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BOTSWANA EXAMINATIONS COUNCIL

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Preparation

	Name	Date
Prepared by:	Goitseone Nkele, Joshua Samuel and Gladness Richard	2026/07/23

Approval - Document Sign off

Name	Role	Date	Signature
Mokgethi Moalosi	Manager Centre Quality Assurance	2026/09/28	*Signed*
Annah Lewanika	Director, Assessment Administration	2026/09/29	*Signed*

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IMPORTANT NOTE:

This document contains the Guidelines on the conduct of the Botswana General Certificate of Secondary Education (BGCSE) Examinations. The Guidelines should be read in conjunction with other BEC regulatory documents such as ***Manual for Invigilators – BGCSE***, ***Manual for Standards for Secure Storage of Examination Materials at BEC Centres***, ***Access Arrangements and Special Consideration: A Guide for Centres***, ***Assessment Syllabuses***, ***Guidelines for Registration of Candidates*** and other related documents.

These guidelines refer to the conduct of examinations in all syllabuses. Additional syllabus instructions for the conduct of examinations that are specific to some syllabuses are also issued where appropriate by BEC. All correspondence relating to the examinations should be sent directly to the Chief Executive Officer, Botswana Examinations Council.

If you encounter a situation that you have never experienced before, during and after the examination you should immediately telephone: 3650700. This should be followed by a written report.

1.0 Abbreviations, Terms and Definitions

1.1 Abbreviations

AA	Assessment Administration
BEC	Botswana Examinations Council
BGCSE	Botswana General certificate of Secondary Education
CCTV	Closed Circuit Television
CD	Compact Disc
DAA	Director Assessment Administration
DVD	Digital Versatile Disc
GCE	General Certificate of Education
OMR	Optical Mark Readers

1.2 Terms and Definitions

1.2.1 Access Arrangements

Pre-agreed arrangements made on examinations instruments during test development and also at centre level through accommodations.

1.2.2 Chief Invigilator

Is a person in a centre charged with the responsibility to make entries, administer examinations and issues certificates to candidates.

1.2.3 Component

Part of or a section of the syllabus examination, an individual syllabus usually has several components

1.2.4 Coursework

Coursework refers to any component specified by the syllabus that is assessed in the Centre by the Centre's teachers as a requirement of the Syllabus.

1.2.5 Discrepancy

The inconsistency between the expected number and actual number of exam material received at a centre/BEC.

1.2.6 Examination Centre

A school, organisation or institution approved and registered with BEC for the entry of candidates to BEC qualifications and to carry out related assessments.

1.2.7 Full Centre Supervision

Is a defined type of supervision for candidates that is conducted by trained members of staff at your Centre. If candidates are not in their exams at the Key Time, they must be in a room under Full Centre Supervision until the Key Time has passed or until the exam starts.

1.2.8 Head of Centre

The person in a centre, responsible for all matters relating to the running of an institution including responsibility on all matters relating to examinations at the Centre.

1.2.9 Invigilator

The Invigilator is any personnel in the examination room, who is trained to ensure credible examination processes and is responsible for the actual conduct during an exam session.

1.2.10 Key Times

Are defined points in a timetabled session when candidates must be in the exam room or under Full Centre Supervision. Candidates must take their exams in the correct Timetabled session. You can start the exam anytime within the session, but you must follow our Key Times and Full Centre Supervision.

1.2.11 Main Examination Room

The main hall/room in the case where candidates have to sit the examinations in multiple rooms.

1.2.12 Main Investigation

A stage where evidence is collected to establish whether malpractice or maladministration has occurred, it involves observation, questioning and discussion with implicated individuals, representatives and or witnesses.

1.2.13 Maladministration

Any act, omission, or practice by an examination centre, staff, or invigilator that contravenes our regulations and potentially threatens the integrity of BEC examinations and certificates. Maladministration can happen before, during or after timetabled exams or other assessments. **NEW**

1.2.14 Malpractice

Malpractice is any action that contravenes our regulations and potentially threatens the integrity of our exams and certificates. Malpractice can happen before, during or after timetabled exams or other assessments.

1.2.15 Preliminary Investigation

An initial stage in the investigation of a suspected malpractice or maladministration case which involves checking and referring to documents to establish if indeed the purported incident occurred.

1.2.16 Rover

Is a special Invigilator, whose duties are to ensure that Invigilators and candidates get whatever assistance they may require during an exam session.

1.2.17 Script

This refers to candidates' response to a whole or a part of question paper or a component in different formats.

1.2.18 Senior Invigilator

Besides the Chief Invigilator, the Head of Centre may assign one Senior Invigilator for every 250 or more candidates, who will perform duties assigned by the Chief Invigilator regarding the conduct of examinations.

1.2.19 Special Consideration

Special Consideration is a post-examination adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example illness, bereavement, or temporary injury.

1.2.20 Standardisation

A process to achieve consistency to ensure that all candidates are judged against the same criteria.

1.2.21 Syllabus

A complete description of the content, assessment arrangement and performance requirements for a qualification.

2.0 Introduction

The Botswana Examinations Council (BEC) has been tasked with overseeing the running of the national examinations on behalf of the Ministry of Child Welfare and Basic Education as per the *BEC Amendment Act of 2019*. To this end, BEC has developed regulatory documents that assist the centres in the best practice administration of national examinations. BEC has developed, Guidelines and associated documents for use in the registration and conduct of examinations. These Guidelines and related procedures detailed herein apply to the examinations, assessments and qualifications provided by BEC.

2.1 BEC Examination Cycle

Our processes are grouped into six phases to help you keep track of what you need to do and when. The cycle includes every phase of the process from the planning and preparation that take place before you make entries for your candidates, to issuing your candidates with their certificates. The six phases are:

(i) Preparation
(ii) Entries - Registration of Candidates
(iii) Coursework and Moderation
(iv) Before the Exams - Preparation for the exam day
(v) Exam Day
(vi) Results and Certificates

2.2 Policy

The policies listed below are the cornerstone of the regulatory mechanisms in the administration of examinations in Centres registered with BEC.

(a) **BEC/EAC/Pol01 - *Certification Policy***
(b) **BEC/CEO/Pol01 - *Quality Policy***
(c) **BEC/ES/Pol02 - *Whistle Blowing Policy***
(d) **BEC/CEO/Pol04 - *Risk Management Policy***
(e) **CEO/Pol05 - *Communication Policy***
(f) ***BEC*/CEO/Pol06 – *Anti-Fraud Policy***

2.3 Background

2.3.1 The regulations and procedures detailed in these guidelines, apply to examination assessments and qualification provided by Botswana Examinations Council. They also reference regulations and guidelines provided by Cambridge International Education, the **EA/AA/Man02 - *Manual for Invigilators*** and **EA/AA/Man01 – *Manual for Standards for Secure Storage of Examination Materials at BEC Centres***.

2.3.2 Throughout these Guidelines, 'You' and 'Your' refer to the Centre, 'We' and 'Our' refer to Botswana Examinations Council (BEC).

2.3.3 By registering with BEC and submitting entries, Centres agree to be bound by the terms and conditions, processes and procedures set out in this guidelines and related regulatory documents.

2.3.4 BEC reserves the right to alter the guidelines and any of other documentation with any changes taking immediate effect unless otherwise stated. BEC will let you know of any changes we

make. Centres must ensure they are using the current exam year's version of guidelines and related documents.

2.3.5 All services provided by BEC are conditional on the payment of all fees due, in accordance with the payment terms.

2.4 Purpose

This document is intended to guide and regulate the conduct of examinations at Senior Secondary school level. Heads of Centres are advised to ensure that the procedures in the guidelines are strictly complied with at all times. These guidelines ensure that the administration of the examination is standardised to ensure a fair and credible assessment for all candidates.

3.0 Scope

These guidelines explain all the administrative duties that need to carried out before, during, and after the conduct of examinations. The guidelines also set out the regulations for running our exams and assessments. The guidelines detail out the responsibilities of centres and forms part of the legal contract between BEC and the Centre/Private candidates.

In this section:

4.0 Responsibility and Authority
4.1 Examination Centre Responsibilities
4.2 Duties of the Head of Centre/Chief Invigilator
4.3 Duties of the Head of Centre/Chief Invigilator
4.4 Duties of Senior Invigilator
4.5 Duties of Invigilators
4.6 Duties of a Rover
4.7 Candidates
4.8 Training on Conduct of Examinations
4.9 Inspections and Quality Assurance
4.10 General Data Protection
4.11 Assessment Administration
4.12 Support and Communication with BEC
4.13 Ownership of Question Papers
4.14 Copyright in Exam Material
4.15 Copyright and Candidates' Work
4.16 Ownership of Assessed Material

4.0 Responsibility and Authority

4.1 Examination Centre Responsibilities

4.1.1 The centre is responsible for registration of candidates, administration and conduct of BEC examinations.

4.1.2 The centre is responsible for providing adequate and suitable examination accommodation as well as sufficient and appropriate material and equipment for the candidates.

4.1.3 BEC does not communicate directly with school candidates about administration of exams. Centres are responsible for communicating with candidates with respect to every aspect of our programmes, qualifications and assessments. However, we communicate directly with individual private candidates.

4.1.4 Centres must provide their candidates with:

(a) the dates and times of their examinations and assessments including periods of Full Centre Supervision.

(b) confirmation and details of entry for each assessment.

(c) confirmation and details for their provisional results for each assessment and

(d) every result and every certificate we issue for them.

4.1.5 Before the start of any of our assessments the centre must confirm the identity of all the candidates present.

4.1.6 The centre is also responsible for submitting candidates work and must ensure that;

(a) the work in every candidate' s assessment submission meets the criteria in the syllabus for the series.

(b) candidates' work is produced, and, where appropriate, marked internally, moderated and despatched according to our instructions and

(c) every piece of work you submit is the candidates' own work and is clearly identified as such.

4.1.7 The centre must inform BEC immediately if the location of their premises or secure storage changes. The centre must do so in writing.

4.1.8 Centres must report to BEC changes in contact details including email addresses and telephone numbers.

4.1.9 Centres must inform BEC immediately if their ownership or legal identity changes.

4.2 Head of Centre

4.2.1 The Head of Centre is;

(a) Ultimately responsible for all matters relating to the examination at the centre.
(b) Accountable for running our examinations at your centre.
(c) Responsible for appointing a Chief Invigilator and senior Invigilator(s) (where applicable). Where a Centre for private candidates has been established by us, the Chief Invigilator will be appointed by the Director, Assessment Administration at BEC.

IMPORTANT NOTE: Refer to **EA/AA/Man02 - *Manual for Invigilators - BGCSE*** for position requirements for Chief Invigilators and Senior Invigilators and other invigilation personnel.

4.3 Chief Invigilator

4.3.1 The Chief Invigilator is responsible for:

(a) Being the liaison person between BEC and the Examination Centre.

(b) Ensuring that all candidates who end up sitting our examinations are eligible to sit the examinations.

(c) Ensuring that all candidates registered for the examinations receive the **EA/AA/G01/AN01 – *Annexure 1 - Notice to Candidates*** and **EA/AA/G01/AN04 – *Annexure 4 - Responsibilities of a Candidate*** and are conversant with these documents and fully observe them.

(d) Ensuring that the receipt and security of examination materials, distribution of the examination papers to the candidates, collection of scripts at the end of each examination and the delivery of the scripts to BEC are all carried out in accordance with these regulations.

(e) Ensuring that candidates are provided with all the materials specified on the question paper and any other additional materials indicated in the list provided by us.

(f) The appointment and training of suitable Invigilators and ensuring that they are familiar with the instructions contained in these guidelines.

(g) Checking that they have all the necessary materials for the examination and that packets containing question papers have not been tampered with.

(h) Ensuring that there is constant and effective supervision of candidates during the examinations.

(i) Submitting to BEC, in accordance with the instructions given when the information is requested, details of estimated and actual entries, marks for parts of the examination which are assessed in the centre, Forecast Grades and any other information that we may reasonably require in relation to examinations conducted at the Centre.

(j) Ensuring that each candidate entered through the Centre receives details of the dates and times of his/her examinations, a ***Statement of Entry***, ***Statement of Result*** and any ***Certificate*** issued by us.

(k) Ensuring that, in the case of candidates' work which is assessed by the centre, the work contained in every candidate's assessment is produced, marked, internally moderated and despatched according to the instructions issued by us;

(l) Submitting of any applications for changes to the venue or timetable in accordance with these guidelines.

(m) Making applications for Access Arrangements and Special Consideration in accordance with the regulations and guidance.

NB: It is an offense to grant candidates access arrangements without written approval from BEC. This is considered as examination malpractice.

(n) Providing suitable accommodation for candidates to sit the examinations.

(o) Ensuring that all candidates in the examination, including private candidates, are identified.

(p) Providing us with reports of any suspected or alleged cases of malpractice by a candidate or malpractice/maladministration by a member of staff discovered by you. The Chief Invigilator is further required to assist any investigation which ensues from any alleged malpractice either reported by the Centre or suspected by us, and to provide such information and advice as we may reasonably require.

(q) Submitting and processing of enquiries about results in accordance with the regulations.

(r) Ensuring that a request for approval of changes to or of an examination venue is made to BEC before the start of the exam series.

(s) Facilitating any inspection of the Centre by us or on our behalf. During unannounced inspections when examinations are taking place the Chief Invigilator is expected to co-operate with the inspector, including allowing access to the secure storage. We may also inspect the arrangements for the secure storage of confidential materials at times when examinations are not taking place.

(t) Distributing all certificates to candidates without undue delay and maintenance of records for issued certificates. Where certificates are not handed to candidates personally, the Chief Invigilator is responsible for obtaining acknowledgement of receipt from the candidate.

(u) Retaining all unclaimed certificates under secure conditions for a minimum period of 24 (twenty - four) months from the date of issue. At the end of this period, unclaimed certificates should be returned to us.

IMPORTANT NOTES: The Chief Invigilator must make him/herself fully conversant with these regulations and is responsible for ensuring that they are correctly observed and applied. A copy of the guidelines should be readily available throughout the examination series.

4.4 Senior Invigilator

IMPORTANT NOTE: A Senior Invigilator is assigned for every 250 or more candidates as shown in the table below.

Table 1: Invigilation Personnel Ratios

Number of candidates	Chief Invigilator	Senior Invigilator	Rover	Invigilator/s
Up to 250	1	1	2	1 Invigilator: 35 candidates
251 to 550	1	2	3	1 Invigilator: 35 candidates
551 to 880	1	3	4	1 Invigilator: 35 candidates
881 and above	1	4	5	1 Invigilator: 35 candidates

4.4.1 The Senior Invigilator will be tasked with the responsibility to supervise a group of Invigilators.

4.4.2 The Senior Invigilator assists the Chief Invigilator in carrying out day to day examination duties. Their duties will include the following:

(a) Overseeing the preparation and readiness of the examination rooms.

(b) Ensuring a copy of these guidelines is available in the main exam room and a copy of **EA/AA/Man02 - *Manual for Invigilators - BGCSE*** in any other exam room.

(c) Ensuring that the **EA/AA/G01/AN01 - *Annexure 1 - Notice to Candidates*** and ***Candidate Warning Poster*** are displayed both inside and outside the exam room.

(d) Ensuring that walls, chalkboards, and any other surfaces are free of any subject matter such as charts, formulae, maps etc.

(e) Ensuring that the examination environment is conducive for writing examinations; rooms are free from noise, sufficiently ventilated, lit and correct spacing between candidates is observed.

(f) Ensuring that instructions are read to candidates before the commencement of the examination session and inform them that they could be disqualified from the examination should they contravene any of the instructions.

(g) Ensuring that question papers being opened and distributed to candidates are correct according to the time and date specified on the examination timetable.

(h) Maintaining a high standard of invigilation by frequently visiting examination rooms during each session to monitor and ascertain complies to examination regulations.

(i) Ensuring that ***Seating Plans*** are drawn indicating the examination room(s) details, desk arrangement, candidate numbers. etc.

(j) Ensuring that there are no unauthorised persons in or around examination room(s).

(k) Ensuring that all candidates are advised in time of requisites such as rulers, calculators, drawing instruments to be used in the examination of specific syllabus.

(l) Ensuring that Invigilators complete the ***Attendance Register*** and ***Seating Plans*** appropriately.

(m) Assisting with relief invigilation by escorting and supervising candidates on authorised breaks and ensuring no unauthorised material is consulted.

(n) Ensuring that all scripts are properly collected, accounted for, batched and packed according to candidates' examination number order once the session has ended.

(o) Collecting, checking and signing all invigilation claim forms (where applicable).

(p) Submitting written reports on all suspected and other cases of irregularities to the Chief Invigilator without delay.

4.5 Invigilators

4.5.1 An Invigilator is responsible for:

(a) Ensuring compliance to set examination regulations.
(b) Ensuring correct spacing between candidates is observed, appropriate furniture is provided etc.
(c) Ensuring examinations start and finish at the specified times.
(d) Ensuring examination papers are secure whilst in their care.
(e) Ensuring ***Attendance Registers*** and ***Seating Plans*** are accurately completed.
(f) Ensuring no cheating/collusion takes place.
(g) Confirming the identify of candidates and that they are entered for the examination being sat.
(h) Conducting the examination in accordance with instructions contained in these guidelines and any other instructions which may be issued by us.
(i) Ensuring that candidates understand and follow all instructions and regulations.
(j) Notifying the Chief Invigilator of any suspicions that the question paper packets were tampered with.
(k) Reporting any suspected cases of malpractice to the Chief Invigilator as soon as possible and submit a written report thereafter.
(l) Checking in advance that the exam room and seating arrangements for the candidates are suitable and that materials provided by the Centre/candidates such as pencils, rubbers, rulers etc., are available in sufficient numbers.

4.5.2 The Invigilators may not assist the candidates with answering examination questions. The Invigilator must not repeat instructions, nor explain difficult words, phrases or concepts contained in the questions. He/she should not in any way indicate to the candidate whether the question has been answered correctly or incorrectly.

4.5.3 Invigilators must give their full attention to invigilation during the exam and move around the exam room to have a clear view of all candidates.

4.5.4 Invigilators shall maintain silence throughout the examination as even whispered conversation may distract candidates.

4.5.5 Invigilators shall disengage from unnecessary conversation with non-Invigilators outside or inside the examination room or anywhere nearby.

IMPORTANT NOTE: Refer to **EA/AA/Man02 - *Manual for Invigilators - BGCSE*** for position requirement for an Invigilators/rover.

4.6 Rover

4.6.1 Rovers are responsible for ensuring that Invigilators and candidates get whatever assistance they require during the examination.

4.6.2 The following are the duties of the rover;

(a) Taking up a suitable position outside the examination rooms to provide assistance to the Invigilators. Rovers may not be in the examination room unless summoned by the Invigilator during the period of the examination. Under no circumstance should rovers distribute question papers or stationery nor assist with the collection of candidates answer books following each examination.

(b) Ensuring as far as possible that no disturbance occurs outside the examination room which could distract the candidates from their work.

4.6.3 Rovers must not leave their position for any reason other than when they are requested by the Invigilator to summon for assistance from the Head of Centre, Chief Invigilator or Senior Invigilator or accompany a candidate who has been given permission to leave the examination room temporarily.

4.6.4 Rovers must not bring along cell phones, books, newspapers, magazines or any reading nor write or read anything that is not in line with their duties while the examination is in progress.

4.7 Candidates

4.7.1 Candidates have a responsibility for qualifications they have registered for during an examination series. It is the responsibility of a candidate to ensure they are fully conversant with **Annexure 4 – EA/AA/G01/AN03 – *Responsibilities of a Candidate***.

4.8 Training on Conduct of Examinations

4.8.1 BEC offers free training for all Chief Invigilators through online/virtual/in-person training.

4.8.2 The training slides, guidelines and manuals are essential resources for Chief Invigilators. Training slides are produced for ease of reference and to assist Chief Invigilators in training Invigilators.

4.9 Examination Centre Inspections and Quality Assurance

4.9.1 Examination centre inspections are conducted to ensure that Centres adhere to the regulations and rules as set out in these guidelines and other regulatory documents to maintain the integrity of the examinations.

4.9.2 The centre must cooperate with and facilitate any visit or inspection by BEC and its quality assurance partner(s), either arranged or unannounced, including giving the inspectors access to the secure storage area and examination area, even when examinations are taking place.

4.9.3 The centre must cooperate with any quality assurance activities that BEC may request. Centres must respond within the specified timeframes, responses must accurately describe the Centre's premises, systems and procedures. BEC reserves the right to photograph the premises and materials relating to assessments including candidate work, as part of the inspection process.

4.9.4 BEC shall carry out a re-inspection if a Centre changes premises or facilities, or requests to be approved to offer an additional qualification type or any syllabus with a practical component.

4.9.5 Announced or unannounced inspections can take place during a series. However, BEC may inspect a centre outside the main exam period. BEC may inspect any part of a centre's premises or systems or procedures connected with the delivery of our assessment.

4.9.6 BEC may withdraw your centre status if the inspection indicates that the centre does not meet the standards or regulations.

4.9.7 Inspectors must always be accompanied by a member of the centre staff during their visit.

4.9.8 In addition to Inspections, centres must assist BEC in carrying out any reasonable monitoring activities necessary for the secure and effective delivery of assessment.

4.9.9 ***Inspection Reports*** are confidential between the centre and BEC and must not be shared with anyone outside the centre e.g. local news platforms, social media etc.

4.10 General Data Protection

4.10.1 BEC takes the protection of personal data seriously. In this section, processing personal data and sensitive personal data have the meaning referred to below;

(a) Centres must ensure that all their candidates (if sixteen (16) years or over) and their parents/guardians understand that BEC will use their personal data (for example, their names, candidate numbers and where relevant video evidence of candidate performance for the

purposes of delivering BEC qualifications through your centre, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice. Centres must also ensure that when applications for Access Arrangements, Special Consideration or the withdrawal of entries are made, candidates (if sixteen (16) years or over) and their parents/guardians understand that BEC will use their sensitive personal data for the purposes of processing these applications and must obtain their consent for such use. Centres must ensure they keep a record of the consent given in whatever format and that, such records must be made available to BEC upon request.

(b) Centres must ensure that all their candidates (if sixteen (16) years or over) and their parents/guardians understand that BEC will process their personal data for the following legitimate business purposes;

(c) To carry out research, standards setting and other activities that are related to the business of delivering qualifications (including assessments), all of which are aimed at ensuring delivery, as well as integrity of our qualifications and protection of candidates.

(d) To understand the needs of candidates and other users of our qualifications and to carry out marketing.

(e) To provide training to those involved in the provision of educational services in relation to our qualifications, for example, teachers and examining personnel.

(f) For internal business purposes, including management of risks, protecting the security of personal data in our possession and carrying out internal record-keeping and audits.

(g) To share the personal data with other parts of our organisation, including agents (e.g. Department of Tertiary Education Financing) and representatives who process the personal data on our behalf for the purposes described in these guidelines.

(h) To share the personal data with universities and college admissions services and to facilitate the candidates' relevant application.

(i) To comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

(j) Ensure that candidates or their parents/guardians as appropriate, understand that we may use anonymised data (that is, data that does not identify a candidate) and pseudonymised data (that is, data that is anonymous to the people who receive it) for research purposes and may share that data with third parties also for research purposes. The third-party recipients of candidate data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.

(k) Ensure that all candidates or their parents/guardians as appropriate understand that BEC may transfer candidate data outside of Botswana, for example, for the processing of entries and results.

4.11 Examination Administration

4.11.1 For effective administration of examinations, centres must abide by the deadlines set out in these guidelines or related documents or otherwise communicated by BEC. Centres must send to BEC or capture in Malepa application:

(a) personal details of candidates.
(b) estimated entries for coursework syllabuses.
(c) marks for internally assessed components except for Agriculture Paper 3 (and any required moderation samples).
(d) any other information that BEC requests for as detailed on BEC instructions for example Forecast Grades

4.11.2 For applications for Special Consideration, centres must follow the regulations set out in these guidelines and **BEC/EAC/G01 – *Access Arrangements and Special Consideration: A Guide for Centres***.

4.11.3 Centres must keep examination materials secure at all times.

4.11.4 Centres must check that they have received the correct version of materials for the series.

4.11.5 Centres must carry out the following in accordance with BEC guidelines:

(a) Secure storage of all examination materials.
(b) Distribution of examination papers to candidates.
(c) Collection of scripts, question papers and any other material at the end of each exam and secure return of scripts.

4.11.6 Centres must appoint suitable Invigilators and must ensure exams are carried out in accordance with these guidelines. Private school centres are responsible for costs associated with conduct of examinations at their centres.

