BOTSWANA EXAMINATIONS COUNCIL	**Directorate**	Examinations and Assessments
	Function	Assessment Administration
	Document Type	Guidelines
	Document No.	EA/AA/G02.v4
	Effective Date	2026/09/01
Title	**Guidelines for Conduct of Examinations - JCE 2026**	

BOTSWANA EXAMINATIONS COUNCIL

Document Title:

Guidelines for Conduct of Examinations – JCE 2026

Document Reference:

EA/AA/G02.v4

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DOCUMENT CONTROL SHEET

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Revision History

Change Made by:	Description	Version	Date
Mokgethi Moalosi Goitseone Nkele	✓ General update of the guidelines by removing ✓ Alignment to the new organisational structure	2	2024/09/01
Mokgethi Moalosi Keneilwe Champane Chenjelani George Goitseone Nkele	✓ General update on numbering and clarity of the guidelines ✓ 4.2.7. Invigilation by only those who attended training. ✓ 4.3.2. (h) Clarity on once off responsibility fee for Heads of Centres/Chief Invigilators. ✓ 5.2. Inclusion of components 25/03 and 26/03 in the table of coursework components. ✓ 12.5. Change from security rule from 24 hours to 72 hours	3	2025/08/01

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Sapelo Bobonywe Cynthia Ishmael Gladness Richard Mokgethi Moalosi	✓ 1.2.1.2. Definition of maladministration ✓ 4.1.5. (a) Prohibition against extension of submission dates for coursework ✓ 4.1.1.10. Use of a new venue or location ✓ 4.2. Separated the responsibilities of Head of Centre and Chief Invigilator ✓ 4.6.1. Authorisation to change ratio for determining number of rovers ✓ 4.10. Alignment to the Data Protection Act ✓ 6.1.4. Packaging material ✓ 7.3.2. Art Practical Exam e), f), and g). ✓ 11.5. Prohibition of subject teachers from invigilating their subject's exams	4	2026/08/01

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IMPORTANT NOTE

- This document contains the Guidelines on the conduct of the Junior Certificate Examinations.
- The guidelines should be read in conjunction with other BEC documents such as ***Guidelines for Access Arrangements and Special Consideration; A Guide for Centres, Assessment Syllabuses, Guidelines for Registration of Candidates, Manual for Standards for Secure Storage of Examination Materials at BEC Examination Centres*** and other related regulatory documents.
- All correspondence relating to the conduct of examination should be addressed to:
  Chief Executive Officer
  Botswana Examinations Council
  Private Bag 0070
  Gaborone
- If you encounter a situation that you have never experienced before, during and after the examination you should immediately inform BEC at **3650793/823**. This should be followed by a written report.

1. Abbreviation, Terms and Definitions

1.1 Abbreviations

AA	Assessment Administration
AI	Artificial Intelligence
BEC	Botswana Examinations Council
CCTV	Closed Circuit Television
CD	Compact Disc
DAA	Director Assessment Administration
DVD	Digital Versatile Disc
JCE	Junior Certificate Examinations
OMR	Optical Mark Readers

1.2 Terms and Definitions

1.2.1 Access Arrangements

Pre-agreed arrangements made on examination instruments during test development and at centre level through accommodation.

1.2.2 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

1.2.3 Chief Invigilator

It is the person in a Centre delegated by the Head of Centre to oversee and supervise the administration of examination as per the rules and regulations of BEC.

1.2.4 Component

Part of or a section of the syllabus examination. An individual syllabus usually has several components.

1.2.5 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.

1.2.6 Discrepancy

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

1.2.7 Head of Centre

The person in a centre appointed by the employer to be accountable for all matters relating to the running of an institution including responsibility on all matters relating to examinations at the Centre.

1.2.8 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.

1.2.9 Main Examination Room

The primary room where opening of question paper packets and sealing of scripts occurs in cases where candidates sit examinations in multiple rooms.

1.2.10 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

1.2.11 Malpractice

Any act that contravenes our regulations and potentially threatens the integrity of our examinations and certificates. Malpractice can happen before, during or after timetabled exams or other assessment

1.2.12 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 or can happen before, during after timetabled exams or other assessment. **NEW**

1.2.13 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.

1.2.14 Rover

A rover is a special invigilator, whose duties are to ensure that invigilators and candidates get whatever assistance they may require during an exam session.

1.2.15 Script

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

1.2.16 Senior Invigilator

Centre personnel appointed by the Head of Centre in centres with 250 or more candidates to perform duties assigned by the Chief Invigilator

1.2.17 Syllabus

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

1.2.18 Standardisation

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

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

In this section:

2. Introduction
2.1 BEC Exam Cycle
2.2 Policy
2.3 Background
2.4 Purpose

2.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. To this end, BEC has developed regulatory documents that assist the Examination Centres in the best practice administration of national examinations. These Guidelines and related procedures detailed herein apply to the examinations, assessments and qualifications provided by BEC.

2.1 BEC Exam 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:

(a) Preparation
(b) Entries - Registration of Candidates
(c) Coursework and Moderation
(d) Before the Exams
(e) Exam Day
(f) Results and Certificates

2.2 Policy

The policies listed below are the cornerstone of the regulatory mechanisms in the administration of examinations in Examination 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***

(g) **BEC/CEO/DPol10 - *Data Protection Policy Personal Data***

2.3 Background

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 the;

(a) **EA/AA/Man03 - *Manual for Invigilators***
(b) **BEC/EAC/G01 – *Access Arrangements and Special Consideration: A Guide for Centres***.
(c) **EA/AA/Man01 – *Manual for Standards for Secure Storage of Examination Materials at BEC Centres***.

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

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 document

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.

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 Junior Secondary school level. Heads of Centres or Chief Invigilators are advised to ensure that the procedures in the guidelines are always complied with. These guidelines ensure that the administration of the examination is standardised to ensure a fair and credible assessment for all candidates.

3. Scope

These guidelines explain all the administrative duties that need to be carried out before, during and after the conduct of exams. The guidelines also spell out the regulations for running the JCE examinations and assessments. They further detail out the responsibilities of Examination Centres and forms part of the legal contract between BEC and the Examination Centres or Private Candidates.

4. Responsibilities and Authority

In this section:

4.1 Examination Centre Responsibilities
4.2 Duties of the Head of Centre
4.3 Duties of the Chief Invigilator
4.4 Duties of Senior Invigilator
4.5 Duties of an Invigilator
4.6 Duties of a Rover
4.7 Responsibilities of Candidates
4.8 Training on Conduct of Examinations
4.9 Examination Centre Inspections and Quality Assurance
4.10 General Data Protection
4.11 Examination 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

4.1 Examination Centre Responsibilities

The following are the responsibilities of examination centres:

4.1.1. Registration of candidates, administration and conduct of BEC examinations.

4.1.2 Provision of adequate and suitable examination accommodations as well as sufficient and appropriate material and equipment for the candidates.

4.1.3 Provide Centre candidates with:

(a) the dates and times of their examinations and assessments.

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

(c) examination materials and relevant information.

(d) confirmation and details for their provisional results for each assessment, and

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

4.1.4 Confirm the identity of all the candidates present before the start of any examinations and assessments.

Submitting candidates' examination scripts 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 dispatched according to our instructions.
(c) every piece of work submitted is the candidates' own work and is clearly identified as such.
(d) every assessment and examination is submitted for marking and moderation on the dates communicated to centres. **NEW**

4.1.5 Build a secure storage for confidential examination materials according to BEC standards and specifications. **NEW**

4.1.6 Prevent and immediately report any suspicious cases of malpractices to BEC.

4.1.7 Submit and process any enquiries about results or appeals in accordance with the regulations set out in these guidelines.

4.1.8 Keep unclaimed certificates under secure conditions for a minimum of 24 months from date of issue and unclaimed certificates should be returned to BEC

4.1.9 Seek a formal request from BEC for approval of a change of venue or secure storage location. The Examination Centre cannot use the new location until BEC conducts an inspection to ensure compliance. **NEW**

4.1.10 Inform BEC of any changes in contact details including email addresses and telephone numbers.

4.2 Duties of the Head of Centre

The following are the responsibilities of Head of Centre.

4.2.1 Acts as a liaison person between a Centre and BEC

4.2.2 Accountable for the administration of BEC examinations and assessments at the centre.

4.2.3 Responsible for formally reporting all examination breaches and incidences at the centre.

4.2.4 Assist in the preliminary investigation which ensues from any alleged malpractice either reported by the Centre or suspected by BEC, and to provide such information and advice as BEC may reasonably require.

4.2.5 Submits reports of any suspected or alleged cases of malpractice by a candidate or malpractice/maladministration by a member of staff discovered by the Centre.

4.2.6 Appoints Chief Invigilator from any members of school management team and appoints a Senior Invigilator (where applicable) in accordance with the criteria set in this document. Where a Centre for private candidates has been established by us, the Chief Invigilator will be appointed by the Director, Assessment Administration at BEC.

4.2.7 Facilitate any inspection of the Centre by or on behalf of BEC. BEC will carry out unannounced inspections when examinations are taking place and Examination Centres must co-operate with the inspector, including allowing access to secure storage. BEC may also inspect the arrangements for the secure storage of confidential materials at times when examinations are not taking place.

4.2.8 Distribute all Certificates to candidates without undue delay with a record kept of those issued. Where certificates are not handed to candidates personally, the Head of Centre is responsible for obtaining acknowledgement of receipt from the candidate.

4.2.9 Retain 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 BEC.

4.2.10 Making applications for Access Arrangements and Special Consideration in accordance with the regulations and guidance. Making applications for Access Arrangements and Special Consideration in accordance with regulations and guidelines. ***BEC/EAC/G01 - Access Arrangements and Special Consideration; A Guide for Centres***.

4.3 Duties of the Chief Invigilator

4.3.1 Acts on behalf of Head of Centre as a regular contact between a Centre and BEC

4.3.2 Ensuring that all candidates who end up sitting our examinations are eligible as per the rules and regulations of BEC.

4.3.3 Ensuring that all candidates registered for the examinations are issued with the following documents and that they are fully conversant with them.

(a)**EA/AA/G02/A01 – *Appendix C Notice to Candidates***

(b)**EA/AA/G02/A10 – *Appendix J Responsibilities of a Candidates***

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

4.3.5 Ensuring candidates are provided with all materials specified on the question paper and in any other additional material list provided by BEC.

4.3.6 Ensuring the appointment of suitable invigilators and training them before the conduct of examination. No personnel should be appointed if they have not attended Invigilators training for the examination series.

4.3.7 Ensuring that all the invigilators who attended the training workshop on invigilation in your centre, completes the **EA/AA/G02/A02 - *Invigilators Training Attendance Register*** and it is submitted to BEC before the start of the examinations.

4.3.8 Makes invigilation schedule from a list of personnel that have undergone invigilation.

4.3.9 Ensure subject specialists are **not** scheduled neither as invigilators nor rovers when candidates are writing any of their subject components. **NEW**

NOTE: Failure to adhere to this guideline will be considered malpractice.

4.3.10 Allocates work related to the administration and conduct of examination to centre personnel whilst assuming overall responsibility of every activity/work done.

4.3.11 Submission to BEC, in accordance with the instructions given when the information is requested, details of estimated and actual entries and any other information that BEC may reasonably require in relation to examinations conducted at the Centre.

4.3.12 Ensuring that each candidate entered through the Centre receives details of the dates and times of his/her examinations, a statement of the candidate's examination entry, the candidate's provisional results and any certificate issued by BEC.

4.3.13 Ensuring that, in the case of candidates' work which is assessed by the centre, the work contained in every candidates' assessment is produced, marked, internally moderated and dispatched according to the instructions issued by BEC.

4.3.14 Ensuring that all candidates in the examination, including private candidates, are identified as the provisions of the regulations in this guideline.

4.3.15 Ensuring that requests for approval for a change of venue is made before the start of the exam series.

4.3.16 Ensuring that every invigilation personnel is fully conversant with the contents of this document and apply them at all times without fail.

4.3.17 Ensuring a copy of these guidelines is available in the main exam room and a copy of **EA/AA/Man03 - *Manual for Invigilators - JCE*** in any other exam room

4.4 Duties of the Senior Invigilator

4.4.1 A Head of Centre shall use the criteria from the table below to determine the number of Senior Invigilators to appoint during the conduct of examination.

Table 1: Invigilation personnel ratios

Number of candidates	Chief Invigilator	Senior Invigilator	Rover	Invigilator/s
Up to 249	1	0	2	1 invigilator: 35 candidates
250 to 550	1	1	3	1 invigilator: 35 candidates
551 to 880	1	2	4	1 invigilator: 35 candidates
881 and above	1	3	5	1 invigilator: 35 candidates

4.4.2 The Senior Invigilator shall work closely with the Chief Invigilator and assist him/her in the conduct of examination.

4.4.3 Where Senior Invigilators have been appointed, their duties will include the following:

(a) overseeing the preparation and readiness of the examination rooms
(b) Ensuring that:
  (i) The **EA/AA/G02/A01– APPENDIX C - *Notice to Candidates*** is displayed both inside and outside the exam room.
  (ii) Each candidate has furniture to use during the exams
  (iii) Candidates are seated at least 1.25 metres apart from the centre of one desk to the next in all directions,
  (iv) subject matter such as charts, drawings, maps etc. are removed from the walls, chalkboards are cleared of writing, formulae, drawing etc.,
  (v) examination rooms are sufficiently ventilated and lit
  (vi) 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.

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

(viii) Frequently visit the examination room during each session to make sure a high standard of invigilation is maintained.

(ix) the seating plan is drawn, indicating the examination room(s) with the desk arrangement and candidate numbers.

(x) there are no unauthorised persons in or around examination room(s).

