



BOTSWANA
EXAMINATIONS
COUNCIL

2024
**BOTSWANA GENERAL CERTIFICATE OF
SECONDARY EDUCATION**

TIMETABLE

OCTOBER/NOVEMBER 2024

FINAL VERSION DATED 01 MARCH 2024



General Instructions and Guidelines

1 About this timetable

This timetable contains

- instructions and guidelines about the examinations;
- schedules of coursework and moderation timelines;
- schedules of practical examinations;
- a full list, in date order and sessions, 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 timetable takes precedence over all other documents and the Head of Centre should contact the Director Assessment Administration at the BEC for confirmation.

2 About the session

Examinations scheduled for the morning session should start at **8.00 am**; examinations in the afternoon should start at **2.00 pm**. See also section 13 - Key Times and Full Centre Supervision for Cambridge Syllabuses.

3 Where there is more than one paper in a single session

In cases where there are two papers timetabled in the same examination session, candidates should be allowed a short supervised break between the papers. The supervised break should be no longer than 30 minutes.

The second question paper must not be given out until the full time allocated to the first paper has been allowed and the scripts, answer sheets and question papers for the first paper have been collected.

4 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 components of which specific instructions will be provided.

5 Syllabus 0596 Art & Design

The question papers for 0596/01 Observational Study, 0596/02 Interpretative Study and 0596/03 Design Study are delivered during early material question paper despatch. These question papers should be given to candidates immediately on receipt from BEC.

The examination is of 10 hours duration and should take place over two consecutive days. **All Centres must timetable the examination from 23 to 24 September 2024.** Since the dates of this examination are not reflected in the timetable and Statement of Entry, the Head of Centre must arrange for all candidates to be informed of the dates.

6 1254/02 Hospitality and Tourism Studies

The Planning Session for this Practical Examination will take place on **20 August 2024** starting at **8.00 am**. The practical Examination will take place from **16 to 25 September 2024**.

The dates of the Planning Session and the Practical Examination do not appear on the candidates' Statement of Entry. The Head of Centre must arrange for all candidates to be informed of the dates of the planning session and the practical examination.

7 0611/02 Food & Nutrition Practical Examination

The Planning Session for this Practical Examination will take place on **14 August 2024** starting at **8.00 am**. The practical Examination will take place from **11 to 26 September 2024**.

The dates of the Planning Session and the Practical Examination do not appear on the candidates' Statement of Entry. The Head of Centre must arrange for all candidates to be informed of the dates of the planning session and the practical examination.

8 Practical Examinations in Chemistry, Physics, Biology and Computer Studies

For the Practical Examinations in Chemistry, Physics, Biology and Computer Studies, it may be necessary to arrange a number of consecutive sessions of the examination. In such cases, arrangements must be made to ensure that there is no contact between candidates who have taken the test in one session and those who are scheduled to take the test in a later session.

9 0617/02 Music Performing

The Performing Examination of Music 0617/02 will take place during the period **11 to 27 September 2024**. The date of the Performing Examination will not appear on the candidates' Statement of Entry. The Head of Centre must arrange for all candidates to be informed of the date.

10 0618/03 French Speaking Test

The Speaking Test will take place between **15 September and 17 October 2024**. The date of the Speaking Test will not appear on the candidates' Statement of Entry. The Head of Centre must arrange for all candidates to be informed of the date. Marks should be submitted to BEC through a copy of a completed Speaking Examination Working Mark Sheet.

Speaking Test samples should be uploaded into the system, before 22 October 2024. Marks should reach BEC not later than 22 October 2024.

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 11** 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 thereof. 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.

13 Key Times and Full Centre Supervision, Cambridge International Syllabuses

Centres which take Cambridge International GCE Ordinary Level syllabuses and BGCSE French should observe that Cambridge International requires that at the Key Times stipulated below, all candidates must be under Full Centre Supervision for security purposes. Syllabuses which are affected include; 4037- Additional Mathematics, 4040 - Statistics and 0618 - BGCSE French.

The **Key Times** are **11.00 am** local time for the morning sessions and **3.00 pm** local time for the afternoon sessions. In the October/November 2024 series all of the examination papers concerned are written in the morning session.

The morning session for examinations will start at **8.00 am** local time. Candidates who will be writing Cambridge International examinations will therefore finish before the **Key Time** of **11.00 am**. Since the **Key Time** is after the end of the examinations, all candidates **must remain under Full Centre Supervision until 11.00 am**.