4.11.7 Centres must ensure all personnel directly involved with the administration of exam understands Key Time and Full Centre Supervision regulations. Candidates must be constantly and effectively supervised during any exam, or period of Full Centre Supervision, to ensure compliance with Key Time regulations.

4.11.8 Centres must work with BEC to prevent malpractice and in particular centres must;

(a) ensure candidates are aware of unauthorised materials not allowed in the exam room;

(b) immediately report any established suspected or alleged cases of malpractice;

(c) assist in any investigation of suspected malpractice;

(d) promptly provide information and advice regarding any suspected malpractice at their centre;

(e) promptly provide information and advice BEC may require assisting with any investigation.

4.11.9 Centres must submit and process any enquiries about results or appeals in accordance with the regulations set out in these guidelines.

4.11.10 Centres must keep unclaimed certificates under secure conditions for a minimum of 24 months from date of issue and not destroy unclaimed certificates.

4.12 Support and Communication with BEC

4.12.1 Correspondence with BEC

(a) All correspondence between centres and BEC must be in English. This applies even when the qualifications are offered in a language other than English.

(b) The Head of Centre or the designated Chief Invigilator may sign letters from the Centre to Botswana Examinations Council. *Legal Notices* must be signed by the responsible person.

(c) When centres receive a communication or an email from BEC, which requires a response, they must respond within the specified time frame.

(d) Centres must include the following in all correspondences to BEC:

(i) Centre Name and Centre Number

(ii) Name, position and title of the member of staff sending the message and for continuing correspondence. The reference number included in our initial correspondence should be reflected.

4.12.2 Communication Method and details

4.12.2.1 Written

(a) For general administrative queries, centres should formally write to Botswana Examinations Council, the correspondence should be addressed to;

Chief Executive Officer
Botswana Examinations Council
P/Bag 0070, Gaborone

(b) The correspondence can be sent via post or electronic email to RMU@bec.co.bw
(c) BEC recommends centres to use official centre email addresses.

4.12.2.2 Telephone communication

Telephone: 3650700
Toll Free No: 0800601025

4.12.2.3 The Head of Centre must ensure the centre is always contactable (including during school holidays) via the communication lines (including email, telephone and post) you have provided to BEC.

4.12.3 Software and Online Services

4.12.3.1 Centres must ensure that the usernames and passwords issued are only given to staff authorised to access the relevant online services or software. If centres do not comply, BEC may suspend all services with the Centre or withdraw their access rights. For BEC Online Services, contact BEC at:

(a) Malepa support
malepasupport@bec.co.bw
3650839
(b) Website: www.bec.co.bw
Facebook: Botswana Examinations Council
Twitter: @ Bots_Exams

IMPORTANT NOTE: BEC does not accept responsibility for any misinterpretation of information, advice or guidance given by telephone.

4.13 Ownership of Question Papers

4.13.1 All BEC examination question papers remain our property. Centres can use the paper after the exam, in accordance with either:

(a) the 72 - hour security rule, refer to **Section 16.7** of these Guidelines or
(b) regulations specific to the conduct of a particular component.

4.13.2 BEC retain all intellectual property rights to the question papers.

4.14 Copyright in Examination Material

4.14.1 BEC asserts its ownership in the copyright and all other intellectual property rights in all the material which BEC delivers to Centres including syllabuses, question papers and other materials relating to the programmes and qualifications, except where BEC has attributed work to a third party.

4.14.2 Centres may distribute copies of past question papers and other material including electronically for which BEC hold copyright, for internal purposes only, provided that copies are;

(a) limited to one copy per candidate entered for the syllabus;
(b) used exclusively by candidates at the centre in connection with their class work or internal assessment;
(c) not offered for sale or distribution under any circumstances;
(d) reproduced with all BEC copyright symbols, trademarks acknowledgements and notices intact;
(e) not passed to any other third party;
(f) Not uploaded or allowed to be uploaded to any external website or platforms.

4.14.3 Important Notes:

(a) centres must not distribute past question papers electronically, including websites, even if they are only accessible over your Intranet;
(b) BEC cannot give permission to reproduce any third-party assets we do not own, even where such assets (e.g. musical scores, maps, excerpts, photographs) are incorporated within BEC materials.

4.14.4 For Cambridge International Education syllabuses, General Certificate of Education (GCE) Ordinary Level Statistics, Additional Mathematics and IGCSE French 0520 syllabuses you must refer to the relevant sections of the ***Cambridge Handbook 2026***.

4.15 Copyright and Candidates' Work

4.15.1 The copyright in a candidate's work remains with the candidate, subject to clause 4.15.2 below.

4.15.2 By submitting work to BEC, a candidate grants a perpetual, irrevocable and royalty-free licence to us to use any answer scripts, coursework or extracts (providing the candidate remains anonymous and their personal data is not shared) for:

(a) educational presentations, materials or products that we may publish;

(b) educational purposes, for example, standards setting, training or to demonstrate standards in the recognition of our qualifications by universities or other organisations, and

(c) maintaining the integrity of assessments or to identify plagiarism.

4.15.3 You warrant that you will:

(a) inform candidates of the copyright provisions set out in these Guidelines, and

(b) ensure candidates' compliance with such provisions. You will indemnify BEC against any loss, harm or damage incurred by BEC of any breach of the above warranty.

4.16 Ownership of Assessed Material

All material submitted for assessment will become BEC's physical property. BEC does not return examination scripts to Centres.

4.17 Key Dates and Activity Overview

Refer to the copy of the *BGCSE Calendar for Centres*.

5.0 Declaration of Interest

5.1 Heads of Centres and Chief Invigilators whose children or close relatives will be sitting for the examinations should declare their interest by completing **EA/AA/G01/F01 - *Declaration of Interest Form*** and submit to the Chief Executive Officer, Botswana Examinations Council and copy the correspondence to your Regional Director.

5.2 All Senior Invigilators, Invigilators, rovers and any other personnel involved in the administration of the examinations for that particular series whose children, close relatives or persons of interest will be sitting for the examinations should declare their interest by writing to the Head of Centre.

6.0 Cambridge International Education syllabuses

6.1 Cambridge International Education Regulations on Conduct of Examinations

For Cambridge International Education syllabuses, General Certificate of Education (GCE) Ordinary Level Statistics, Additional Mathematics and IGCSE French, Cambridge Regulations are applicable and must be complied with fully. Members of staff responsible for the administration of Cambridge International Education examinations must be familiar with the *Cambridge Handbook 2026* especially the regulations relating to the Security and Conduct of Examinations in section 4 and 5. A copy of the Cambridge Handbook 2026 can be downloaded from www.cambridgeinternational.org for administration the Cambridge International Education Examinations syllabuses.

In this section:

7.0 Coursework
7.1 Definition of Coursework
7.2 Centre Responsibilities in Coursework assessment
7.3 Supervision of Coursework at Centres
7.4 The role of BEC
7.5 Extent of Teacher Guidance on Student Assessment
7.6 Internally moderating your marks
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7.0 Coursework

7.1 Definition of Coursework

7.1.1 Coursework refers to assessment that is carried out by the Centre during teaching and learning and contributing to the final certification of the learner in any component specified by the syllabus that is assessed in the Centre by the Centre's teachers as a requirement of the Syllabus. Coursework marks may be used for purposes of final grading, and when used in that manner, the marks are moderated by us.

7.1.2 Coursework marks remain the responsibility of a centre. Centres are responsible for the accuracy, quality and integrity of any marks or data submitted to BEC and agree to pay BEC costs in correcting any errors. By submitting any marks or data centres are confirming they have carried out all accuracy, quality or integrity checks necessary and are solely responsible for any direct or indirect consequences of BEC using those marks or data. Revised marks will not be accepted after the release of results.

7.1.3 Centres are expected to make the necessary preparations for coursework assessment and the submission of coursework marks to BEC. BEC is responsible for the training of teachers on the application of the marking criteria. Centres must ensure that candidates' work has been marked

in accordance with the assessment criteria provided by BEC. The marking criterion is intended to ensure standardised marking at a national level. It is essential that the marking criterion is adhered to in order to facilitate the moderation of centre scores by BEC. Where there are indications that the marking criteria was not being adhered to, Centres will be required to re-mark. Where a centre has been requested to re-mark its candidates work, the cost of transport, subsistence allowance and meal allowance for the teachers from the centre will be borne by the centre.

7.1.4 BGCSE Syllabuses with Coursework Components

Table 2: Coursework components and codes

Syllabus	Code	Component
Development Studies	0586	03
Design and Technology	0595	02
Art and Design	0596	05
Computer Studies	0597	03
Agriculture	0599	03
Fashion and Fabrics	0612	02
Home Management	0613	02
Physical Education	0616	03
Music	0617	03
Hospitality and Tourism Studies	1254	03
Animal Production	1255	03
Field Crop Production	1256	03
Horticulture	1257	03

IGCSE French, 0520/03: This is a speaking test set by Cambridge International Education and assessed by teachers in accordance with the assessment criteria provided.

7.2 Centre Responsibilities in Coursework Assessment

7.2.1 Centres are responsible for:

(a) making the necessary preparations for coursework assessment.
(b) conducting an internal standardisation to ensure that marking at centre level is up to the expected standard.
(c) ensuring that candidates work has been marked in accordance with assessment criteria provided by us.
(d) ensuring that coursework marks are submitted to us.
(e) notifying us of any shortcomings related to coursework before the external moderation commences.

(f) facilitate remarking where there are indications that the marking criteria has not been adhered to.
(g) bearing the costs emanating from the remarking process.
(h) authenticating the work of the candidates.
(i) liaising with us to obtain permission for candidates with Special Needs to present their work alternatively.
(j) informing us about candidates who are likely to require special consideration.

7.3 Supervision of Coursework at Centres

7.3.1 The overall supervision of coursework assessment lies with the School Management. The Head of Centre is the liaison person between BEC and the centre. Supervision of coursework assessment remains the responsibility of the Senior Teacher and the Subject teacher at your centre. The Senior Teacher oversees the whole process of internal moderation of coursework assessment at Centre level while the Subject Teacher supervises coursework assessment at classroom level.

7.3.2 Duties of Senior Teacher Subject Specialist

7.3.2.1 The Senior Teacher is responsible for:

(a) facilitating internal moderation at the Centre through provision of the necessary materials.
(b) ensuring that candidates work is marked in accordance with our marking criteria.
(c) ensuring that standardisation is carried out prior to marking of learner scripts.
(d) ensuring that Centre marks are moderated in preparation for external moderation.
(e) overseeing the transcription of candidates' marks into individual and summary mark sheets in preparation for submission to us.
(f) **Ensuring that coursework marks are captured onto Malepa application.**
(g) submitting candidate coursework marks to Chief Invigilator for safe keeping while waiting for external moderation and
(h) facilitating preparation for external moderation where there is need.

7.3.3 Duties of a Subject Teacher

7.3.3.1 The subject Teacher is responsible for:

(a) ensuring that the work of the learner is completed in accordance with the syllabus requirements.
(b) taking part in the internal standardisation process to ensure uniformity in the application of the marking criteria.
(c) marking of learner's coursework script in accordance with the marking criteria provided by BEC.
(d) transcribing learner's coursework marks onto the individual and summary mark sheets
(e) Capturing coursework marks onto the Malepa application.

(f) taking part in the preparation for external moderation at the Centre.
(g) ensuring originality of the learners' work by distinguishing between deliberate copying and an innocent over-reliance on books or other published materials.

7.4 The Role of BEC

7.4.1 BEC is responsible for:

(a) providing relevant documents such as assessment syllabuses, assessment guides, forms for recording of marks etcetera.
(b) training of teachers on the application of the marking criteria as a support measure to ensure credibility of coursework outcomes.
(c) developing guidelines for coursework assessment.
(d) ensuring adherence to set guidelines on coursework assessment.
(e) adapting assessment material to facilitate access.

7.5 Extent of Teacher Guidance on Student Assessment

7.5.1 Coursework must be a candidate's own unaided work. Unless where there is subject-specific guidance that says otherwise, teachers can support candidates by reviewing their work before it is handed in for final assessment. Teachers can do this orally or through written feedback. Their advice should be kept at a general level so that the candidate leads the discussion and makes the suggestions for any amendments.

7.5.2 Candidates must not use online tools which act as writing assistants in the production of their coursework. Online writing assistant tools should only identify specific sections of the candidate's work where a correction or improvement to style or tone should be made and may propose specific words that should be used instead.

7.5.3 Teachers must not give detailed advice to individual candidates or groups of candidates on how their work can be improved to meet the assessment criteria.

7.5.4 Teachers must not amend candidates' work.

7.5.5 Teachers must record full details of the nature of any assistance given to individual candidates beyond that specified above.

7.5.6 For IGCSE French 0520, teachers must record full details of any other help they give to individual candidates, or any evidence that the candidate has received specific or detailed advice and correction to their work. They should record this information on their Individual Candidate Record Card, which is in the samples database (www.cambridgeinternational.org/samples). Teachers must consider this help when they give marks for the work.

7.6 Internally Moderating your Marks

7.6.1 If more than one teacher is involved in the marking of coursework for a component, centres must internally moderate the marking across teachers and teaching groups. This ensures all candidates have been assessed against the same standards for a particular syllabus.

7.6.2 To complete internal moderation, each centre must select one teacher per component to act as an internal moderator. The internal moderator is usually a Senior Teacher (but can be a subject teacher). Their responsibility is to check that all teachers for each coursework component are marking consistently to the same standard. The internal moderator may move marks for some teaching groups up or down to make sure they are consistent for the whole centre.

7.6.3 For each moderated coursework component, the internal moderator must ensure that a valid set of marks is produced for candidates from your Centre. Centres must produce a list of all candidates in descending order of marks, rank order. The marks mut be recorded on the *Centre Order of Merit Form* and submit to BEC.

7.6.4 Standardisation within a centre is achieved by all teachers involved in assessing samples of work from across the mark range, coming to an agreement on the marks to be awarded. Marks from some teaching groups may be moved up and down to make sure they are consistent for the whole Centre. Round up all or any part marks to reach the final total.

7.6.5 If only one teacher is involved in the marking of a coursework component, you do not need to internally moderate your candidates' marks before you submit them to us**.**

7.6.6 You are required to ensure that the work presented is the candidate's own work and that the work is only carried out within the school premises.

7.6.7 You should not submit a candidate's mark and/or project if there is any doubt about the authenticity of the candidate's work. Where we are in any doubt of the originality of candidate's work, an investigation will be initiated.

7.7 Marking Coursework

7.7.1 The teacher must award marks for coursework in line with the criteria specified in the syllabus. They must provide evidence of how they have awarded marks, using the documentation we have provided for that syllabus.

7.7.2 The teacher must apply the marking criteria to all pieces of work, without regard to the stage of the candidate's coursework at which they were produced.

7.7.3 We recommend you do not communicate marks for internally assessed components to candidates until they have been externally moderated. This is because it is possible for marks

to be adjusted in this process. You should not grant candidates the right to appeal these internally assessed marks before you submit them for external moderation.

7.8 Authenticating Examined Coursework.

7.8.1 We need to be confident that the work we assess is the candidate's own before we can award a grade. You are responsible for supervising candidates when they are completing coursework. By submitting coursework, you are confirming that it is the candidate's own original work.

7.8.2 If you discover plagiarism in a candidate's work during the course, you should resolve this internally before you submit the work.

7.8.3 If you discover plagiarism when you come to submit work to us, you must contact us. You should contact us if you are unsure whether to submit work or not.

7.9 Incomplete or Extra Coursework

7.9.1 In cases where the coursework component of a syllabus specifically requires candidates to produce several distinct pieces of work, you should credit a candidate who fails to complete all parts of the coursework only with the marks that he/she has earned for the work submitted, and no compensation should be made unless an application for shortfall in coursework has been made and accepted by us.

7.9.2 If a candidate provides more than the prescribed number of pieces of coursework, the worst piece(s) should be disregarded in awarding the candidate's mark, always subject to the satisfaction of the requirements of the syllabus about the nature of the work.

7.10 Failure to Submit Work and Absent Candidates

7.10.1 If a candidate is entered for a coursework component but fails to submit any coursework, they are not eligible for the award of a grade in that syllabus and will receive a 'NO RESULT' outcome.

7.10.2 When completing *Summary Mark Sheets* and *Attendance Register*, the teacher must indicate with 'A' not "0" in both the *Summary Mark Sheet* and the *Attendance Register* against the candidate number and name in a row.

7.10.3 Absent candidates must also be indicated as 'A' when capturing the marks into Malepa system. No candidate status should be left blank.

7.10.4 If a candidate is absent for a non - course work test, and has returned to your centre, you must ask us if they can take it at another time within the test date window.

7.11 Unsatisfactory Practice

7.11.1 Where individual teachers or Centres fail to meet our requirements for coursework, further guidance will be provided.

7.11.2 When, in our sole judgement, a significant problem has occurred, we may ask you to find another person to assess coursework components in future exam series.

7.12 Moderation of Coursework

We will moderate all coursework marks to ensure that standards have been applied well by all Centres. To facilitate the moderation exercise, you are expected to record candidates' marks on to *Individual Candidate Mark Sheets* provided by BEC, and *Summary Mark Sheets* generated from the Malepa application by the dates shown on the schedules at the back of the Examination Timetable sent to you for the series. You must capture the coursework marks in the Malepa application and submit the *Summary Mark Sheets* to the Chief Invigilator before the start of the moderation exercise. The only Coursework marks that you cannot capture into the Malepa application is for 0599/03 Agriculture.

Important Note: If you have not captured your coursework marks into Malepa system by the start of the moderation your centre will not be moderated.

7.13 How to Complete the Forms

Include the marks of all candidates entered for a component, not just the marks of the candidates in the sample.

7.13.1 The total marks you enter on your forms must add up correctly and must not exceed the maximum mark.

7.13.2 If only one teacher was involved in the assessment, enter the breakdown of the marks and fill in the "total mark" column of the *Summary Mark Sheet*. The marks in this column must match the marks you submit to us through the Malepa application.

7.13.3 If more than one teacher was involved in the assessment, you must also enter the standardised marks in the "centre mark" column of the *Summary Mark Sheet*. The marks in this column must match the marks you submit to us through Malepa application.

7.13.4 If a candidate has not completed any work for the component, indicate that they were absent by filling the centre mark field in with an "A".

7.14 Coursework Submission Requirements

7.14.1 For Centres to be moderated, they are expected to submit the following to BEC for moderation:

7.14.2 An accurately completed *Summary Mark Sheet* will have the following features;

(a) filled in black pen.
(b) have no blanks.
(c) have no X as a mark.
(d) have no zero (0) for an absent candidate.
(e) have no dash as a mark.
(f) be clean and neat.
(g) be signed by the Chief Invigilator, Senior Teacher for the syllabus and a teacher who marked the candidate as indicated on the *Individual Candidate Mark Sheet*.

7.14.3 Accurately completed Attendance Registers.

7.14.4 Completed *Centre Order Of Merit Form*.

7.14.5 Candidates' projects, folios and cards where applicable.

7.14.6 Individual candidates' mark sheets.

7.14.7 Completed Coursework Submission Check Form for Centres.

7.14.8 Ensure that candidates present written coursework on A4 paper, unless stated otherwise in the syllabus.

7.14.9 For 0520, IGCSE French speaking test component, use *Submit for Assessment* which allows you to submit marks and samples for internally assessed and/or externally assessed components.

7.14.10 For the Music Performing component, a media storage device **(CD or DVD, USB flash drives and external hard drives)** containing all the recordings of your sample must be submitted to BEC. **NEW**

7.14.11 For the Physical Education component where we require video evidence of candidates' performances, a media storage device with playback facility may be used for storage of the video evidence. If you do not provide video evidence in the correct format, we will not issue a result for the syllabus. Ensure the video evidence is stored securely until submitted.

7.15 Packaging of Projects

7.15.1 BEC provides materials for packing, labelling and despatching scripts; packaging boxes and bar-coded labels. **You must package projects using the provided packaging materials**. **NEW**

7.15.2 All projects should be packaged in candidate number order, in ascending order.

7.15.3 They should be packaged in the supplied boxes BEC with the following information: Centre Number, Centre Name; Syllabus Name and Syllabus Component, total number of projects, range and absentees.

7.15.4 The number of boxes used should be indicated e.g. 1 of 3, 2 of 3, etc.

7.15.5 Boxes containing projects should be tightly sealed such that no boxes open during transportation.

7.15.6 BEC flat boxes should be used to package **only** 0596 Art and Design and not any other syllabus.

7.15.7 Do **not** mix deliverables with projects/folios in boxes. All other deliverables for a specific syllabus component should be packaged in Script Return Envelopes provided. The Script Return Envelope should be labelled Centre Number, Centre Name, Syllabus Name and Syllabus Component.

7.15.8 Indicate the type of deliverables enclosed in that Script Return Envelope e.g. *Attendance Register, Summary Mark sheets*, *Individual Candidate Mark sheets*, *Centre Order Of Merit*, *Coursework Submission Check Form*, Physical Education and/or Music recording devices.

7.15.9 A penalty will be incurred by the centre if the Courier Company fails to collect projects because of lack of readiness by the Centre. You will pay the Courier Company for the trip they would have made to your Centre.

7.16 Preparing Samples for Despatch

7.16.1 Ensure each piece of work in your internally assessed sample is clearly identified with your centre number, the candidate number, the syllabus name and component code.

7.16.2 We recommend you use the “Coursework Identification labels” we send in the early materials despatch.

7.16.3 Each media storage device (Hard Disk Drives, CD or DVD) you send us must be clearly identified with your centre number, syllabus code and component code. Write this information on the media storage device marker, not a label.

7.16.4 Please enclose a list of candidates’ tests in order of recording. This list should include:

(a) Your centre number
(b) Syllabus and component code
(c) Candidate number and name of each candidate included

Important Note: Pack these items carefully so that they do not get damaged in transit. Avoid sending items of value, large, bulky or fragile items by post.

7.17 Submission of Marks and Samples for the French Speaking Test using Submit for Assessment

7.17.1 We no longer provide printed Internal Assessment Mark Sheets (MS1s) in your pre-exam dispatch. You must instead use '**Submit for Assessment'** which allows you to submit internally assessed marks and samples. There is more information about Submit for Assessment on Cambridge website; www.cambridgeinternational.org/submit-for-assessment. You can access Submit for Assessment via My Cambridge (See section 1.1.7 and 3.1.2 of the Cambridge Handbook 2026). The submission should be made on or before the specified deadline on the Timetable. Please also refer to the separate guidance provided to you in the instructions for the individual practical components.

7.17.2 If your candidate has used an access arrangement for their internally assessed coursework or non-coursework test, please fill in the Access Arrangements Cover Sheet (Exam Day – Form 4) and include this with your sample. You can find the Access Arrangements Cover Sheet (Exam Day – Form 4) on the samples database: www.cambridgeinternational.org/samples.

7.18 What Materials do Centres Need to Keep

7.18.1 You must keep the following materials and information until after the results enquiries period:

(a) a record of the work sent to BEC
(b) a record of marks awarded, for example, a printout of your Malepa internal marks report
(c) a copy of completed *Summary Marksheet* from Malepa Application
(d) a summary of how marks were standardised if applicable
(e) all of the assessed coursework of all candidates not submitted to us
(f) copies of all the recordings of all candidates who took the speaking tests
(g) copies of *Attendance Register* of all candidates who did coursework.
(h) copy of each *Individual Candidate Marksheet* for BGCSE syllabuses. These forms are an important part of the assessment process, and we may need to refer to them for quality assurance.

Important Note: Store all projects securely until after enquiries about results has passed. Do not return the materials to candidates until after the enquiries about results period has passed.

7.19 Moderation Reports

We will send you a *Moderation Report* from the moderator which provides feedback on your assessment of an internally assessed component. This report will be sent to you with the *Principal Examiner's Report* at the end of each exam series.

7.20 Returning Candidates Work

7.20.1 We do not return candidates coursework submitted to us.

Important Note: All work specified for the examinations is the property of the Botswana Examinations Council. However, at the discretion of the Council, some work such as artefacts and projects may be returned to the Centres and ultimately to the candidates.

7.21 Resubmitting Coursework in Later Series

Coursework is not submitted in later series. Marks from the previous series are carried forward in selected syllabuses. Carry forward is the use of coursework marks of the previous examination series as (within the last 12 months) part of assessment for the current examination series. The syllabuses available for carry forward are BGCSE 0586 Development Studies, BGCSE 0595 Design and Technology, BGCSE 0599 Agriculture, BSSE 1454 History, BSSE 1517 Agricultural Science ad BSSE 0613 Home Management for private candidates only. Carry forward refers to the use of coursework marks of the previous examination series as (within the last 12 months) part of assessment for the current examination series. Refer to **EA/RM/G03 – *Guidelines for Registration of BGCSE Private Candidates***.