(xi) invigilators complete **EA/AA/G02/A07 - *Attendance Register*** before candidates leave the examination room

(xii) assist with relief invigilation by either escorting candidates on toilet breaks or standing for an invigilator who must leave the examination room.

(xiii) scripts are properly batched and packed according to candidates' examination number order once the session has ended.

(xiv) written reports on all suspected and other cases of irregularities are submitted to the Chief Invigilator without delay.

4.5 Duties of an Invigilator

4.5.1 An Invigilator is responsible for ensuring:

(a) compliance to these guidelines and other examination regulations.

(b) correct spacing between candidates is observed, appropriate furniture is provided etc.

(c) examinations start and finish at the specified times.

(d) examination papers are secure whilst in their care.

(e) Attendance Registers and Seating Plans are accurately completed.

(f) no cheating/collusion takes place.

4.5.2 Confirming the identify of candidates and that they are entered for the examination being sat. Invigilators must consult Chief Invigilator if no provision has been made for a candidate to sit an examination before returning them away.

4.5.3 Conducting the examination in accordance with instructions contained in these guidelines and any other instructions which may be issued by us.

4.5.4 Make appropriate announcements to candidates using **EA/AA/G02/AN01 - *Invigilators Guide on What to say to candidate***.

4.5.5 Notifying the Chief Invigilator of any suspicions that the question paper packets were tampered with.

4.5.6 Reporting any suspected cases of malpractice to the Chief Invigilator as soon as possible and submit a written report thereafter.

4.5.7 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.

4.5.8 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.

4.5.9 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.

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

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

IMPORTANT NOTE: Refer to **EA/AA/Man03 - *Manual for Invigilators – JCE*** for requirement for an Invigilators/rover.

4.6 Duties of a Rover

4.6.1 The number of rovers scheduled per exam session must adhere ratio prescribed in ***Table 1*** above. Any deviation from such ratio shall only be granted by BEC following a formal request from a Centre. **NEW**

4.6.2 A rover shall position him/herself outside the examination rooms in a position that a number of invigilators from different rooms can access them easy.

4.6.3 Rovers may not be in the examination room unless summoned by the invigilator during the period of the examination. In no circumstance should rovers distribute question papers or stationery nor assist with the collection of candidates answer books following each examination.

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

4.6.5 Rovers are to ensure that no disturbance occurs outside the examination room which could distract the candidates from their work.

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

4.6.7 Rovers must not bring along cell phones, books, newspapers, magazines or any reading material that is not in line with their duties while the examination is in progress.

4.7 Responsibilities of a Candidate

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 **EA/AA/G02/A10 - *APPENDIX J — Responsibilities of a Candidate.***

4.8 Training on Conduct of Examinations

4.8.1 BEC offers 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 Examination Centres abide by the regulations and rules as set out in the guidelines to maintain the integrity of the examinations.

4.9.2 The Centre must cooperate with and facilitate any visit of or an inspection BEC makes, either arranged or unannounced, including giving the inspectors access to 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. Examination Centres must respond within the specified time frames, and the answers must accurately state the Examination Centres 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 may carry out a re-inspection if a Centre changes premises or facilities, or requests to be approved to offer an additional qualification.

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

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

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

4.9.8 In addition to Inspections, Examination 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 as provided by *Data Protection Act (Act of 18 of 2024) of Botswana.* These guidelines are aligned to this law by setting out general description of how personal data and sensitive personal data shall be processed;

4.10.2 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 health data for the purposes of processing these applications as authorised by law (BEC Act).

4.10.3 Centres must ensure that all their candidates (if sixteen (16) years or over) and their parents/guardians understand that BEC shall, in accordance with the Botswana Data Protection laws, process their personal data for the following official purposes;

(a) 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.

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

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

(d) 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.

(e) To share the personal data with other stakeholders, 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.

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

(g) 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.

(h) 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.

(i) 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 To make sure examinations are administered effectively, Examination Centres must abide by the deadlines set out in these guidelines or related documents or otherwise communicated by BEC. Examination 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.

4.11.2 For application of Special Consideration Examination Centres must follow the regulations set out in ***BEC/EAC/G01 - Access Arrangement and Special Consideration; A Guide for Centres***

4.11.3 Examination Centres must keep the examination materials always secure

4.11.4 Examination Centres must check that they have received the correct version of materials for the series. Any discrepancies should be reported to BEC before the start of examination

4.11.5 Candidates must be constantly and effectively supervised during each examination

4.11.6 Examinations centres must work with BEC to prevent malpractice, and in particular must:

(a) ensure candidates are aware of unauthorised materials not allowed in the examination 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

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

4.11.8 Examination centre must keep unclaimed certificates under secure conditions for a minimum of 24 months from date of issue and not destroy unclaimed certificates but instead return them to BEC.

4.12 Communication with BEC

4.12.1 Correspondence with BEC

(a) 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.
(b) When Examination Centres receive a communication from BEC, which requires a response, they must respond within the specified time frame.
(c) Examination 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 BEC initial response should be reflected.

4.12.1.1 Written Communication

(a) For general administrative queries, BEC prefers centres use formal written correspondence addressed to the Chief Executive Officer at:

Botswana Examinations Council
P/Bag 0070, Gaborone

(b) Where possible please supply and communicate with us using a specific email address that is connected to a particular role at your Centre, for example, tsotsoSchool@gov.bw or ChiefInvigilator@gmail.com.

4.12.1.2 Telephone Communication

Telephone: 3650700

Toll free no: 0800601025

4.12.2 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

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

(a) Malepa support: malepasupport@bec.co.bw or 3650839
(b) Website: www.bec.co.bw
(c) Facebook: Botswana Examinations Council
(d) X (twitter): @ Bots _Examinations

DISCLAIMER: BEC will not take responsibility for any misinterpretation of information, advice or guidance given through telephone.

4.13 Ownership of Question Papers

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

(a) the 72 -hour Security rule of these guidelines
(b) regulations specific to the conduct of a particular component.

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

4.14 Copyright in Exam 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 Examination Centres including syllabuses, question papers and other material relating to the programmes and qualifications, except where BEC has attributed work to a third party.

4.14.2 Examination Centres may reproduce copies of past question papers and other material for which BEC hold copyright, for internal purposes provided;

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

IMPORTANT NOTE: Centres must not distribute past question papers electronically, including websites, even if they are only accessible over your Intranet and BEC cannot give permission to reproduce any third-party assets we do not own.

4.15 Ownership of Assessment Material

All material submitted for assessment will become BEC physical property. BEC does not return examination scripts to Examination Centres. This includes any product submitted as part of a candidate's coursework or practical examination.

5. DECLARATION OF INTEREST

In this section:

5. Declaration of Interest

5.1.1 Heads of Examination Centres and Chief Invigilators whose children or close relatives will be sitting for the examinations should declare their interest by completing **EA/AA/G03/F01 – *Declaration of Interest*** and send the completed form to the Chief Executive Officer, Botswana Examinations Council (BEC) and copy the correspondence to Regional Directors.

5.1.2 All Senior Invigilators and Invigilators whose children or close relatives will be sitting for the examinations should declare their interest by writing to the Head of Centre

6. COURSEWORK

In this section:

6.1 Coursework Procedure
6.2 JCE Syllabuses with coursework components
6.3 Supervising Coursework by Teachers
6.4 Examination Centre Responsibilities in Coursework Assessment
6.5 Supervision of Coursework at Examination Centres
6.6 Duties of a Subject Teacher
6.7 The Role of BEC
6.8 Standardising Marking by Examination Centres
6.9 Marking Coursework
6.10 Incomplete or Extra Coursework
6.11 Failure to Submit Coursework or Absent Candidates
6.12 Moderation of Coursework
6.13 Completing Coursework Forms
6.14 Coursework Submission Requirements
6.15 Packaging of Projects
6.16 Documents kept by Examination Centres
6.17 Returning Candidates Work
6.18 Resubmitting Coursework in Later Series

6.1 Coursework Procedure

6.1.1 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 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 BEC.

6.1.2 Coursework marks remain the responsibility of a centre. Examination 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.

6.1.3 Examination 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.

6.1.4 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.

6.2 JCE Syllabuses with coursework components

Table 2: Coursework components and codes

Syllabus	Syllabus Code	Component
Design and Technology	17	03
Home Economics	21	03
Commerce & Office Procedures	25	03
Commerce & Accounting	26	03
Art	33	03
Music	34	04
Physical Education	35	02

6.2.1 Coursework marks may be used for purposes of final grading, and when used in that manner, the marks are moderated by BEC.

6.2.2 Coursework marks remain the responsibility of Examination Centres. Examination Centres are responsible for the accuracy, quality and integrity of any marks or data submitted to BEC and agrees to pay all costs in correcting any errors that need correcting.

6.2.3 By submitting any marks or data, Examination Centres are confirming that all accuracy, quality or integrity checks necessary have been carried out 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.

6.2.4 Examination Centres are expected to make the necessary preparations for coursework assessment and the submission of coursework marks to BEC.

6.2.5 BEC is responsible for the training of teachers on the application of assessment criteria.

6.2.6 Examination 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. Where there are indications that the marking criteria was not being adhered to, Examination Centres will be required to re-mark.

6.2.7 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.

6.3 Supervising Coursework by Teachers

(a) BEC does not expect candidates to undertake coursework without guidance and supervision from teachers. More specifically, teachers are expected to;

(b) assist with the choice of topics for investigations and projects

(c) identify sources of information such as organisations or individuals who might be able to help;

(d) provide advice on length, approach and treatment

(e) promote coursework as an integral part of the course and ensure that candidates are given regular class work (and homework) which relates to the coursework.

6.3.1 In addition to the provisions of 6.3. above, teachers are expected to:

(a) continue supervision of work to prevent plagiarism and to monitor progress;

(b) distinguish between deliberate copying and an innocent over-reliance on books or other published materials;

(c) require candidates to state their sources;

(d) ensure that the work is completed in accordance with the syllabus requirements and that it can be assessed in accordance with the specified criteria.

6.3.2 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.

6.3.3 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.

6.3.4 Teachers must not amend candidates' work.

6.3.5 Teachers must record full details of the nature of any assistance given to individual candidates.

6.4 Examination Centre Responsibilities in Coursework Assessment

(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 BEC to obtain permission for candidates with Special Needs to present their work alternatively.
(j) informing BEC about candidates who are likely to require special consideration.

6.5 Supervision of Coursework at Examination Centres

6.5.1 The overall supervision of coursework assessment lies with the School Management. The Head of Centre is the liaison person between BEC and the centre.

6.5.2 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.

6.5.3 Duties of Senior Teacher Subject Specialist

(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 candidate's 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
(h) facilitating preparation for external moderation where there is need.

6.6 Duties of a Subject Teacher

(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 into 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.

6.7 The Role of BEC

(a) provision of 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

6.8 Standardising Marking Within Examination Centres

6.8.1 If there is more than one teacher involved in the assessment in a centre, teachers are expected to standardise assessments across teachers and teaching groups to ensure that all candidates have been judged against the same standards for a particular syllabus.

6.8.2 The centre marks will then be externally moderated by BEC.

6.8.3 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 of marks to reach the final total.

6.8.4 The Senior teacher for the syllabus shall be responsible for standardising the marking of members of staff for each syllabus. He/she must make sure that a valid set of marks is produced for candidates from that Centre, for that syllabus.

6.8.5 Examination Centres 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.

6.8.6 Examination Centres should not submit a candidate's mark and/or project if there is any doubt about the authenticity of the candidate's work.

6.9 Marking Coursework

6.9.1 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 provided for that syllabus.

6.9.2 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.

6.9.3 BEC recommends that Examination Centres should not communicate marks for internally assessed components to candidates. This is because it is possible for marks to be adjusted during external moderation. BEC does not require Examination Centres to grant candidates the right to appeal these internally assessed marks before submitting them for external moderation.

6.10 Incomplete or Extra Coursework

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

6.11 Failure to Submit Work and Absent Candidates

6.11.1 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.

6.11.2 When completing ***Summary Mark Sheets*** and ***Attendance Registers***, the teacher must indicate with 'A' for absent or failing to submit work by candidates and 'P' for present candidates who submitted work in against the candidate number and name in a row. Each candidate should sign against their names, and the Chief Invigilator should only sign for absent candidates.

6.12 Moderation of Coursework

6.12.1 BEC will moderate all coursework marks to ensure that standards have been applied well by all Centres.

6.12.2 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.

6.12.3 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.

6.13 Completing the Forms

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

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

6.13.3 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.

6.13.4 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.

6.13.5 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"

6.13.6 Examination Centres are urged to capture the coursework marks in the Malepa application and submit the Summary Mark Sheets to the Chief Invigilator on the dates specified in the timetable or as communicated by BEC.

6.13.7 Examination Centres that have not captured their coursework marks in the system by the start of the moderation will not be moderated. There will be penalties to Examination Centres that have not captured their coursework marks in the system on the dates specified in the timetable.

6.14 Coursework Submission Requirements

6.14.1 For Examination Centres to be moderated, they are expected to submit the following to BEC for moderation

6.14.2 An accurately completed ***Summary Mark Sheet*** with the following features;

i. Filled in black pen.
ii. Have no blanks.
iii. Have no X as a mark.
iv. Have no zero (0) for an absent candidate.
v. Have no dash as a mark.
vi. Be clean and neat.
vii. 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***.

6.14.3 Accurately completed ***Attendance Registers***.

6.14.4 Candidates' projects, folios and cards where applicable.

6.14.5 Individual candidates' mark sheets.

6.14.6 Completed Coursework Submission Check Form for Examination Centres.

6.14.7 Written coursework on A4 paper, unless stated otherwise in the syllabus;

6.14.8 For the Music Performing component, a media storage device (CD or DVD) containing all the recordings of your sample must be submitted to BEC.