Candidates can either be under **Full Centre Supervision** in the examination rooms with their invigilators or when they leave the examination rooms, they must be under **Full Centre Supervision** with their invigilators continuously until the **Key Time**.

During the period between the end of the examination and **11.00 am**, candidates can have access to their printed books and notes. The books and notes should not be on an electronic device. The candidates can talk to each other provided that they do not cause any disturbance to other candidates who are still doing an examination. However, candidates must not have access to telephones, cell phones, laptops/computers, smart watches or any electronic device with or without internet access or any means of external communication. Candidates must not be allowed to communicate by any means whatsoever with anyone who is not under **Full Centre Supervision**. As soon as the **Key Time** has passed, the candidates may be released.

14 General Notes

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

- 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.**

30 September – 04 October 2024

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

	Component	Duration
Monday 30 Sep		

	Component	Duration

	Component	Duration
Tuesday 01 Oct		

	Component	Duration

	Component	Duration
Wednesday 02 Oct		

	Component	Duration

	Component	Duration
Thursday 03 Oct		

	Component	Duration

	Component	Duration
Friday 04 Oct	4037/12 Additional Mathematics Paper 12	2 hrs

	Component	Duration

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

07 October – 11 October 2024

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

	Component	Duration
Monday 07 Oct	0614/02 Accounting Paper 2	2 hrs

	Component	Duration
	0585/01 Social Studies Paper 1	1 hr 30 m

	Component	Duration
Tuesday 08 Oct	4037/22 Additional Mathematics Paper 22	2 hrs

	Component	Duration
	0616/01 Physical Education Paper 1	2 hrs

	Component	Duration
Wednesday 09 Oct	0571/04 Physics Practical Test	2 hrs
	0571/05 Physics Alternative to Practical	1 hr

	Component	Duration
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	Component	Duration
Thursday 10 Oct	4040/12 Statistics Paper 12	2 hrs 15 m

	Component	Duration
	0617/01 Music Listening	1 hr

	Component	Duration
Friday 11 Oct	0561/02 English Language Comprehension	2 hrs

	Component	Duration
	0563/01 Mathematics Paper 1	1 hr 30 m

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

14 October – 18 October 2024

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Component	Duration
Monday 14 Oct 4040/22 Statistics Paper 22	2 hrs 15 m

Component	Duration
0570/03 Chemistry Theory	1 hr 15 m

Component	Duration
Tuesday 15 Oct 0615/02 Business Studies Paper 2	2 hrs

Component	Duration
0599/01 Agriculture Multiple Choice	45 m

Component	Duration
Wednesday 16 Oct 0595/01 Design & Technology Written Paper	2 hrs 30 m
0611/01 Food & Nutrition Theory	2 hrs
0612/01 Fashion & Fabrics Written	2 hrs
0613/01 Home Management	2 hrs

Component	Duration
0588/01 Religious Education Paper 1	1 hr 30 m

Component	Duration
Thursday 17 Oct 0562/03 Setswana Literature	2 hrs 30 m

Component	Duration
0584/03 Geography Paper 3	1 hr

Component	Duration
Friday 18 Oct 0598/02 Commerce Written	2 hrs 30 m

Component	Duration
0568/04 Science Single Award Alternative to Practical	1 hr
0569/04 Science Double Award Alternative to Practical	1 hr 30 m

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

21 October – 25 October 2024

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Monday
21 Oct

Component	Duration
0597/02 Computer Studies Written	2 hrs 30 m

Component	Duration
0585/03 Social Studies Paper 3	1 hr

Tuesday
22 Oct

Component	Duration
1254/01 Hospitality & Tourism Studies	2 hrs
1255/01 Animal Production	2 hrs
1256/01 Field Crop Production	2 hrs
1257/01 Horticulture	2 hrs

Component	Duration
0598/01 Commerce Multiple Choice	1 hr

Wednesday
23 Oct

Component	Duration
0563/02 Mathematics Paper 2	2 hrs

Component	Duration
0583/02 History Paper 2	2 hrs

Thursday
24 Oct

Component	Duration
0572/04 Biology Practical Test	1 hr 15 m
0572/05 Biology Alternative to Practical	1 hr
0573/02 Human & Social Biology Theory	2 hrs