7.22 Submitting Coursework for External Competitions

7.22.1 You may submit your coursework for external competitions. If you choose to do so, you must not state that the work is also being used for the purposes of coursework for examinations.

7.22.2 This work will be judged against different criteria when being assessed as coursework from the criteria used for the purposes of the competition, and the outcome should not be assumed to be the same.

In this section:

8.0 Conduct of Practical Examinations
8.1 General
8.2 Science Practical Examinations
8.3 Computer Studies Practical Examinations
8.4 Conducting Listening Examinations
8.5 Hospitality & Tourism Studies
8.6 Food & Nutrition Practical Examination
8.7 Art & Design Practical Examination

8.0 Conduct of Practical Examinations

8.1 General

8.1.1 Special care should be taken to prevent communication between the candidates, especially where the arrangements require candidates to move from one part of the room to another.

8.1.2 Centres should observe the seating arrangements rule. If the space allows for a greater distance between candidates, then this is recommended.

8.1.3 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator/examiner.

8.1.4 Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the syllabus concerned.

8.2 Science Practical Examinations

8.2.1 The requirements for science practical examinations in each syllabus are usually given in the *Instructions to Supervisors* for the series.

8.2.2 These instructions are sent to Centres about two months before the examinations starts.

8.2.3 These Instructions to Supervisors must be regarded as confidential and are intended to enable members of staff to make proper preparations for the examinations.

8.2.4 Where confidential materials such as *Instructions For Practical Examinations* are required to be opened in advance of the examination, strict precautions must be taken to safeguard them after they have been opened.

8.2.5 They must not be removed from the secure storage facility; rather the Supervisor should write down information needed and leave the instructions with the Chief Invigilator for secure storage

until a day prior to the scheduled time of the practical examination where they are issued to the supervisor for preparation.

8.2.6 No information contained in the instructions must reach the candidates, either directly or indirectly.

8.2.7 It is essential that the Syllabus Specialist or a technician who set up the room must be present in the examination room at the start of the examination and as necessary thereafter, to deal with technical difficulties that may arise including matters of safety.

8.2.8 If the number of candidates for a practical test is larger than can be accommodated at one time, the candidates may be divided into manageable groups.

8.2.9 All groups must take the examination on the same day and there should be minimal possible delay between the sessions.

8.2.10 Arrangements must be made to keep the groups apart until all candidates have completed the examination. In particular, arrangements must be such that there is no contact between candidates who have completed the examination and others who are waiting to start the examination**.**

8.2.11 If equipment is limited, the Invigilator, in consultation with the syllabus specialist/technician, may make arrangements for some candidates to begin their work with one question, and some candidates with another question.

8.2.12 Where candidates need to change between one set of apparatus and another, the syllabus specialist or technician must reset the equipment back to its original state each time unless the confidential instruction says otherwise. The changeover time is in addition to the time of the exam. Invigilators must make sure candidates do not communicate with each other during the change-over. The syllabus specialist and any Invigilators should include any forms we ask for in the instructions with the answer scripts.

8.2.13 If there are any problems during the practical that disadvantage the candidates, for example, the equipment is faulty, the supervisor should record it in their report. They should then talk to the Chief Invigilator about applying for special consideration.

8.2.14 For practical tests one Invigilator must be present for every twenty (20) candidates and at least two (2) Invigilators must be present when a test is being conducted even if you have fewer than twenty (20) candidates sitting the test**.**

8.2.15 A Syllabus Specialist should take responsibility for the *Supervisor's Report*.

8.2.16 The Supervisor should submit the report to the Chief Invigilator immediately at the end of the practical session.

8.2.17 When there are separate sessions of the examination, it may be necessary to complete a separate *Supervisor's Report* for each session.

8.2.18 The Supervisor's Report varies for each syllabus as indicated below:

8.2.18.1 **Biology**: The report form is attached at the back of each candidate's script. The report must be signed and dated as specified in the form. Only the first candidate script in the packet should be completed.

8.2.18.2 **Chemistry**: The report form is attached at the back of the "Confidential Instructions". The report must be signed and dated as specified in the form. It should be completed and submitted together with the scripts.

8.2.18.3 In addition, the Supervisor should provide sample answers for **all** the questions for each session (or each laboratory where necessary). The Supervisor should perform the experiment at the same time with the candidates but in the preparation room out of sight of the candidates and answer the questions on the question paper. The Supervisor should indicate on each script of sample answers, the session time (the laboratory where necessary) and the candidates' list for the session.

8.2.18.4 **Physics**: The report form is attached at the back of the "Confidential Instructions". The report must be signed and dated as specified in the form. It should be completed and submitted together with the scripts.

Important Note: For **Biology** and **Physics**, a detailed report of the materials provided for the experiment is adequate to assist the Examiners, while for **Chemistry,** the report must be accompanied by sample answers for the questions from the supervisor.

8.2.19 Teachers involved with Preparation for Science Practical Examinations

The number of teachers involved with preparations for the practical examinations should be guided by the number of candidates in the Centre as illustrated in the table below:

Table 3: Ratio of practical exam teachers to candidates

Number of Candidates	Maximum Number of Teachers
1 - 48	4
49 - 84	5
85 - 120	6
121 - 156	7
157 - 192	8

Important Note: The numbers above do not include the Senior Teacher who oversees the practical examination.

8.3 Computer Studies Practical Examination

8.3.1 General

The Computer Studies Practical Paper (0597/01) requires candidates to demonstrate practical skills in word-processing, spread sheets and databases. The duration of the paper is 90 minutes, during which time each candidate will require;

(a) exclusive use of a computer installed with word processing, spread sheet and data base applications and

(b) access to a printer.

8.3.2 Preparation for the Examination

8.3.2.1 Setting Up

Where candidates sit an examination in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres. If you cannot meet the 1.25m spacing requirement candidates must sit at alternate monitors or in screened booths. The screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators. There must be One invigilator for every 20 candidates. There must always be at least one invigilator who has not been involved in preparing any of the candidates for the test. In addition, a suitably experienced supervisor must be present in each test room to deal with any technical difficulties.

The examination should be conducted in an isolated network, without access to the internet.

8.3.2.2 Hardware and Software

The hardware (computers, printers etc) and software the candidates will be using during the tests must be in full working order. The Supervisor must pretest using the hardware and software that the candidates

will be using to ensure they are not faulty before any of the tests. The files required for the examinations will be provided on a CD ROM as part of the main question paper despatch to Centres. The file will be provided as MS Office document. If a centre intends to use a different package from MS Office, we should be informed so that the relevant file format can be provided. At the start of the examination, candidates should be instructed to open all the files.

NB: Accessing the files is not a skill which is being tested, and so candidates may be given help at this stage. Centres can decide the best way of providing candidates with access to the files.

8.3.2.3 Question Paper

Where candidates are required to print their work, the candidates must be given access to a printer. The invigilator must collect the printouts and hand them to candidates to prevent them picking work that is not their own. The question may require candidates to add their name and candidate number to the document they are working on, such printouts will have to be identified. Other printouts will carry no such identification, and Centres need to add the candidate's name and candidate number to each printout as it is produced. Centres should decide how this can be achieved most conveniently. The printouts should be returned to the candidates during the examination (or perhaps at the end). Candidates should be instructed to write their name and candidate number on the question paper and to attach their printouts onto the question paper.

8.3.2.4 Giving Technical Assistance to Candidates

In the case of a technical problem beyond the control of the candidate, staff should give whatever help is necessary to enable the candidate to continue. In the event of the accidental deletion of files, it may be necessary for candidates to repeat some of the work. If the deletion is not the fault of the candidate, extra time should be given to ensure that the candidate is not disadvantaged, otherwise no further help should be given and all of the usual examination regulations should be applied. Centres may consider reserving one PC for use in emergencies. For example, in the case of a technical problem on one PC which cannot be resolved quickly, the candidate could be moved to the spare PC and then given time to repeat the work which was lost.

Where it is necessary to arrange more than one session of the examination, you may operate as many consecutive sessions as necessary, so long as the security of the examination is maintained throughout. Centres are free to make their own arrangements, but all such arrangements are subject to our scrutiny.

8.4 Conducting Listening Examinations

8.4.1 Check that you have good-quality recording equipment, for example, a digital voice recorder with a separate microphone.

8.4.2 In a case where a Centre does not have recording equipment, the test may be recorded on a mobile phone as long as it doesn't belong to the candidate. The mobile phone should have notifications disabled, to avoid interrupting the recording.

8.4.3 Before the test, you must check the equipment for the quality of the recording in the room where the tests are being held.

8.4.4 Where confidential material is pre-recorded on media storage devices (USBs, CDs and/or DVDs), they should have been tested before use. Refer to section 10.5.

8.4.5 Two members of staff must independently check they have the correct question paper packet before opening it. This includes checking the dates of the examination to ensure they are within the published window.

8.4.6 Ensure candidates are given time to write their name(s), candidate number and centre number on any work they want to hand in before the Invigilator plays the media device.

8.4.7 Ideally a member of staff, who speaks the language of the listening examination, should be readily available to deal with technical difficulties. If the teacher prepared the candidates for the subject under examination, they must not be the sole Invigilator.

8.4.8 Noise from the outside of the examination room does not constitute a serious emergency. The Invigilator should warn candidates of this before the examination begins.

8.4.9 The Invigilator must not stop the media device once started, except in case of emergency.

8.4.10 If the exam is stopped because of emergency, the Invigilator should restart the media device at exactly the same place once they have dealt with the emergency.

8.4.11 The Invigilator must include a report with the candidates' scripts, indicating at which point in the exam, the interruption took place, the nature of the incident and the length of the interruption.

8.4.12 If there is a good reason to doubt whether all candidates heard certain items, the Invigilator must identify these items in the report and give the reason for doubt.

8.4.13 Contact BEC if equipment fails during the examination.

8.4.14 At the end of the exam, you must ensure that you undertake appropriate antivirus checks on any recording media to be submitted to BEC**.**

8.4.15 Candidates taking French 0520 Listening exam should submit their answers on a *Multiple-Choice Answer Sheet*. At the end of the exam candidates have six (6) minutes to transfer the answers from the question paper onto the *Multiple-Choice Answer Sheet*. Refer to section 5.7.2.4 of *Cambridge Handbook 2026* for more instructions.

8.4.16 French 0520 Listening component examination audio files will be downloaded from Global Listening External portal on 'My Cambridge' once they are available. You must make sure you follow the regulations for securely downloading and saving audio files securely. See section 4.3.2 of the *Cambridge Handbook 2026*.

8.5 Hospitality & Tourism Studies

Hospitality & Tourism Studies Practical Examination is divided into two sessions, namely: planning session and practical examination session.

8.5.1 Planning Session

8.5.1.1 The planning session for this practical examination will take place as scheduled in the published yearly *Examination Timetable*.

8.5.1.2 Pre-release information will be sent to you about one month before the practical examination starts. This information should be given to candidates immediately to prepare themselves for the practical examination.

8.5.1.3 The practical examination question papers are sent to you about one month before the practical examination starts.

8.5.1.4 The practical examination question papers must be locked away in a place of high security, ideally a strong room until the day of the planning session.

8.5.1.5 Chief Invigilators must prepare for this examination in the same way they do for any other examinations. Sufficient Invigilators must be appointed to ensure that the examination is conducted well.

8.5.1.6 Syllabus Specialists should be present in the examination room at the start of the planning session to assist with distribution of planning sheets and /or textbooks that may be requested by the candidates.

8.5.1.7 Syllabus Specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

8.5.1.8 Syllabus Specialists should be present at the end of planning session to assist the Invigilator in collection of candidates' scripts to be stored by the Chief Invigilator.

8.5.1.9 Only the shopping list duplicate should be given to the Syllabus Specialist for preparation of the practical examination.

8.5.2 Practical Examination Session

8.5.2.1 This usually takes place within a week from the planning session. Time is given to allow the Centres to compile the shopping list, do the shopping and be ready for practical examination.

8.5.2.2 There must be two (2) examiners for every sixteen (16) candidates for **food preparation and cooking session**, two (2) examiners for every eight (8) candidates for **beverage preparation** and two (2) examiners for every eight (8) candidates for **customer service** session.

8.5.2.3 During practical examination, there must be two (2) Invigilators and one (1) rover available for the session of 32 candidates.

Important Note: We have published a guide to invigilating practical and listening examinations. A copy of the guide has been provided as **Appendix A – EA/AA/G01/A01 - *A Brief Guide to the Invigilation of Practical and Listening Examinations - BGCSE***.

8.6 Food and Nutrition Practical Examination

Food and Nutrition Practical Examination is divided into two sections, namely: planning session and practical examination session.

8.6.1 Planning Session

8.6.1.1 Planning session for this practical examination will take place as per the yearly published Examination Timetable.

8.6.1.2 The practical examination question papers are sent to you about one month before the practical examination starts.

8.6.1.3 The practical examination question papers must be locked away in a place of high security, ideally a strong room.

8.6.1.4 Chief Invigilators should prepare for this examination in the same way they do for any other examinations. Sufficient Invigilators must be appointed to ensure that the examination is conducted well.

8.6.1.5 Syllabus specialists should be present in the examination room at the start of the planning session to assist with distribution of planning sheets and /or textbooks that may be requested by candidates.

8.6.1.6 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

8.6.1.7 Syllabus specialists should be present at the end of planning session to assist the Invigilator in collection of candidates' scripts to be stored by the Chief Invigilator.

8.6.1.8 Only the shopping list duplicate should be given to the syllabus specialist for preparation of the practical examination.

8.6.2 Practical Examination Session

8.6.2.1 This usually takes place within a week from the planning session. Time is given to allow the Centres to compile the shopping list, do the shopping and be ready for practical examination.

8.6.2.2 There must be one BEC examiner for every six (6) to eight (8) candidates for practical examinations and one Invigilator available.

8.7 Art and Design Practical Examination

The Art and Design Practical Examination is divided into two parts, namely: preparatory work and practical examination

8.7.1 Preparatory work

8.7.2 The preparatory work for this practical examination will take place as per the yearly published Examination Timetable.

8.7.3 Practical Examination question papers are sent to Centres before the practical examination starts. The question papers should be given to candidates immediately to prepare themselves for the practical examination.

8.7.4 Syllabus specialists are allowed to guide candidates during the preparation period.

8.7.5 Chief Invigilators should prepare for this examination in the same way they do for any other examinations.

8.7.6 Subject specialist shall collect all pieces of candidates' preparatory work and submit them to the Chief Invigilator at least one day before the commencement of the practical examination.

8.7.7 By submitting preparatory work to the Chief Invigilator, the subject specialist will be confirming that it is a candidate's own original work.

8.7.8 The Chief Invigilator shall use an official school stamp to mark every piece of preparatory work submitted by a subject specialist.

8.8 Practical Examination Session

8.8.1 The Practical Examination will be conducted in 10 hours and should take place over two consecutive days. Candidates should sit 5 hours per day over two (2) sessions of 2 hours 30 minutes

8.8.2 The Chief Invigilator shall hand over all pieces of preparatory work to an invigilator inside the examination room before the start of any session.

8.8.3 Invigilators shall maintain silence in the examination room and prevent any communication between the candidates, especially where the arrangements require candidates to move from one part of the room to another.

8.8.4 Syllabus specialists are not allowed to be in the examination room **unless** they are summoned for assistance by the Invigilator.

8.8.5 There must be a rover for this examination to assist in case the invigilator or candidate has to leave the examination room during conduct of the examination.

8.8.6 Centres should observe the seating arrangements rule. The selection and use of space shall be determined by the nature of the question chosen by a candidate.

8.8.7 Practical examinations must be conducted under conditions that will not disadvantage any candidates.

8.8.8 At the end of any examination session, candidates are not allowed to take any examination paper or preparatory work with them.

8.8.9 Any work that is not original will be disqualified.

9.0 Submission of Forecast Grades

9.1 A Forecast Grade is the grade a teacher expects a candidate to achieve for the syllabus. Forecast grades provide us with important information during the Grading and Special Consideration processes.

9.2 The submission of Forecast grades by Centres is compulsory for school candidates. We do not expect to receive Forecast Grades for private candidates because it is not possible to make a reasonable forecast of their performance. We use forecast grades to:

(a) decide syllabus grade thresholds
(b) help adjust marks if you have applied for special consideration
(c) carry out checks before we release results.

Important Note: If you do not submit forecast grades, you will disadvantage your candidates. We cannot apply these quality assurance processes without them.

9.3 Centres are expected to input the Forecast Grades into the Malepa application available on-line and reports generated for verification.

9.4 Forecast Grades should be received at BEC by **30 September** of the examination year. The forecast grade should be a realistic prediction of the grade the candidate is expected to achieve in the examination. It is intended to be the teacher's assessment of the quality of the candidate's work during the course or some measure of the effort the candidate has made.

9.5 The final grades issued to the candidates will depend only on the quality of their work in the

examination (and any coursework), and Forecast Grades are not used as part of the assessment.

9.6 BEC no longer provide printed forecast grade form for French, Statistics and Additional Mathematics in pre-exam despatch, centre must submit the forecast grades using Malepa application.

In this section:

10.0 Preparation for the Examination
10.1 Safe Custody of Question Papers and Other Examination Materials
10.2 Pre-Exam Question Paper Despatches
10.3 Checking of confidential Examination materials
10.4 Cambridge International Education GCE O Level and IGCSE French 0520 syllabuses
10.5 Testing of CD's

10.0 Preparation for the Examination

10.1 Safe Custody of Question Papers and Other Examination Materials

10.1.1 Secure Strong Room Requirements

Examination question papers must be locked away in a place of high security, ideally in a fixed building where the walls, ceilings and floors are of solid construction. The room should preferably be windowless. If the room has windows, then they must be burglar barred to the specification provided by us. The doors to the strong room must have robust locking system and burglar barred with robust burglar bars. The strong room should preferably be fitted with alarm system or CCTV cameras which must be switched on at all times when there are secure materials being stored and the room is unoccupied. Refer to **EA/AA/Man01 - *Manual for Standards for Secure Storage of Examination Materials at BEC Centres***.

10.1.2 Strong Safe or Non-portable Re-enforced Steel Container Requirements

10.1.2.1 The secure container inside the strong room should be a strong safe or non-portable, lockable reinforced steel or metal cabinet or other similar container must be used. The cabinet must be securely fixed to the wall/ground and must be encased in sufficiently strong metal bars. The doors must have robust lockable bars. Robust locks like double throw 5-lever locks must be used to secure both the room and the cabinet.

10.1.2.2 Centres must ensure all the sharp edges inside the storage cabinets are blunted to reduce incidents of question paper packets and script packets being torn**.**

10.1.2.3 Centres must ensure they have enough space in their secure storage facilities before the question papers are delivered. This is to avoid question paper packets being packed too tightly or forced in and out of the cabinets/shelves which can lead to tearing or damaging of the packets and their contents. Refer to **EA/AA/Man01 - *Manual for Secure Storage of Exam Materials at BEC Centres***.

10.1.3 Key Holding Arrangements

10.1.3.1 Access to the strong room or containers must be restricted to a minimum of two and a maximum of three key holders**.**

10.1.3.2 Key holders do not need to be senior members of staff, but they should have a clear understanding of our question paper regulations. It is up to the head of centre to nominate an appropriate member of staff to be a key holder. Only key holders should have access to the secure room and to the secure container holding the question papers and confidential material.

10.1.3.3 Each key holder should be able to access the examination material independently, in case the other key holders are not available for unexpected reasons.

10.1.3.4 Keep the keys and any access code to both the secure container and the room in a safe place where unauthorised people cannot access them, for example, a small metal key safe with a combination lock.

10.1.3.5 When storing question papers and confidential materials, the secure container and the secure room must be securely locked at all times.

10.1.3.6 When a candidate is entered for BGCSE or Cambridge International Education GCE O Level and IGCSE French examinations at a centre where a relative is employed, the Head of Centre must ensure that during the examination session the candidate's relative does not have unaccompanied access to examination materials, either before the examination (e.g. question papers) or after the examination (e.g. answer scripts).

10.1.3.7 If the relative in question is acting as the centre's Chief Invigilator, they must complete a **EA/AA/G03/F01 - *Declaration of Interest Form*** which Chief Invigilators are provided with. If the relative is not the Chief Invigilator they should write a letter of declaration to the Head of Centre. Appropriate arrangements must be made to ensure that other senior personnel in the centre are always present for all the administration relating to the candidate's examinations.

10.2 Pre-Exam Question Paper Despatches

10.2.1 We send you the following despatches before the exams. Depending on your entries, these despatches contain all the materials that you need to administer our exams.

10.2.2 **Early material despatch:** This is based on your estimated entries. Question papers, confidential instructions and examination material for specific components, such as practical, project or speaking components where materials are needed before the main timetable period. Some early items are despatched using final entries only.

10.2.3 **Main question paper despatch:** This is based on your final entries and contains the following:

a) All remaining question papers for the main timetable period.
b) **Despatch notice/advice notes from printers:** Documents confirming the details of your entries as reflected in the delivery note sent to your centre.

c) **Stationery:** Exam stationery, including multiple choice answer sheets, key administrative documents, scripts return envelopes and attendance registers for BEC Private Centres.

Important Note: All examination material despatches must be checked and verified on receipt by the Chief Invigilator in the presence of the Senior Invigilator.

10.3 Checking of Confidential Examination Materials

10.3.1 The Chief Invigilator and Senior Invigilator (one of the Invigilators where a Senior Invigilator is not available) should check and verify the items and the count listed in the *Delivery Note* from us and *Despatch Notices/Advice Notes* from the printers, against materials received and provide comments where necessary.

10.3.2 **Delivery Note:** is used to verify the list and count of boxes of question papers, stationery, including multiple choice answer sheets, key administrative documents and scripts return envelopes. The Chief and the Senior Invigilators must **sign** and **date** the form as provided at the bottom. A copy of the signed records of delivery notes should be sent to BEC within a week of receipt of examination materials, while the original notes are kept by the centre.

10.3.3 **Despatch Notice/Advice Notes from Printers:** these are documents confirming the **details** of your entries. The Chief and Senior Invigilators must check and confirm with a **tick (√)** the count of every syllabus component against the Total Syllabus Entries report from Malepa application and provide comments where necessary. The Chief and the Senior Invigilators should **sign** and **date** the form at the bottom of each page. A copy of the signed records of despatch notice/advice notes should be sent to us within a week of receipt of examination materials, while the original notes are kept by the centre.

10.3.4 **Appendix E - EA/AA/G01/A05 - *Additional Materials List*** is to be used as a guide to check materials that are required for each component.

10.3.5 **Checking of question papers** - Question paper packets and other confidential **materials** must remain unopened and in your secure storage until the time set for the relevant exam. The Chief Invigilator and the Senior Invigilator(s) must check they have the correct confidential materials before opening them. If you are not sure, contact us.

10.3.6 **Confidential Instructions –** Confidential instructions for some practical exams are delivered with the early material despatch. You must open specified confidential materials, such as speaking test **role play cards** and **Teachers' note**, and **instructions** for practical exams, before the exam. The instructions on the front of the packet will tell you when to open it. Keep confidential instructions secure at all times and do not remove them from the building. When they are not being used, put them back in your secure storage. Do not make copies of them. The Chief Invigilator is responsible for ensuring these materials stay confidential and that no

information about them reaches candidates. Never discuss or share the confidential instructions with another centre. Contact us if you have any questions.

Important Note: Do not photocopy confidential instructions.

10.3.7 Erratum Notices – Erratum Notices must be opened immediately, unless otherwise **stated** on the envelope. Once read they must be tied securely to the syllabus component they address to avoid forgetting them when the examinations are written. Store these in the secure storage until the timetabled date and time of the examination.

10.3.8 Erroneously Registered Candidates - If you make entries for a component and then withdraw them all, you may still receive the question papers. If this happens, do not open **them**. Store them securely until we issue certificates.

10.3.9 You must keep the confidential materials secure during these checks, until they are **transferred** to secure storage.

10.3.10 Examination stationery and materials must be stored securely at all times so that no **unauthorised** person can have access to them.

10.3.11 Examination stationery must be opened and checked on receipt to ensure that sufficient quantities have been supplied. It is important to have the examination stationery stored in a **secure** lockable storage. **Appendix E - EA/AA/G01/A05 - *Additional Materials List*** is to be used as a guide to checking materials that is required for each component.

10.3.12 BEC must be informed immediately if the security of the question papers or confidential instructions is put at risk by fire, theft, loss, damage, unauthorised disclosure, or any other circumstances. Question paper packets and other examination materials must not be opened until the time appointed for the examination concerned, except where BEC instructs that such material should be opened once received.