6.14.9 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.

Packaging of Coursework Projects

6.14.10 BEC provides materials for packing, labelling and Dispatching scripts; packaging boxes and bar-coded labels. Examinations Centres must package projects using the provided packaging materials only. **NEW**

6.14.11 Make sure each piece of work in your internal assessment is clearly identified with the centre number, the candidate number, the syllabus and component.

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

6.14.13 All projects should be placed in boxes with the following information: Centre Number, Centre Name; Syllabus Name and Syllabus Component.

6.14.14 Projects should be packaged **only** in the boxes supplied by BEC with the following information: Centre Number, Centre Name; Syllabus Name and Syllabus Component, total number of projects, range and absentees. **NEW**

6.14.15 The Number of boxes used should be indicated e.g. 1 of 2, 2 of 2, etc.

6.14.16 Boxes containing projects should be tightly sealed such that no box opens during transportation.

6.14.17 BEC flat boxes should be used to package **only** Art paper 2 (33/2) syllabus and not any other syllabus.

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

6.14.19 Indicate the type of deliverables enclosed in that envelope e.g. Attendance register, Summary Mark sheets, Individual Candidate Mark sheets.

6.14.20 There will be penalty in-case of Courier Company failure to collect projects because of lack of readiness by the Centre. The centre will pay the Courier Company for the trip they would have made to your Centre.

6.14.21 In case of projects not collected by the Courier Company, two officers (a senior teacher accompanied by another officer) should submit projects to BEC before projects selection date indicated at the back of the JCE Timetable.

6.15 Documents Examination Centres Need to Keep

6.15.1 Examination Centres must keep the following documents and information until the enquiries about results period has elapsed;

(a) A record of the work sent

(b) A summary of how marks were standardised (if applicable).

(c) Copies of signed ***attendance register*** of all candidates who did coursework.

(d) Copy of each individual ***candidate mark sheet***.

(e) Copy of completed and signed ***summary mark sheet***

(f) Artefacts

6.15.2 These records and materials are an important part of the assessment process and BEC may need to refer to them for quality assurance.

IMPORTANT NOTE: Store all projects securely and do not return them to candidates until the period of enquiries about period has passed.

6.16 Returning Candidates Work

6.16.1 No candidates' coursework submitted to BEC shall be returned either to Examination Centres or candidates.

6.16.2 Every candidate's work submitted by centres remains the property of BEC and their disposal shall be the sole prerogative of BEC.

6.17 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.

7 CONDUCT OF PRACTICAL EXAMINATIONS

In this section:

7.1 Introduction
7.2 Home Economics Practical Examinations
7.3 Art Practical Examinations
7.4 Music Practical Examinations
7.5 French Practical Examinations
7.6 Practical Examinations Scheduling

7.1 Introduction

The JCE syllabuses with practical examinations with their syllabus code and component number are listed in Table 3 below.

Table 3: Syllabuses with Practical Examinations

Syllabus	Syllabus Code	Component
Home Economics	21	02
French	32	03
Art	33	02
Music	34	03

7.1.1. 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.

7.1.2. Examination Centres should observe the seating arrangements rule. If the space allows for a greater distance of more than 1.25m between candidates, then this is recommended.

7.1.3. It is essential that a teacher of the syllabus should be present in the examination room before the start of the examination and as necessary thereafter, to deal with technical difficulties that may arise including matters of safety.

7.1.4. Syllabus specialists are not allowed to be inside the exam room during the administration of a practical exam unless they have been called for assistance by the invigilator/examiner.

7.1.5. 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.

7.1.6. If there are more candidates than can be accommodated in one session, an arrangement has to be made, to ensure that the practical examination is done on the same day. Examination Centres must ensure that the candidates, who have sat the examination, do not get in contact with the ones that have not yet sat the examination (this only applies to French).

7.2 Home Economics Practical Examination

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

7.2.1 Home Economics Planning Session

(a) Planning session for this practical examination will take place as scheduled in the final JCE Timetable.

(b) Question papers should be sent to Examination Centres about two weeks before the planning session starts. Question papers should be stored in timetable order to avoid opening the wrong question paper and or to avoid opening question papers before their scheduled date.

(c) Question papers must be locked away in a place of high security, ideally a strong room.

(d) Syllabus specialists should be present in the examination room at the start of the planning session to assist with distribution of planning sheets and then should exit the room before the start of the exam.

(e) Candidates are allowed to bring recipe books, recipe leaflets and recipe cards from any publishers but are strictly prohibited from bringing into the examination room any of the following;

(f) handwritten or typed recipes prepared by the candidate or any other person.

(g) Old planning sheets, practice sheets or any previously completed planning documents that contain recipes or related notes. **NEW**

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

(i) Syllabus specialists should be present at the end of planning session to assist the invigilator in collection of candidates' scripts (planning sheets) to be stored by the Chief Invigilator.

(j) Only the shopping list duplicate should be given to the syllabus specialist for preparation of the shopping items.

7.2.2 Home Economics Practical Examination Session

(a) This practical exam session should take place as indicated in the timetable. Time is given to allow the Examination Centres to compile the shopping list and be ready for the practical examination.
(b) Chief Invigilators should prepare for this examination in the same way they do for any other examination. Sufficient invigilators must be appointed to ensure that the examination is conducted well.
(c) There must be one BEC examiner and one invigilator for every eight (08) to ten (10) candidates for practical examinations. Social distancing must be observed throughout the practical examination, and shared utensils must be washed after each use.
(d) Syllabus specialists are not allowed to enter the examination room unless they are summoned for technical assistance by either the examiner or the invigilator.
(e) There must be a rover for this examination to assist in case the BEC examiner or invigilator must leave the examination room during conduct of the examination.

7.3 Art Practical Examination

Art Practical Examination is divided into two sections, namely: preparatory work and practical examination session.

7.3.1 Art Preparatory Work

(a) Preparatory work for Art Paper 2 practical examination will start as scheduled in the final ***JCE Timetable.***

(b) Question papers are sent to Examination Centres about two weeks before the preparatory work starts. Question papers should be stored with a timetable order to avoid opening the wrong question paper and or to avoid opening question papers before their scheduled date.

(c) Question papers must be locked away in a place of high security, ideally a strong room.

(d) 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.

7.3.2 Art Practical Examination

(a) This usually takes place as scheduled in the timetable. Time is given to allow the candidates to research and produce sketches that will be used as support work for the final script.

(b) Chief Invigilators should prepare for this examination with the assistance of subject specialists by ensuring all the materials required by candidates are availed.

(c) Sufficient invigilators must be appointed to ensure that the examination is conducted well.

(d) Syllabus specialists are not allowed to enter the examination room unless they are summoned for technical assistance by the invigilator.

(e) All support work must be submitted to the Chief Invigilator before the controlled examination and shall bear the official stamp of the Centre. **NEW**

(f) The Chief Invigilator shall hand all the preparatory work to the Invigilator for distribution to candidates before the start of the practical examination. **NEW**

(g) Any work that is suspected not to be authentic will be investigated by examiners and consult the subject officer before a decision to disqualify or not is taken. **NEW**

(e) Submitting work that contains plagiarised material and/or inappropriate use of generative AI may be considered malpractice

(f) The practical examination must be a candidate's own, unaided work. Unless there is subject-specific guidance in syllabus documents and coursework guidelines that says otherwise

(g) Candidates must not use online writing assistant tools when producing their practical. These tools identify specific sections of the candidate's work and recommend changes to style, tone or word choice, which is not allowed.

7.4 Music Practical Examination

This examination is a practical paper which comprises two repertoires, **Repertoire A** and **Repertoire B**. Candidates are presented with two vocal pieces for Repertoire A and two instrumental pieces for Repertoire B, from which they are required to choose one piece to perform from each repertoire. The examination assesses candidates' competencies in their ability to display technical, reading and performing skills.

7.4.1 Music Preparation

(a) The Music Practical Examination question paper is sent to Examination Centres at least three (3) months before the conduct of the final examination date as per the examination timetable.

(b) Preparations for the examination are to commence as soon as the examination centre receives the question paper.

(c) It is the responsibility of the examination centre to ensure that an appropriate room is secured to allow for optimal silence and reduce noise interruption,

(d) Examination Centres must ensure that all required examination materials along with musical equipment are both availed and in a functional state for use during the conduct of the live practical examination. This will include copies of clean question papers without any pen or pencil markings, tables and chairs for use by the examiners and functional instruments. For powered instruments, batteries are to be secured and kept accessible at the point of use if there is a power cut.

7.4.2 Music Practical Examination Session

(a) The live examination will be conducted on the date indicated in the schedule that is sent to Examination Centres.

(b) Each candidate will be given about 10 minutes, taking turns to perform their two pieces of choice.

(c) All candidate performances will be scored by a team of external examiners from BEC as per the assessment criteria for performing

(d) Chief Invigilators should prepare for this examination in the same way they do for all other examinations. Sufficient invigilators must be appointed to ensure that the examination is conducted well.

(e) Syllabus specialists are not allowed to enter the examination room unless they are summoned for technical assistance by either the examiners or the invigilator.

7.5 French Practical Examination

The Chief Invigilator shall be required to ensure that suitable rooms are identified for the effective conduct of this examination.

7.5.1 French Exam Preparation

Designated areas to be supervised shall include the following rooms:

(a) **The Quarantine room**

This is a room where candidates shall be housed before they go to the Preparation room. It will serve the purpose of keeping candidates in one place in readiness to be called in for their slot on the speaking examination. This shall ensure that candidates are cordoned off from those that have already taken the examination to reduce any possibilities of interaction. There should be a rover in the quarantine room.

(b) **The Preparation room**

This is a room set aside for use by a candidate coming from the Quarantine room to prepare before entry into their examination session. Upon arrival into the preparation room, every candidate will select one role play card which they will be required to study for 10 minutes in preparation for their role play task. The room will be furnished with two desks and two chairs, one set for the invigilator and the other for the candidate. This room will be positioned adjacent to the examination room to enable candidates and examiners to move freely and speedily between the two rooms without much delay.

(c) **The Examination Room**

The room shall be arranged such that the examiner is positioned facing the candidate, with a desk or two in between the two of them. The desk(s) must provide ample space for both the candidate and the examiner to be able to place their documents on top of the desk while allowing the unhindered placement of a digital voice recorder in between the two.

7.5.2 French Practical Examination Session

(a) The examination will be conducted as per the schedule sent out to all Examination Centres.

(b) Candidates to be examined on the prescribed day are to be kept in a central place in the quarantine room. They will be permitted to enter the room with their notes and books as they may wish to continue revising their work.

(c) Use of cellphones is prohibited during any part of the examination process.

7.5.3 Instructions for Invigilation

All assigned invigilators are to ensure that candidates are punctual and ready at the scheduled time of assessment.

(a) Centers may use their discretion to change Invigilators after every session so that morning, mid-morning and afternoon sessions have an invigilator to execute their roles effectively.

(b) Once the examination has started, invigilators are to ensure that all candidates are present as per the assessment list.

(c) Invigilators in the Quarantine room are to ensure that candidates are always kept in the quarantine room until it is their turn to be examined. Should they desire to visit the restrooms, all candidates should be escorted. Candidates may be allowed to read and consult dictionaries while waiting for their turn to go to the preparation room.

(d) Invigilators in the Preparation room are to ensure that candidates do not enter the room in possession of any written notes, books or dictionaries. All material from the previous candidate shall be cleared off the table before allowing the next candidate into the preparation room. Every candidate shall be provided with a blank sheet of paper for rough work, and one role play card which they are to use during their preparation time. They shall however be obliged to submit the lined paper to the invigilator when it is their turn to go into the examination room. Each candidate must carry only his or her role play card into the examination room as they will need it to carry out the tasks on their role play.

(e) If the 10 minutes for preparation elapses before the candidate is called into the examination room, the invigilator shall take away the role-play card and rough work from the candidate and allow them to wait to be called into the examination room. The invigilator will then hand only the role play card back to the candidate as they enter the examination room.

(f) Invigilators are to constantly consult the examination list for candidates to ensure that all candidates stick to the schedule in their order of appearance.

(g) Invigilators must ensure that the candidates do not make any writings or markings on the role-play cards during preparation time.

7.5.4 Recording of The Speaking Examination

(a) Examiners are to ensure that all candidate assessment sessions are recorded.

(b) The recording device should be positioned in such a way that it does not become a hindrance or distraction to the candidate.

(c) At the start of the examination, the examiner shall press the recording equipment. Once the Speaking examination has begun, the recording must run without interruption and shall not be stopped or paused at any point during a particular candidate's examination session.

(d) Each candidate will have a separate recording of their interview as they attempt all the questions of the examination. All the recordings of the examination shall be collected by the team of examiners and for further reference when they are submitted to BEC.

8 FINAL EXAMINATION TIMETABLE AND SCHEDULES

In this section:

8.1 Final Examinations Timetable
8.2 Practical Examination Scheduling

8.1 Examination Timetable

8.1.1 The Final Examination Timetable will be issued to all Examination Centres by March each year of examination. All Examination Centres should ensure that they have the final timetable by the time the examination is written. If by the time the examination starts, your centre has not received the final timetable please notify BEC first by phone or email followed by a letter.

8.1.2 The timetable provides full details of all starting times. Examinations scheduled for the morning will start at **8.00 am** and examinations scheduled for the afternoon will start at

2.00 pm. Any deviation from these starting times can only take place after an approval from BEC.

8.1.3 All Examination Centres should follow the final timetable for the Junior Certificate Examinations.

8.1.4 Examination Centres are advised to display copies of the 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.

8.1.5 The Examination Timetable must be strictly adhered to. Any deviation from the prescribed dates or times will, as a rule, invalidate the examination. The exact duration allocated each paper, as shown on the front cover of the question paper, and on the Timetable, must be followed.