Component	Duration
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Friday
25 Oct

Component	Duration
0618/02 French Reading	1 hr

Component	Duration
0586/01 Development Studies Paper 1	1 hr 30 m

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

28 October – 01 November 2024

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Component	Duration
Monday 28 Oct	0618/04 French Writing 1 hr

Component	Duration
0561/01 English Language Continuous Writing	1 hr 45 m

Component	Duration
Tuesday 29 Oct	0614/01 Accounting Paper 1 2 hrs

Component	Duration
0562/01 Setswana Continuous Writing	1 hr 40 m

Component	Duration
Wednesday 30 Oct	0584/02 Geography Paper 2 2 hrs 10 m

Component	Duration
0598/03 Commerce Case Study	1 hr 45 m

Component	Duration
Thursday 31 Oct	0570/04 Chemistry Practical Test 1 hr
	0570/05 Chemistry Alternative to Practical 1 hr

Component	Duration

Component	Duration
Friday 01 Nov	0568/03 Science Single Award Theory 1 hr 15 m
	0569/03 Science Double Award Theory 2 hrs

Component	Duration
0571/03 Physics Theory	1 hr 15 m

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

04 November - 08 November 2024

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Component	Duration
Monday 04 Nov 0615/01 Business Studies Paper 1	2 hrs

Component	Duration
0562/02 Setswana Paper 2 Comprehension, Summary and Translation	1 hr 50 m

Component	Duration
Tuesday 05 Nov 1255/02 Animal Production Practical	1 hr 15 m
1256/02 Field Crop Production Practical	1 hr 15 m
1257/02 Horticulture Practical	1 hr 15 m

Component	Duration
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Component	Duration
Wednesday 06 Nov 0588/02 Religious Education Paper 2	2 hrs 30 m

Component	Duration
0584/01 Geography Paper 1	1 hr 30 m

Component	Duration
Thursday 07 Nov 0585/02 Social Studies Paper 2	2 hrs 30 m

Component	Duration
0572/01 Biology Multiple Choice	50m
0573/01 Human & Social Biology Multiple Choice	1 hr

Component	Duration
Friday 08 Nov 0583/01 History Paper 1	2 hrs

Component	Duration
0568/01 Science Single Award Multiple Choice	50 m
0569/01 Science Double Award Multiple Choice	1 hr 30 m

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

11 November – 15 November 2024

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Monday 11 Nov	Component	Duration
	0587/01 Literature in English Paper 1	2 hrs 30 m

Component	Duration
0571/01 Physics Multiple Choice	1 hr

Tuesday 12 Nov	Component	Duration
	0597/01 Computer Studies Practical Paper	1 hr 30 m

Component	Duration
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Wednesday 13 Nov	Component	Duration
	0563/03 Mathematics Paper 3	2 hrs 30 m

Component	Duration
0586/02 Development Studies Paper 2	1 hr 30 m

Thursday 14 Nov	Component	Duration
	0618/01 French Listening Multiple Choice	50 m

Component	Duration
0572/03 Biology Theory	1 hr 15 m

Friday 15 Nov	Component	Duration
	0599/02 Agriculture Theory	2 hrs 15 m

Component	Duration
0570/01 Chemistry Multiple Choice	1 hr

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

2024 BGCSE Practical Examinations & Coursework Moderation Schedule

Coursework Submission & Marks Capture in Malepa by Centres

Syllabus	Submission of Projects and Marksheets to the Chief Invigilator	Deadline for Capturing of Marks in Malepa by Centres	Deliverables to BEC
0612/02 Fashion & Fabrics	20 Sept 2024	02 Oct 2024	Attendance registers ♦ Projects ♦ Individual Candidate Mark sheets ♦ Record cards (where Applicable) ♦ Summary Mark sheets ♦ Attendance Registers ♦ Marks to be captured into Malepa Application except for Agriculture which is captured at BEC.
0597/03 Computer Studies	20 Sept 2024	02 Oct 2024	
0599/03 Agriculture	20 Sept 2024	02 Oct 2024	
0616/02 Physical Education	20 Sept 2024	02 Oct 2024	
0617/03 Music	20 Sept 2024	02 Oct 2024	
0586/03 Development Studies	20 Sept 2024	02 Oct 2024	
0613/02 Home Management	20 Sept 2024	02 - 04 Oct 2024	
0596/05 Art & Design	20 Sept 2024	02 - 04 Oct 2024	
0595/02 Design & Technology	27 Sept 2024	09 – 11 Oct 2024	
1254/03 Hospitality & Tourism	28 Oct 2024	04 – 06 Nov 2024	
1255/03 Animal Production	28 Oct 2024	04 – 06 Nov 2024	
1256/03 Field Crop Production	28 Oct 2024	04 – 06 Nov 2024	
1257/03 Horticulture	28 Oct 2024	04 – 06 Nov 2024	
0618/03 French	17 Oct 2024	22 Oct 2024 NB: Test to run between 15 September and 17 October 2024	