Important Note: Question paper packets must not be tied with an adhesive tape.

10.3.13 BEC must be notified immediately about any discrepancies, for example if:

(a) the question papers have not arrived within two (2) working days after despatch from BEC.

(b) the confidential despatch does not show the correct centre number and address. If this is the case, do not open the box/ outer courier packaging.

(c) the material does not relate to your entries.

(d) there are differences between the material received and the *Delivery Note* or *Advice Note/Despatch Notice*.

(e) material has been damaged in transit.

(f) the seal of any question paper packet is not intact, or if there is any indication of tampering.

(g) a question paper packet has been opened before the examination.

(h) there is shortage of material received against centre's requirements.

(i) there is faulty media on which pre-recorded confidential material is contained e.g. CDs;

Important Note: For Cambridge International Education GCE O Level Statistics, Additional Mathematics and IGCSE French 0520 syllabuses question papers follow the instructions on Section 4.3, then complete and submit to us the "Before the exams – Form 2" (Missing Question Paper Packets) or "Before the exams – Form 3" (Damaged or Open Question Paper Packet). The forms should be accessed from the Cambridge International Education website: www.cambridgeinternational.org/forms. There are specific instructions on these forms which must be followed**.**

10.3.14 In a case where the question paper packet is torn in transit or from storage cabinet

10.3.14.1 if a packet is discovered to be torn in transit or from the cabinet storage, the Chief Invigilator should take several pictures of the tear from different angles.

10.3.14.2 The pictures taken should be kept securely for investigative purposes.

10.3.14.3 It is the responsibility of the Chief Invigilator to ensure that such pictures are not accessed by unauthorised personnel.

10.3.14.4 the torn packet with its contents should be placed in a script return envelope and sealed. The Chief Invigilator and a Senior Invigilator should both sign and date across the seal.

10.3.14.5 the incident must be reported to us immediately. The script return envelope should be stored securely in the same secure storage.

10.4 Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 syllabuses

For Cambridge International Education GCE O Level Statistics, Additional Mathematics and IGCSE French question papers the following are provided:

10.4.1 Question Paper Packets: These must be checked against the despatch notes provided by Cambridge International Education and arranged in timetable date order so as to reduce the likelihood of opening a packet of question papers at the wrong time.

10.4.2 **Attendance Registers:** These are printed in duplicate by Cambridge International Education, and these must be confirmed to be present during the checking and verification of materials. If not notify us immediately. If any of your candidates are not listed, add them to the bottom. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records.

10.4.3 **Notice to Candidates:** These must be posted both inside and outside of the examination room where a Cambridge International Education examination is taking place.

10.4.4 **Candidate Warning Poster:** Must be posted both inside and outside of an examination room where Cambridge International Education examination is taking place.

For Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 syllabus examination, centres must have a copy of the full Cambridge Handbook 2025 in the Main examination room and a copy of Section 4 and 5, and the Key Times and Full Centre Supervision section in any other exam room.

10.5 Testing of CD's

10.5.1 Where confidential material is pre-recorded on CD's or other media, arrangements must be made immediately, for such material to be spot checked on receipt (not played in full, but check the start, the middle and the end to ensure that the CD works) according to the instructions issued by us. Any defects must be reported to us immediately. To test for "Acoustics," the spot testing should be done at the appropriate volume in the same room that will be used for the live examination.

10.5.2 For Computer Studies CD: the CD is checked to establish whether it is able to open and documents within readable.

10.5.3 The testing of the CDs should be done by the Chief Invigilator and a Senior Invigilator (where applicable). Syllabus' Specialists are not allowed to test the CDs to avoid conflicts of interest **EXCEPT FOR MUSIC.**

10.5.4 Two members of staff must independently check they have the correct question paper packet before opening it. This includes the syllabus component and the dates of the examination to ensure they are within the published window.

11.0 Examination Timetable and Timetable Deviations

11.1 Timetable

11.1.1 To maintain the security of our examinations all Centres are issued a hard copy of the timetable. It is essential that you use the correct version of the timetable.

11.1.2 The timetable shows the date, session and the duration of each examination, including the range of dates for practical and oral examinations. You must also follow Key Time regulations for all Cambridge International Education GCE O Level and IGCSE French 0520 syllabuses. Refer to Section 11.2 for the Key Times and Full Centre Supervision.

11.1.3 All examinations must take place in the sessions stated on the final examination timetable. There should be no deviation from the timetable, unless otherwise stated by BEC.

11.1.4 As soon as the examination timetable is available, work out how many examination rooms you need. Decide how you are going to ensure candidates know where and when their examinations will take place. You should display the examination timetable somewhere for all your candidates to see.

11.1.5 The published timetable of examinations issued by BEC must be followed at all times except where there are deviations. If the Centre has not received a copy of the published timetable by May of the examination year, the Centre should report to BEC immediately. The timetable can also be accessed through the BEC website at www.bec.co.bw.

11.1.6 Examinations scheduled for the **morning** will start **at 8.00 am.** Examinations scheduled for the **afternoon** will start **at 2.00 pm.** Any deviation from these starting times can only take place if a written consent is obtained from BEC in advance of the examination.

11.1.7 Centres must display copies of the examination timetable in the examination room(s) including the room where the question papers are stored. This helps to avoid opening of the question papers at the wrong time.

11.1.8 The examination timetable must be strictly adhered to. Any departure from the prescribed dates or times will, as a rule, invalidate the examination. The exact length of time allotted for each paper, as shown on the front cover of the question paper, and on the timetable, must be allowed.

11.1.9 If the time duration on the question paper differs from that shown on the examination timetable, then the timetable duration should be followed.

11.1.10 If the number of candidates for a practical test is larger than can be accommodated at one time, refer to section 8.1.2.

11.1.11 Some coursework tests take place before the examination period, you must conduct them within the timetabled period. For some Cambridge syllabuses see (www.cambridgeinternational.org/timetables)

11.1.12 Once you start the non-coursework tests, all candidates must take them as soon as possible to make them secure.

11.1.13 Candidates must only take their non coursework tests once. Tests cannot be repeated during the same exam series.

11.1.14 In speaking tests, each candidate must be tested on their own, without other candidates present.

11.2 Key Times and Full Centre Supervision

11.2.1 This section is about Key Times and Full Centre Supervision and why it is essential that they are followed to maintain the integrity of our assessment.

11.2.2 What are Key Times?

Key Times are a defined point in a timetabled session when candidates must be in the exam or under Full Centre Supervision. Candidates must take their exam in the correct timetable session.

11.2.3 Why are Key Times important?

Key Times are important because they prevent confidential exam information being shared with your candidates before their exam. Key Times also prevent your candidates from sharing confidential information with other candidates.

11.2.4 Who is responsible for implementing Key Times?

11.2.4.1 The Head of Centre must make sure that all staff involved in the administration of our exams understands and can correctly implement Key Times and Full Centre Supervision.

11.2.4.2 You must keep records of your exam timetable, including any periods of Full Centre Supervision. We may ask to see these until we have issued certificates.

11.2.5 What is Full Centre Supervision?

Full Centre Supervision is a defined type of supervision for candidates that is conducted by trained members of staff at your centre. Candidates that are not taking their exam at the Key Time must be in a room under Full Centre Supervision until the Key Time has passed, or until the exam starts. You must supervise candidates in Full Centre Supervision. A supervisor can also be an exam Invigilator, although Full Centre Supervision is different from exam invigilation. There must be 1 supervisor for every 35 candidates and 1 rover.

Important Note

Candidates under Full Centre Supervision must not have access to any means of external communication. They are not allowed access to telephones, mobile phones, laptops computers, smart watches, or any electronic device with or without internet access.

Key Times and Full Centre Supervision, Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 syllabuses

It is most important that all Centres understand and comply fully with the regulation relating to Key Times and Full Centre Supervision. It is recommended that staff watch the online video tutorial regarding key times that can be found on Cambridge International Education website as indicated below:

https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-1-preparation/timetabling-exams/

Centres which take Cambridge International Education GCE O Level Statistics, Additional Mathematics Syllabuses and IGCSE French should observe that Cambridge International Education requires that at the Key Times stipulated below all candidates must be under Full Centre Supervision for security purposes. Syllabuses which are affected are Additional Mathematics 4037, Statistics 4040 and IGCSE French 0520.

The Key Times are 11.00am local time for the morning sessions and 3.00pm local time for the afternoon session. In the November 2026 examination series all of the examination papers concerned are in the morning session.

The morning session for examinations will start at 8.00am and this includes Cambridge International Education Syllabuses. Candidates who will be writing Cambridge International Education examinations will finish before the Key Time. Since the Key Time is after the end of the examinations all candidates must remain under Full Centre Supervision until 11.00am.

Candidates can either be under Full Centre Supervision in the examination rooms with their Invigilators or when they leave the examinations 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, and they can talk to each other provided they do not cause any disturbance for other candidates who are still doing an examination. However, candidates must not look at books and notes on electronic devices, have access to telephones, cell phones, the internet, or any means of external communications. 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.

In this section

12.0 Preparing the Examination Room
12.1 Examination Venue
12.2 Alternative Venue
12.3 Notice to Candidates
12.4 Seating Arrangements

12.0 Preparing the Examination Room

You must follow these regulations when you prepare the exam room. This includes the exam rooms for practical exams e.g. Art and Design

12.1 Examination Venue

12.1.1 All candidates must sit for the examination at the centre where they registered unless prior permission has been obtained from BEC for candidates to take the examination elsewhere. If you need some or all of your candidates to take some exams at a venue that is not your registered centre, refer to section 12.2 on alternative venues below.

12.1.2 Any room in which an examination is conducted must provide candidates with appropriate physical conditions in which to take the examination. Due attention must be paid to such matters as lighting, ventilation, ceilings, cleanliness and the level of extraneous noise.

12.1.3 Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the syllabus concerned. Centres should observe section 12.4 regarding seating arrangements.

12.1.4 A working clock must be visible to each candidate in the examination room. If you need several clocks in large exam rooms, they must all show the actual time. Regular checks should be carried out to ensure that all clocks are in good working condition. For candidates using a computer, checks must be made to make sure that the time is correct on each computer**.**

12.1.5 Centre number, Date, Syllabus Name and Component code, the Start, Finish times and the duration of each examination must be displayed and should be visible to all candidates either on the board, a manila sheet or flipchart. The information must be clearly legible to all candidates in the examination room. You may need to display this information in multiple places.

12.1.6 No display material (e.g. maps, diagrams, wall charts) which might be helpful to candidates must be visible in the examination room unless the rubric expressly states that candidates are allowed to use reference materials during the examination. Particular care must be taken with examinations which are held in laboratories.

12.2 Alternative Venue

Alternative venues may be used where there is lack of facilities for all candidates to sit practical exams at the designated centre or lack of an examination room large enough to accommodate all the candidates. We may reject the application for an alternative venue if we think the security of the exam will be at risk. If approved, we will provide guidance on how to conduct the exam. This must be given to the Chief Invigilator at the Alternative venue. Failure to follow the guidance may be considered centre malpractice.

12.3 Notice to Candidates

Annexure 1: EA/AA/G01/AN01 - *Notice to Candidates* provided for BGCSE syllabuses must be displayed both inside and outside of each examination room. If the Centre conducts examinations for GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 syllabuses it must strictly adhere to Cambridge International Education “Notice to Candidates” and “Candidates Warning Posters” provided for such syllabuses, and these must be displayed both inside and outside of each exam room.

12.4 Seating Arrangements

12.4.1 The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. In particular, the minimum distance in all directions from the centre of one candidate’s desk must be 1.25 metres. The candidate’s chair must be pulled out from under the desk, as though a candidate were sitting on the chair when this measurement is made. See diagram below:

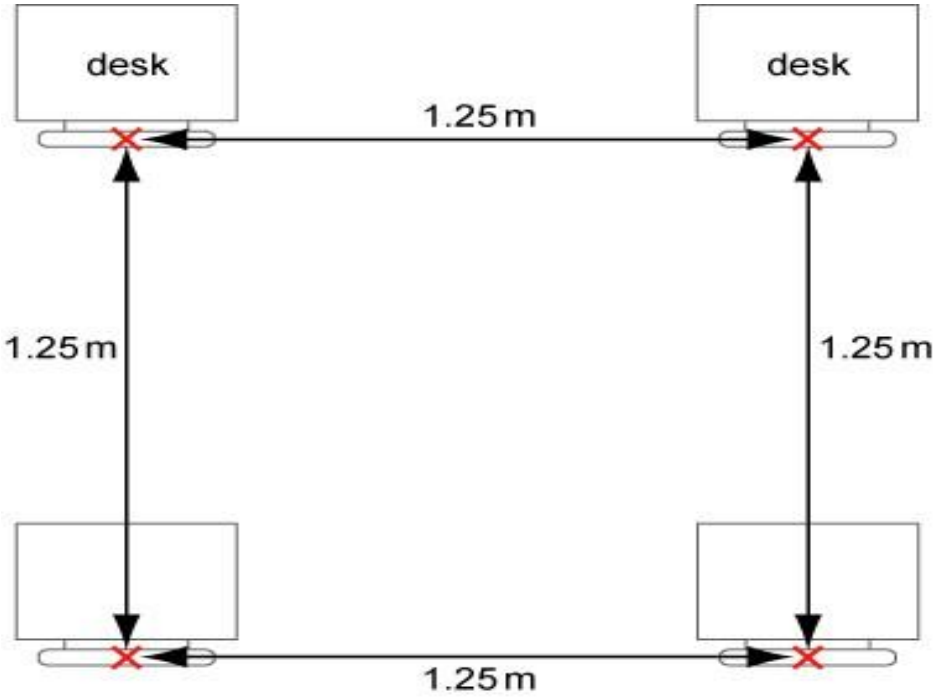


Figure 1 – Spacing between desks

12.4.2 Where candidates sit an exam in a computer or language laboratory, the minimum distance between the outer edges of one monitor to the other or centre of one candidate's chair to the centre of another chair should be 1.25 metres. If you cannot meet this requirement, candidates must sit at alternate monitors or in screened booths. Screened booths may restrict Invigilators' view of candidates. In this situation, increase the number of Invigilators.

12.4.3 In cases where Centres use theatre style halls, make sure there is at least a free step between one row and the next to avoid one candidate overlooking the work of another candidate in the front.

12.4.4 Where possible, Centres should avoid using desks with storage shelves. Where desks with storage shelves are used, Invigilators must check the shelves for unauthorised materials and other items before the beginning of the examinations.

12.4.5 Invigilators must pay close attention during the course of the examination to ensure nothing is placed in the shelves before the start and during the course of the examination.

12.4.6 Wherever possible, for written examinations:

(a) all candidates should face the same direction.

(b) each candidate should have a separate desk or table of sufficient size to accommodate question papers, maps (as appropriate) and answer booklets.

(c) if candidates are not working at individual desks, they must be sufficiently far apart so that their work cannot be seen by, and contact cannot be made with other candidates. The distance from the centre of one candidate's desk to the centre of the next candidate's desk must be 1.25 metres in all directions.

(d) for multiple choice papers, if desks are spaced 1.25 metres apart, candidates may still be able to see other candidates` work, intentionally or otherwise. Where this is the case, the Invigilator must use an alternative method so that no candidates work may be overseen by any other candidates. This can be achieved by:
(i) increasing the space between candidates' desks
(ii) using extra Invigilators

NB: A copy of the guide for invigilating multiple choice components has been provided as **Appendix B - EA/AA/G01/A02 – *A Brief Guide to Invigilation of Multiple Choice Papers - BGCSE***

(e) when candidates are working on a drawing board set on an easel or other non-horizontal surface, they must, wherever possible, be arranged in an inward-facing circle or in some similar pattern.

(f) you may hold other examinations in the room at the same time, provided no disturbance is caused.

(g) candidates should be seated in candidate/index number order, with candidate numbers/indexes labelled on each desk except where variation is needed to support candidates with access arrangements.

12.4.7 Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all regulations can be applied. The candidate's script must be kept separate from other scripts from the centre and it must not be despatched until advice has been sought from us. Refer to **Appendix H: EA/AA/G03/A08 – *A Brief Guide to The Administration of Examinations Under Contagious Diseases Environment***.

13.0 Invigilation Arrangements

13.1 The Head of Centre must ensure that invigilation is carried out by suitably qualified, experienced and trained adults (refer to **EA/AA/Man02 – *Manual for Invigilators – BGCSE***). Any relative of a candidate in the examination room is specifically not eligible to serve as the sole Invigilator. The Invigilator is required to write a letter to the Head of centre declaring their Interest.

13.2 The Head of Centre must ensure that Invigilators are fully trained before carrying out the task of invigilation. Centres must keep records of trained Invigilators which should be availed to us upon request.

13.3 The Start and Finish times in the *Invigilation Timetable* should include Full Centre Supervision times for Cambridge International Education syllabuses.

13.4 Sufficient Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

(a) A ratio of 1:35 Invigilator to candidate must be maintained for BGCSE written syllabuses and 1:20 for practical examinations. For the Food and Nutrition practical, there must be one BEC examiner for every 6 to 8 candidates, refer to section 8.3.2.

(b) A ratio of 1:30 Invigilator to candidate must be maintained for Cambridge International Education GCE O Level and IGCSE French 0520 written syllabus examinations.

(c) For practical tests, one (1) Invigilator must be present for every twenty (20) candidates and at least two (2) Invigilators must be present when a test is being conducted even if you have fewer than twenty (20) candidates sitting the test.

(d) Arrangements must be such that each candidate in the examination room can be observed by an Invigilator at all times.

(e) Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task in the examination room. Refer to **EA/AA/Man02 - *Manual for Invigilators - BGCSE***.

(f) The Invigilator, technician, syllabus specialist or rover must not bring cell phones, books, newspapers, magazines or any other electronic devices to the examination room. The Invigilators must not attend to anything that is not connected to invigilation duties, while the examination is in progress. The Invigilator should be able to move quietly around the room and position themselves at strategic points where they will be able to observe all the candidates in the examination room.

(g) When only one Invigilator is present, they must be able to summon assistance easily without leaving the examination room and without disturbing the candidates. That means rovers must be visible, attentive to Invigilators and alert at all times.

(h) Invigilators may be changed during the examination, provided that the number present in the examination room does not fall below the prescribed ratio.

(i) A teacher who has prepared the candidates for the syllabus of the examination during the academic year of the examination must **not** be the sole Invigilator at any time during a written examination in that syllabus.

(j) For listening exams, a member of staff who speaks the language of the test should ideally be present to deal with any technical difficulties.

(k) A reader, scribe, or practical assistant **cannot** be counted as an Invigilator.

(l) In Practical examinations, it is essential that a teacher of the syllabus or a technician should be present in the examination room at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety. Syllabus Specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator, refer to **Appendix A – EA/AA/G01/A01 - *A Brief Guide to the Invigilation of Practical and Listening Examinations - BGCSE***.

13.5 A copy of these Guidelines must be available in the Main Examination Room. The Invigilators must be familiar with all appendices, the **EA/AA/Man02 – *Manual for Invigilators - BGCSE*** and any specific regulations relating to the syllabuses being examined.

13.5.1 . This document then acts as a reference material. The other examination rooms will each have the **EA/AA/Man02 – *Manual for Invigilators - BGCSE*** and **Annexure 2 - EA/AA/G01/AN02 - *What to say to Candidates***. However, in the case where candidates sit the examination in just one examination room, the **EA/AA/G01 - *Guidelines for Conduct of Examinations - BGCSE*, EA/AA/Man02 - *Manual for Invigilators - BGCSE*** and **Annexure 2 – EA/AA/G01/AN02 – *What to Say to Candidates*** must be available in that room.

13.5.2 Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 syllabus examinations centres must have a copy of section 4 and 5, and the Key Times and Full centre supervision section of the Cambridge Handbook in any other exam room**.**

13.5.3 You must keep signed records of the ***Seating Plan*** and ***Invigilation Timetable*** for each examination session. We may require seating plans and invigilation records at any time until you receive certificates. You should keep the records securely at the centre until you receive certificates.

Important Note: ***Seating Plans*** and ***Invigilation Timetables*** should not be sent to BEC unless requested.

In this section:

14.0 At the Beginning of the Examination
14.1 Identification of Candidates
14.2 Completing the Attendance Registers
14.3 Seating Plans
14.4 Unauthorised Entries
14.5 Authorised Personnel
14.6 Authorised and Unauthorised Material
14.7 Use of Calculators
14.8 Stationery, Material and other Equipment
14.9 Collecting Question Paper to Administer an Examination
14.10 Checking and Distributing Question Paper Packets in the Examination Room
14.11 Starting the Examination
14.12 Procedure to Follow in the Event a Wrong Question Paper Packet is Opened

14.0 At the Beginning of the Examination

Candidates must take their examinations in the correct timetabled session. You must schedule examinations within the appropriate Examination Timetable session in compliance with the relevant Key Time (if its Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 syllabus examinations).

14.1 Identification of Candidates

14.1.1 The Invigilators must be satisfied as to the identity of every candidate attending each examination session. Identity checks must not disturb any candidates who are already taking their examinations.

14.1.2 The Head of Centre must ensure that appropriate arrangements are in place to enable all Invigilators to carry out adequate checks on the identity of all candidates.

14.1.3 All candidates, including government school candidates must present their National Identity card (Omang) if they are citizens or a passport for non-citizens. Each candidate must also present a ***Statement of Entry***. No candidate should be allowed in the examination room without any identification.

14.1.4 The evidence must be presented each time they attend an examination session.

14.1.5 Candidates should be seated in candidate/index number order, with candidate numbers/indexes labelled on each desk.

14.2 Completing the Attendance Registers

14.2.1 ***Attendance Registers*** for all government Centres, private school Centres and Botswana Open University (BOU) centres must be printed from the Malepa application in time for the examination. ***Attendance Registers*** for BEC Private Centres will be sent to the respective Chief Invigilators during the distribution of question papers.

14.2.2 The ***Attendance Registers*** must be completed in accordance with the instructions specified in these guidelines.

14.2.3 ***Attendance Registers*** are printed in date and session order for all components.

14.2.4 ***Attendance Registers*** for Cambridge International Education GCE O level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 are printed and sent from Cambridge International Education and are in duplicate. If any of your candidates are not listed, add them to the bottom. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records.

Important Note: ***Attendance Registers*** provided by Cambridge International Education for the borrowed syllabuses should be used instead of the BEC attendance registers. These attendance registers are delivered to Centres together with question papers.

14.2.5 Candidate's names are printed on attendance registers exactly as they will appear on the Statements of Results and Certificates.

14.2.6 Any errors in the names should be immediately amended on Malepa application for Government and Private Schools. Private candidates are expected to complete the **EA/RM/P02/F02 – *Entry Amendment Form*** to make amendments to errors in names.

14.2.7 If a candidate's name is not shown on the attendance register, the candidate number and name should be added in the space provided at the end of the attendance register. We should be informed of this discrepancy so that, if necessary, a formal entry can be made if this has not already been done. Again, the **EA/RM/P02/F02 – *Entry Amendment Form*** or Malepa Application can be used for this purpose.

14.2.8 At the end of the examination, the ***Attendance Registers*** should be checked against the scripts collected, signed and dated by both the Invigilator and the Chief Invigilator.

14.2.9 If you have candidates taking an examination in a different examination room from the main examination room, whether in a separate examination room at your centre or at an alternative venue, do not submit a separate ***Attendance Register*** for them. Confirm their attendance and mark them as "present" on the main attendance. For packaging of scripts refer to section 16.3.

14.2.10 Due care must be taken to ensure that absent candidates are **not** marked present. Candidates should append their signatures against their names in the attendance register to verify their presence. An Invigilator should append their signature against any candidate name marked absent as a form of verification.

14.2.11 Please note that by signing on the script return envelope, the Chief Invigilator is verifying that they have checked and assured themselves of the accuracy of the contents of the envelopes.

14.3 Seating Plans

14.3.1 You must produce a ***Seating Plan*** **before each examination**. A ***Seating Plan*** is a diagram that outlines how the examination room is set up, it shows the position of each table in the room and chair and where each candidate will sit. It must also show the position of the Invigilators desk and the direction the candidates are facing.