8.1.6 **If** the **duration on the question paper differs from that shown on the Timetable, then the duration shown on the Timetable should be followed**. For unavoidable reasons, any departure from the published Timetable should be communicated to the Director, Examinations Administration and Certification contacted immediately. The candidate involved should be isolated.

8.2 Practical Examinations Scheduling

8.2.1 Schedules for the following components will be shared with Examination Centres at least six weeks before scheduled dates for the practical examinations.

(a) 21/2 -Home Economics
(b) 34/3 -Music
(c) 32/3-French

8.2.2 33/2- Art will be scheduled in the ***JCE Timetable*** and Chief Invigilators should follow the date without fail.

9 PREPARATIONS FOR EXAMINATIONS

In this section:

9.1 Preparations for Examinations

9.1 Question papers and other materials such as answer sheets and barcoded return enveloped will be delivered to Examination Centres.

9.1.1 The Chief Invigilator will be required to sign the ***Delivery Note*** to confirm receipt of the materials. The question papers are delivered in boxes which are numbered and labelled with the Examination Centre name.

9.1.2 The Chief Invigilator is not required to count the question papers but is required to sign the ***Delivery Note*** to confirm receipt of a total number of boxes with numbers in a certain range.

9.1.3 Immediately after receipt of the question papers, the Chief Invigilator must carefully check that the correct question papers for each component (i.e., Paper 1, Paper 2 etc.) of every syllabus being written at the centre have been received; the total number of question papers (as indicated on the outside of the envelopes), for each component of every syllabus, is sufficient for the number of registered candidates.

9.1.4 If any discrepancy is noticed, or if any envelope of question papers is not correctly sealed, a centre must immediately notify BEC within 24 hours by telephone followed by a written submission.

9.1.5 Question paper packets and examination materials should be carefully checked on receipt and BEC notified immediately if there are any problems such as:

(a) Discrepancies between the materials received and the delivery note or Dispatch note;

(b) Materials received appear not to meet the centre's requirements;

(c) Materials have been significantly damaged in transit;

(d) There appears to have been a possible breach of security whilst the material was in transit;

(e) The seal of a question paper packet is not intact or there is evidence that a seal may have been tampered with;

(f) There has been an unexpected delay in delivering the question papers.

9.1.6 Question paper packets should also be checked against the ***EA/AA/G02/A05 Checklist for Invigilators*** provided by BEC and arranged in timetable date order in the secure store to reduce the likelihood of opening a packet of question papers at the wrong time.

10 . EXAMINATION MATERIALS

In this section:

10.1 Materials Delivered with Question Papers
10.2 Secure Storage of Papers
10.3 Delivery Note
10.4 Dispatch Note
10.5 Examination Materials
10.6 Materials to be Supplied by Candidates/Centre

10.1 Materials Delivered with Question papers

10.1.1 The following materials will be delivered at the same time as the question papers;

(a) Return of scripts envelopes
(b) Multiple Choice answer sheets
(c) Headboards
(d) Rubber bands
(e) Answer booklets
(f) Continuation sheets
(g) Optical Mark Reader Sheets

10.1.2 The Chief Invigilator should check to make sure that the quantities of the materials listed above are sufficient to meet the Centre's needs. Answer sheets and other examination stationery should be regarded as confidential, and once the quantities have been checked, the materials must be placed securely with the question papers.

10.2 Secure Storage of Question Papers

10.2.1 Question papers, scripts and examination stationery must be always stored securely. Refer to ***EA/AA/Man01 - Manual for Secure Storage of Examination Materials at BEC Centres*** issued by BEC. Acceptable arrangements include:

(a) A fixed building where the walls, ceilings and floors are of solid construction.
(b) Preferably a windowless room, if there are windows, they must be barred burglar. The doors to the room must have robust locking system and burglar barred. The ceiling should be made of concrete or there must be a metal mesh below or above it.
(c) The secure container inside the secure room must be a strong or non-portable, lockable reinforced steel or metal cabinet. An ordinary lockable filing cabinet in a standard office is not to be regarded as satisfactory. The secure container must be securely fixed to the wall and ground and must be encased in sufficiently strong metal bars.

Access to the secure storage must be restricted to a **minimum of two (2) and a maximum of three (3) key holders.**

10.2.2 Key holders do not need to be senior members of staff, but they should have a clear understanding of BEC 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.

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

10.2.4 Keys and any access code to both the secure container and the room should be kept in a safe place where unauthorised people cannot access them, for example, a small metal key safe with a combination lock.

10.2.5 BEC must be informed immediately if the security of the question papers or confidential instructions is at risk through fire, theft, loss, damage, unauthorised disclosure or any other circumstances.

10.2.6 Where a Centre conducts examinations for the same component in more than one room, it is permissible to open a packet of question papers in one of the rooms, in the presence of the candidates, and to take some of the papers to the other room(s) on the same site.

10.2.7 However, it is not permissible to open the packet of question papers earlier than the time appointed for the examination to take some of the papers to another site. Under these circumstances, the Centre should decide with BEC for separate packets of question papers to be supplied.

10.2.8 Examination stationery and materials must be always stored securely so that no unauthorized persons have access to them.

10.3 Delivery Note

10.3.1 The ***Delivery Note*** is used to verify the list and count of boxes of question papers, stationery, including multiple choice answer sheets and script return envelopes. The Chief and Senior Invigilator/Invigilator should verify the item and the count listed in the ***Delivery Note*** against materials received and provide comments where necessary.

10.3.2 The Chief and the Senior Invigilator should **SIGN and DATE** the form as provided at the bottom.

10.3.3 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.

10.4 Dispatch Note

10.4.1 These are documents confirming details of what the Examination Centres submit to BEC. The Chief and Senior invigilators should complete a ***Dispatch Note*** indicating the packets enclosed in the consignment to BEC after the examinations.

10.4.2 A copy of signed ***Dispatch Note***s should be pasted on the outside of the Dispatch box and submitted to the Courier for delivery to BEC.

10.4.3 A key list of stationery provided by BEC is to be used as a guide to check materials that are required for each component.

10.4.4 BEC should be notified immediately if there are discrepancies such as:

(a) Differences between the material received and the delivery note;
(b) Shortage of material received against centre's requirements;
(c) Material that has been significantly damaged in transit;
(d) Faulty media on which pre-recorded confidential material is contained. e.g CDs
(e) There seems to have been an excessive delay in the delivery of question papers;
(f) The material is for another centre or does not meet your requirements;
(g) The seal of any question paper packet is not intact or there is any indication of tampering;
(h) A question paper packet has been opened before the examination.

10.4.5 Examination Centres should keep the confidential materials secure during these checks, until they are transferred to secure storage.

10.4.6 The testing of the CDs should be done by the Chief Invigilator and a Senior Invigilator. Syllabus specialists are not allowed to test the CDs to avoid conflicts of interest.

10.4.7 ***Erratum notices*** must be opened as soon as they arrive, 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. They should be stored in the secure storage until the timetabled date and time of the examination.

10.5 Materials for the Examination

10.5.1 ***Examination*** Stationery supplied by BEC includes; Answer booklets, continuation paper, computer answer sheets, and envelopes for the return of scripts will be supplied by BEC. When received at the Examination Centres, all stationery should be carefully checked and any discrepancy reported to BEC as soon as possible

10.5.2 Before the examination commences, candidates should be shown how to fold the 4-page Answer Booklets which are supplied as flat sheets.

10.5.3 Chief Invigilators are required to notify the Director, Assessment Administration, of the quantities of stationery left over after the conclusion of an examination series. This surplus stationery is to be stored at the Centre as it may be used in the following year's examinations. This does not apply to multiple choice computer sheets.

10.6 Materials to be brought by the Candidates/Centre.

10.6.1 Candidates will be required to provide their own pens, pencils, erasers, ink, calculators, mathematical and drawing instruments. They must write their answers in black or blue-black ink. Red or green ink must not be used. Fountain pens or ballpoint pens may be used. Pencils or ball point-pens of other colours may be used for diagrams and maps only.

10.6.2 Use only a HB pencil and a clean, soft eraser on the computer answer sheets. Ink must not be used on these answer sheets.

10.6.3 In addition, candidates taking any of the following subjects must provide themselves with the requirements listed below:

Component	Additional Materials
Mathematics	Mathematical Instruments and calculators
Science	Mathematical Instruments and calculators
Social Studies	Calculators
Design and Technology	Mathematical Instruments and calculators
Commerce & Accounting and Commerce & Office Procedures	Calculators

11 PREPARING THE EXAM ROOM

In this section:

11.1 Examinations Venue
11.2 Alternative Venue
11.3 Notice to Candidates
11.4 Seating Arrangements
11.5 Invigilators' Arrangements

11.1. Examinations Venue

11.1.1. All candidates must sit for the examination at the Centre unless prior permission has been obtained from BEC for candidates to take the examination elsewhere. Any room in which an examination is conducted must provide candidates with appropriate conditions in which to take the examination.

11.1.2. 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.

11.1.3. A reliable clock must be visible to each candidate in the examination room. All clocks must be synchronised before the start of the examination and monitored throughout the session to ensure that they are reporting the same time all the time. Regular checks should be carried out to ensure that all clocks are in good working condition

11.1.4. Centre number, Syllabus 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.

11.1.5. The ***EA/AA/G02/A03 Notice to Candidates*** should be displayed in a number of locations. The Chief Invigilator should ensure that all candidates have the opportunity of reading the Notice. A copy of the Notice to Candidates is reproduced in these guidelines and each candidate should have a copy of the Notice.

11.1.6. A seating plan of each examination room, showing the positions of Invigilator' desks and of each candidate, with the distance between the latter, must be sent to the BEC after the conclusion of the examination series.

11.1.7. 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.

11.1.8. Examination Centres must keep signed records of the seating plan and ***EA/AA/G02/A07 - Certificate of Invigilation*** for each examination session. The seating plan and invigilation records may be required by BEC at any time. The records should be kept securely at the centre until BEC has completed the results enquiries process.

11.2. Alternative Venue

Alternative venues may be used where there is lack of facilities for all candidates or lack of an examination room large enough to accommodate all the candidates. BEC may reject the application for an alternative venue if BEC feels that the examination will be at risk. If approved BEC will provide guidance on how to conduct the examination. This must be given to the Chief Invigilator at the alternative venue. Failure to follow the guidance may be considered centre malpractice.

11.3. Notice to Candidates

EA/AA/G02/A03 - *Notice to Candidates* must be displayed both inside and outside of each examination room. All candidates should be provided with a copy of the Notice to Candidates before the examination.

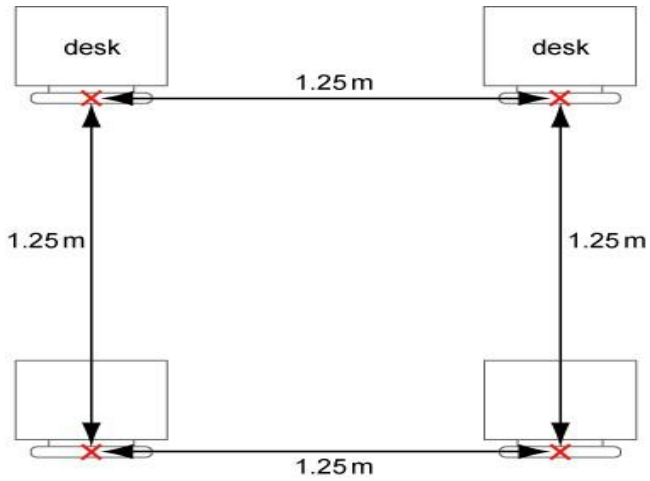
11.4. Seating Arrangements

(a) The distance between the Examination Centres of adjacent desks must each be at least 1.25 metres.

(b) Desks should be able to provide sufficient space for the question paper, answer booklet and other materials.

(c) The spacing of the desks must be such that it is impossible for one candidate to look over the work of another, either intentionally or otherwise. To achieve this, the distance between the centre of one desk and the centre of adjacent desks must be at least 1.25 metres. The spacing of desks in each row and the distance between the rows must be sufficient to achieve this minimum separation.

See diagram below:



(d) As part of the preparation for an examination, the Chief Invigilator should ensure that desks are equally spaced in all directions. Candidates should be instructed not to move the desks during the course of the examination. Examination Centres should be aware that BEC regards the adequate spacing of desks as important, and the Chief Invigilator must make arrangements which allow the minimum separation to be achieved.

(e) As part of the preparation for the examination, cards showing the candidate numbers should be placed on the desks. Desks should be allocated only to candidates who are registered for the paper, and candidates should be seated in candidate number order. In this way it will be easy to identify candidates who did not register for the paper.

(f) 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 Dispatched until advice has been sought from BEC.

11.5. Invigilation Arrangements

11.5.1. The Head of Centre must ensure that invigilation is carried out by suitably qualified and experienced adults. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole invigilator.

11.5.2. The Head of Centre must ensure that invigilators are fully briefed and trained before carrying out the task of invigilation. A copy of the attendance register **EA/AA/G02/A02 – *Invigilation Training Attendance Register*** for workshop attendants should be signed and sent to BEC before commencement of examinations at your centre.

11.5.3. Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional tasks in the examination room.

11.5.4. Sufficient numbers of Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

(a) For **written components** there must be one invigilator must be present for every 35 candidates. Arrangements must be such that that each candidate in the examination room can be observed by an Invigilator at all times.

(b) For practical examinations, there must normally be one invigilator for every 15 candidates. In these examinations it is essential that a teacher of the subject should also 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. Subject teacher will **not** be considered as part of the invigilators or rovers, hence cannot be remunerated as such.