Moderation of Coursework

Syllabus	Moderator Standardisation Dates		Moderation Date		Post Moderation Evaluation
	Team Leaders	Moderation Team	Start Date	End Date	
0613/02 Home Management	07 - 08 Oct 2024	09 –11 Oct 2024	14 Oct 2024	23 Oct 2024	24 - 25 Oct 2024
0596/05 Art & Design	07 - 08 Oct 2024	07 - 08 Oct 2024	09 Oct 2024	21 Oct 2024	22 - 23 Oct 2024
0612/02 Fashion & Fabrics	14 - 15 Oct 2024	16 - 18 Oct 2024	19 Oct 2024	27 Oct 2024	28 Oct 2024
0616/02 Physical Education	14 - 15 Oct 2024	16 - 18 Oct 2024	19 Oct 2024	27 Oct 2024	28 Oct 2024
0597/03 Computer Studies	14 - 15 Oct 2024	16 - 18 Oct 2024	19 Oct 2024	27 Oct 2024	28 Oct 2024
0586/03 Development Studies	14 - 15 Oct 2024	16 – 18 Oct 2024	19 Oct 2024	29 Oct 2024	30 Oct 2024
0599/03 Agriculture	14 - 15 Oct 2024	16 – 18 Oct 2024	19 Oct 2024	29 Oct 2024	30 Oct 2024
0617/03 Music	14 - 15 Oct 2024	14 - 15 Oct 2024	16 Oct 2024	20 Oct 2024	21 Oct 2024
0595/02 Design & Technology	14 - 15 Oct 2024	16 - 17 Oct 2024	18 Oct 2024	25 Oct 2024	26 – 27 Oct 2024
1254/03 Hospitality & Tourism Studies	11 - 12 Nov 2024	11 - 12 Nov 2024	13 Nov 2024	17 Nov 2024	18 - 19 Nov 2024
1255/03 Animal Production	11 - 13 Nov 2024	11 - 13 Nov 2024	14 Nov 2024	18 Nov 2024	19 Nov 2024
1256/03 Field Crop Production	11 - 13 Nov 2024	11 - 13 Nov 2024	14 Nov 2024	18 Nov 2024	19 Nov 2024
1257/03 Horticulture	11 - 13 Nov 2024	11 - 13 Nov 2024	14 Nov 2024	18 Nov 2024	19 Nov 2024

Practical Examinations

Syllabus	Standardisation Date		Examination Date		Post Examination Evaluation
	Team Leaders	Examining Team	Start Date	End Date	
0617/02 Music	09 Sept 2024	09 Sept 2024	11 Sept 2024	27 Sept 2024	02 – 04 Oct 2024
1254/02 Hospitality & Tourism Studies	14 Sept 2024	14 Sept 2024	16 Sept 2024	25 Sept 2024	26 - 27 Sept 2024
0611/02 Food & Nutrition	08 - 09 Sept 2024	10 Sept 2024	11 Sept 2024	26 Sept 2024	02 - 04 Oct 2024

1. Planning Session - 1254/02 Hospitality and Tourism Studies - **Tuesday 20 August 2024**
2. Planning Session - 0611/02 Food and Nutrition -Tuesday, **Wednesday 14 August 2024**
3. Practical Examination – **0596/1,2,3 Art and Design - Monday 23 to Tuesday 24 September 2024**
4. Project Selection for Agriculture 3, Physical Education 2, Development Studies 3, Computer Studies 3 by Principal Moderators: **Tuesday, 08 October 2024.**