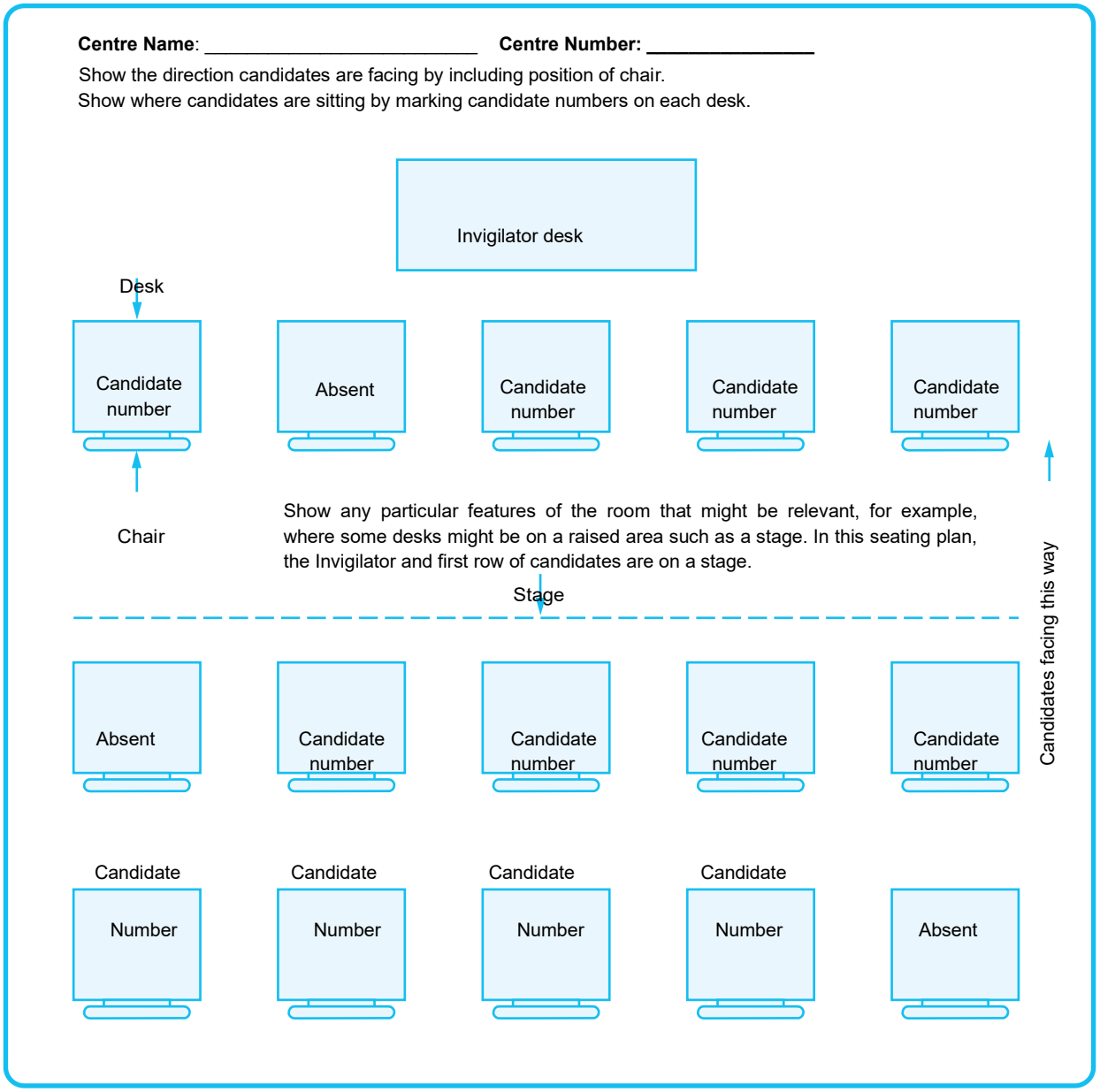
14.3.2 During each exam, you must check that your ***Seating Plan*** is accurate and update it if necessary.

14.3.3 ***Seating Plans*** must not be produced after the exam has finished.

14.3.4 You must keep signed records of the ***Seating Plan*** for each examination session. We may ask to see the ***Seating Plans*** at any time until we issue certificates.

14.3.5 The completed ***Seating Plan*** must have the Centre Name, Centre Number, Syllabus and Component details or indicate Full Centre Supervision.

Example of a seating plan



14.4 Unauthorised Entries

14.4.1 If a candidate arrives for an examination they have not been entered for, you can allow them to take the examination providing that:

(a) The candidate is able to take all the components required for the syllabus option they wish to enter. This means you must have enough spare question papers so the candidates can sit all the components required for the syllabus option at the appropriate time, not just the specific examination.

(b) You add them to the ***Attendance Register*** for each component they take that they were not previously entered for. Once they have completed all the components required for the entry, contact us immediately.

14.4.2 We will then mark the candidate's script, enter them for the entry option and issue a grade in the syllabus. You will be charged a late entry for any unauthorised entries.

14.4.3 If you do not have enough spare question papers for each of the relevant components, contact us immediately and we may be able to send you extra question papers. Each request will be considered on a case-by-case basis.

14.4.4 We reserve the right to decline any request received after the late entry deadline, if it is not possible for us to despatch the extra question papers in time for the examinations. In this case you must tell the candidate they cannot sit the examination as they have not been entered for it. You **must not** photocopy question papers.

14.5 Authorised Personnel

Only persons authorised by the Head of Centre are to be allowed in the examination room. **Appendix I – EA/AA/G03/A09 – *Exam Room Entry Register*** should be used to capture details of personnel that enter the examination room during a live exam session.

14.6 Authorised and Unauthorised Materials

It is essential that you ensure candidates do not bring unauthorised materials in the examination room.

14.6.1 Authorised Materials

Candidates may take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus booklet for the syllabus being examined.

14.6.2 Unauthorised Materials

Unauthorised materials are those that potentially enable candidates to conceal or access information in the examination room. Having unauthorised materials in the examination room is a breach of examination regulations and may be considered malpractice. You and your Invigilators must be alert to candidates attempting to bring unauthorised material in the examination room and must report all instances to us. Unauthorised materials include:

(a) calculator cases
(b) instruction leaflets
(c) dictionaries (except where the rubric specifies)
(d) bags
(e) non-transparent pencil cases
(f) mobile phones
(g) camera
(h) Bluetooth headsets
(i) Tablet
(j) computers
(k) smart wear (includes smart watches and smart glasses), or
(l) any watch capable of electronic storage or communication or
(m) any other electronic device that enables external communication or the storage and retrieval of data should not be brought into the examination room.
(n) Weapons of any kind.

14.6.3 Other watches can be worn at the discretion of the centre.

14.6.4 If you allow watches, and it is not practical to check them before the examination, candidates can place their watches on their desks so Invigilators can check them as they move around the examination room. This list does not include every possible item that will be considered “unauthorised”.

14.6.5 You should use your judgement for any items not on the list above by asking yourself whether the item potentially enables a candidate to conceal or access information in the examination room or areas accessed by a candidate during an exam including the bathroom.

14.6.6 All electronic items, including cell phones and blue-tooth devices, must be switched off and left outside the examination room.

14.6.7 Unauthorised materials also include those that put the health and safety of others at risk.

Important Note: Other types of unauthorised material must either be left outside or handed to the Invigilator before the examination begins. Materials handed to the Invigilator must be placed out of reach and sight of the candidates.

14.7 Use of Calculators

14.7.1 Calculators can be used in all examinations except where their use is expressly prohibited in the syllabus or in the rubric of the question paper. Calculators must be checked before the start of the examination.

14.7.2 When the use of calculators is allowed in examinations, candidates must be informed in advance that:

(a) the calculator must be of a size suitable for use on the desk at which the candidate will write the examination.
(b) the power supply for the calculator is their responsibility and must be integral to the calculator (e.g. batteries). The candidate may bring spare batteries into the examination room in a transparent package.
(c) the working condition of the calculator is their responsibility.
(d) the calculator must be silent, with a visual display only.
(e) a fault in a calculator will not normally be considered as justifying an application for special consideration on their behalf.

14.7.3 Calculator cases, instruction leaflets or formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination. If calculator cases cannot be removed, they should be checked by an Invigilator to ensure that it does not contain any unauthorised information.

14.7.4 Calculators must not be borrowed from other candidates in the course of an examination for any reason, although the Invigilator may provide a candidate with a replacement calculator.

14.7.5 Candidates are responsible for clearing any information and/or stored programs from the calculator in advance of the examination. Retrieval of prepared information and/or programs during the examination, or removal of question paper content from the examination room is malpractice.

14.7.6 Calculators must be reset before the start of the examination to remove helpful programmes/formulas. The Invigilator should check a sample of the candidates' calculators before the start of the examinations to make sure they comply with regulations.

14.7.7 Programmable calculators may be used. However, calculators with any of the following facilities are **prohibited** in the examination room, unless otherwise stated in the syllabus:

(a) data banks
(b) Graphic Displays
(c) dictionaries

(d) language translators
(e) retrieval or manipulation of text or formulae
(f) QWERTY keyboards
(g) built-in symbolic algebra manipulations
(h) symbolic differentiation or integration
(i) Capability of remote communication with other machines.

We regard the use of any such calculator as malpractice. However, we do not recommend any particular brand of calculator.

14.8 Stationery, Materials and other Equipment

14.8.1 Centres will be provided with an **Appendix E - EA/AA/G01/A05 – *Additional Materials List*** in advance of each examination session. The list specifies all the materials which are required for each examination and whether the items are to be provided by BEC/ Cambridge International Education or by the Centre.

14.8.2 The 'Additional materials' section on the front cover of question papers says, 'You will need'. This list is what the candidate needs, and it includes items we provide such as an answer booklet, an insert or a map. It also includes the extra examination materials that you need to provide to the candidates as well as the standard material that candidates need.

14.8.3 The Invigilator must ensure that only the items specified are issued to the candidates. Only answer booklets/supplementary answer sheets, provided by the Invigilator should be used in the examination room.

14.8.4 For multiple choice tests, individual pre-printed personalised answer sheets are provided for each candidate, and Invigilators must ensure that each answer sheet is given to the candidate whose name appears on and that the sheets refer to the correct component.

14.8.5 BEC has published a brief guide to the administration of multiple-choice tests, and a copy of the guide has been provided as **Appendix B – EA/AA/G01/A02 – *A Brief Guide to Invigilation of Multiple Choice Papers - BGCSE***. See also **Annexure 2 – EA/AA/G01/AN02 – *What to Say to Candidates*** for use during multiple choice examinations.

14.8.6 Candidates **must**:

(a) Provide their own pens, pencils, drawing instruments and erasers.
(b) Write their answers legibly in black or dark blue ink.
(c) Soft pencil (2B or HB) must be used for multiple choice examinations.
(d) Use any other material listed in the *Confidential Instructions* for science papers.

(e) Use protractor, pair of compasses, calculators, rulers, mathematical sets, tracing papers, mathematical tables.

14.8.7 Candidate **must not** use:

(a) Pencils or pens in other colours. These may only be used for maps and diagrams as specified in the rubric of the question paper.
(b) Red ink or green ink.
(c) Correction fluid or tape.
(d) Highlighter pens on answer sheets, answer booklets or in the answer sections of combined questions and answer booklets.

14.8.8 Where a map is used as part of the question paper, the use of string or a magnifying glass is permitted but not essential.

14.9 Collecting Question Papers to Administer an Examination

14.9.1 You must collect the question paper packets from the secure storage as close to the start of the exam as possible. Once the question papers have been removed from secure storage, they must not be left unattended at any time.

14.9.2 The Chief Invigilator and Senior Invigilator must check and confirm syllabus and component to be written on that date and session on the timetable in the secure storage room.

14.9.3 The team agrees on the number of question paper packets to be picked for the particular date and time. If you find you do not have enough question papers you must contact BEC immediately, if this is due to unauthorised entries, you should not allow the additional candidates to sit the examination. You must not photocopy, photograph or share any of the contents of the confidential examination material to make copies. This may be considered centre staff malpractice.

14.9.4 The Chief Invigilator collects the question paper packet(s), checks that it is not damaged or tampered with, and that the details on the label are correct; this includes checking the centre number, exam date, session, syllabus title and component number for all question paper packets including for Special Needs candidates.

14.9.5 The Chief Invigilator passes the packets to the Senior Invigilator to verify.

14.9.6 The Chief Invigilator and Senior Invigilator must both sign on the Examination Timetable against the component to indicate that verification was done and that they have satisfied themselves that they have the right question paper packet(s)before they leave the secure storage room.

14.9.7 Date and time of verification should be next to the signature on the Examination Timetable.

14.9.8 The Chief Invigilator and Senior Invigilator take the question paper packets to the examination rooms.

14.10 Checking and Distributing Question Paper Packets in the Examination Room

14.10.1 The Invigilator using **Annexure 2 – EA/AA/G01/AN02 – *What to Say to Candidates*** announces the following as indicated on the board, manila sheet or flipchart that is clearly visible to all candidates in the examination room.

(a) Date
(b) Centre Number
(c) Syllabus Name
(d) Component Code
(e) Start and finish time
(f) Duration of the examination paper

14.10.2 Before opening the question paper packet, two Invigilators must check if it is undamaged and check that the details on the label are correct; this includes checking the centre number, exam date, session, syllabus title and component number.

14.10.3 The Invigilator holds each packet of question papers out to the candidates to confirm that they have not been tampered with.

14.10.4 The Invigilator gives the question paper packets to a number of candidates to verify that it is the correct component for the date and time and that the packets have not been tampered with.

14.10.5 The candidates verify and append their names, signatures and date against the component name.

14.10.6 The Invigilator collects the question paper packets from the candidates and makes the final verification, signs and dates the question paper packet where indicated.

14.10.7 The Invigilator neatly cuts open the question paper packets using a pair of scissors.

14.10.8 Where a centre conducts examinations of the same syllabus in more than one examination room, it is permissible to open question papers packets in one of the examination rooms, in the presence of the candidates' representatives from other examination rooms, and to take some of the papers to the other examination room(s) on the same site. However, it is not permissible to open the packet of question papers earlier than the time appointed for the

examination in order to take some of the papers to another venue. Under these circumstances, the centre should make arrangements with BEC for separate packets of question papers to be supplied.

14.10.9 When all these checks have been completed, the Invigilator distributes question papers according to candidate number order.

Important Note: It is the responsibility of the Invigilator to open the question paper packet with a pair of scissors making sure not to cut the question papers contained in the packet. The Invigilator should report to the Chief Invigilator any grounds for suspicion about the security of the question papers. In such cases, the Chief Invigilator must notify BEC immediately and submit a full written report.

14.11 Starting the Examination

An examination is deemed to be in progress from the time the candidates enter the examination room until all the scripts and question papers have been collected and accounted for. You must read out a set of instructions before candidates are allowed to start working. The instructions are in **Annexure 2 – EA/AA/G01/AN02 – *What to Say to Candidates***, **Appendix C – EA/AA/G01/A03 – *Invigilators Check List - BGCSE*** provided with these guidelines, and **EA/AA/Man02 – *Manual for Invigilators - BGCSE***.

14.12 Procedure to Follow in The Event a Wrong Question Paper Packet Is Opened

No centre should ever have to issue the wrong question paper if the procedures as stipulated in these guidelines are adhered to. However, if a wrong question paper packet has been opened for BGCSE question papers, with the exception of Cambridge International Education GCE O level and IGCSE French, the following steps should be taken:

14.12.1 If the error is discovered before the question papers are issued out:

(a) Draw the attention of the candidates to the error and ask one of them to confirm that the wrong question paper packet has been opened.

(b) Seal the question paper packets in front of the candidates and ask one of them to sign across the seal of the question paper packet. The packet is then placed inside a large tamper evident envelope, and it is sealed and signed by both the Invigilator and one of the candidates.

(c) Apologise to the candidates and quickly replace the wrong question paper and get the examination started.

14.12.2 If the error is discovered after the question papers have been distributed:

(a) Draw the attention of the candidates to the error.

(b) Collect all the question papers and ensure that every question paper has been accounted for before you can return them into the question paper packets.

(c) Explain the seriousness of the situation to candidates and remind them of the consequences of sharing confidential information including electronically.

(d) Seal the packets in front of the candidates following the same procedure as in 14.12.1 (b) above.

(e) In this case it is better to spend a bit more time ensuring that the security of the question papers and the integrity of the examination is maintained before issuing the correct question paper out.

(f) Issue the correct question paper and note the time when the exam started and when it ended but afford the candidates the full examination time.

14.12.3 Keeping record of wrongly opened question paper packets

a) The Chief Invigilator must take several pictures of the tear from different angles, and this must be witnessed by the Senior Invigilator or another invigilator.

b) The pictures taken must be kept securely for investigative purposes

c) It is the responsibility of the Chief Invigilator to ensure that such pictures are not accessed by unauthorised personnel.

14.12.4 Reporting Cases of Wrongly Opened Question Paper packets

The Head of Centre/Chief Invigilator should immediately inform the Director, Assessment Administration and the Regional Director by phone, followed by a letter.

14.12.5 For Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 Question Papers

If a question paper packet is opened in error for Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 or IGCSE French question paper, refer to section 5.1.9.1 of the Cambridge Handbook 2026 and follow the instructions. Complete and submit to us the Exam Day – Form 11 (Question Paper Packets Opened in Error) from the Cambridge International Education website http://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/administative-forms/.

In this section:

15.0 During the Examination
15.1 Supervision of the Candidates
15.2 Practical Examinations
15.3 Five (5) Minutes Warning
15.4 Late Arrival of Candidates
15.5 Leaving the Examination Room during the Examination
15.6 Irregular Conduct
15.7 Emergencies
15.8 Requests for Special Consideration
15.9 Examination Administration for Candidates with Special Needs

15.0 During the Examination

15.1 Supervision of the Candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty. They must not read through any question papers. Refer to **EA/AA/Man02 – *Manual for Invigilators – BGCSE*** for role of Invigilators.

15.2 Practical Examinations

During a practical examination, it is recognised that some movement by candidates and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.

15.3 Five (5) Minutes Warning

15.3.1 You must tell candidates when there are five minutes of the exam left. The Invigilator must read out the 'Five-minute warning' section from our **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates***.

15.3.2 In listening exams, you should give a five-minute warning if it does not disturb candidates.

15.3.3 For Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520, download the "*What to Say to Candidates"* documents from www.cambridgeinternational.org/examday.

15.4 Late Arrival of Candidates

15.4.1 A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and to sit the examination. A candidate who arrives after the start of the examination must not be allowed any time after the scheduled end of the examination

and will finish at the same time as all other candidates. However, candidates who have valid reasons should be allowed the full time for the examination. You should warn the candidate that BEC reserves the right not to accept the script. For Cambridge International Education GCE O Level and IGCSE French, refer to section 5.1.10 – Late Arrivals in the Cambridge Handbook.

15.4.2 In determining whether any of the work completed by a candidate who arrives late can be accepted, we will pay particular attention to the security of the examination with regard to the time at which candidates leave the examination room.

15.4.3 In all cases where a candidate is admitted late into the examination room, the following rules apply:

a) the script must be sent to us in the normal way.

b) **EA/AA/G03/F02 – *Late Arrivals Form*** must be completed for candidates arriving late. In addition, a full written report must be sent to us as soon as possible containing the following information:

(i) the reason for the late arrival of the candidate, including any details of Access Arrangements made for the candidate to reach the centre.

(ii) the actual starting and finishing times of the examination.

(iii) the time at which the candidate started the examination.

(iv) a statement regarding any possible breach of examination security arising from the candidate's late arrival, including information about the extent to which the candidate was under staff supervision from the actual starting time of the examination.

15.4.4 Where a candidate arrives late for the examination and after the scheduled finishing time, the candidate must be recorded as 'Absent'. In such cases, the candidate should be advised that 'NO RESULT' may be issued for the syllabus.

15.5 Leaving the Examination Room during the Examination

15.5.1 The Invigilator must ensure that no candidate leaves the examination room until at least one hour after the published starting time if the exam lasts longer than one hour or the duration of the examination, if less than one hour.

15.5.2 Candidates who leave the examination room temporarily to use the rest rooms must be accompanied by a member of the invigilation personnel. Such candidates should normally not be allowed extra time on their return.

15.5.3 However, in cases where there is an application for special consideration (e.g. illness) such candidates may be allowed extra time to compensate for their temporary absence (see section 15.9 on examination administration for candidates with special needs).

15.5.4 The Invigilator must ensure that a candidate who has finished work and has been allowed to leave the examination room early must hand in all their work. Such candidates must not be re-admitted into the examination room. A list of such candidates must be kept until after the end of the results enquiries period.

15.5.5 For those candidates who have finished work for the Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French early, they must be kept under Full Centre Supervision until the local Key Time.

15.6 Irregular Conduct

15.6.1 Wherever practicable, the Invigilator should remove and retain any unauthorised material discovered in the possession of a candidate during examination. It is the duty of the Head of Centre to ensure that all cases of irregularity or misconduct in connection with the examination are reported to us as soon as possible. The Head of Centre is empowered to expel a candidate from the examination room, but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to other candidates. Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with us. All candidates must be made aware that any attempt to cheat or disturb another candidate during an examination may lead to their disqualification.

15.6.2 Where an Invigilator suspects any kind of collusion or misconduct, he/she should warn the candidate and report the matter to the Chief Invigilator who should in turn immediately notify us in writing.

15.6.3 Where an Invigilator is reasonably sure that a candidate is being dishonest, he/she should confiscate the candidate's answer script and any other evidence available. At the bottom of the script, he/she should write 'Confiscated at' (and quote the time and date). The candidate may then be given a fresh answer paper on which he/she may continue his answers.

15.6.4 The Invigilator should indicate at the top of the fresh paper the time at which the paper was given to the candidate. The confiscated and fresh answer scripts, any available evidence, a full report from the Chief Invigilator and report/statement from the candidate should be enclosed together with the Centre report. This should be sent to us in a separate script return envelope and **not enclosed with other scripts**.

15.6.5 In the event of a candidate being deliberately disobedient or unruly, s/he may be expelled from the examination room and forbidden to sit that paper. The Chief Invigilator may use his/her discretion on whether to admit such a candidate to a subsequent examination. Full reports for all such cases must be forwarded to us.

15.6.6 At the discretion of the Chief Executive Officer the candidate may be disqualified if that candidate introduced or tried to introduce unauthorised material into the examination room or the candidates has communicated, or tried to communicate in any way with another person during the examination, or if the candidate was wholly or partially responsible for any other kind of misconduct or disruption in connection with the examination which might affect his/her own results or the results of other candidates.

15.6.7 The candidate may be disqualified from all or part of the current examination, including papers written before and after the time at which the offence was committed, refer to ***Application of Sanctions and Penalties in Cases of Malpractice in Examinations and Assessments***.

15.6.8 If the Chief Executive Officer is satisfied that breaches of regulations or any irregularity, misconduct or dishonesty whatsoever in connection with the examination have been widespread at any centre, or that the circumstances in which the examinations are held at any centre are unsatisfactory, she/he may at his discretion cancel the entire examination at that centre, or any one or more papers or the results thereof, in relation to all the candidates at that centre.

15.6.9 If a candidate is expelled from the examination, you cannot apply for special consideration for the candidate.

15.7 Emergencies

In an emergency, the safety of candidates and staff is the most important aspect. If it is safe and practical to do so, the Invigilator should take the following steps to make sure the examination remains secure:

(a) evacuate the examination room.
(b) ensure that all the question papers and examination scripts are left in the examination room, and that the room is secured so that no exam materials leave the room.
(c) ensure that the candidates are supervised as closely as possible whilst they are out of the examination room to ensure there is no collusion, or external communication.
(d) after the candidates have returned to the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates' work the point at which the interruption occurred.
(e) note the time and duration of the interruption.
(f) allow the candidates the full working time prescribed for the examination.

(g) in the event of there being only a small number of candidates, consider the possibility of taking the candidates with question papers and scripts to another room to complete the examination but ensure that the safety of the candidate is a priority.

(h) make a full report of the incident and of the action taken for direct submission to the Chief Executive Officer at BEC.

15.8 Requests for Special Consideration

15.8.1 Where a candidate writes an examination under adverse circumstances, the centre should submit an application for special consideration. Such applications must be made by completing **BEC/EAC/G02/P14/F01 - *Application for Special Consideration Form*.**

15.8.2 If a candidate falls sick some days before the examination starts and is admitted to a hospital, the Chief Invigilator must inform us and complete **BEC/EAC/G02/P14/F01 - *Application for Special Consideration Form*.** Arrangements can be made with the hospital so that the candidate sits the examination at the hospital or at a nearby school.

15.8.3 The answer sheets for such a candidate must be sent separately (if the candidate sat the examination at the hospital) or together with the answer sheets of the school where the candidate sat for the examination but under a separate script return envelope.

15.8.4 A report on the candidate should then be written providing details of the examination.

15.8.5 For candidates who write the examination under adverse conditions like illness, bereavement, the **BEC/EAC/G02 – *Access Arrangements and Special Consideration; A Guide to Centres*** should be consulted, and procedures followed.

