

EMPLOYMENT OPPORTUNITIES



2025 BGCSE & BSSE EXAMINING PERSONNEL (MARKING AND MODERATION/PRACTICAL EXAM PERSONNEL)

The Botswana Examinations Council for the 2025 series will be assessing and marking the Botswana General Certificate of Secondary Education Examinations and BSSE concurrently/parallel. Therefore, applications are invited from suitably qualified candidates who wish to mark examinations scripts for the two examinations.

A.) BGCSE & BSSE EXAMINERS

Position Requirements:

i) Qualifications: A minimum of Bachelor's Degree in Education or Bachelor's Degree with a professional teaching qualification (PGDE) or equivalent. A Master's Degree in Education will be an added advantage.

ii) Experience: At least two (2) years continuous teaching experience in the syllabuses. Experience in marking BGCSE national examinations will be an added advantage

Interested applicants must have trained as Examiners in the syllabus they wish to apply for.

Competencies:

- Good interpersonal and communication skills
- Demonstrated record of attainment in the subject
- High level of accountability
- Attention to details
- Results oriented

B.) BGCSE & BSSE MODERATORS/PRACTICAL EXAMINERS

The Botswana Examinations Council for the 2025 series will be assessing and marking the Botswana General Certificate of Secondary Education and BSSE Examinations concurrently/parallel. Therefore, applications are invited from suitably qualified candidates for appointment as external moderators/practical examiners for the two examinations for the syllabus listed below.

Practical Examinations

- I254/02 Hospitality & Tourism Studies
- I258/02 BSSE Music
- I259/02 BSSE Physical Education
- I262/02 BSSE Food Studies
- I263/02 BSSE Textile, Clothing and Design
- I264/02 BSSE Innovative Design & Aesthetics

Central Moderation

- I255/03 Animal Production
- I256/03 Field Crop Production
- I257/03 Horticulture
- I258/03 BSSE Music
- I454/03 BSSE History
- I517/03 BSSE Agricultural Science

Centre Moderation

- 0595/02 Design & Technology
- I254/03 Hospitality & Tourism Studies
- I259/03 BSSE Physical Education
- I261/04 BSSE Visual Arts
- I262/03 BSSE Food Studies
- I263/03 BSSE Textile, Clothing and Design
- I264/03 BSSE Innovative Design & Aesthetics

Validation/Verification (Central Place)

(Only Moderators who had been appointed at Team Leader level in the past examination series are required to apply for this type of moderation)

- 0586/03 Development Studies
- 0597/03 Computer Studies

Applicants must be practicing Teachers/ Lecturers or Education Officers currently at institutions that prepare candidates for the BGCSE certificate.

Position Requirements:

i. Qualifications: A minimum of Bachelor's Degree in Education or Bachelor's Degree with a professional teaching qualification (PGDE) or equivalent relevant to the preferred syllabus as well as training as a Moderator/Examiner. A Master's Degree in Education will be an added advantage.

ii. Experience: At least three (3) years continuous teaching experience at BGCSE level relevant to the preferred syllabus or at institutions that prepares students for higher qualifications. Experience in moderation/practical examination will be an added advantage.

Competencies:

- High level of accountability
- Attention to details
- Good Interpretation and communication skills
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PLEASE NOTE THAT THE APPLICATION PROCESS WILL BE DONE THROUGH ONLINE PLATFORMS ONLY.

REFER TO THE DETAILED ADVERT ON PAGE 2 to 6 FOR MORE INFORMATION AND INSTRUCTIONS ON HOW TO APPLY ONLINE.

For further enquiries please contact the Examinations Personnel Team at: 3650783/ 3650786.

The closing date for applications is **20 June 2025, 23:55 pm.**

We regret that only shortlisted candidates will be contacted. Applications with incomplete documentation which are sent via email, facsimile or received after the closing date will not be considered.

ALL APPLICATIONS MUST BE ROUTED THROUGH HEADS OF INSTITUTIONS FOR AUTHORIZATION TO BE ENGAGED BY BEC. APPLICATIONS NOT ROUTED THROUGH HEADS OF INSTITUTIONS WILL BE INCOMPLETE AND SHALL NOT BE CONSIDERED.

