

## ANNEXURE 2 - RESPONSIBILITIES OF A CANDIDATE

Candidates have a personal responsibility towards the qualifications they have registered for during an examination series.

1. Ensuring that their registration information is accurate i.e. names, date of birth, syllabuses and components on the Statement of Entry (SoE). You should print the SOE and present it to the Invigilator on the day of the examination for all your registered components until the end of the examinations.
2. Asking questions regarding the nature of the assessment for the syllabus component you have registered for, for instance, the format, duration, venue etc.
3. Candidates who may require access arrangements should apply through their centre, which will provide guidance and confirm reasonability of the required access arrangements (school candidates). For private candidates consult the guidelines for eligibility criterion and apply directly to BEC. Please note, all applications should be received at the BEC with complete information and supporting evidence by the set deadline of 30 June every year.
4. It is your responsibility to appear on time with any required/appropriate materials (e.g. pencils, rubbers, etc.) for the examination. **N.B** Bringing unauthorised material to the exam room is considered as malpractice and attracts a penalty.
5. Out of School Education and Training candidates must always carry their Identity document (Omanq for Citizens and Valid Passport for non-Citizens) and SoE to every examination sitting.
6. It is the responsibility of the candidate to read instructions and or descriptive material received in advance of your examination. You are encouraged to ask questions/seek clarity about your examinations prior to the examination.
7. You must ensure that you always write the correct centre number and candidate number in all the examination material that you submit such as question papers, answer sheets and any other document to be submitted to BEC.
8. Before leaving the examination room, always ensure that you have signed against your name on the attendance register for any component that you sit for as this is proof that you sat for the examination. Inform the invigilator if you have not been given an attendance register to sign as this may affect release of your results.
9. As a candidate, You;
  - (a) are responsible for your behaviour throughout the entire examination process.
  - (b) should not interfere with the rights of others involved in the examination process.
  - (c) should not compromise the integrity of the exam in any manner.
10. It is your responsibility to inform your School Management or invigilators if you are unable to take an examination. Failure to sit for an examination may result in loss of marks or disqualification from a component and syllabus.



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11. In the event you missed an examination due to valid reasons (refer to the special consideration document for illegibility criteria for acceptable reasons on BEC website), you should apply for special consideration through your centre within 7 calendar days from the last date of the examination for the syllabus. Private candidates should contact BEC directly.
12. Ensure that the work you submit is yours and authentic. Note that Malpractice is a criminal offence. There are sanctions and penalties which may lead to loss of marks, disqualification, or barring from examinations of candidates. It is your responsibility to ensure you do not participate in any acts of malpractice; collusion, impersonation, copying or distribution of unauthorised examination material before the timetabled start of an examination. It is your responsibility to report any suspicious acts of malpractice during coursework preparations, practical and written examinations.
13. It is your responsibility to collect your certificate from your school within two years of writing the examination. Failure to collect your certificate will result in payment of a collection fee to BEC if the certificate is returned to BEC. Private candidates should contact BEC directly.
14. To familiarise yourself with the demands and expectations of the syllabus components you are to undertake, for example, complete coursework on time and submit for marking, know deadlines for projects/course work.