15.9 Examination Administration for Candidates with Special Needs

15.9.1 If you have requested for oral response format and the use of a scribe/writer you must record the responses in addition to producing a written script. All recorded responses must be saved and submitted to BEC using media storage devices (USB, external hard drives, memory stick, memory card or voice recorders). Furthermore, a ***Writer Coversheet*** must be completed and sent back BEC.

Important Note: No examination taken orally will be presented without a recording of the candidates' audio response.

15.9.2 If the candidate's disability and/or the nature of the access arrangements might disturb other candidates during an examination, the candidate must take the examination in a separate room and be supervised according to the regulations governing the special conduct of such an examination.

15.9.3 The candidate must be familiar with any special equipment authorised for use in an examination. If support from an amanuensis, a reader, prompter, practical assistant or communicator is required, the candidate must practice with the person acting in this capacity before the examination.

15.9.4 You are responsible for ensuring that all equipment authorised for a candidate with special assessment needs functions correctly and that there is a member of staff who is familiar with its use.

15.9.5 Any difficulties that arise from the nature of the access arrangements, or any unforeseen difficulties encountered by the candidate, should be reported to us.

15.9.6 The Head of Centre is responsible for selecting a writer (scribe) or reader for approved candidates with special needs. The scribe must write answers exactly as dictated by the candidate.

15.9.7 A writer and or reader must be a responsible adult who is able to produce an accurate record of the answers dictated by the candidate. The person must be able to write legibly. In the case of scientific, mathematical or technical subjects, the writer should have a good working knowledge of the subject being examined.

15.9.8 It is not permissible for the writer or reader to also act as the Invigilator, so a separate Invigilator must be provided. However, it is important to note that where a candidate has been approved, the use of a reader and a scribe, the function should be performed by one personnel. A candidate **should not be** assisted by two personnel at once.

15.9.9 Sign language may be used to assist candidates to read the questions but must not be used to explain what the question is asking the candidate to do. The communication of answers (e.g. from a candidate to a writer) is not permissible.

15.9.10 Assistive technology devices such as computers should be approved in advance by us. When used in an examination, we expect a computer to be used as a basic word processor. If other facilities are to be used, we will need to be made aware of the hardware and software which the candidate proposes to use. This must include details of the candidate's access to facilities such as thesauruses, calculators, etc. Before approval can be given, we must be able to determine what effect, if any, the use of the computer might have on the reliability of the assessment of the candidate in each syllabus for which the candidate is entered.

In this section:

16.0 At the End of the Examination
16.1 Finishing the Examination
16.2 Collection of Answer Scripts
16.3 Packaging of Scripts
16.4 Packaging of Special Needs
16.5 Labelling of Envelopes containing scripts of candidates with special needs
16.6 Collection of Question Papers
16.7 72-hour Security Rule
16.8 Leaving the Exam Room
16.9 Secure storage of scripts before despatch

16.0 At the End of the Examination

16.1 Finishing the Examination

16.1.1 At the end of the examination, candidates should be told to stop writing. Refer to **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates***.

16.1.2 The Invigilator, using **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates*** must instruct the candidates to:

(a) ensure that all the required information has been entered on their scripts.

(b) check that their answers are correctly numbered.

(c) assemble any loose sheets in the order in which the questions have been attempted and fasten them and any supplementary answer sheets to the back of their answer booklets with the string or treasury tags provided. Paper clips or staples should not be used to hold papers together as they could get dislodged causing the scripts to be mixed up.

16.2 Collection of Answer Scripts

16.2.1 All answer scripts must be collected and accounted for before candidates are allowed to leave the room.

16.2.2 Any sheets of extra paper a candidate wants to hand in to be marked should be fastened to the main script using a treasury tag or string provided.

Important Note: Answer Scripts must not be removed from the examination room by candidates or unauthorised persons. If this happens you must inform BEC immediately. The candidate should be warned that we may not accept their script.

16.3 Packaging of Scripts

The Invigilator must:

(a) sort the answer scripts in the order shown on the attendance register, in candidate number order.

(b) check that all answer scripts are present and that candidates have used correct centre and candidate numbers.

(c) For packaging multiple choice answer sheet refer to **Appendix B - EA/AA/G01/A02 - *A Brief Guide to Invigilation of Multiple Choice Papers***.

Important Note: All scripts must be returned to us in the Pre-bar-coded script return envelopes that we will send to your Centre. The number of script return envelopes for each component is already pre-determined for each centre. All the bar-coded script return envelopes must be returned to us, even if they are empty.

> **Example**:
> If your Centre has been issued with three script return envelopes for 150 candidates and you were supposed to put 50 scripts in each envelope but only 100 candidates turned up for the exam, the envelopes should be labelled as 1 of 3, with 50 scripts, 2 of 3 with 50 scripts and 3 of 3 with 0 scripts. You should also indicate the count on the outside of all the three envelopes. In this case, envelope 3 of 3 will have a count of zero (0) but must still be returned to us as it needs to be scanned into the system.

Important Notes

- **You must never tape scripts packets which contain different components together**.
- Scripts packets must not be bound with an adhesive tape.

(d) Place the scripts in a script return envelope and seal the packet in front of the candidates. The Invigilator and one candidate should sign and date the script return envelope.

(e) If the same examination is taking place in different rooms, Invigilators from the different rooms should place the scripts in re-useable envelopes with no bar code (which does not need to be sealed) and take the scripts to be collated with the scripts from the other rooms at a central point. Scripts will then be checked, accounted for and then placed in bar-coded

script return envelopes and sealed for storage before being returned to us. Candidates' representatives must accompany the Invigilator carrying the scripts and witness the sealing of the scripts at the central collation point.

(f) Mark the outside of the script return envelopes with the centre number, the syllabus and component code (e.g. 0561/01), the number of scripts enclosed and the range of candidate numbers in each packet. Absent candidates' numbers must be reflected on the packet that contains their range.

(g) Label the packets according to numbering indicated in the example below, e.g. if there are 5 packets they should be labelled as 1 of 5, 2 of 5, 3 of 5, 4 of 5 and 5 of 5.

16.4 Packaging of Special Needs Scripts

Specialised script return envelopes will be provided for Centres to package scripts for candidates who have been approved for the following arrangements:

(a) the use of a reader with extra time
(b) modified question papers
(c) braille scripts
(d) extra time of 30% and above
(e) large print multiple choice answers indicated on the question paper

Important Note: Unnecessary separation of candidates' scripts should be avoided, and clarity must be sought from our Special Needs office. Multiple Choice answer sheets should not be separated and if this cannot be avoided, the answer sheets must be packaged between hard boards, placed in the correct envelope and correctly labelled.

16.5 Labelling of Envelopes Containing Scripts of candidates with Special Needs

Special Needs scripts return envelopes containing scripts of candidates with special needs should be counted among the envelopes for the Centre for a particular syllabus component. These envelopes should **NOT** be labelled as 1 of 1, but rather as 1 of the total number of scripts return envelopes for the particular component. The scripts return envelopes for the Centre should be secured together and sent to us as one consignment. For further clarification, contact the Special Needs office @ 3650700 / 831 / 896 / 757.

16.6 Collection of Question Papers

16.6.1 Before candidates can leave, the Invigilator must:

(a) collect, count and verify that every question paper that was issued out has been accounted for and place them in the original packets.
(b) hand over the scripts and question papers to the Chief Invigilator for safe custody before despatch to us.
(c) dismiss the candidates ensuring that they leave the room in an orderly manner.

16.6.2 **Empty question paper packets** must be stored securely until the certificates are issued. We may need them for investigations into suspected malpractice.

16.6.3 Question papers must not be removed from the examination room by candidates or unauthorised persons. If this happens you must tell us immediately. The candidate should be warned we may not accept their script.

Important Note: Answer scripts are confidential between the candidate, BEC and Cambridge International Education. They should not be read or photocopied by any person prior to despatch. By signing the outside of each script return envelope, the Chief Invigilator is verifying the contents of the envelope and therefore there should be no discrepancy at the opening and verification of contents before the start of marking.

16.7 72-Hour Security Rule

16.7.1 No copy of a question paper may be taken from the examination room.

16.7.2 All question papers must be stored securely in the centre strong room until 72 hours after the published finishing time for the paper. The question papers that have been opened but have not passed the 72-hour security clearance are considered live and must be accounted for and locked away in the same high security safe or cabinet used for scripts storage.

16.7.3 After the 72 hours have elapsed question papers may be accessed in the secure storage room only and returned to the secure storage cabinet until six (6) weeks after release of results.

16.7.4 In the case of Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French examinations, the Invigilator must collect all unused question papers at the end of the exam and store them securely until at least 72 hours has passed after the end of the exam or Key Time. After this time, you can dispose of the unused question papers, or you can return them to candidates / centre staff if you want to.

16.8 Leaving the Exam Room

16.8.1 Candidates must remain under examination conditions and in the examination room until told otherwise by the Invigilator.

16.8.2 You must collect and account for all answer scripts, question papers and any other examination material before candidates leave the room.

16.8.3 For Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French examinations, if an examination ends before the Key Time, candidates must be kept under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a required period of Full Centre Supervision, you must inform us, and we will consider this as possible malpractice. See section 11.2 on Key Times and Full Centre Supervision.

16.8.4 Whether or not they leave the examination room early, candidates must not remove any question papers or transcribed content of question papers. This includes writing questions on *Statement of Entry*, inserting question content into calculators etc. This is not an exhaustive list. You must apply the seventy-two (72) hour rule for the security of question papers and their contents.

16.9 Secure Storage of Scripts before Despatch

Examination scripts and answer sheets must be collected, count verified, sealed and, if you have to keep answer scripts in storage before despatching them, they must be sealed and stored under the same secure conditions as question paper packets and other confidential examination materials.

17.0 After the Examination

17.1 Despatch of Scripts

Scripts must be despatched to us in accordance with schedules provided by us.

17.2 Despatch of Attendance Register

There are different despatch modes for attendance registers for BGCSE and Cambridge International Education syllabuses.

17.2.1 BGCSE Syllabuses

17.2.1.1 During the course of the examination, attendance registers for BGCSE syllabuses must be filed in date and session order and then put together in a single envelope marked “ATTENDANCE REGISTERS” at the end of the examination series for despatch to BEC.

17.2.1.2 This envelope should come with the last despatch of examination scripts submitted to BEC.

17.2.1.3 A signed list of attendance registers, showing the specific component attendance registers should be included in the despatch and a copy should be left at the centre.

17.2.1.4 Attendance registers for all BGCSE syllabuses should never be placed in the same returning envelope as the scripts.

17.2.2 Cambridge International Education GCE O Level Statistics 4040, Additional Mathematics 4037 and IGCSE French 0520 syllabuses

Attendance registers for all Cambridge International Education syllabuses; GCE O Level Additional Mathematics, Statistics and IGCSE French 0520 must be included in the scripts return envelope for each component. Note that these are printed in duplicates. The top part must be enclosed with the scripts and the bottom part (copy) be kept at the centre.

17.2.3 Despatch of Other Correspondences

All correspondence, including requests for special consideration, should not be included with the examination scripts despatch. All such correspondence should be sent separately to the Chief Executive Officer at BEC at the time when the last batch of scripts.

17.2.4 Report on the Conduct of Examinations

17.2.4.1 Centre should compile and submit reports on the conduct of examinations. The reports may be on all aspects of the examination, including written examinations, practical tests, the timetable and all aspects of the administration of the examination.

17.2.4.2 The **Appendix D - EA/AA/G01/A04 - *Report on Conduct of Examinations*** provided should be used for reporting on conduct of examination and submitted to BEC.

In this section:

18.0 Examination Malpractice
18.1 Definition
18.2 Candidate Malpractice
18.3 Centre Staff Malpractice
18.4 Suspected Malpractice you discover
18.5 Suspected Malpractice Investigations
18.6 Rights of Individuals Suspected of Malpractice
18.7 Making a Decision
18.8 Outcomes
18.9 Communicating outcomes to members of staff and candidates
18.10 Exchanging information with awarding bodies and other authorities
18.11 Appeals
18.12 Allegations of Malpractice

18.0 Examination Malpractice

18.1 Definition

Malpractice is any act by candidate or centre personnel that contravenes BEC examination regulations. Malpractice can occur before, during or after timetabled exams or other assessments.

18.1.1 Malpractice can be:

(a) intentional and aim to give an unfair advantage in an exam or assessment.
(b) caused by people being careless, forgetful or unaware of our regulations.
(c) beyond anyone's control and be a result of circumstance.

18.1.2 A variety of people could be involved in malpractice, for example:

(a) candidates.
(b) centre staff, for example, exams officers, teachers, Invigilators, management, consultants and people who help with access arrangements.
(c) other people, for example, the candidates' relatives or friends, tutors.

18.1.3 The Head of Centre must:

(a) ensure candidates and centre staff know their individual responsibilities as set out in our regulations.
(b) tell us straight away about any potential malpractice you become aware of or that is reported to you.

18.2 Candidate Malpractice

The following are examples of candidate malpractice. The list is not intended to be exhaustive, and other examples of malpractice may be identified and considered at BEC's discretion;

(a) altering, falsifying or misrepresenting any results information, including certificates

(b) failing to follow the instructions or advice of an Invigilator or other supervisor in relation to BEC regulations which apply to examinations and assessments.

(c) failure to abide by the conditions of invigilation or supervision which is intended to maintain the security of the examination or assessment.

(d) collusion/allowing work to be copied by another candidate.

(e) plagiarism: not giving sources and/or submitting another person's work as if it is their own.

(f) copying from another candidate.

(g) the deliberate destruction of another candidate's work.

(h) seeking, obtaining, exchanging or passing on confidential or receiving (or attempting to obtain or receive) information which is examination related from another candidate in the examination room, or passing any such information to another candidate in the examination room. This includes communication by speech, in writing and other non-verbal communication.

(i) looking for, getting, receiving, exchanging, or passing on confidential or fake exam material.

(j) making a false declaration of authenticity in relation to coursework.

(k) giving or receiving assistance in the production of coursework.

(l) being in possession of confidential exam material in advance of an examination.

(m) bringing into the examination room unauthorised materials such as notes, study guides, electronic dictionaries, cell phones, etc. refer to section 14.6 for unauthorised materials

(n) disruptive behaviour in the exam room (including talking to or attempting to talk to other candidates and or using offensive language).

(o) including threatening, offensive, or obscene material in scripts or coursework.

(p) impersonation: pretending to be someone else or arranging for another person to take one's place in an examination.

(q) stealing another person's work.

(r) behaving in such a way as to undermine the integrity of the examination.

18.3 Centre Staff Malpractice

The following are examples of malpractice by centre staff. This is not a complete list:

(a) not keeping exam material confidential.
(b) not storing exam material securely.
(c) not keeping candidates under Full Centre Supervision in relation to the Key Times.
(d) not invigilating properly.
(e) using access arrangements for candidates without approval
(f) helping or prompting candidates with answers.
(g) not accurately scribing oral responses of a candidate who has been approved the use of a scribe.
(h) not keeping candidates' work confidential.
(i) moving the session or date of a timetabled exam without telling us and getting our written permission.
(j) helping candidates with coursework more than the regulations allow.
(k) allowing candidates unsupervised access to coursework exemplar materials, whether this is the work of former candidates or material we have provided.
(l) not keeping candidate computer files secure.
(m) behaving in a way that undermines the integrity of the exam.

18.4 Suspected Malpractice you discover

18.4.1 The Head of Centre must report any suspected malpractice to BEC on the same day. Use the relevant malpractice forms. The Head of Centre must:

(a) Inform BEC straight away about suspected malpractice they become aware of or that is reported to them. If they do not do this, it might be considered malpractice in itself.

(b) report suspected malpractice with all relevant information including:

(i) statements from relevant centre staff, for example, the Head of Centre, Chief Invigilator, Invigilators, or teachers. Statements should include a detailed account of the circumstances and any investigation the Head of Centre has carried out.
(ii) statements from all candidates involved in the suspected malpractice, giving their account of events in their own words or confirmation that they do not want to give a statement
(iii) evidence of any unauthorised material the candidate had, e.g. a photograph of the unauthorised material
(iv) seating plans

(v) any other relevant evidence or information.

18.4.2 All statements must be in English or Setswana.

18.4.3 BEC takes all reports of suspected malpractice seriously. We will write to let you know we have received your report. In our response we will do one of the following:

(a) confirm that you do not need to do anything further.
(b) provide you with guidance on the next step.
(c) open a suspected malpractice investigation.

18.5 Suspected Malpractice Investigations

18.5.1 When we open a suspected malpractice investigation, we will write to you with the details, including actions and instructions. We will try to find all relevant information to help us decide whether malpractice has happened or not.

18.5.2 You must complete all actions and cooperate with all instructions in the timescales we give.

18.5.3 We oversee all investigations. We expect the Head of Centre to personally supervise and collect information for us.

18.5.4 If you do not do what we ask in suspected malpractice investigations this might be considered a malpractice itself.

18.5.5 We can withhold results during investigations. We will tell you if we do this.

18.5.6 We can deal directly with the candidate or the candidate's representative. In these cases, we will tell the Head of Centre.

18.5.7 We may extend an investigation if we have further concerns.

18.5.8 We may send representatives to your centre to investigate.

18.5.9 You must treat malpractice cases as confidential between your centre, the individuals involved and us.

18.5.10 You must treat correspondence about suspected malpractice as confidential between your centre and us.

18.5.11 The Head of Centre can share concerns and/or requests for information with the candidate(s) involved and their parents/guardians/carers.

18.5.12 If the Head of Centre is implicated in the suspected malpractice, we may ask someone else to collect information, for example, the Regional Education Directors.

18.5.13 We may suspend your centre's ability to make entries while an investigation is ongoing.

18.5.14 Candidates involved in a malpractice investigation cannot withdraw from the relevant syllabus.

18.6 Rights of Individuals Suspected of Malpractice

18.6.1 If someone is suspected of malpractice the Head of Centre must tell them as soon as possible, preferably in writing. We may tell the Head of Centre to share relevant evidence with them.

18.6.2 If someone is suspected of malpractice you must:

(a) tell them what they are accused of.
(b) give them the opportunity to write a statement.
(c) tell them the possible consequences if it is decided that malpractice has occurred.
(d) tell them about our appeals procedure.

18.7 Making a Decision

18.7.1 We will look at all available information and use a balance of probabilities to decide whether the suspected malpractice has occurred or not.

18.7.2 We may consider mitigating factors supported by suitable evidence.

18.7.3 We only base our decisions on the information we have and make no assumptions about the intended actions.

18.8 Outcomes

18.8.1 All outcomes will be justifiable and reasonable. They will be guided by policy for ***Application of Sanctions and Penalties in Cases of Malpractice in Examinations and Assessments***

18.8.2 BEC may:

(a) take no further action.
(b) give a warning to candidate(s) and/or the centre staff.
(c) deduct marks or award no marks for a component.
(d) disqualify candidates from the subject (in serious cases this may extend to all syllabuses taken in the series).
(e) ban a candidate from entering our exams for up to five years. Imposition of special condition.
(f) ban members of staff from any involvement in administering our exams for a specified period.

(g) not allow your centre to make entries for specific exams.

(h) remove your centre status and terminate our Agreement with you.

18.8.3 We can apply outcomes not listed above.

18.8.4 If we decide malpractice has occurred but cannot decide who was responsible, we may decide not to accept the work submitted and/or issue the relevant results.

18.8.5 We will write to the Head of Centre to communicate the outcome.

18.8.6 When the Head of Centre has received our outcome, they can decide whether to take further action with their candidate(s) and/or staff.

18.8.7 some outcomes will mean that components do not qualify for enquiries about results. We will confirm this in our outcome letter.

18.8.8 we will do our best to make sure candidates are neither advantaged nor disadvantaged by centre staff malpractice. In some cases, we may not be able to issue results.

18.8.9 centres should keep records of malpractice outcomes for future reference. Where appropriate, summarised versions of these should be shared with new members of staff, including centre leadership and management, and exam teams, such as a new Head of Centre or Chief Invigilator.

18.9 Communicating Outcomes to Members of Staff and Candidates

The Head of Centre must inform the people concerned about the outcome(s) of the malpractice investigation. The Head of Centre is also responsible for informing those concerned or affected that BEC may share information as described in section 18.10 below.

18.10 Exchanging Information with Awarding Bodies and Other Authorities

We will treat malpractice cases as confidential. However, where serious malpractice may affect the integrity of other awarding bodies' assessments, we may exchange information with them or other regulators. In cases of serious centre staff malpractice, we can share information with professional organisations. We can tell the relevant police authorities if there are suspected criminal activity. For example, cases involving theft, impersonation, or falsifying documents.

18.11 Appeals

To appeal against a decision, we have made in malpractice cases, please see section 22.5.

18.12 Allegations of Malpractice

18.12.1 If we receive a report of alleged malpractice, we will look at any available information. This may lead to a suspected malpractice investigation.

18.12.2 We will only reveal the identity of the person making the allegation if we have to do this for legal reasons. During an investigation we will try to limit the risk of them being identified.

In this section:

19.0 Publication of Results
19.1 Online Results
19.2 Candidates Results Service
19.3 Provisional Results Despatch- Private Candidates
19.4 Syllabus Grades on Provisional Results Documents

19.0 Publication of Results

Results are published initially as provisional results until after the end of the enquiries about results period.

19.1 Online Results

19.1.1 You **can** access your results from the Malepa application. The online results are available in the following formats:

(a) **Result Broadsheet -** Is a summary of all the results for your candidates.

(b) **Statement of Results -** Lists all the syllabuses each candidate entered for, and the syllabus grades we have awarded.

(c) **Candidates Results by Syllabus and Component -** This document shows all your results and component grades by syllabus, option and component. They allow teachers to compare a candidate's standard across different parts of an exam. They will not always exactly match the overall syllabus grade. You can share this information with candidates to help decide whether to retake a syllabus or apply for enquiries about results. If you do this, please tell them they should not share this information with anyone else.

(d) **6C's or better**
(e) **Summary of results by Centre by Syllabus**
(f) **Summary of results by Syllabus by Centre**
(g) **Overall Summary of results by Centre**

19.2 Candidates Results Service

This service gives your candidate access to their results directly via a secure website www.bec.co.bw and "SMS" technology as advertised.

19.3 Provisional Results Despatch - Private candidates

19.3.1 This arrangement is for BEC Private Centres only. We send this despatch by courier unless instructed otherwise.

19.3.2 We do not email or fax results to you or anybody else.

19.4 Syllabus Grades on Provisional Results Documents

19.4.1 We report syllabus grades on provisional results documents as follows:

(a) A*(a*), A (a), B (b), C(c), D (d), E (e), F (f) or G (g)
A*(a*) is the highest grade and G (g) is the lowest grade.

(b) "UNGRADED" shows that the candidate failed to reach the standard for grade G (g).

(c) "NO RESULTS" or "X" means one of the following:

(i) We were notified that the candidate was absent or withdrawn from one or more components of the syllabus. The candidate is therefore not legible for the award of a grade.

(ii) We were not notified that the candidate was absent or withdrawn and there is no record of their mark in one or more components of the syllabus. The candidate is therefore not illegible for the award of a grade.

(iii) We disqualified the candidate. Where this is the case, we would have contacted the centre separately explaining the reasons for the disqualification.

(d) "PENDING" or "Q" means that a result cannot be issued at present but will follow in due course once the reasons for withholding the results have been resolved.

In this section:

20.0 Enquiries about Results
20.1 General
20.2 Types of Enquiries about Results Offered
20.3 Enquiries on behalf of School candidates
20.4 Enquiries by Private candidates
20.5 Outcomes from enquiries about results

20.0 Enquiries about Results

20.1 General

The Enquiries about Results period starts immediately on the day of release of results and runs for six (6) weeks after the release. All enquiries about results must be submitted to us within this period. The start and end dates are communicated with the results release.

We carry out extensive quality checks before results are issued. However, you can submit enquiries about results if you would like BEC to check the results for a particular candidate.

20.2 Types of Enquiries about Results offered

We offer four (4) types of enquiries about results services and depending on the type of enquiry you would like us to carry out, there may be an administrative fee for some enquiries. We will refund the fee paid if the enquiry leads to a change to the syllabus grade. You can only submit enquiries at component level.

20.2.1 No Results (X-enquiry) - This service checks why a particular syllabus does not have a grade. This involves searching for a missing script. There is no fee charged for this service.

20.2.2 Clerical check - This service checks that all parts of the script were marked, that the marks were totalled correctly and that the marks were recorded correctly and shaded correctly on the mark sheet. There is a fee for this service.