Key to the Timetable

Syllabus	Code	Date	Session	Duration
English Language	0561/01	28 Oct	pm	1 hr 45 m
	0561/02	11 Oct	am	2 hrs
Setswana	0562/01	29 Oct	pm	1 hr 40 m
	0562/02	04 Nov	pm	1 hr 50 m
	0562/03	17 Oct	am	2 hrs 30 m
Mathematics	0563/01	11 Oct	pm	1 hr 30 m
	0563/02	23 Oct	am	2 hrs
	0563/03	13 Nov	am	2 hrs 30 m
Science: Single Award	0568/01	08 Nov	pm	50 m
	0568/03	01 Nov	am	1 hr 15 m
	0568/04	18 Oct	pm	1 hr
Science: Double Award	0569/01	08 Nov	pm	1 hr 30 m
	0569/03	01 Nov	am	2 hrs
	0569/04	18 Oct	pm	1 hr 30 m
Chemistry	0570/01	15 Nov	pm	1 hr
	0570/03	14 Oct	pm	1 hr 15 m
	0570/04	31 Oct	am	1 hr
	0570/05	31 Oct	am	1 hr
Physics	0571/01	11 Nov	pm	1 hr
	0571/03	01 Nov	pm	1 hr 15 m
	0571/04	09 Oct	am	2 hrs
	0571/05	09 Oct	am	1 hr
Biology	0572/01	07 Nov	pm	50 m
	0572/03	14 Nov	pm	1 hr 15 m
	0572/04	24 Oct	am	1 hr 15 m
	0572/05	24 Oct	am	1 hr
Human & Social Biology	0573/01	07 Nov	pm	1 hr
	0573/02	24 Oct	am	2 hrs
History	0583/01	08 Nov	am	2 hrs
	0583/02	23 Oct	pm	2 hrs
Geography	0584/01	06 Nov	pm	1 hr 30 m
	0584/02	30 Oct	am	2 hrs 10 m
	0584/03	17 Oct	pm	1 hr
Social Studies	0585/01	07 Oct	pm	1 hr 30 m
	0585/02	07 Nov	am	2 hrs 30 m
	0585/03	21 Oct	pm	1 hr
Development Studies	0586/01	25 Oct	pm	1 hr 30 m
	0586/02	13 Nov	pm	1 hr 30 m
Literature in English	0587/01	11 Nov	am	2 hrs 30 m

Syllabus	Code	Date	Session	Duration
Religious Education	0588/01	16 Oct	pm	1 hr 30 m
	0588/02	06 Nov	am	2 hrs 30 m
Design & Technology	0595/01	16 Oct	am	2 hrs 30 m
Computer Studies	0597/01	12 Nov	am	1 hr 30 m
	0597/02	21 Oct	am	2 hrs 30 m
Commerce	0598/01	22 Oct	pm	1 hr
	0598/02	18 Oct	am	2 hrs 30 m
	0598/03	30 Oct	pm	1 hr 45 m
Agriculture	0599/01	15 Oct	pm	45 m
	0599/02	15 Nov	am	2 hrs 15 m
Food & Nutrition	0611/01	16 Oct	am	2 hrs
Fashion & Fabrics	0612/01	16 Oct	am	2 hrs
Home Management	0613/01	16 Oct	am	2 hrs
Accounting	0614/01	29 Oct	am	2 hrs
	0614/02	07 Oct	am	2 hrs
Business Studies	0615/01	04 Nov	am	2 hrs
	0615/02	15 Oct	am	2 hrs
Physical Education	0616/01	08 Oct	pm	2 hrs
Music	0617/01	10 Oct	pm	1 hr
French	0618/01	14 Nov	am	50 m
	0618/02	25 Oct	am	1 hr
	0618/04	28 Oct	am	1 hr
Additional Mathematics	4037/12	04 Oct	am	2 hrs
	4037/22	08 Oct	am	2 hrs
Statistics	4040/12	10 Oct	am	2 hrs 15 m
	4040/22	14 Oct	am	2 hrs 15 m
Hospitality & Tourism Studies	1254/01	22 Oct	am	2 hrs
Animal Production	1255/01	22 Oct	am	2 hrs
	1255/02	05 Nov	am	1 hr 15 m
Field Crop Production	1256/01	22 Oct	am	2 hrs
	1256/02	05 Nov	am	1 hr 15 m
Horticulture	1257/01	22 Oct	am	2 hrs
	1257/02	05 Nov	am	1 hr 15 m