Paper 4		14:00 - 15:00

	Syllabus	Time
Thursday 24 Oct	13/2 Mathematics Paper 2	08:00 - 10:00

	Syllabus	Time
16/1 Agriculture Paper 1		14:00 - 15:00

	Syllabus	Time
Friday 25 Oct	11/2 Setswana Paper 2	08:00 - 10:00

	Syllabus	Time
25/1 Commerce and Office Procedures Paper 1		14:00 - 15:00
26/1 Commerce and Accounting Paper 1		14:00 - 15:00

Morning session starts at 08:00

Afternoon session starts at 14:00

# 28 October - 01 November 2024

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday 28 Oct	Syllabus		Time
	33/1	Art Paper 1	08:00 - 09:00
	17/1	Design and Technology Paper 1	11:00 - 12:00

Syllabus		Time
14/1	Science Paper 1	14:00 - 15:00
43/1	General Science 1	14:00 - 15:00

Tuesday 29 Oct	Syllabus		Time

Syllabus		Time

Wednesday 30 Oct	Syllabus		Time

Syllabus		Time

Thursday 31 Oct	Syllabus		Time

Syllabus		Time

Friday 01 Nov	Syllabus		Time

Syllabus		Time

Morning session starts at 08:00

Afternoon session starts at 14:00

# 04 November - 08 November 2024

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday 04 Nov	Syllabus		Time
	31/1	Religious Education Paper 1	08:00 - 09:00
	21/1	Home Economics Paper 1	11:00 - 12:30

Syllabus		Time
13/1	Mathematics Paper 1	14:00 - 15:30

Tuesday 05 Nov	Syllabus		Time
	18/1	Moral Education Paper 1	08:00 - 09:00

Syllabus		Time
15/1	Social Studies Paper 1	14:00 - 15:00

Wednesday 06 Nov	Syllabus		Time
	12/1	English Paper 1	08:00 - 09:15

Syllabus		Time
11/1	Setswana Paper 1	14:00 - 15:30

Thursday 07 Nov	Syllabus		Time

Syllabus		Time

Friday 08 Nov	Syllabus		Time

Syllabus		Time

Morning session starts at 08:00

Afternoon session starts at 14:00

# JCE 2024 Practical Examinations & Coursework Moderation Schedule

## COURSEWORK SUBMISSION AND MARKS CAPTURE IN MALEPA BY CENTRES

Syllabus	Submission of Projects and Marksheetworks to the Chief Invigilator	Deadline for Submission of Marks in Malepa by Centres	Deliverables
16/3 Agriculture	<b>At most 3 days before centre scheduled moderation</b>	<b>At most 3 days before centre scheduled moderation</b>	Coursework Submission Registers, Individual and Summary Marksheetworks.
21/3 Home Economics	02 August 2024	09 August 2024	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
33/3 Art	02 August 2024	09 August 2024	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
34/4 Music	02 August 2024	09 August 2024	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
35/2 Physical Education	17 September 2024	20 September 2024	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
17/3 Design and Technology	07 October 2024	11 October 2024	Coursework Submission Registers, Individual and Summary Marksheetworks.
25/3 Commerce & Office Procedures	07 October 2024	11 October 2024	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
26/3 Commerce & Accounting	07 October 2024	11 October 2024	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.

## MODERATION OF COURSEWORK

Syllabus	Moderator/Examiner Standardisation Dates		Moderation/Examination Date		Post Moderation/ Examination Evaluation
	Team Leaders	Moderation Team	Start Date	End Date	
16/3 Agriculture	13 - 14 May 2024	15 - 17 May 2024	20 May 2024	31 May 2024	03 - 05 June 2024
25/3 Commerce and Office Procedures	04 - 05 November 2024	06 - 08 November 2024	09 November 2024	19 November 2024	20 - 22 November 2024
26/3 Commerce and Accounting	04 - 05 November 2024	06 - 08 November 2024	09 November 2024	19 November 2024	20 - 22 November 2024
17/3 Design and Technology	04 - 06 November 2024	07 - 09 November 2024	11 November 2024	22 November 2024	25 - 27 November 2024