20.2.3 Review of marking - This involves a review of the original marking to check that the agreed mark scheme was applied correctly. This also includes the checks applied in the clerical check service. There is a fee charged for this service. A valid explanation for requesting the review of marking given by a Head of Centre providing proof that the candidates could have done better is required. For private candidates no such proof is required.

20.2.4 Review of Moderation of the Centres Coursework with report - This involves a review of the Centres coursework for a component and a report on the assessment of the candidates'

coursework. A valid explanation for requesting the review of moderation given by a Head of Centre providing proof that the candidates could have done better is required. This is not available for private candidates.

20.2.5 You cannot request for any enquiry service for Multiple Choice components.

Important Note: You cannot request multiple services for the same candidate for one syllabus e.g. you cannot ask for clerical check in one component and a review of marking for another component if they are in the same syllabus**.**

20.3 Enquiries on behalf of School Candidates

Enquiries on behalf of school candidates should be made to the Chief Executive Officer through the Head of Centre where the candidates sat for the examination. A ***Result Enquiry Form***, and a letter indicating how to submit requests for results enquiries, is sent out to centres at the point of publication of results.

20.4 Enquiries by Private Candidates

Enquiries for private candidates may be made directly to the Chief Executive Officer by the candidate. A letter and a form indicating how to submit requests for results enquiries is sent to private candidates at the point of publication of results.

20.5 Outcomes from Enquiries about Results

Outcomes from Enquiries about Results will be communicated to the Head of Centre for School candidates and directly to the Private candidate through a letter including the new Statement of Results whether there is a grade change or not.

In this section:

21.0 Certification
21.1 Certificates
21.2 Incorrect Details of Certificates
21.3 Name Changes
21.4 Combining Grades from Different Examination series
21.5 Lost Certificates
21.6 Damaged Certificates
21.7 Certifying Statements
21.8 Verification of Results
21.9 Migration Certificate

21.0 Certification

21.1 Certificates

21.1.1 A certificate is and remains our property at all times and is issued subject to the following conditions:

(a) this certificate must be returned to us on request.
(b) this certificate should be kept in a safe place.
(c) we will not issue a copy of this certificate.
(d) any alterations to this certificate invalidate the certificate and we do not certify any such alterations.
(e) use of an altered certificate is a criminal offence, and we may also take civil action for damages caused.
(f) ownership of all trademarks shown on the certificate are, and remains, the property of BEC or Cambridge International Education or their respective owners; copyright in the contents and layout of this certificate is and remains the property of Cambridge International Education.

21.1.2 All results issued by us are regarded as provisional until the results are confirmed by the issue of a certificate. Certificates will be sent to the Head of Centre/Private Candidates. It is the responsibility of the Head of Centre to forward certificates to all candidates entered by the Centre. Distribution should take place as soon as possible after receipt.

Important Note: In a case where certificates are not handed to the candidate personally, the Head of Centre is responsible for obtaining acknowledgement of receipt from the recipient.

21.1.3 Certificates are printed and distributed to Centres/Private candidates after conclusion of results enquiries, which is six (6) weeks after the release of the results. We are, therefore, unable to despatch certificates before the deadline for submission of enquiries has elapsed, as candidate's marks and subject grades may be adjusted by the outcome of an enquiry about results. Certificates will be despatched as soon as this deadline has passed but the certificate for any candidate for whom an enquiry is still in progress will be withheld until the outcome of the enquiry about results is known. Once the outcome of the enquiry is known the certificate will be printed and sent to the Centre/Private Candidate.

21.1.4 You must store certificates in a safe place until they are distributed to candidates. You must retain unclaimed certificates for a period of 24 months from the date of issue. When that period has elapsed, you should return any unclaimed certificates to us. When certificates are returned, you should enclose a list which identifies the candidates. A copy of the list should be kept at the Centre. Once certificates are returned to us, candidates will be expected to claim them from us.

21.1.5 Where a Centre loses certificates before distributing to candidates, we should be notified in writing. We will use our discretion on how the matter will be treated basing on the merits of each case. Note that Centres may be required to pay for the replacement of the certificates.

Important Note: Under no circumstances must any certificate be destroyed.

21.2 Incorrect Details of Certificates

21.2.1 Centre and candidate details such as the spelling of the candidate's name must be checked when ***Statements of Entries*** and ***Statements of Results*** are received. Any inaccuracies must be reported to us as soon as possible after the error has been identified and certainly before certificates are printed. We may replace such a certificate, but only at our discretion. If a replacement is to be provided, the following conditions will apply:

(a) A letter of request from the centre for the centre candidates and from the candidate for a private candidate.
(b) A proof of identity for private candidates.
(c) The original Certificate must be returned to us before any replacement will be provided.
(d) A fee will be charged for issuing the corrected certificate. The fee to be charged will be determined by us from time to time.
(e) We do not charge for replacing certificates where grades have changed.

Important Note: Certificates can only be replaced within a period of 18 months from the date of issue of the original certificate. Thereafter, a ***Certifying Statement*** will be issued as in paragraph 21.7.

21.3 Name Changes

Certificates are issued in the name of the candidate at the time the award is made. Replacement certificates will only be provided to accommodate a subsequent change of name when imposed by a court of law.

21.4 Combining Grades from Different Examination Series

Certificates are issued for each separate examination series, and we cannot combine grades obtained in different examination series on to one certificate.

Important Note: We cannot delete selected syllabuses or grades from a certificate.

21.5 Lost Certificates

21.5.1 A Certifying Statement is an official document issued by us to a candidate whose certificate is lost or damaged. It shows all the grades awarded to the candidate in each examination series.

21.5.2 A candidate who has lost a certificate may apply to us for a Certifying Statement of Results. All grades are shown on the certifying statement, including Ungraded. A Certifying Statement will be issued as in paragraph 21.7 below.

21.6 Damaged Certificates

In cases where Certificates have been damaged, BEC at its discretion reserves the right to issue replacement certificates to candidates upon satisfactory understanding of the circumstances leading to the damage, and proof of identity. The following conditions will apply:

21.6.1 We will replace the damaged certificates within a period of 18 months from the date of issue of the original certificates. Thereafter, a certifying statement will be issued as in paragraph 21.7 below.

21.6.2 The damaged certificate must be returned to us before any replacement will be provided.

21.6.3 A fee will be charged for issuing a replacement certificate. The fee to be charged will be determined by us from time to time.

21.7 Certifying Statements

21.7.1 Conditions for application for a Certifying Statements:

(a) A letter of confirmation for collection of the original certificate is required from the centre.
(b) An Affidavit as proof of loss/damage of certificate.
(c) A fee determined by us from time to time will be charged for issuing certifying statements.
(d) Proof of Identity in the form of a National Identity Card for citizens and passport for non-citizens.

(e) The names on the certificate are expected to be identical to the names on the Identity document otherwise proof of discrepancy to be provided. An Affidavit is required in the case of names while an official document from a Botswana Government institution is required for surname.

(f) When a person other than the owner of the certificate makes the request, the applicant is expected to produce an authorisation letter from the owner of the certificate to collect the certificate on their behalf.

21.8 Verification of Results

21.8.1 A third party, such as a prospective employer, an educational institution, and or the Security Forces can make a request for a verification of results of a particular candidate at any time. The following conditions will apply:

(a) A request letter or completed **BEC/EAC/DP/P11/F01 - *Verification Request Form*** for verification of a certificate from an institution or company.

(b) A copy of the certificate to be verified.

21.9 Migration Certificate

21.9.1 A Migration Certificate is a document issued to an individual who has sat our examinations and wishes to pursue their education outside the country. It clarifies the qualification, the grading criteria and performance of the candidate. A candidate who wishes to pursue their education outside Botswana can make a request to us for a Migration Certificate. The following condition will apply:

(a) A request for a migration certificate from client in the form of a written letter, or a completed **BEC/EAC/DP/P12/F01 - *Migration Request Form***.

In this section:

22.0 Appeals Process
22.1 Appeals May be Made Against
22.2 Who can Appeal?
22.3 Appeals against the Outcome of an Enquiry about Results
22.4 Appeals against Access Arrangements, Special Consideration and Late arrival decisions
22.5 Appeals against Malpractice Decisions
22.6 Fees and Costs

22.0 Appeals Process

These Guidelines are intended to describe and explain the processes for appealing against certain decisions made by us. It is intended for use by Heads of Centres and Private candidates who wish to appeal against our decision.

The guidelines below specify the decisions against which appeals can be made and provide guidance on the procedures to be followed, both by the Head of Centre/Private candidate and by us.

(a) The Head of Centre (or private candidate) who wishes to appeal against the outcome of a decision listed in paragraph 22.1 should submit any such appeal, in writing, to arrive at BEC within fourteen (14) days of the notification of the outcome of the enquiry or notification of the decision.

(b) The appeal will be considered by a senior officer from BEC and in some cases by the BEC Appeals Committee, and we will inform the Head of Centre (or private candidate) of the outcome within fourteen (14) days of receiving the appeal.

The outcome of the appeal is regarded as final, and we will not enter into further correspondence about an appeal once the outcome of the appeal has been notified to the Head of Centre (or Private Candidate).

22.1 Appeals May be Made Against

(a) The outcomes of Enquiries about Results (see section 20.4).
(b) Decisions made in relation to Access Arrangements and Special Consideration.
(c) Making a Decision against a Malpractice case (see section 18.7).
(d) Late arrival decisions (see section 15.4).

22.2 Who can Appeal

Only the following can appeal against our decision:

(a) A Head of Centre on behalf of individual candidates or groups of candidates in the centre.

(b) Private candidates.

(c) Members of staff at a centre or, personnel contracted to a centre (e.g. Invigilators) against who sanctions have been applied personally.

(d) Third parties who have been barred from our qualifications.

Important Note: Appeals may not be made by School Candidates or their parents or guardians. Appeals may not be made on account of missing the deadline for applications for Access Arrangements.

22.3 Appeals against the outcome of Enquiries about Results

This section applies to cases in which the Centres and/or Private candidates are dissatisfied with the outcome of the initial enquiries about results.

22.3.1 Making a stage 1 appeal against the outcome of an enquiry about results

(a) All appeals must be made by the private candidate or Centre the school candidate was registered with. We do not accept appeals directly from parents/Guardians or school candidates. Stage 1 appeal must be made in writing and signed by the Head of Centre or Private candidate. Centres/Private candidates may only submit a stage 1 appeal after receipt of the initial enquiry about results.

> **Example 1.**
> You have made enquiries about Results for two candidates. One has already received an outcome. You may appeal for the candidate who has already received their outcome. You must wait until the second candidate has received their outcome to make a stage one appeal. If you do not have the outcome for the second candidate by the appeal deadline and you wish to appeal for the first candidate, you will need to submit two separate appeals to meet the deadline for each candidate.

Example 2.
You have made enquiries about results for some, but not all, candidates entered for a syllabus component. You can only appeal against the outcome of candidates you have made enquiries about results for. You may not include the other candidates. You may only appeal for a whole group if you have made enquiries about results for all candidates in the group.

(b) Once a decision has been received, the Head of Centre or Private candidate may appeal against sanctions imposed on the centre and on candidates entered through the centre or a private candidate. Any such appeal must be received at BEC within fourteen (14) days of the receipt of the decision. The Appeal must be made in writing and signed by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians or Centre candidates. We will not accept late appeals submissions. When making an appeal, you must explain your reasons for appealing against the decision and in particular provide any extra information or evidence that you want to be considered. Centres and private Candidates should note that the appeals process will investigate the procedures which have been followed by us and is not concerned with making judgments about candidates' work. The procedures include all processes leading to the final award of marks and grades, and further consideration of candidates' work would only take place if it is found that procedures had not been properly followed by us.

(c) We reserve the right to reject an appeal if the criteria in paragraph 20.3.1(i) are not met or where we deem the grounds for the appeal to be inappropriate.

(d) Appeals can only be made against decisions where a sanction has been imposed.

(e) You must show you have grounds for appeal. The grounds that we will consider are that either:

(i) We did not use procedures which were consistent with the commitments made in our guidelines, or

(ii) We did not apply our internal procedures properly and fairly in arriving at our judgements.

(f) We will not consider appeals based on any other grounds. For example, the following are not sufficient on their own:

(i) Disagreement with marking or moderation judgment made by markers and examiners, either originally or as part of an enquiry about results.

(ii) Disagreements with our judgements on thresholds at either a component or syllabus level.

(iii) Differences between candidates' results and their results in other assessments.

(g) On receipt of an appeal, we will send a letter of acknowledgement within seven working days of receiving it. The case will first be reviewed by a senior officer at BEC who has had no previous involvement with the case. The review will take into account the submission by the Head of Centre (or Private candidate) and will include a review of all relevant procedures and evidence that you sent and then we will consider whether we:

(i) used the procedures which were consistent with the commitments made in our guidelines, and
(ii) applied our internal procedures properly and fairly in arriving at our judgement

(h) We will notify you in writing within fourteen (14) days of receiving the appeal whether it was fully successful, partly successful or un-successful.

(i) You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.

When to make Stage 1 appeals

Example 1.
You receive the outcome of an enquiry about results for one candidate on 01 March. You have until 15 March to make a stage 1 appeal.

Example 2.
You have made Enquiries about Results for five candidates for the same syllabus component. You have received the outcome for all the five candidates but on different dates. Any appeals must be made within 14 days of the outcome letter for each individual candidate.

22.3.2 Making a stage 2 appeal against the outcome of enquiries about results

(a) The stage 2 appeals process is designed to provide the Head of Centre or Private candidate the opportunity of presenting their case to an impartial body appointed from the senior committees of BEC identified as the Appeals Committee for the purposes of these guidelines.

(b) If the appeal is not fully successful at stage 1, you may choose to proceed to stage 2. Stage 2 appeals must be made in writing and signed by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. **We do not accept appeals directly from parents, guardians and school candidates.**

> **Example:** You made a stage 1 appeal against the outcome of an enquiry about results for candidate A and have received an outcome. Candidate B had an enquiry about results outcome, but you did not make a Stage 1 appeal. You may make a stage 2 appeal for candidate A but not for candidate B.

(c) When making a stage 2 appeal, you must fully and accurately explain your grounds for submitting a further appeal and arguments against the decision. You must also provide any extra information or evidence that you would like the panel to consider. You must make your stage 2 appeals within fourteen (14) days of receipt of stage 1 outcome letter. We will not accept late appeals submissions.

> **Example 1.** You received the outcome of stage 1 appeal dated March 1 for one candidate. You have until 15 March to make your stage 2 appeal.

> **Example 2.** You made stage 1 appeals for two groups of candidates for the same syllabus component. The stage 1 outcome letters are dated 1 March and 5 March respectively. If you wish to make a stage 2 appeal for both groups together, you need to submit it by 15 March, the deadline for the earliest outcome you received.

(d) As at stage 1 appeal, every effort will be made to establish whether or not we followed proper procedures in coming to our decisions. The Appeals Committee is not authorised to re-assess whether the grades issued are appropriate but instruct us to carry out further investigations. The hearing of the appeal will take the form of an examination of the evidence, comments and reports provided to us and the observations made by the Head of Centre (or Private candidate).

(e) At the conclusion of the hearing, the Appeals Committee will decide whether to uphold the original decision made by us. The Committee may also make recommendations on any issues or concerns which arose during the hearing. In coming to its decision, the Appeals Committee will consider whether:

(i) it is satisfied that the procedures followed by us were appropriate,
(ii) the procedures were properly and fairly applied, and
(iii) the original enquiry, application or report from the Centre (or from some other source) was dealt with appropriately.

(f) The decision of the Appeals Committee will be communicated to the Head of Centre or Private candidate in writing within Five (5) working days of the conclusion of the hearing.

(g) The communication of the decision to the Head of Centre or Private Candidate concludes the appeals process. The outcome of the appeal is regarded as final and we will not enter into further correspondence about an appeal.

22.4 Appeals against Access Arrangements, Special Consideration and Late Arrival Decisions

If you are dissatisfied with the outcome of an access arrangements application, a request for special consideration or a late arrival decision, the Head of Centre/Private candidate may request an appeal.

22.4.1 Making A Stage 1 Appeal against an Access Arrangements, Special Consideration or Late Arrival Decision

(a) Once a decision has been received, the Head of Centre or private candidate may appeal against sanctions imposed on the centre and on candidates entered through the centre or a private candidate. Any such appeal must be received at BEC within fourteen (14) days of the receipt of the decision. The appeal must be made in writing by the Head of Centre/Private Candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians or Centre candidates. We will not accept late appeals submissions.

> **Example:** You receive a letter dated 1 March, with our decision about the late arrival of a candidate, or your application for access arrangements or Special consideration. You have until 15 March to make your stage 1 appeal.

(b) When making an appeal, you must explain your reasons for appealing against the decision and in particular provide any extra information or evidence that you want to be considered. Centres and private Candidates should note that the appeals process will investigate the procedures which have been followed by us.

(c) We reserve the right to reject an appeal if the criteria in paragraph 20.4.1 (i) are not met or where we deem the grounds for the appeal to be inappropriate.

(d) Appeals can only be made against decisions where a sanction has been imposed.

(e) You must show you have grounds for appeal. The grounds that we will consider are that either:

(i) we did not use procedures which were consistent with the commitments made in our Guidelines for conduct of examinations, or

(ii) we did not apply our internal procedures properly and fairly in arriving at our judgements.

(f) We will notify you in writing within fourteen days of receiving the appeal whether it was fully successful, partly successful or un-successful.

(g) You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.

(h) We will not consider appeals based on any other grounds.

22.4.2 Making A Stage 2 Appeal Against Access Arrangements, Special Consideration or Late Arrival Decision

(a) The Stage 2 Appeals process is designed to provide the Head of Centre or Private candidate the opportunity of presenting their case to an impartial body appointed from the senior committees of BEC identified as the Appeals Committee for the purposes of these guidelines.

(b) If the appeal is not fully successful at stage 1, you may choose to proceed to stage 2. Stage 2 appeals must be made in writing and signed by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeal directly from parents, guardians and school candidates. When making stage 2 appeals, you must fully and accurately explain your grounds for submitting a further appeal and arguments against the decision. You must also provide any extra information or evidence that you would like the panel to consider. You must make your stage 2 appeals within fourteen days of receipt of stage 1 outcome letter. We will not accept late appeals submissions.

(c) As at Stage 1 appeals, every effort will be made to establish whether or not we followed proper procedures in coming to our decisions. The Appeals Committee is not authorised to re-assess whether access arrangements, special consideration or late arrival ground have been dealt with appropriately but instruct us to carry out further investigations. The hearing of the appeal will take the form of an examination of the evidence, comments and reports provided to us and the observations made by the Head of Centre (or Private Candidate).

(d) At the conclusion of the hearing, the Appeals Committee will decide whether to uphold the original decision made by us. The Committee may also make recommendations on any issues or concerns which arose during the hearing. In coming to its decision, the Appeals Committee will consider whether:

(i) it is satisfied that the procedures followed by BEC were appropriate,

(ii) the procedures were properly and fairly applied, and

(iii) the original enquiry, application or report from the Centre (or from some other source) was dealt with appropriately.

(e) The decision of the Appeals Committee will be communicated to the Head of Centre or Private Candidate in writing within Five (5) working days of the conclusion of the hearing.

(f) The communication of the decision to the Head of Centre or Private Candidate concludes the appeals process. The outcome of the appeal is regarded as final, and BEC will not enter into further correspondence about an appeal.

22.5 Appeals against Malpractice Decisions

Decisions relating to cases of malpractice are based on the principles and procedures defined in section 18 of these guidelines.

22.5.1 Making A Stage 1 Appeal against Malpractice Decision

(a) Once a decision has been received, the Head of Centre or private candidate may appeal against sanctions imposed on the centre and on candidates entered through the centre or a private candidate. Any such appeal must be received at BEC within fourteen days of the receipt of the decision. The Appeal must be made in writing by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians or Centre candidates. We will not accept late appeals submissions.

> **Example:** You receive a letter, dated 1 March, telling you the outcome of the malpractice case. You have until 15 March to make your stage 1 appeal.

(b) When making an appeal, you must explain your reasons for appealing against the decision and in particular provide any extra information or evidence that you want to be considered. Centres and private Candidates should note that the appeals process will investigate the procedures which have been followed by us.

(c) We reserve the right to reject an appeal if the criteria in paragraph 22.5.1 (a) are not met or where BEC deems the grounds for the appeal to be inappropriate.

(d) Appeals can only be made against decisions where a sanction has been imposed.

(e) You must show you have grounds for appeal. The grounds that we will consider are that either:

(i) we did not use procedures which were consistent with the commitments made in our guidelines, or

(ii) we did not apply our internal procedures properly and fairly in arriving at our judgements.

(f) We will not consider appeals based on any other grounds. For example, the following are not sufficient on their own:

(i) The individual did not mean to commit Malpractice.
(ii) The individual has a good academic record.
(iii) The individual could lose a university place.
(iv) The individual regrets their action.

(g) On receipt of an appeal, we will send a letter of acknowledgement within five (5) working days of receiving it. The case will first be reviewed by a senior officer at BEC who has had no previous involvement with the case. The review will take into account the submission of the Head of Centre (or Private candidate) and will include a review of all relevant procedures and evidence that you sent and then we will consider whether we:

(i) Used the procedures which were consistent with the commitments made in our Guidelines
(ii) Applied our internal procedures properly and fairly in arriving at our judgement

(h) We will notify you in writing within fourteen working days of receiving the appeal whether it was fully successful, partly successful or unsuccessful

(i) You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.

22.5.2 Making A Stage 2 Appeal against A Malpractice Decision

(a) The Stage 2 Appeals process is designed to provide the Head of Centre or Private candidate the opportunity of presenting their case to an impartial body appointed from the senior committees of BEC identified as the Appeals Committee for the purposes of these guidelines.

(b) If the appeal is not fully successful at stage 1, you may choose to proceed to stage 2. Stage 2 appeals must be made in writing and signed by the head of centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians, and school candidates. When making stage 2 appeals, you must fully and accurately explain your grounds for submitting a further appeal and arguments against the decision. You must also provide any extra information or evidence that you would like the panel to consider. You must make your stage 2 appeals within fourteen (14) days of receipt of stage 1 outcome letter. We will not accept late appeals submissions.

(c) As at Stage 1 appeal, every effort will be made to establish whether we followed proper procedures in coming to our decisions. The Appeals Committee is not authorised to re-assess whether a malpractice has occurred but instruct us to carry out further investigations. The hearing of the appeal will take the form of an examination of the evidence, comments and reports provided to us and the observations made by the Head of Centre (or Private candidate).

(d) At the conclusion of the hearing, the Appeals Committee will decide whether to uphold the original decision made by BEC. The Committee may also make recommendations on any issues or concerns which arose during the hearing. In coming to its decision, the Appeals Committee will consider whether:

(i) it is satisfied that the procedures followed by BEC were appropriate,
(ii) the procedures were properly and fairly applied, and
(iii) the original enquiry, application, or report from the Centre (or from some other source) was dealt with appropriately.

(e) The decision of the Appeals Committee will be communicated to the Head of Centre or Private Candidate in writing within five working days of the conclusion of the hearing.

(f) The communication of the decision to the Head of Centre or Private candidate concludes the appeals process. The outcome of the appeal is regarded as final, and BEC will not enter into further correspondence about an appeal.

22.6 Fees and Costs

We charge a fee for each stage 1 and 2 appeals against the outcome of enquiries about results. The charge is per appeal, not per candidate. If your appeal is upheld (successful), appeals fees will be refunded.

23.0 Risks of Non-Compliance

The following are risks of non-compliance or non-conformance to these guidelines and any other associated regulatory documents:

(a) Loss of integrity.
(b) Reputational damage to the organisation's image.
(c) Loss of examination credibility.
(d) Results being nullified.
(e) Centre disqualification and or withdrawal of centre status.
(f) Huge cost to replacement of question papers.

24.0 Records

When completed, the following forms and appendices shall be maintained as records.

