

BGCSE ENTRY FORM FOR PRIVATE CANDIDATES

YEAR

OFFICE USE ONLY
Centre Number
Candidate Number

2 Passport Size
Photos

Date of Registration

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

a) Candidate Details

Candidate Surname

Candidate Name

Candidate Middle Name
(if any)

Gender

M	F
---	---

Date of Birth
e.g. 10/07/1987

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Is candidate citizen of
Botswana

Y	N
---	---

Omang Number

Birth Certificate Number
(For Citizens)

Passport Number
(Non- Citizens)

Physical Address

Postal Address

Phone (Home)

City/Town/Village

Cell No.

Email address

Repeater Candidate

Y	N
---	---

Back to School

Y	N
---	---

Previous Registration Year

Y	Y	Y	Y
---	---	---	---

BGCSE ENTRY FORM FOR PRIVATE CANDIDATES

SPECIAL NEEDS TYPE (Tick)		
Visual Impairment	Low Vision	<input type="radio"/>
	Blind	<input type="radio"/>
Hearing Impairment	Deaf	<input type="radio"/>
	Hard of Hearing	<input type="radio"/>
Learning Disability		<input type="radio"/>
Physical Disability		<input type="radio"/>
Medical Condition		<input type="radio"/>
Other		<input type="radio"/>

ACCESS ARRANGEMENTS

Separate Room	<input type="radio"/>	Oral Response	<input type="radio"/>
Scribe/Writer/Amanuensis	<input type="radio"/>	Modified Papers	<input type="radio"/>
Rest – Breaks	<input type="radio"/>	Extra – Time	<input type="radio"/>
Preferential Sitting	<input type="radio"/>	Enlarged Print	<input type="radio"/>
Coloured Paper	<input type="radio"/>	Others <input type="radio"/> Specify _____	
Braille	<input type="radio"/>		
Assistive Technology Devices	<input type="radio"/>		
Reader	<input type="radio"/>		

Centre at which candidate wish to sit the examination:

First Choice

Second Choice

Third Choice

b) Syllabuses

In the table below candidates must select the details of the syllabuses that they wish to enter for. Use the booklet 'INSTRUCTIONS FOR PRIVATE CANDIDATES REGISTRATION' to find out the

Syllabus Name	Syllabus Code	Option Code	TICK (✓)
English Language	0561	A	
Setswana	0562	A	
Mathematics	0563	C – Core	
Mathematics	0563	E – Extended	
Science : Single Award	0568	A	
Science : Double Award	0569	A	
Chemistry	0570	A5	
Physics	0571	A5	
Biology	0572	A5	
Human and Social Biology	0573	A	
History	0583	A	
Geography	0584	A	
Social Studies	0585	A	
Literature in English	0587	A	
Commerce	0598	A	
Accounting	0614	A	
Religious Education	0588	A	
Additional Mathematics (GCE O'Level)	4037	AY	
Statistics	4040	Y	

BGCSE ENTRY FORM FOR PRIVATE CANDIDATES

Syllabuses available for Carry Forward Coursework marks (Please tick)			
Syllabus Name	Syllabus Code	Option Code	TICK (✓)
Development Studies	0586	N/A	
Design and Technology	0595	N/A	
Agriculture	0599	N/A	
Business Studies	0615	N/A	

a) Previous Candidate Details

Candidates entered for 0586 Development Studies, 0595 Design & Technology, 0599 Agriculture or 0615 Business Studies, must provide the following details so that their coursework mark from the previous year can be carried forward.

Please note that the only coursework to be considered for carry forward in the current year has to come from the immediate previous year.

Centre Number in the previous year		Candidate Number in the previous year	
------------------------------------	--	---------------------------------------	--

d) Declaration

I hereby certify that all the information on this registration form is true, correct and complete. The names shown on the form are the names by which I am legally known.

I understand that I will only be allowed to write examinations for which I am registered for. I have read section (f)(i) on Refunds and fully understand its implications.

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

For BEC Use only

Entered By: _____

Signature: _____

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

e) Fees to be paid

The total fee includes a Registration Fee of **P82.00** and a fee of **P247.00** for each syllabus.

Enter the number of syllabuses and the total fee to be paid below.

Number of Syllabuses		Total Fee	P
Application Number*		Receipt Number:	

***Collect receipt at the Finance Counter and keep it safe for future reference.**

PLEASE LEAVE THE COMPLETED FORM AT THE BGCSE COUNTER

f) Refunds

- i) **Private Candidates who withdraw from one or more syllabuses may apply for a refund of fees provided such application is received no more than 1 month after the closing date for registration. Candidates must provide proof of payment. Payment of Refunds will only be processed after the publication of the BGCSE results (refer to instructions for Private Candidates Registration document)**
- ii) Candidates who are unable to take any examinations due to either acceptance at higher institutions of learning or medical conditions may apply for a refund. **The application should be made immediately and must be supported by either a letter of offer from the institution or a report from a registered medical practitioner.**
- iii) BEC reserves the right to withhold part of the fees paid by the candidate. The proportion of the fee which will be withheld will be determined by BEC from time to time.
- iv) Fees paid for registration in one examination series shall not be transferred to another examination series.

Completed forms should be submitted to BEC with the total fee in cash or bank guaranteed cheque and one **passport size photographs**

g) Confirmed statement of entry receipt by candidate:

I _____ confirm that I have received a statement of entry after registration and agree that the information shown on the statement of entry is a true reflection of what I have registered for.

Signature : _____

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

For Official Use only

Confirmed by: _____

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---