## PRACTICAL EXAMINATIONS

Syllabus	Examiner Standardisation Date		Examination Date		Post Examination Evaluation
	Team Leaders	Examining Team	Start Date	End Date	
21/2 Home Economics	07 - 09 September 2024	10 - 13 September 2024	16 September 2024	27 September 2024	02-04 October 2024
32/3 French	08 - 09 September 2024	10 -13 September 2024	16 September 2024	27 September 2024	02-04 October 2024
34/3 Music	09 - 10 September 2024	11 - 13 September 2024	16 September 2024	27 September 2024	02-04 October 2024

# Key to the Timetable

Syllabus	Code	Date	Session	Duration	Syllabus	Code	Date	Session	Duration
Setswana	11/1	06 Nov	Afternoon	1 hr 30 min	Art	33/1	28 Oct	Morning	1 hr
	11/2	25 Oct	Morning	2 hrs		33/2	23 Sept	Morning	3 hrs
	11/3	16 Oct	Morning	1 hr 15 min		33/3	09 Aug	Afternoon	Marks Submission
English	12/1	06 Nov	Morning	1 hr 15 min	Music	34/1	14 Oct	Morning	1 hr
	12/2	17 Oct	Morning	1 hr 30 min		34/2	21 Oct	Morning	1 hr 30 min
	12/3	23 Oct	Morning	2 hrs		34/3	16 Sept - 27 Sept		10 mins (Practical)
	12/4	14 Oct	Morning	55 min		34/4	09 Aug	Afternoon	Marks Submission
Mathematics	13/1	04 Nov	Afternoon	1 hr 30 min	Physical Education	35/1	18 Oct	Afternoon	1 hr 30 min
	13/2	24 Oct	Morning	2 hrs		35/2	20 Sept	Afternoon	Marks Submission
Science	14/1	28 Oct	Afternoon	1 hr	General Science	43/1	28 Oct	Afternoon	1 hr
	14/2	15 Oct	Morning	2 hrs		43/2	15 Oct	Morning	2 hrs
Social Studies	15/1	05 Nov	Afternoon	1 hr					
	15/2	22 Oct	Morning	2 hrs 15 min					
Agriculture	16/1	24 Oct	Afternoon	1 hr					
	16/2	18 Oct	Morning	1 hr 15 min					
	16/3	20 May - 31 May		Moderation at Centres					
	16/4	21 Oct	Morning	1 hr					
Design and Technology	17/1	28 Oct	Morning	1 hr					
	17/2	17 Oct	Afternoon	2 hrs					
	17/3	11 Nov - 22 Nov		Moderation at Centres					
Moral Education	18/1	05 Nov	Morning	1 hr					
	18/2	21 Oct	Afternoon	2 hrs					
Home Economics	21/1	04 Nov	Morning	1 hr 30 min					
	21/2	12 Aug	Morning	1 hr 30 min (Planning)					
	21/2	16 Sept - 27 Sept		2 hrs (Practical)					
	21/3	09 Aug	Afternoon	Marks Submission					
Commerce & Office Procedures	25/1	25 Oct	Afternoon	1 hr					
	25/2	15 Oct	Afternoon	2 hrs					
	25/3	09 Nov - 19 Nov		Moderation at BEC					
	25/4	23 Oct	Afternoon	1 hr					
Commerce & Accounting	26/1	25 Oct	Afternoon	1 hr					
	26/2	15 Oct	Afternoon	2 hrs					
	26/3	09 Nov - 19 Nov		Moderation at BEC					
	26/4	23 Oct	Afternoon	1 hr					
Religious Education	31/1	04 Nov	Morning	1 hr					
	31/2	16 Oct	Afternoon	2 hrs					
French	32/1	14 Oct	Afternoon	1 hr 30 min					
	32/2	22 Oct	Afternoon	1 hr 30 mins					
	32/3	16 Sept - 27 Sept		Practical					