ADVERTISEMENT - 2025 BGCSE & BSSE EXAMINING PERSONNEL
(MARKING & MODERATION/PRACTICAL EXAM PERSONNEL)

A.) BGCSE & BSSE EXAMINERS

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- ii) **Experience:** At least two (2) years continuous teaching experience in the syllabuses. Experience in marking BGCSE national examinations will be an added advantage

Interested applicants must have trained as Examiners in the syllabus they wish to apply for.

KEY TO THE TABLE:

- i) **STAGGERED:** Same Examiners mark BSSE and proceed to BGCSE or vice versa
- ii) **PARRALLEL:** The syllabuses are marked by different examiners at the same time
- iii) **NORMAL:** The syllabuses are marked the same way they used to be marked

BGCSE		Marking type	BSSE		Marking type	Mode of Marking
Code	Syllabus Name		Code	Syllabuses		
0561/01	English Language	Conventional	1234/01	English Language	Online	Staggered
0561/02	English Language	Online	1234/02	English Language	Online	Staggered
0562/01	Setswana	Conventional	1235/01	Setswana	Online	Staggered
0562/02	Setswana	Conventional				Parallel to parallel to other papers
0562/03	Setswana	Conventional	1235/02	Setswana	Online	Staggered
0563/01	Mathematics	Online				Parallel to BSSE other Maths
0563/02	Mathematics	Online				Parallel to BSSE Maths
0563/03	Mathematics	Conventional				Parallel to BSSE Maths
			1236/01	General Mathematics	Online	Staggered with 1237/01
			1236/02	General Mathematics	Online	Staggered with 1237/02
			1237 01	Scientific Mathematics	Online	Staggered with 1236/01
			1237/02	Scientific Mathematics	Online	Staggered with 1236/02
0568/03	Science Single Award	Online				Staggered with 0569/03
0568/04	Science Single Award	Online				Staggered with 0569/04
0569/03	Science Double Award	Online				Staggered with 0568/03



0569/03	Science Double Award	Online				Staggered with 0568/03
0569/04	Science Double Award	Online				Staggered with 0568/04
			1430/01	General Science	Online	Parallel to BGCSE SSA/SDA
			1430/03	General Science	Online	Parallel to BGCSE SSA/SDA
			1430/05	General Science	Online	Parallel to BGCSE SSA/SDA
0570/03	Chemistry	Online	1429/01	Chemistry	Online	Staggered
0570/05	Chemistry	Online	1429/02	Chemistry	Online	Staggered
			1429/03	Chemistry	Online	
			1429/05	Chemistry	Online	Parallel to other components
0571/03	Physics	Online	1427/01	Physics	Online	Staggered
0571/05	Physics	Conventional	1427/02	Physics	Online	Staggered
			1427/03	Physics		
			1427/05	Physics	Online	Parallel to other components
0572/03	Biology	Conventional	1428/01	Biology	Online	Staggered
0572/05	Biology	Online	1428/02	Biology	Online	Staggered
			1427/03	Biology	Online	
			1427/05	Biology	Online	Parallel to other components
0573/02	Human & Social Biology	Conventional				Staggered with 0572/03/05
0583/01	History	Conventional	1454/01	History	Conventional	Staggered
0583/02	History	Conventional	1454/02	History	Conventional	Staggered
0584/01	Geography	Conventional	1448/01	Geography	Online	Staggered
0584/02	Geography	Conventional	1448/02	Geography	Online	Staggered
0584/03	Geography	Conventional	1448/04	Geography	Online	Staggered
0585/01	Social Studies	Online				Normal
0585/02	Social Studies	Conventional				Normal
0585/03	Social Studies	Online				Normal
0586/01	Development Studies	Conventional				Normal
0586/02	Development Studies	Conventional				Normal
0587/01	Literature in English	Conventional				Normal
0588/01	Religious Education	Online				Normal
0588/02	Religious Education	Conventional				Normal