(c) The Chief Invigilator must make arrangements to ensure that no examination room is left unattended at any time. In particular, when only one invigilator is present in an examination room, he/she must be able to summon assistance easily without leaving the examination room and without disturbing the candidates. A rover should be readily available to assist the Invigilator.

(d) A teacher who has prepared the candidates for the subject of the examination during the academic year of the examination **must not invigilate nor rove** at any time during a written examination of that subject. NEW

(e) A copy of these guidelines must be available in the main examination room and a copy of **EA/AA/Man03 - *Manual for Invigilators*** other examination rooms.

(f) Invigilators must be familiar with ***EA/AA/G02/A03 - Notice to Candidates*** and any specific regulations relating to the subjects being examined.

(g) Examination Centres must keep signed records of the seating plans and invigilation timetable for each examination session using **EA/AA/G02/A07 - *Certificate of Invigilation***. The seating plans and the Certificate of Invigilation should be sent to BEC at the end of the examination. They should not be enclosed with the scripts.

12. SPECIAL NEEDS AND CONSIDERATIONS

In this section:

12.1 Assistance for Candidates with Special Needs
12.2 Application of Special Consideration

12.1 Assistance for Candidates with Special Needs

12.1.1 The use of scribe/amanuensis to assistant candidates with special needs during the administration of examination should be applied only after BEC has approved a request submitted.

12.1.2 The Head of Centre is responsible for selecting a Reader/Scriber for approved candidates with special needs. The Scribe/Reader must write answers exactly as dictated by the candidate.

12.1.3 A Reader/Writer must be an individual with a minimum qualification of Diploma 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.

12.1.4 It is not permissible for the Scribe/ Reader to also act as the Invigilator during the same examination session.

12.1.5 Subject specialists are not allowed to act as reader, scribe or practical exam assistant for special needs candidates during the administration of examinations of the subjects they teach. **NEW**

12.1.6 The centre is responsible for ensuring that all equipment authorised for a candidate with special needs functions correctly and that there is a member of staff who is familiar with its use.

12.1.7 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.

12.1.8 Examination Centres that have requested for oral response format and the use of a scribe/amanuensis must record the responses on a standard tape or CD/DVD in addition to producing a written script. Furthermore, a ***Writer Coversheet*** must be completed and sent back to BEC. The centre should appoint only one person to transfer all audio recordings.

NOTE*: No examination taken orally will be presented without recording the candidate's audio responses*

12.1.9 Any difficulties that arise from the nature of the special arrangements, or any unforeseen difficulties encountered by the candidate, should be reported to BEC.

12.1.10 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.

12.1.11 Assistive technology devices such as computers should be approved in advance by BEC. When used in an examination, BEC expects a computer to be used as a basic word processor. If other facilities are to be used, BEC 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, BEC must be able to determine what effect, if any, use of the computer might have the reliability of the assessment of the candidate in each subject for which the candidate is entered.

12.1.12 Payment of a special needs fixed fee is only applicable when assistance has been done at a minimum of nine (9) components at JCE. **NEW**

12.1.13 For 12/4 (English 4), reading of a passage to candidates with special needs should be done only by teachers of English. A deviation shall only be authorised by BEC. **NEW**

12.5. Application of Special Consideration

12.2.1 If a candidate falls sick some days before the examination starts and is admitted to a hospital, the Chief Invigilator must inform BEC and complete the ***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.

12.2.1. 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 cover.

12.2.2. If the candidate's the nature of the special arrangement 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 conduct of examinations.

12.2.3. A report on the candidate should then be written providing detail of the examination.

12.2.4. For candidates who write the examination under adverse conditions like illness, bereavement, the **BEC/EAC/G01 - *Access Arrangements and Special Consideration - A Guide for Centres Examination Centres*** should be consulted and procedures followed.

13. CONDUCT OF EXAMINATION

In this section:

13.1 Identification of Candidates
13.2 Completing Attendance Registers
13.3 Seating Plans
13.4 Unauthorised Entries
13.5 Authorised Personnel
13.6 Authorised and Unauthorised Materials
13.7 Stationary and other Materials
13.8 Bringing Food into the Examination Room

13.1Identification of Candidates

13.1.1 The invigilators must be satisfied as to the identity of every candidate attending each examination session.

13.1.2 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.

13.1.3 Candidates at sixteen (16) years and above must present National Identity card (Omang) if they are citizens or passport for non-citizens for identification. Those under sixteen (16) years should present birth certificates as proof of identity. Each candidate must also present a Statement of Entry.

13.1.4 Chief Invigilators are responsible for ensuring that all private candidates produce identity cards (Omang), passports bearing the full name and photographs, at each session of the examination.

13.1.5 Private candidates must produce their individual Statements of Entry. Chief Invigilators must be sure that the person writing the examination is in fact the candidate who entered for the examination.

13.2 Completing the Attendance Registers

13.2.1 ***EA/AA/G02/A02 -Attendance Registers*** for all government Examination Centres and private school Examination Centres must be printed from the Malepa application on time. For private candidates, attendance registers and instructions for their use will be sent to the respective Chief Invigilators during the distribution of question papers.

13.2.2 The ***EA/AA/G02/A02- Attendance Registers*** must be completed in accordance with the instructions printed on them and in these guidelines. All candidates must sign attendance registers against their names.

13.2.3 Candidate's names are printed on ***EA/AA/G02/A02 -Attendance Registers*** exactly as they will appear on the Statements of Results and certificates.

13.2.4 Any errors in the names should be reported immediately using the ***EA/RM/P02/F02-Candidate Entry Amendment Form***. Alternatively, the name can be amended directly on the Malepa application.

13.2.5 If a candidate's name is not shown on the attendance register, the candidate number and name of the candidate should be added in the space provided at the end of the attendance register.

13.2.6 At the end of the examination, ***Attendance Register*** should be checked against the scripts collected and signed.

13.3 Seating Plans

13.3.1 Examination Centres 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 the tables in the room the position of each chair and where each candidate is seated. It must also show the position of the invigilators desk and the direction the candidates are facing.

13.3.2 During each examination the seating plan should be checked for accuracy and should be updated if necessary**.**

13.3.3 Seating plans must not be produced after the exam has finished.

13.3.4 Examination Centres should keep signed records of the seating plans for each examination session. They must be signed by both the Chief and Invigilator.

13.3.5 The invigilator's table, (on which the testing materials must be laid out), should be at the front of the candidates. Each ***Seating Plan*** must have centre name and number.

13.4 Unauthorised Entries

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

(a) The candidate is able to take all the components required for the syllabus option they wish to enter. This means the centre 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) The centre adds 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 BEC immediately.

(c) The candidate's script will be marked, entered for the entry option and issue a grade in the syllabus. The centre will be charged a late entry for any unauthorised entries.

(d) If centre does not have enough spare question papers for each of the relevant components, contact BEC immediately and extra question papers may be sent to your centre. Each request will be considered on a case by case basis.

(e) BEC reserves the right to decline any request received after the late entry deadline, if it is not possible for BEC to Dispatch the extra question papers in time for the examinations. In this case the centre must tell the candidate that they cannot sit the examination as they have not been entered for it. Examination Centres must not photocopy question papers.

13.5. Authorised Personnel

Only persons authorised by the Head of Centre are to be allowed in the examination room. **EA/AA/G02/A08 - *Exam Room Entry Register*** should be used to capture details of personnel that enter the exam room during a live exam session. Records of such information should be maintained.

13.6 Authorised and Unauthorised Materials

13.6.1 It is essential that a Centre makes sure no candidate brings unauthorised materials in the examination room.

13.6.2 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.

13.6.3 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.

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.

13.6.4. 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 watches, or any watch capable of electronic storage or communication or any other electronic devices that enable external communication or the storage and retrieval of data should not be brought into the examination room.
(l) Other watches can be worn at the discretion of the centre.
(m) All **electronic** items, including cell phones and Bluetooth devices, must be switched off and left outside the examination room.

13.6.5. Use of Calculators

Calculators may be used in all examinations except where use is expressly prohibited in the syllabus or in the rubric of the question paper. Where 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 the responsibility of the candidate and must be integral to the calculator (e.g. batteries). The candidate may bring spare batteries into the examination room;
(c) the working condition of the calculator is the responsibility of the candidate;
(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 behalf of the user;
(f) 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, or must be securely covered if they cannot be removed;

(g) 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;

(h) Programmable calculators can be used, but no prepared programs may be taken into the examination room. Candidates are responsible for clearing any information and/or stored programs from the calculator in advance of the examination;

Calculators with any of the following features are prohibited:

i. graphic display;
ii. data banks;
iii. dictionaries;
iv. language translators;
v. retrieval or manipulation of text or formulae;
vi. QWERTY keyboards;
vii. built-in symbolic algebra manipulations;
viii. symbolic differentiation or integration;
ix. capability of remote communication with other machines

13.7. Stationery and Other Materials

The invigilator must take all reasonable steps to ensure that:

(a) The official examination stationery for the particular subject examination is issued to candidates and that no other stationery, including paper for rough work, is provided. A 'Key List of Stationery' will be issued to all Examination Centres before the examination commences. It will indicate the type of stationery required for each syllabus component.

(b) Candidates take into the examination room only those articles, instruments and materials which are required for the examination. Such articles and instruments include calculators, pens, pencils, rulers, erasers and mathematical instruments.

(c) Candidates may also take into the examination room any articles, instruments or materials which are expressly permitted in the rubric of the question paper, Additional Materials list or in the syllabus for the subject being examined.

(d) In the case of objective tests, invigilators must make sure that all candidates have an HB pencil and an eraser.

(e) If unauthorised materials have been taken into the examination room, such materials must be placed out of reach of the candidates before the examination commences;

(f) In the case of objective tests, candidates must be provided with a pre-printed answer sheet.

(g) In case of personalised answer sheets each individual answer sheet must be given to the candidate whose name appears on it and the Invigilator must ensure that the answer sheets relate to the subject and the component concerned.

(h) There are no circumstances in which an answer sheet can be used by any other candidate. Personalised answer sheets cannot be transferred from one candidate to another or from one component to another.

(i) Candidates who might not have personalised answer sheets should be provided with blank answer sheets.

13.8. Bringing Food into the Exam room

The Head of Centre can decide whether to allow candidates with certain conditions like Diabetes to bring food and drink into the exam room. If they decide to allow this, they must make sure it is done in accordance with BEC regulations on packaging and labelling and that other candidates are not disturbed.

14. STARTING THE EXAMINATION

In this section:

14.1 Collecting Question Papers from Secure Storage
14.2 Handling of Question Paper Packets in the Examination Room
14.3 Before Distributing Examination Question Papers
14.4 Procedure Followed in the Event of Opening a Wrong Question Paper Packet
14.5 Distribution of Questions Papers
14.6 Procedure Followed if Wrong Opening is discovered after the Distribution of Question Papers
14.7 Late Arrivals
14.8 Leaving the Room before the End of Examination
14.9 Irregular Conduct
14.10 Emergencies

14.1. Collecting the Question Paper from Secure Storage

14.1.1 The Chief invigilator, Senior Invigilator and Invigilators must check to confirm component to be written on the timetable in the secure storage room

14.1.2 The team agrees on the number of question paper packets to be picked for the particular date and time.

14.1.3 Chief invigilator collects and confirms the component and the date of question paper packets from the storage cabinet

14.1.4 Chief invigilator passes the packets to the Senior Invigilator/Invigilator to verify.

14.1.5 The Chief and Senior Invigilator/Invigilator should both sign on the timetable against the component to indicate that verification was done and that they have satisfied themselves that they have the right question paper before they leave the secure storage room.

14.1.6 Date and time of verification should be next to the signature on the timetable

14.1.7 The Chief and Senior Invigilator/Invigilator take the packets to the examination rooms.

14.2 Handling of Question Paper Packets in the Examination Room

14.2.1 Before distributing question papers, the Invigilator using EA/AA/G02/AN01 - *Invigilators Guide on What to say to candidate*, announces the following as indicated on the board, the manila sheet or flipchart that is clearly visible to all candidates;

i. Centre Number
ii. Syllabus Name
iii. Component Code
iv. Start and finish time
v. Duration of the paper

14.2.2 The invigilator holds each packet of question papers out to the candidates to confirm that they have not been tampered with

14.2.3 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

14.2.4 The candidates verify and append their names, signatures and date against the component name on the question paper packets.

14.2.5 The Invigilator collects the question paper packets from the candidates.

14.2.6 The Invigilator makes the final verification, signs and dates the question paper packet where indicated.

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

14.2.8 The Invigilator distributes question papers according to candidate number order.

14.2.9 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 examination papers. In such cases, the Chief Invigilator must notify BEC immediately and submit a full written report.

14.3 Before distributing question papers

14.3.1 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. Please refer to EA/AA/Man03 - *Manual for Invigilators - JCE* document provided with these guidelines.

For each examination session, the invigilator should follow the instructions on EA/AA/G02/AN01 - *Invigilators Guide on What to say to candidate*.

Before candidates are permitted to start work the invigilator must:

(a) ensure that candidates are seated in accordance with the prescribed seating arrangements;
(b) inform the candidates that they are now subject to the regulations of the examination; Warn candidates that any unauthorised materials must be handed in;
(c) check that candidates have all the necessary materials to enable them to complete the examination;
(d) open the packets of question papers and issue the papers to candidates. Question paper packets must normally remain sealed so that they may be opened in the presence of the candidates. It is the responsibility of the invigilator to report to the Head of Centre any grounds for suspicion about the security of the examination papers. In such cases, the Head of Centre must notify BEC immediately and submit a full written report.
(e) Draw to the candidates' attention the instructions printed on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject and component

14.3.2 Ensure that details of any *erratum notices* are brought to the attention of candidates.

14.3.3 Inform candidates that:

(a) they must write their answers legibly in blue or black ink or ball-point pen;
(b) correcting fluid and highlighters should not be used;
(c) all work (including any rough work) must be done on the examination stationery provided by the Centre.