(a) EA/AA/G03/F01 *Declaration of Interest Form*
(b) EA/AA/G03/F02 *Late Arrivals Form*
(c) EA/AA/G03/A06 *Appendix F – Certificate of Invigilation*
(d) EA/AA/G03/A07 *Appendix G – Invigilators Training Attendance Register*
(e) EA/AA/G03/A09 *Appendix I - Exam Room Entry Register*
(f) EA/AA/G01/A04 *Appendix D - Report on Conduct of Examinations*
(g) *Attendance Registers*
(h) *Seating Plans*
(i) *Delivery Note*
(j) *Despatch Note*
(k) *Invigilation Timetable*

25.0 Associated Documents

(a) EA/AA/Man01 *Manual for Secure storage of Examination Materials at BEC centres*
(b) EA/AA/Man02 *Manual for Invigilators – BGCSE*
(c) Application *of Sanctions and Penalties in Cases of Malpractice in Examinations and Assessments*
(d) BEC/EAC/G02 *Access Arrangements and Special Consideration; A Guide for Centres*

26.0 Appendices

(a) EA/AA/G01/A01 *Appendix A - A Brief Guide to the Invigilation of Practical and Listening Examinations – BGCSE*
(b) EA/AA/G01/A02 *Appendix B - A Brief Guide to Invigilation of Multiple Choice Papers – BGCSE*
(c) EA/AA/G01/A03 *Appendix C - Checklist for Invigilators – BGCSE*
(d) EA/AA/G01/A04 *Appendix D - Report on Conduct of Examinations – BGCSE*
(e) EA/AA/G01/A05 *Appendix E - Additional Materials List – BGCSE*

27.0 ANNEXURES

27.1 Annexure 1: EA/AA/G01/AN01 - *Notice to Candidates*

This document is a guide to candidates on what is expected of them during the exam session. It should be issued to each candidate before the start of the exam. This document must also be placed inside and outside of each exam room.

27.2 Annexure 2: EA/AA/G01/AN02 - *What to Say to Candidates*

This document is intended to standardise the experience of candidates taking the same exam. It guides the Invigilator on what to say during certain period of the exam. Each Invigilator should be in possession of this document to start an exam.

27.3 Annexure 3: BEC/EAC/BGCSE/G01/AN03 - *Coursework Malpractice Information to Candidates*

This document is intended to guide candidates to avoid coursework malpractice. It is the responsibility of the candidates to be familiar with this document to avoid malpractice. It should be issued to each candidate before the start of their coursework projects.

27.4 Annexure 4: EA/AA/G01/AN04 – *Responsibilities of a Candidate*

This document is intended to sensitise candidates to their personal responsibility towards the qualifications they have registered for during an examination series. Candidates must take responsibility for ensuring that their registration details are correct and are informed about any examination related detail.

28.0 References

28.1 Cambridge International Education (2026), *Cambridge Handbook 2026 - Regulations and Guidance for Administering Cambridge*, United Kingdom.

28.2 BEC (2026), *EA/RM/G03.v3 – Guidelines for Registration of BGCSE Private Candidates*, Botswana Examinations Council, Gaborone.

28.3 BEC (2024), *EA/AA/G01.v2 – Guidelines for Conduct of Examinations – BGCSE 2024, Botswana Examinations Council*, Gaborone.

28.4 BEC (2025), *EA/AA/G01.v3 – Guidelines for Conduct of Examinations – BGCSE 2024, Botswana Examinations Council*, Gaborone.

BOTSWANA EXAMINATIONS COUNCIL

APPENDIX A – A BRIEF GUIDE TO THE INVIGILATION OF PRACTICAL AND LISTENING EXAMINATIONS - BGCSE

1. Introduction

This document provides guidance on how to prepare for the practical examination components for syllabuses herein. It outlines how to use and securely store confidential instructions, materials, chemicals or equipment in preparation for the examination. Confidential Instructions will usually be sent as part of the early examination materials, no information in these instructions must be exposed to candidates under any circumstances.

2. Storing/Managing Confidential Instructions and Practical Examination Materials

The Head of Centre is accountable for the safe custody of the Confidential Instructions. Only the responsible person should be given access to these instructions at the time prescribed by us to note what will be required during preparation and they must be resealed and returned to the secure storage. Purchasing/securing chemicals/equipment or any material to use during the practical examination must be done discreetly to prevent candidates from guessing what the practical examination will entail.

2.1 Managing Practical Examinations

Practical examinations are not as easy to invigilate as most written examinations, mainly because the examinations take place in laboratories rather than halls or classrooms. Candidates may have more items on the laboratory bench than they would have on the examination desk and often need to move around the laboratory. This can make malpractice more difficult to spot, and require more vigilance and proper planning to help invigilators maintain both the security and the smooth running of the practical examination:

Important Note:

This document is to be used with Section 8 of **EA/AA/G01 – *Guidelines for Conduct of Examinations – BGCSE*** relating to the conduct of practical examinations and listening components.

2.1.1 Familiarise yourself with **Appendix C - EA/AA/G01/A03 - *Checklist for Invigilators,*** it applies to both written and practical examinations.

2.1.2 Before the first candidates arrive for the examination, look around the room and ensure that there are no posters, diagrams, or anything else which might help or distract candidates. Any such items must be removed before the candidates arrive.

2.1.3 When the candidates arrive, inform candidates that they are now subject to examination regulations and draw their attention to **EA/AA/G01/AN01 – *Notice to Candidates***.

2.1.4 Ensure that all unauthorised materials have been handed in. Certain types of calculators are allowed, but calculator cases and covers are not allowed (see section on *Unauthorised Materials* on the **EA/AA/G01 – *Guidelines for Conduct of Examinations – BGCSE***). Mobile phones are NOT allowed in the examination room.

2.1.5 Have candidates check that the question paper packets is the correct question paper for the session and are still intact before opening them and;

(a) open the question paper packet in the examination room in front of candidates.
(b) instruct candidates to complete the details on the front of the answer booklet.

(c) draw candidate attention to the instructions on the front of the question paper.
(d) ensure that details of any ***Erratum Notices*** are brought to the attention of the candidates.

2.1.6 A syllabus specialist, a teacher of the syllabus or technician should be always available to advice on technical difficulties or safety issues. However, they are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

Important Note: For Chemistry practical at least two syllabus specialists should be available in the laboratory.

2.1.7 Ensure that you have access to a copy of the ***Instructions to Supervisors*** (included in the early material despatch) and are familiar with the contents. This applies even if you are not a syllabus specialist since there may be special instructions dealing with the general administration of the examination and other relevant details.

2.1.8 During the examination, candidates may need to move around the laboratory. However, you must ensure this does not compromise the security and integrity of the exam in any way. Chemicals and equipment should be arranged in such a way as to minimise movement.

2.1.9 Be constantly vigilant, move around the laboratory and if you see any unauthorised article, remove it without causing disturbance to candidates.

2.1.10 If you detect a breach of examination security (e.g. unauthorised material such as notes which have been prepared in advance or obvious collusion between candidates), confiscate any such note and inform the Chief Invigilator immediately.

2.1.11 Disruptive candidates should be removed from the examination room, and the Chief Invigilator informed immediately.

2.1.12 If a candidate appears to be having problems with faulty equipment, inform the syllabus specialist. They will determine if there is a problem with the equipment, and this should be replaced or fixed as soon as possible. Any assistance given to a candidate must be recorded on the ***Supervisor's Report*** which is sent to us with the scripts at the conclusion of the examination.

2.1.13 You should not comment on any aspect of the candidates' work;

(a) Only communicate with candidates on administrative and safety issues.
(b) No assistance should ever be given with the analysis of data or other written work.

2.2 Science Practical Examinations

2.2.1 Syllabus Specialist should take responsibility for the ***Supervisor's Report***. The report must be signed and dated as specified in the report template and a copy of the report placed in the packet(s) of scripts sent to us. When there are separate sessions of the examination, it is necessary to complete a separate ***Supervisor's Report*** for each session. The ***Supervisor's Report*** varies for each syllabus as indicated below:

(a) **Biology:** The report form is attached at the back of each candidate's script. Only the report form on the first candidate script in the packet should be completed.

(b) **Chemistry:** Sample answers for **all** the questions should be provided for each session (or laboratory **where necessary**). **The supervisor should perform the experiment at the same time with the candidates but in the preparation room out of sight of the candidates.**

(c) **Physics:** The **report** form is attached at the back of the "Confidential Instructions". It should be completed and submitted together with the scripts.

2.2.2 Teachers involved with Preparation for Science Practical Examinations

The number of teachers involved with preparations for the practical examinations should be guided by the number of candidates in the Centre as illustrated in the table below:

Table 1 : Ratio of Practical Exam syllabus Teachers to Candidates

Number of candidates	Maximum number of teachers
1 - 48	4
49 - 84	5
85 - 120	6
121 - 156	7
157 - 192	8

Important Note: The numbers above do not include the Senior Teacher who oversees the practical examination.

2.2.2.1 For each examination room (laboratory) there must be one invigilator who is not a syllabus specialist. A syllabus specialist, a teacher of the syllabus or technician should be always available to advice on technical difficulties or safety issues. However, they are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

2.3 Food and Nutrition Practical Examinations

Food and Nutrition Practical Examinations are divided into two sections, namely: planning session and practical examination session.

2.3.1 Planning Session

2.3.1.1 Planning session for this practical examination will take place as per the yearly published Examination Timetable.

2.3.1.2 Practical Examination question papers are sent to Centres about one month before the planning session starts.

2.3.1.3 The practical examination question papers must be locked away in the secure storage of examination materials.

2.3.1.4 Chief Invigilators should prepare for this examination in the same way they do for any other examinations. Sufficient Invigilators must be appointed to ensure that the examination is conducted well.

2.3.1.5 Syllabus specialists should be present in the examination room at the start of the planning session to assist with distribution of planning sheets and/or textbooks that may be requested by candidates.

2.3.1.6 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

2.3.1.7 Syllabus specialists should be present at the end of planning session to assist the Invigilator in collection of candidates' scripts to be stored by the Chief Invigilator.

2.3.1.8 Only the shopping list duplicate should be given to the syllabus specialist for preparation of the practical examination.

2.3.2 Practical Examination Session

2.3.1.9 This usually takes place within a month from the planning session, an examination schedule is sent to Centres indicating when the practical test will be held per Centre. Time is given to allow the Centres to compile the shopping list, do the shopping and be ready for the practical examination.

2.3.1.10 There must be one BEC examiner for every six (6) to eight (8) candidates for the practical examination and one Invigilator available per session. If the number of candidates for a practical test is larger than can be accommodated at one time, the candidates may be divided into manageable groups/sessions.

2.3.1.11 It is essential that the syllabus specialist or a technician who set up the room must be present in the examination room at the start of the test and as necessary thereafter, to deal with technical difficulties that may arise including matters of safety.

2.3.1.12 All groups must take the practical test within the time indicated for the Centre and there should be minimal possible delay between the sessions.

2.3.1.13 If there are any problems during the practical that disadvantage the candidates, for example, the equipment is faulty, the supervisor should record it in their report. They should then talk to the Chief Invigilator about applying for special consideration.

2.3.1.14 In the event of an accident, medical emergencies other unforeseen circumstances that prohibit a candidate from carrying on with the practical test, a relevant assessment should

be made and valid relevant reports accompany the supervisor's report for example a medical doctor's report for medical emergencies.

2.4 Computer Studies Practical Examinations

2.4.1 Where candidates sit an exam in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres.

2.4.2 If you cannot meet the requirement in 2.5.1 above, candidates must sit at alternate monitors or in screened booths.

2.4.3 Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

2.4.4 There must always be at least one (1) invigilator for every 20 candidates.

2.4.5 A suitably experienced supervisor must be available to deal with any technical difficulties.

2.5 Hospitality & Tourism Studies

2.5.1 For the planning session, sufficient invigilators must be appointed to ensure that the examination is conducted according to guidelines.

2.5.2 Syllabus specialists should be present in the planning session at the start of the planning session to assist with distribution of planning sheets and/or textbooks that may be requested by candidates.

2.5.3 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

2.5.4 Syllabus specialists should be present at the end of planning session to assist the invigilator in collection of candidates' scripts to be stored by the Chief Invigilator.

2.5.5 Only the shopping list duplicate should be given to the syllabus specialist at the end of planning session to prepare for the practical examination.

2.5.6 Practical Examination usually takes place in a minimum of a week from the planning session. Time is given to allow the Centres to compile the shopping list, do the shopping and be ready for practical examination.

2.5.7 There must be two (2) examiners for every 16 candidates for **food preparation and cooking session**; two (2) examiners for every 8 candidates for **beverage preparation** and two (2) examiners for every 8 candidates for **customer service** session.

2.5.8 During practical examination, there must be two invigilators and one rover available for the session of 32 candidates.

2.6 Physical Education Practical Examination

2.6.1 For the preparation session, a sufficient care must be taken to ensure that the examination is conducted in accordance with the prescribed guidelines and safety protocols.

2.6.2 Subject specialists (e.g., Physical Education teachers) should be present at the start of the sessions to assist with, activity schedules, drills, and any equipment and materials that might needed by the candidates.

2.6.3 Subject specialists are not permitted to move around the examination area unless specifically summoned by examiners to provide assistance.

2.6.4 Subject specialists should be present at the end of each session to assist examiners in collecting candidates' examinations related documents, which must be securely stored by the Chief Invigilator.

2.6.5 The practical examination typically takes place at least five (5) working days after opening of the examination paper. This time allows centres to prepare facilities, equipment, set up activity stations, and ensure readiness for the examination.

2.6.6 There must be one (1) examiner for every 16 candidates during objective skill-based activities (jumps, throws, track and gymnastics). Two (2) examiners for every 18 candidates per session during subjective team-based activities (ball games).

2.7 Art and Design Practical Examination

The Art and Design Practical Examination is divided into two parts, namely: preparatory work and practical examination.

2.7.1 Preparatory Work

2.7.1.1 The preparatory work for this practical examination will take place as per the yearly published Examination Timetable.

2.7.1.2 Practical Examination question papers are sent to Centres before the practical examination starts. The question papers should be given to candidates immediately to prepare themselves for the practical examination.

2.7.1.3 Syllabus specialists are allowed to guide candidates during the preparation period.

2.7.1.4 Chief Invigilators should prepare for this examination in the same way they do for any other examinations.

2.7.1.5 Subject specialist shall collect all pieces of candidates' preparatory work and submit them to the Chief Invigilator at least one day before the commencement of the practical examination.

2.7.1.6 By submitting preparatory work to the Chief Invigilator, the subject specialist will be confirming that it is a candidate's own original work.

2.7.1.7 The Chief Invigilator shall use an official school stamp to mark every piece of preparatory work submitted by a subject specialist

2.7.2 Practical Examination Session

2.7.2.1 The Practical Examination will be conducted in 10 hours and should take place over two consecutive days. Candidates should sit 5 hours per day over two (2) sessions of 2 hours 30 minutes

2.7.2.2 The Chief Invigilator shall hand over all pieces of preparatory work to an invigilator inside the examination room before the start of any session.

2.7.2.3 Invigilators shall maintain silence in the examination room and prevent any communication between the candidates, especially where the arrangements require candidates to move from one part of the room to another.

2.7.2.4 Syllabus specialists are not allowed to be in the examination room **unless** they are summoned for assistance by the Invigilator.

2.7.2.5 There must be a rover for this examination to assist in case the invigilator or candidate has to leave the examination room during conduct of the examination.

2.7.2.6 Centres should observe the seating arrangements rule. The selection and use of space shall be determined by the nature of the question chosen by a candidate.

2.7.2.7 Practical examinations must be conducted under conditions that will not disadvantage any candidates.

2.7.2.8 At the end of any examination session, candidates are not allowed to take any examination paper or preparatory work with them.

2.7.2.9 Any work that is not original will be disqualified.

2.8 Conducting Listening Examinations

2.8.1 Two members of staff must independently check they have the correct question paper packet before opening it. This includes checking the dates of the exam to make sure they are within the published window.

2.8.2 Tell candidates to write their name, candidate number and centre number on any work they want to hand in. Ensure candidates are given time to do this before the invigilator plays the audio file.

2.8.3 Ideally a member of staff, who speaks the language of the listening examination, should be readily available to deal with technical difficulties. The teacher who prepared the candidates for the subject under examination must not be the sole invigilator.

2.8.4 The invigilator must not stop the audio file once started unless there is an emergency. External noise does not constitute a serious emergency. The invigilator should warn candidates that the audio will not be stopped before the exam.

2.8.5 If the exam is stopped because of emergency, the invigilator should restart the audio file at exactly the same place once they have dealt with the emergency. Noise from outside the exam room is not an emergency. The invigilator must include a report with the candidates' scripts, indicating at which point in the exam the interruption took place, the nature of the incident and the length of the interruption. If the invigilator is not sure whether all candidates heard certain items, they must say why and identify the items in the report.

2.8.6 Inform BEC if your equipment failed during the examination.

2.8.7 At the end of the exam, you must ensure that you undertake appropriate antivirus checks on any CD to be submitted to us**.**

2.8.8 Candidates taking French Listening exam should submit their answers on a multiple-choice answer sheet. At the end of the exam candidates have **six (6) minutes** to transfer the answers from the question paper onto the multiple-choice answer sheet. The invigilator must give the candidates the question paper and multiple-choice answer sheet at the beginning of the exam. Refer to section 5.7.2.2 of *Cambridge Handbook 2026* for more instructions.

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APPENDIX B – A BRIEF GUIDE TO THE INVIGILATION OF MULTIPLE CHOICE PAPERS- BGCSE

1. Answer Sheets

Multiple-choice answer sheets are supplied pre-printed with personalised details of the candidate names, syllabus name, component code, and centre name and centre number. Supplementary answer sheets are also pre-printed with details of the syllabus name, component code, centre number and centre name and are intended to be used for candidates for whom a fully personalised answer sheet has not been provided. These are normally candidates who were registered late or had late amendments to their entries.

2. Before the Examination Starts

The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. The minimum distance in all directions from the centre of one candidate's chair to the centre of another must be 1.25 metres. The candidate's chair must be pulled out from under the desk, as though a candidate were sitting in the chair, when this measurement is made.

The invigilator must check that candidates all have the materials required for the examination, ensure that all candidates have a soft pencil (2B or HB). Refer to **Appendix E - EA/AA/G01/A05 - *Additional Materials List***.

Once the candidates are seated, they should be asked to check the pre-printed details to confirm that the information is correct. Note that this is also a good opportunity to remind candidates that their name appears on the answer sheet exactly as it will appear on their ***Statement of Results*** and ***Certificates***. They should inform the invigilator if the name is not exactly as it should be. Candidates should then be reminded of the correct method of recording their answers by referring them to the instructions on the Multiple-Choice Answer Sheet.

3. Additional Candidates

Any candidate who does not have a personalised answer sheet should be issued with a supplementary answer sheet for the component. The invigilator should ensure that all supplementary answer sheets have been completed correctly before the examination starts. If it is not possible to provide an additional candidate with a supplementary answer sheet, the candidate should be told to answer by circling their chosen response for each question on the question paper. At the end of the examination, the question paper should be placed in the same packet as the answer sheets for the other candidates. Ensure that the candidate's name, centre number and the candidate number are shown clearly on the front of the question paper.

The additional candidates may appear on the ***Attendance Registers*** since the registers are printed much later than the answer sheets. If this is the case, the candidates should be marked present, and no further action is required. However, if the candidate has not been provided with an answer sheet and does not appear on the ***Attendance Register*** then their name should be added in pen at the bottom of the attendance register. The Chief Invigilator must then be informed and if the candidate's entry has been omitted in error, the Chief Invigilator must inform BEC immediately.

4. Absent Candidates

Absent candidates should be recorded as ABSENT in the usual way on the ***Attendance Register***.

5. Return of Answer Sheets

5.1 All answer sheets should be counted and arranged in candidate number order. Any supplementary answer sheets which have been used should be placed after the answer sheet of the last candidate, followed by any answer sheets for absent candidates. They should then be placed between two hard boards provided by BEC and tied neatly with a rubber band to ensure the OMR form does not get damaged in transit.

It is not necessary to return Supplementary Answer Sheets which have not been used. Answer sheets should always be flat. They should not be stapled or folded in any way.

5.2 Multiple Choice Answer sheets for Foreign Language Listening exams

Candidates taking the IGCSE French syllabus will submit their answers for the listening component on a multiple-choice answer sheet. They will not submit them on the question paper.

Important Note: At the end of the test, candidates have six minutes to transfer their answers from the question paper onto the multiple-choice answer sheet.

For more information and frequently asked questions, visit: www.cambridgeinternational.org/multiple-choice

For French multiple choice, refer to clause 5 of Cambridge Handbook 2026 for instructions.

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APPENDIX C – CHECKLIST FOR INVIGILATORS - BGCSE

This checklist summarises the essential actions for the invigilation of examinations. A copy of this checklist must be in the exam room. Invigilators must be familiar with the **EA/AA/G01 - *Guidelines for the Conduct of Examinations – BGCSE*** and should refer to the guidelines for detailed guidance and instructions.

A. Arrangement of the examination rooms - the Invigilator must:	**Tick**
1. Check that any charts, diagrams, etc have been cleared from the walls.	
2. Check the following:	
i. Question papers packets were checked against Exam Timetable, and the component is correct.	
ii. ***Notice to Candidates*** and ***Candidates Warning*** signs are displayed both inside and outside the exam room	
iii. Desks are correctly placed and spacing between is 1.25 metres apart.	
iv. Clocks are working, clearly visible to all candidates and synchronised.	
v. A board/Manila sheet/Flip chart with legible writing showing;	
• Centre number	
• syllabus and component for the examination session	
• Date, starting time, finishing time and duration of the examination.	
3. Required Regulatory Documents - Check that you have:	
i. A copy of the current • **EA/AA/G01 - *Guidelines for the Conduct of Examinations - BGCSE*** *if you are in the main examination room.*	
ii. A copy of section 4 and 5 of ***Cambridge Handbook*** and Key Times and Full centre supervision section in any other exam room for Cambridge syllabuses & IGCSE French	
iii. ***Manual for Invigilators*** - in the main room and other rooms	
iv. "***What to say to Candidates***" document in the main room and other rooms	
v. any syllabus-specific instructions issued by us in the main room and other rooms	
vi. attendance registers in the main exam room and other exam rooms	
vii. seating plan of the examination room in the main exam room and other exam rooms.	
B. Before the Examination the Invigilators should:	
1. Check that the ratio of candidate to invigilator is as stipulated in the guidelines and a rover is readily available.	
2. Verify that scripts return envelope and any other required items for collating and packing the answer scripts are in the exam room.	
3. Refer to the "***Additional Materials List***" for required materials.	
4. Follow instructions on "***What to say to candidates***" to start the examination.	
5. neatly cut open the question paper packets using a pair of scissors.	
6. Ensure that details of any ***Erratum Notices*** are brought to the attention of the candidates if any.	

C. Identification of Candidates	**Tick**
1. Identity all candidate using National Identity Document or Passport and ***Statement of Entry***.	
D. Checking of question papers by candidates	
1. Is the question paper packet sealed	
2. Is the Date, Time, Syllabus and component correct	
3. Signature by candidates to confirm the above	
4. Systematic distribution of question papers	
E. During the Examination, the Invigilator must:	
1. Check accuracy of the Seating plan and complete the Attendance Register according to **EA/AA/G01 - *Guidelines for the Conduct of Examinations***	
2. Be vigilant and supervise the candidates at all times to prevent cheating, and distractions.	
3. Not give any information to the candidates about;	
i. suspected errors in the question paper, unless an ***Erratum Notice*** has been issued,	
ii. any question on the paper or the requirements for answering particular questions.	
4. List all candidates who leave the examination room before scheduled end of the examination	
5. Not remove any question papers from the exam room	
6. Make the Chief Invigilator aware of any suspected malpractice that takes place during the exam	
7. Follow instructions on Warnings in "***What to say to candidates***"	
F. At the end of the Examination, the invigilator must:	
1. Follow instructions on finishing the examination in "***What to Say to Candidates***"	
2. Systematically collect all scripts, unused stationery and balance the question papers and scripts before the candidates leave the examination room.	
i. Arrange ***Answer Scripts*** in ***Attendance Register*** order.	
ii. Seal ***Answer Scripts*** and sign the envelope in front of candidates or a representative of candidates and submit them to the Chief Invigilator for secure storage.	
iii. Collect, count and verify the number of Question papers after the exam. The number collected should tally with the original number brought to the examination room.	
iv. All question papers should be returned to their original packets and submitted to the Chief Invigilator for secure storage.	

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APPENDIX D – REPORT ON CONDUCT OF EXAMINATIONS - BGCSE

The purpose of this appendix is for centres to report on all aspects of the examination. These aspects include but are not limited to written exams, practical exams, moderation of coursework, administration of the examinations (for instance the Timetable, delivery of materials) etc.

A separate report should be compiled for different topics (e.g. different question papers, different aspects of the administration) so that the reports can be submitted to relevant functions.

NB: In case of reports on question papers (including Practical Tests), the component should be specified.

Reports on Conduct of Examinations should be submitted to BEC as soon as possible, after the end of the examination and before the end of the year.

Centre Number		**Centre Name**	

Observations & Feedback:

Name:		**Position:**	
Signature:		**Date:**	