0595/01	Design and Technology	Online				Normal
0597/01	Computer Studies	Conventional				Normal
0597/02	Computer Studies	Conventional				Normal
			1441/01	Entrepreneurship	Online	Parallel to other papers
0598/02	Commerce	Online	1441/02	Entrepreneurship	Online	Staggered
0598/03	Commerce	Online	1441/04	Entrepreneurship	Conventional	Staggered
0599/02	Agriculture	Conventional	1517/01	Agricultural Science	Online	Staggered
0614/01	Accounting	Online	1442/01	Accounting	Online	Staggered
0614/02	Accounting	Online	1442/02	Accounting	Online	Staggered
			1442/04	Accounting	Conventional	Parallel to other papers
0615/01	Business Studies	Online	1444/01	Business Management	Online	Staggered
0615/02	Business Studies	Online	1444/02	Business Management	Online	Staggered
			1444/04	Business Management	Conventional	Parallel to other papers
			1254/01	Hospitality & Tourism Studies	Online	Normal
			1255/01	Animal Production	Online	Normal
			1255/02	Animal Production	Online	Normal
			1256/01	Field Crop Production	Online	Normal
			1256/02	Field Crop Production	Online	Normal
			1257/01	Horticulture	Online	Normal
			1257/02	Horticulture	Online	Normal
			1258/01	Music	Online	Normal
			1259/01	Physical Education	Online	Normal
			1262/01	Food Studies	Online	Normal
			1263/01	Textile Design and Clothing	Online	Normal
			1264/01	Innovative Design and Aesthetics	Online	Normal
			1443/01	Economics	Online	Normal
			1443/02	Economics	Online	Normal
			1443/04	Economics	Conventional	Normal
			1261/01	Visual Arts	Conventional	Normal
			1261/02	Visual Arts	Conventional	Normal
			1261/03	Visual Arts	Conventional	Normal

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INSTRUCTIONS ON HOW TO APPLY:*** EXAMINING PERSONNEL FROM PREVIOUS EXAMINATION CYCLE (BGCSE MODERATORS/ALL EXAMINERS)**

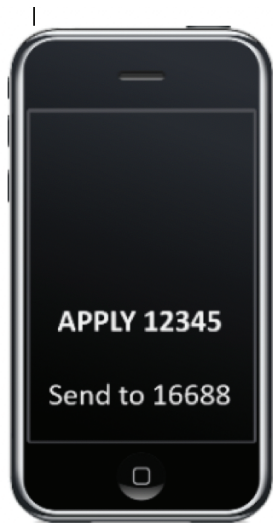
Examining Personnel who were engaged in 2024 BGCSE examination cycle, will receive a message prompting them to apply using the steps below.

I. The applicant will be sent an SMS prompting them to apply. The message will contain a line which reads APPLY followed by an application number, e.g. **APPLY I2345.**

Note: The **APPLICATION NUMBER** is unique to your application and will be part of the SMS sent to you. If you do not receive an SMS by **30 May 2025**, please contact BEC-Examination Personnel Unit at **3650783/ 3650786** or Apply through this link <http://becweb.bec.co.bw/EXAMINERS>

2. Once you have received the message, send **APPLY** followed by your **APPLICATION NUMBER** to **16688**.

3. See further illustration below:



N.B: 12345 in this case has been used as an example, kindly use the unique **APPLICATION NUMBER** sent to you through the SMS. (There should be a space between **APPLY** and your **APPLICATION NUMBER**)

4. You will receive an acknowledgement of your application via SMS. The acknowledgement **ONLY** indicates that your application has been received or recorded and it should NOT be misconstrued to indicate appointment. To update or make any changes to your personal details, e.g. **school, banking details**, please visit the link that will be sent with the acknowledgement and wait for One Time Pin (OTP), which will be your password.

Further communication will follow once the recruitment process has been completed.

NB: Failure to receive the acknowledgement SMS within 3 days means your application **has not been received or recorded** so you **must TRY** again or call BEC if the problem persists.

*** OTHER INTERESTED EXAMINING PERSONNEL WHO WERE NOT ENGAGED IN 2024 MARKING**

1. Visit our web page at <http://becweb.bec.co.bw/EXAMINERS>
2. Go to “I want to Apply” and follow the prompts.

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