14.3.4 Instruct candidates to enter their names, centre number, candidate numbers and the component code/paper details on their answer booklets or answer sheet, and to complete other details as required

14.3.5 Using EA/AA/G02/AN01 - *Invigilators Guide on What to say to Candidate* announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the exam.

14.4 Procedure to follow after opening a wrong question paper packet.

14.4.1 No examination centre should issue the wrong question paper where the procedures stipulated in these guidelines have been followed. However, if an incorrect question paper packet is inadvertently opened, the following steps shall be taken

14.4.2 If the error is discovered before the question papers are issued out

14.4.3 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.

14.4.4 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.

14.4.5 The sealed packet should then be placed inside a tamper evident envelope. The tamper evident envelope should also be sealed and signed by both the invigilator and one of the candidates

14.4.6 Apologise to the candidates and quickly replace the wrong question paper and get the examination started.

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

14.5 Distribution of Question Papers to Candidates

14.5.1 Question paper packets must remain sealed so that they may be opened in the presence of the candidates.

14.5.2 If more than one examination room is being used, the question paper packets should be opened in one of the examination rooms in the presence of candidates and two candidates from each of the other examination room. The question papers for other rooms can then be counted and delivered to the rooms by one of the invigilators.

14.5.3 This distribution of question papers should take place about ten (10) minutes before the scheduled starting time of the examination. This should allow sufficient time for the question papers to be distributed to the candidates so that the examination can start at the same time in all rooms.

14.5.4 The invigilator must not offer any advice to candidates or make any comment on the questions or the work of the candidates.

14.5.5 The invigilator must not give any information to candidates about suspected errors in the question paper except as stated on any erratum notices.

14.5.6 The invigilator should never attempt to correct a suspected error, and candidates must attempt the questions exactly as they are presented on the question paper.

14.6 Procedure to follow if wrong opening is discovered after the distribution of question papers.

14.6.1 Draw the attention of the candidates to the error.

14.6.2 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.

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

14.6.4 Seal the packets in front of the candidates.

14.6.5 In this case it is better to spend time ensuring that the security of the question paper and the integrity of the examination are maintained before issuing out the correct question paper.

14.6.6 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.

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

14.7 Late Arrival of Candidates

14.7.1 Under normal conditions, a question paper should not be issued to any candidate who arrives more than thirty (30) minutes after the starting time for the examination. However, invigilators should apply this rule with discretion and aim to lessen, as far as possible, hardships caused by, for example, transport delays or illness.

14.7.2 If, through late arrival, a candidate either loses a substantial amount of time or is allowed to make up for this lost time at the end of the period allotted to the paper, the matter must be reported to the Director, Assessment Administration and a “special consideration form” must be filled in and sent to BEC.

14.7.3 In determining whether any of the work completed by a candidate who arrives late can be accepted, BEC will pay particular attention to the extent to which it can regard the security of the examination as having been maintained, with particular regard to the time at which candidates leave the examination room and question papers cease to be confidential.

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

(a) The script must be sent to BEC in the normal way;

(b) A full written report must be sent to BEC as soon as possible. The report should include the reason for the late arrival of the candidate, including any details of special arrangements made for the candidate to reach the Centre. The report should also contain details of the actual start and finish times of the examination and the time at which the candidate started the examination;

(c) 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.

14.7.5 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 grade may be issued for the subject.

14.8 Leaving the Examination Room Before the End of the Examination

14.8.1 No candidate may leave the examination room before half the time allowed for that examination has elapsed. Candidates leaving the examination room before the end of the examination must not be allowed to take the question papers with them.

14.8.2 If a candidate is compelled to leave the examination room temporarily for any personal reason, an invigilator/rover or a person of appropriate status authorised by an invigilator must accompany him/her. No extra time will be allowed for a routine trip to the bathrooms.

14.8.3 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.

14.8.4 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.

14.9 Irregular Conduct

14.9.1 Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate during examination.

14.9.2 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.

14.9.3 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.

14.9.4 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.

14.9.5 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 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.

14.9.6 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 envelope and not enclosed with other scripts.

14.9.7 In the event of a candidate being deliberately disobedient or unruly, the candidate 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 in all such cases must be forwarded to us.

14.9.8 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.

14.9.9 At the discretion of the Chief Executive Officer 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.

14.9.10 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, s/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.

14.10 Emergencies

14.10.1 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 examination materials leave the room.

(c) Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as 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.

14.10.2 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 place in order to complete the examination;

14.10.3 Make a full report of the incident and of the action taken. The Head of Centre should submit any such report to the JCE Office, Examination Administration and Certification.

15 AT THE END OF THE EXAMINATION

In this section:

15.1 Finishing the Examination
15.2 Collection of Answer Scripts
15.3 Collection of Question Papers
15.4 Packaging of Scripts
15.5 Packaging of Special Needs Scripts
15.6 72-Hours Security Rule
15.7 Leaving the Examination Room
15.8 Secure Storage of Scripts before Dispatch

15.1 Finishing the Examination

15.1.1 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***.

15.1.2 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

(d) Paper clips or staples should not be used to hold papers together as they could get dislodged causing the scripts to be mixed up.

15.2 Collection of Answer Scripts

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

15.2.2 Any sheets of extra paper a candidate wants to hand in to be marked should be inserted within the main script.

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.

15.2.3 All rough work must be kept safely at the centre until after the end of results enquiry period.

15.2.4 In multiple choice papers, any rough work should be done on the question paper.

15.3 Collection of Question Papers

15.3.1 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 Dispatch of scripts to BEC.

(c) dismiss the candidates ensuring that they leave the room in an orderly manner.

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

(e) 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.

15.4 Packaging of Scripts

15.4.1 The invigilator must:

(a) sort the answer scripts into 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

15.4.2 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.

15.4.3 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.

15.4.4 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.

15.4.5 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.

15.4.6 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.

15.5 Packaging of Special Needs Scripts

15.5.1 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

15.6 72-Hour Security Rule

15.6.1 All question papers must be stored securely in the secure storage cabinet until at least 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.

15.6.2 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.

15.7 Leaving the Exam Room

15.7.1 Candidates must remain under examination conditions and in the examination room until told otherwise by the invigilator.

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

15.7.3 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 72-hour rule for the security of question papers and their contents.

15.8 Secure Storage of Scripts Before Dispatch

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

16 AFTER THE EXAMINATION

In this section:

16.1 Dispatch of Scripts
16.2 Dispatch of Attendance Registers
16.3 Unused Stationery

16.1 Dispatch of Scripts

16.1.1 The Scripts must be dispatched to us in accordance with schedules provided by us.

16.1.2 A dispatch form provided by BEC must be fully completed with the details of the consignment and signed by the Chief Invigilator. The dispatch form must be sent to BEC with the scripts but in a separate envelope.

16.2 Dispatch of Attendance Registers

16.2.1 During the examination period, attendance registers must be completed in date and session order and then put together in a single envelope marked '*ATTENDANCE REGISTERS'* at the end of the examination series for Dispatch to BEC.

16.2.2 The envelope should come with the last Dispatch of examination scripts submitted to BEC.

16.2.3 Attendance Registers should never be placed in the same returning envelopes as the scripts.

16.3 Unused Stationery

16.3.1 All unused stationery in the examination room must be collected including any spoiled answer sheets. The stationery should then be returned to the Chief Invigilator and stored under securely until required for a subsequent examination.

16.3.2 However, all the remaining multiple choice answer sheets should be safely DESTROYED by the office of the Chief Invigilator AFTER the issuing of certificates for the examination series unless advised otherwise

17 EXAMINATION MALPRACTICE

In this section:

17.1 People Involved Malpractice
17.2 Candidate Malpractice
17.3 Centre Staff Malpractice
17.4 Reporting Suspected Malpractice
17.5 Suspected Malpractice Investigations
17.6 Centre Staff Malpractice – Deception
17.7 Improper Assistance to Candidates
17.8 Centre Staff Maladministration
17.9 Rights of Individuals Suspected of Malpractice
17.10 Making a Decision
17.11 Responsibilities of BEC
17.12 Responsibilities of Head of Centre
17.13 Communication
17.14 Allegations of Malpractice
17.15 Suspected Malpractice Identified by Others
17.16 Reporting Cases of Suspected Malpractice
17.17 Sanctions and Malpractice
17.18 Final Outcome of Malpractice Investigation
17.19 Communicating Outcomes to Members of Staff and Candidates
17.20 Appeals

17.1 People Involved in Malpractice

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.

17.2 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 our discretion:

(a) altering, falsifying or misrepresenting any results information, including certificate
(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) Working in collusion with other candidates, or allowing work to be copied by another candidate.

(e) Copying from another candidate.
(f) plagiarism: not giving sources and/or submitting another person's work as if it is their own
(g) Allowing work to be copied by another candidate.
(h) The deliberate destruction of another candidate's work.
(i) Seeking, obtaining, exchanging 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 and in writing and other non-verbal communication.
(j) Making a false declaration of authenticity in relation to coursework.
(k) Either giving or receiving assistance in the production of coursework.
(l) Being in possession of confidential material in advance of an examination.
(m) Bringing into the examination room unauthorised materials such as notes, study guides, electronic dictionaries, cell phones, etc.
(n) The inclusion of offensive or obscene material in scripts or coursework.
(o) Impersonation: Pretending to be someone else in the examination or arranging for another person to take one's place in an examination.
(p) The inclusion in coursework of material which is copied from another source but which is not acknowledged.
(q) Theft of another candidate's work.
(r) Behaving in such a way as to undermine the integrity of the examination.
(s) The alteration of any results document, including Statement of Results and certificates.

17.3 Centre Staff Malpractice

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

(a) Not keeping examination materials confidential Not keeping exam material securely.
(b) Using access arrangements for candidates without approval
(c) Disclosing confidential examination information.
(d) Removing examination materials (e.g. question papers) from the examination room(s) whilst the examination in ongoing
(e) Moving the time or date of an examination without prior written approval of BEC.
(f) Failing to supervise adequately candidates who are involved in a timetable deviation.
(g) Permitting, facilitating or obtaining unauthorised access to examination material prior to an examination.
(h) Failing to retain and secure examination material/candidates where the examination is to be taken in a later session due to a timetable deviation.

(i) Tampering with candidates' scripts or coursework after collection and before Dispatch to BEC or before making the work available to a moderator.
(j) helping or prompting candidates with answers
(k) not accurately scribing oral responses of a candidate who has been approved the use of a scribe.
(l) not keeping candidates' work confidential
(m) moving the session or date of a timetabled exam without telling us and getting our written permission
(n) helping candidates with coursework more than the regulations allow.
(o) allowing candidates unsupervised access to coursework exemplar materials, whether this is the work of former candidates or material we have provided.
(p) not keeping candidate computer files secure.
(q) behaving in a way that undermines the integrity of the exam

17.4 Reporting Suspected Malpractice

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

17.4.2 The Head of Centre must 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.

17.4.3 The Head of Centre report suspected malpractice with all relevant information including:

(a) 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.

(b) 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

(c) evidence of any unauthorised material the candidate had, e.g. a photograph of the unauthorised material, seating plans any other relevant evidence or information.

17.4.4 All statements must be in English or Setswana.

17.4.5 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.

17.5 Suspected Malpractice Investigations

17.5.1 When a suspected malpractice investigation is opened, BEC will inform the Examination Centre in writing indicating the details, including actions and instructions. All relevant information to help BEC decide whether malpractice has happened or not will be requested from the Centre.

17.5.2 The Examination Centre must complete all actions and cooperate with all instructions within the timeframes given.

17.5.3 BEC oversees all investigations. The Head of Centre is expected to personally supervise and collect information.

17.5.4 If the Examination Centre does not comply with requirements of conducting the suspected malpractice investigations, this might be considered a malpractice itself.

17.5.5 BEC may withhold results during investigations, until the investigation is completed.

17.5.6 BEC may deal directly with the candidate or the candidate's representative, and the Head of Centre will be informed.

17.5.7 BEC may extend an investigation if there are further concerns.

17.5.8 BEC may send representatives to the Examination Centre to conduct the investigation

17.5.9 Malpractice cases and correspondences must be treated with confidentiality by BEC, examination centre and the individuals involved.

17.5.10 The Head of Centre may share concerns and/or requests for information with the candidate(s) involved and their parents/guardians/carer

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

17.5.12 BEC may suspend Examination centre's ability to make entries while an investigation is ongoing.

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

17.5.14 Centre Staff Malpractice – Deception

Any act of dishonesty in relation to an examination or assessment. For example:

(a) Entering fictitious candidates for examinations or assessments or otherwise subverting the certification process for financial gain.

(b) Tempering with candidates' examinations scripts after submission

(c) Deliberately concealing examination malpractice related incidents

17.6 Improper Assistance to Candidates

17.6.1 This may include giving assistance to one or more candidates which may result in a potential or actual advantage in an examination or assessment. For example:

(a) Assisting candidates with the production of answers. E.g. a scribe writing answers not pronounced by a candidate.

(b) Assisting candidates for whom Access Arrangements have been made (such as the provision of reader or an amanuensis) beyond that permitted by the regulations and other BEC publications.

17.7 Centre Staff Maladministration

17.7.1 Failure to follow the regulations regarding the conduct of examinations and assessments or malpractice in the conduct of examinations and assessments. For example:

(a) Failure to train invigilators adequately, leading to non-compliance with BEC regulations.
(b) Failing to issue appropriate notices or warnings to candidates in accordance with BEC regulations.
(c) Failing to display notices relating to examinations and assessments as required by BEC regulations.
(d) Ensuring that the rooms used for examinations meet BEC requirements as specified in the regulations.
(e) The introduction of unauthorised material into the examination room, either during or prior to the examination.
(f) Failing to remind candidates that unauthorised materials must be handed to the invigilator before the start of an examination.
(g) Making access arrangements available to candidates where prior approval has not been obtained from BEC.
(h) Improper handling of examination materials, candidate scripts, mark sheets, etc
(i) Wrong packaging of examination scripts e.g. putting Mathematics scripts into social studies return envelope (where return envelopes are appropriately labelled / barcoded).
(j) Failure to Dispatch candidates' scripts and other administrative materials
(k) Failing to report a case of suspected malpractice in an examination or assessment to BEC as soon as possible after any such incident has occurred.

(l) Failing to conduct an investigation into suspected malpractice when asked to do so by BEC.

(m) Retaining or destroying of certificates contrary to BEC regulations.

17.8 Rights of Individuals Suspected of Malpractice

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

17.8.2 If someone is suspected of malpractice you must:

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

17.9 Making a Decision

17.9.1 BEC may consider all available evidence and use the balance of probabilities to reach a decision on whether the suspected malpractice has occurred or no

17.9.2 BEC may consider mitigating factors supported by appropriate evidence.

17.9.3 BEC make no assumptions on intended actions, decisions are only based on the information presented.

17.10 Responsibilities of BEC

17.10.1 To meet its responsibilities, BEC will:

(a) oversee all investigations into alleged or suspected malpractice.
(b) withhold the results of the candidates involved until the investigation is complete.
(c) withhold the results of candidates permanently if the circumstances warrant such action.
(d) apply sanctions and penalties where the malpractice is proven.
(e) report the circumstances to the Botswana Police Services if a criminal act may have been committed as part of the malpractice.
(f) use its own personnel to investigate cases which involve a suspected malpractice or maladministration.
(g) require the Head of Centre to provide full details of any suspected or confirmed breach of security.

17.11 Responsibilities of the Head of Centre

Heads of Examination Centres are required to:

(a) Report to BEC any incident of actual malpractice or suspicion of malpractice as a matter of urgency.
(b) Respond openly and speedily to all requests for an investigation into an allegation of malpractice.
(c) Ensure full cooperation during the investigation into an allegation of malpractice by all concerned parties within the centre.
(d) Pass on to the individuals concerned any warnings or notification of penalties.
(e) Ensure compliance with any instructions or requests made by BEC relating to the future conduct of BEC examinations and assessments in the Examination Centre

17.12 Communication

17.12.1 BEC will communicate with the Head of Centre in all matters relating to an allegation of malpractice, except when the Head of Centre is under investigation.

17.12.2 In some circumstances, BEC may communicate directly with members of staff at the Centre who are suspected of malpractice. For example, direct communication would be necessary if the person is no longer employed at the Centre.

17.12.3 BEC will communicate directly with a candidate only if the circumstances warrant such communication or if the candidate is a private candidate. In such cases, the Head of Centre will be informed in writing that BEC intends to deal directly with the candidate and will be asked not to communicate further with the candidate.

17.13 Allegations of Malpractice

17.13.1 Suspected malpractice identified by examiners or moderators

Examiners and moderators who suspect malpractice in a BEC examination or assessment are required to report their suspicions to BEC immediately, providing BEC with a full account of the circumstances which has given rise to their suspicions. At this stage, the Head of Centre is not informed of the suspected malpractice, either by BEC or by the Examiner or Moderator.

17.14 Suspected malpractice identified by a Centre.

Where suspected malpractice is identified by a Centre, the Head of Centre must submit an account of the circumstances to us at the earliest opportunity, failure by the centre to notify us of suspected malpractice constitutes malpractice.

17.15 Suspected malpractice identified by others

17.15.1 Allegations of malpractice may sometimes be made by individuals such as centre staff, candidates or members of the public. We would ask for the allegation to be made in writing, although the informant will be given the option of remaining anonymous. We will evaluate all such cases in the light of all available information before deciding whether an investigation is justified.

17.15.2 BEC is aware that reporting malpractice by a member of staff at a Centre or by a candidate might lead to difficulties/victimisation of the individual. In view of this BEC will normally not disclose the identity of the informant unless legally required to do so.

17.16 Reporting cases of suspected malpractice

17.16.1 All relevant information must be provided including the following:

(a) Statements from relevant centre staff, for example, the Head of Centre, the Chief Invigilators, Invigilators or teachers. Statements should include a detailed account of the circumstances surrounding the suspected malpractice, including any details of investigation that has been carried out by the Head of Centre.

(b) Statement of all candidates involved in the suspected malpractice, giving their account of events in their own words.

(c) Evidence of any unauthorised material found in a candidate possession e.g. a photograph of the unauthorised material.

(d) Signed Seating plans.

(e) Any additional evidence or information that is relevant.

(f) All statements should be provided in English. If the level of English of the person writing the statement **would** undermine their ability to produce a fair statement, we may accept the statements in Setswana.

17.16.2 BEC considers all reports of suspected malpractice seriously and will acknowledge reports in writing. The response will either be;

a) Issue guidance or

b) Confirm malpractice or no case to answer

c) open a suspected malpractice investigation.

17.17 Sanctions and Penalties

17.17.1 BEC may impose a number of sanctions and/or penalties in response to malpractice cases.

17.17.2 After investigations are conducted BEC may impose sanctions and penalties on individuals, centre staff, candidates and the Centre suspected of malpractice. Sanctions and penalties are imposed to:

(a) minimise the risk to the integrity of our qualifications, both in the present and in the future.

(b) maintain the confidence of the public in our qualifications; and

(c) deter others from committing malpractice.

17.17.3 BEC will protect the interest of candidates who are involved in malpractice through no fault of their own. However, it should be recognised that there may be instances where the work submitted for assessment does not represent the attainment of individual candidates, and it may not be possible to issue grades to these candidates.

17.17.4 When considering such cases, BEC will consider both the position of the innocent individuals caught up in the malpractice and our responsibility to other candidates.

17.17.5 There may be cases where it is known that malpractice has taken place, but it may not be possible to apportion suspected malpractice with any certainty. In such cases, if the integrity of the examination or assessment has been impaired, we may decide not to accept the work of candidates and results will not be issued.

17.17.6 Note that sanctions and penalties are not fixed but are selected from a range of available penalties in relation to the circumstances of the case, and any mitigating circumstances will be taken into account. We reserve the right to apply penalties, and in the case of practicing teachers this will be done in consultation with their employer.

17.17.7 Sanctions and penalties applied must be reasonable and based only on the evidence.

17.17.8 Penalties must be consistent in their application, and BEC may consider the consequences which might arise from the candidate's circumstances, such as the effect of the penalty on the candidate's application for admission to institutions of higher learning.

17.17.9 When the Head of Centre has received the outcome of the investigation, it is at the discretion of the Examination centre to take further action with their candidate(s) and/or staff.

17.17.10 Some outcomes will mean that components are not eligible for enquiries about results requests. BEC will confirm this in the outcome letter.

17.17.11 BEC may, at its discretion, impose sanctions and penalties against candidates, centre staff and Examination Centres suspected of malpractice. Sanctions may include;

(a) Written warning.

(b) Loss of marks for part of a component or the whole component

(c) Disqualified from the component

(d) Candidate debarred from writing BEC examinations.

(e) Imposition of special conditions.

(f) Suspension from participation in examination related activities.

(g) Additional inspection.

(h) Restrictions on the storage of examination materials.

(i) Withdrawal of Centre status.

(j) Withdrawal of results.

(k) Reporting the case to the police or other law enforcement agencies

IMPORTANT NOTE: We reserve the right to apply sanctions and penalties not listed above.

17.18 Final Outcome of Malpractice Investigations

17.18.1 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.

17.18.2 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.

17.18.3 We can apply outcomes not listed above.

17.18.4 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

17.18.5 We will write to the Head of Centre to communicate the outcome

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

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

17.18.8 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.

17.18.9 Examination 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.

17.19 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 17.22 below.

17.20 Appeals

To appeal against a decision, we have made in malpractice cases,please **See Section 2**

18 PUBLICATION OF RESULTS

In this section:

18.1 Online Results
18.2 Candidates Results Service
18.3 Provisional Results Despatch- Private Candidates
18.4 Syllabus Grades on Provisional Results Documents
18.5 Statements of Results
18.6 Award of a Certificate
18.7 Grades
18.8 Awarding
18.9 Candidate Certificate

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

18.1 Online Results

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) Examination Centres ordered by percentages of passes

(e) National grade frequencies by syllabus

(f) Summary of results by Centre by Syllabus

(g) Summary of results by Syllabus by Centre

18.2 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.

18.3 Provisional Results Despatch - Private candidates

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

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

18.4 Syllabus Grades on Provisional Results Documents

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

(a) "**UNGRADED**" shows that the candidate failed to reach the standard for grade E (e).

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

(i) We were notified that the candidate was absent or withdrawn from all components of the syllabus. The candidate is therefore not illegible 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.

(c) "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.

18.4.2 Results will normally be posted on the BEC website and can also be accessed through Short Message Service (sms) on mobile phones**.**

18.5 Statement of Results

18.5.1 As soon as possible after the examination, all schools and private candidates will receive a Statement of Results giving the following information:

(a) The candidate's name and examination number
(b) The name and number of the centre at which the examination was taken.
(c) The year in which the examination was taken.
(d) The grade obtained in each subject taken.
(e) The overall grade obtained.
(f) Whether the candidate was Type 1 (took the seven core subjects and at least two optional subjects) or Type 2 (took less than the subjects required for a certificate).

18.5.2. Centres are expected to print Statement of Results from the Malepa application. BEC will not directly issue Centre candidates with results.

18.5.3. One copy of the Statement of Results will be sent to the private candidates by post to the address given on the candidate's registration form.

18.5.4 Centres are required to ensure that candidates verify the information on the Statements of Results and notify BEC of any corrections before certificates are issued.

18.6 Award of a Certificate

18.6.1. School candidates must, in the same examination series, have taken a minimum of seven syllabuses to qualify for the award of a certificate.

18.6.2. Private candidates must, within a period of not more than five years, have taken a minimum of seven syllabuses for the award of a certificate.

18.6.3. When a private candidate has completed the requirements for the award of a Certificate, he/she may return his/her Statements of Results to the BEC with a request that a Certificate be issued.

18.6.4. If the Statements of Results is not available, the candidate must submit the following information with their request for the issue of a Certificate.

(a) Full name **printed in capital letters** for each examination taken;
(b) The year in which the examination was taken
(c) The centre at which it was taken

(d) Their candidate number

18.7 Grades

18.7.1. All components written by a candidate will be used to yield a syllabus grade. Syllabuses will be graded on a scale of 'A' to 'E'.

18.7.2. Candidates who fail to obtain the minimum grade will be awarded a 'U'.

18.7.3. Grades available at overall are Merit, A, B, C, D, E and U. Candidates who fail to satisfy requirements for grading will be awarded X.

18.8 Awarding

18.8.1 Candidates will be awarded an overall grade if they have satisfied requirements for grading. To determine the overall grade, the seven syllabuses are required, depending on whether a candidate has Setswana as one of them.

18.8.2 For candidates with Setswana:

(i) Setswana
(ii) Mathematics
(iii) English
(iv) Science/General Science
(v) The best optional syllabus from any of the optional syllabuses
(vi) The best two from the remaining syllabuses (core or optional)

19 For candidates with Setswana exemption:

(i) Mathematics
(ii) English
(iii) Science/General Science
(iv) The best optional syllabus from any of the optional syllabuses
(v) The best three from the remaining syllabuses (core or optional)

19.1 Candidate Certificates

19.1.1 For school and Type 1 Private Candidate:

(a) The candidate's name and examination number;
(b) The grade of Certificate awarded;
(c) The year in which the examination was taken;
(d) The name of the centre where the examination was taken;
(e) The grade obtained in each subject taken.

19.1.2 For Type 2 Private Candidates:

(a) The candidate's name;
(b) The candidate's examination number for the final examination taken;
(c) The grade of Certificate awarded;
(d) The year in which the Certificate was awarded
(e) The name of the centre where final examination was taken;
(f) The grade obtained in each subject and the year in which taken

20 ENQUIRIES ABOUT RESULTS

In this section:

19.1 Introduction
19.2 Types of Enquiries about Results Offered
19.3 Enquiries on behalf of School candidates
19.4 Enquiries by Private candidates
19.5 Outcomes from enquiries about results

19.1. Introduction

19.1.1. 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.

19.1.2. 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.

19.2 Types of Enquiries about Results offered

19.2.1 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

19.2.2 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

19.2.3 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.

19.2.4 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.

19.2.5 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

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

19.3 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.

19.4 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.

19.5 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.

20. CERTIFICATION

In this section:

20.1 Certificates
20.2 Incorrect Details of Certificates
20.3 Name Changes
20.4 Combining Grades from Different Examination series
20.5 Lost Certificates
20.6 Damaged Certificates
20.7 Certifying Statements
20.8 Verification of Results
20.9 Migration Certificate

20 Certificates

20.1.1 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.

20.1.2 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.

20.1.3 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.

20.1.4 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.

20.1.5 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.

20.2. Incorrect Details of Certificates

20.2.1 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.

20.3. 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.

20.4. 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.

20.5. Lost Certificates

20.5.1 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.

20.5.2 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.

20.6 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:

(a) 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 2.7 below.

(b) The damaged certificate must be returned to us before any replacement will be provided.

(c) A fee will be charged for issuing a replacement certificate. The fee to be charged will be determined by us from time to time.

20.7Certifying Statements

20.7.1 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.

20.8 Verification of Results

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.

20.9 Migration Certificate

20.9.1 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 for the document.

20.9.2 A request for a migration certificate from a client in the form of a written letter, or a completed **BEC/EAC/DP/P12/F01 - *Migration Request Form*.**

21 APPEALS PROCESS

In this section:

21.1 Introduction
21.2 What Can Be Appealed Against
21.3 Who can Appeal
21.4 Appeals against Access arrangements, Special consideration and Late Arrival
21.5 Appeals Against Malpractice Decisions
21.6 Damaged Certificates
21.7 Certifying Statements
21.8 Verification of Results
21.9 Migration Certificate

21.1 Introduction

21.1.1 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 who wish to appeal against our decision.

21.1.2 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 and by us;

(a) The Head of Centre who wishes to appeal against the outcome of a decision listed below 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/private candidate of the outcome within fourteen (14) days of receiving the appeal.

(c) 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 communicated to the Head of Centre/ Private Candidate.

21.2 What Can Be Appealed Against

(a) The outcomes of Results Enquiries.
(b) Decisions made in relation to Access Arrangements and Special Consideration.
(c) Decisions made in cases of malpractice.
(d) Other decisions made by us including late arrival of a candidate.

21.3 Who can Appeal

(a) A Head of Centre on behalf of individual candidates or groups of candidates in the centre or a private candidate.

(b) Members of staff at a centre or, personnel contracted to a centre (e.g. invigilators) or any individual against who sanctions have been applied personally.

(c) Third parties who have been barred from our qualifications.

(d) Appeals may not be made by School Candidates or their parents or guardians.

21.3.1 Appeals against the outcome of Enquiries about Results

This section applies to cases in which the Centres or private candidates are dissatisfied with the outcome of the initial enquiries about results.

21.3.1.1 Making a stage 1 appeal against the outcome of an Enquiry about Results

21.3.1.2 All appeals must be made by the 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. Centres may only submit a stage 1 appeal after receipt of the initial enquiry about results.

21.3.1.3 Once a decision has been received, the Head of Centre 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 and addressed to the Chief Executive Officer. We will not accept late appeals submissions. When making an appeal, you must explain your reasons for appealing against the decision and provide any extra information or evidence that you want to be considered.

21.3.1.4 Centres should note that the appeals process will investigate compliance with the set procedures 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.

21.3.1.5 We reserve the right to reject an appeal if the criteria in paragraph 21.5.5. are not met or where we deem the grounds for the appeal to be inappropriate.

21.3.1.6 Appeals can only be made against decisions where a sanction has been imposed.

21.3.1.7 You must show you have grounds for appeal. The grounds that we will consider are that:

(a) We did not use procedures which were consistent with the commitments made in our guidelines, or

(b) We did not apply our internal procedures properly and fairly in arriving at our judgements.

(c) 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.

21.3.1.8 On receipt of an appeal, we will send a letter of acknowledgement within seven (7) 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 consider the submission of the Head of Centre and will include a review of all relevant procedures and evidence that you sent. We will consider whether we:

(a) used the procedures which were consistent with the commitments made in our guidelines, and

(b) applied our internal procedures properly and fairly in arriving at our judgement.

We will notify you in writing within fourteen (14) days of receiving the appeal whether it was fully successful, partly successful or un-successful.

21.3.1.9 You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.

21.3.2 Making a stage 2 appeal against the outcome of Enquiries about Results

21.3.2.1 The stage 2 appeals process is designed to provide the Head of Centre the opportunity of presenting their case to an impartial body appointed from the committees of BEC identified as the Appeals Committee for the purposes of these guidelines.

21.3.2.2 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 and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians and school candidates.

21.3.2.3 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.

21.3.2.4 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.

21.3.2.5 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:

(a) it is satisfied that the procedures followed by us were appropriate,
(b) the procedures were properly and fairly applied, and
(c) the original enquiry, application or report from the Centre (or from some other source) was dealt with appropriately.

21.3.2.6 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.

21.3.2.7 The communication of the decision to the Head of Centre concludes the appeals process. The outcome of the appeal is regarded as final, and we will not enter into further correspondence about an appeal.

21.4 Appeals against access arrangements, special consideration and late arrival decisions

If you are dissatisfied with the outcome of an access arrangement application, a request for special consideration or a late arrival decision, the Head of Centre may request an appeal.

21.4.1 Making a stage 1 Appeal against an access arrangement, special consideration or late arrival decision

21.4.1.1 Once a decision has been received, the Head of Centre 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 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.

21.4.1.2 When making an appeal, you must explain your reasons for appealing against the decision and provide any extra information or evidence that you want to be considered. Centres should note that the appeals process will investigate compliance to the set procedures which have been followed by us.

21.4.1.3 BEC reserves the right to reject an appeal if the criteria in paragraph 12.8.2 (a) are not met or where BEC deems the grounds for the appeal to be inappropriate.

21.4.1.4 Appeals can only be made against decisions where a sanction has been imposed.

21.4.1.5 You must show you have grounds for appeal. The grounds that we will consider are that

(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.

21.4.1.6 We will notify you in writing within fourteen (14) days of receiving the appeal whether it was fully successful, partly successful or un-successful.

21.4.1.7 You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.

21.4.1.8 We will not consider appeals based on any other grounds.

21.4.2 Making a stage 2 appeal against access arrangement, special consideration or late arrival decision.

21.4.2.1 The Stage 2 Appeals process is designed to provide the Head of Centre 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.

21.4.2.2 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 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.

21.4.2.3 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.

21.4.2.4 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.

21.4.2.5 The decision of the Appeals Committee will be communicated to the Head of Centre in writing within Five (5) working days of the conclusion of the hearing.

21.4.2.6 The communication of the decision to the Head of Centre concludes the appeals process. The outcome of the appeal is regarded as final, and BEC will not enter into further correspondence about an appeal.

21.5 Appeals against Malpractice Decisions

Decisions relating to cases of malpractice are based on the principles and procedures defined earlier in this document.

21.5.1 Making a stage 1 appeal against malpractice decision

21.5.1.1 Once a decision has been received, the Head of Centre 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 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.

21.5.1.2 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 should note that the appeals process will investigate the procedures which have been followed by BEC.

21.5.1.3 We reserve the right to reject an appeal if the criteria in paragraph 12.9.1 (a) are not met or where BEC deems the grounds for the appeal to be inappropriate.

21.5.1.4 Appeals can only be made against decisions where a sanction has been imposed.

21.5.1.5 You must show you have grounds for appeal. The grounds that we will consider are that:

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.

21.5.1.6 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.

21.5.1.7 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 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.

iii. We will notify you in writing within fourteen working days of receiving the appeal whether it was fully successful, partly successful or unsuccessful.
iv. You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received

21.5.2 Making a stage 2 appeal against a malpractice decision

21.5.2.1 The Stage 2 Appeals process is designed to provide the Head of Centre 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.

21.5.2.2 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 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 days of receipt of stage 1 outcome letter. We will not accept late appeals submissions.

21.5.2.3 As at Stage 1 appeal, every effort will be made to establish whether we followed proper procedures in coming to our decisions. 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.

21.5.2.4 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.

21.5.2.5 The decision of the Appeals Committee will be communicated to the Head of Centre in writing within five working days of the conclusion of the hearing.

21.5.2.6 The outcome of the appeal is regarded as final, and BEC will not enter further correspondence about an appeal.

22 FEES AND COSTS

In this section:

22.1 Fees and Costs

22.1 We will charge a fee for each stage 1 and 2 appeals against the outcome of enquiries about results., malpractice, access arrangement and special consideration. The charge is per appeal, not per candidate. If your appeal is upheld (successful), appeals fees will be refunded.

23 RISKS OF NON-COMPLIANCE

In this section:

23.1 Risks of Non-Compliance

23.1. Risks of Non- Compliances

The following are risks of non-compliance to these guidelines:

(a) Loss of integrity and credibility.
(b) Reputational damage
(c) Nullification of Results
(d) Financial loss

24 RECORDS

In this section:

24.1 Records

24.1 Records

The following when completed must be maintained as records.

a) Appendix G - EA/AA/G02/A07 *Certificate of Invigilation*
b) Appendix B - EA/AA/G02/A02 *Invigilators Training Attendance Register*

c) Appendix H - EA/AA/G02/A08 *Exam Room Entry Register*
d) EA/AA/G03/F01 – *Declaration of Interest Form*
e) EA/AA/G03/F02 – *Late Arrivals Form*
f) *Delivery Note*
g) *Despatch Note*
h) *Seating Plan*
i) *Invigilation Timetable*
j) *Attendance Register*

25 ANNEXURES

In this section:

25.1 Annexure 1 – EA/AA/G02/AN01 – What to Say to Candidates

25.1 Annexure 1

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 from the start an exam.

26 ASSOCIATED DOCUMENTS

In this section:

26.1 Associated Documents

26.1 Associated Documents

(a) EA/AA/Man03 - Manual for Invigilators – JCE
(b) EA/AA/Man01 - Manual for Secure storage of Examination Materials at centres
(c) EA/AA/G02/AN02 – *What to Say to Candidate*
(d) BEC/EAC/JCE/G01/AN01 - Coursework *Malpractice Information for Candidates*
(e) BEC/EAC/G01 - Access Arrangements and Special Consideration - A Guide for Centres

27 REFERENCES

In this section:

27.1 References

27.1 References

(a) BEC (2025), Guideline for Conduct of Examinations – JCE – 2025, Gaborone.
(b) BEC (2025), EA/AA/Man03 - *Manual for Invigilators – JCE,* Gaborone.
(c) BEC (2024), EA/AA/Man01- Manual *for Secure storage of Examination Materials at BEC Centres,* Gaborone

28 APPENDICES

In this section:

- Appendix A - EA/AA/G03/A01 – A Brief Guide to the Administration of Examinations Under Contagious Disease Environment
- Appendix B - EA/AA/G02/A02 – Attendance Register/Training Invigilators
- Appendix C - EA/AA/G02/A03 – *Notice to Candidates*
- Appendix D - EA/AA/G02/A04 - *List of Question Paper Codes*
- Appendix E - EA/AA/G02/A05 – *Checklist for Invigilation*
- Appendix F - EA/AA/G02/A06 – Multiple Choice Papers; A Brief Guide to Invigilators
- Appendix G - EA/AA/G02/A07 - *Certificates of Invigilators*
- Appendix H - EA/AA/G02/A08 - *Exam Room Entry Register*
- Appendix I - EA/AA/G02/A09 - Report on Conduct of Examinations
- Appendix J - EA/AA/G02/A10 – Responsibilities of a Candidate

APPENDIX A – A BRIEF GUIDE TO THE ADMINISTRATION OF EXAMINATIONS UNDER CONTAGIOUS DISEASE ENVIRONMENT

The purpose of this document is to provide guidelines for centres in an environment where an examination is being conducted under contagious disease environment.

These guidelines are intended for use by the Heads of Centres, Chief Invigilators, Invigilators as well as candidates. They should be used in conjunction with the BEC Guidelines on conduct of Examinations.

Centres should;

1. Regularly clean and disinfect all frequently touched surfaces in the examination environment such as door handles, desk surfaces, examination storages and cabinets on daily basis before and after each examination.

2. Provide candidates with adequate time to wash hands or sanitise their hands before sitting for an examination. This should be at least 30 minutes before the start of an examination.

3. Ensure social distancing of 1.25m or more between candidates as per the exam regulations. Invigilators should minimise contact with candidates during the distribution of question papers, collection of scripts and marking of attendance registers.

4. Provide separate accommodation for writing the exam, in cases of candidates with contagious disease. The candidates should not be allowed to come into contact with the rest of the candidates and precautionary measures should be taken to ensure that the centre is not at risk.

5. On receipt of examination material from the Courier Company, all personnel involved must sanitise themselves including the consignment before checking and storing securely.

6. Candidates should not share examination stationery or equipment but if they are to share, all materials should be sanitized before and after each use.

7. All equipment for use by candidates with special needs including Perkins braillers for candidates with visual impairment, assistive technology devices and recorders for other disability types such as learning disabilities should also be sanitised before and after use.

8. Provide face shields to be worn by candidates with special needs where possible/appropriate for oral response and also by scribes, readers and sign language interpreters as the use of face masks for certain disabilities may render the examination inaccessible for certain disability types. Sign language interpreters for candidates with hearing impairment may not be required to wear face masks and therefore a safe distance of minimum 1m must be maintained between the interpreter and the candidates.

9. Know that candidates' needs are different and therefore only when it's appropriate and when candidates are comfortable should special arrangements be made as a response to contagious disease, as some candidates with special needs may be averse or sensitive (sensory issues e.g. Autism) to having material on their skin such as face masks and face shields. This should be backed up by evidence and approved in advance by BEC. The approval letter should be produced during centre inspections. Care should be taken to ensure that the safety of candidates with special needs is not compromised.

10. Ensure safe exchange of question paper packets and scripts between Invigilators and candidates at all times before and after the examination by sanitising.

11. In all these undertakings and during the conduct of exam, the confidentiality of the examination should not be compromised.

12. Consult Centre Quality Assurance Office for further clarity at; **3650790/793/823/901**

APPENDIX B – ATTENDANCE REGISTER FOR TRAINING INVIGILATORS

Year		**Level**	
Centre Number		**Centre Name**	

TRAINING DETAILS			
Date of training		**Training Time**	
Name of Trainer		**Training Venue**	

Name	Designation	Exam Role	Signature

BOTSWANA EXAMINATIONS COUNCIL	**Directorate**	Examinations and Assessments
	Function	Assessment Administration
	Document Type	Guidelines
	Document No.	EA/AA/G02.v4
	Effective Date	2026/09/01
Title	**Guidelines for Conduct of Examinations - JCE - 2026**	

APPENDIX C – NOTICE TO CANDIDATES

This notice has been written to help you. Read it carefully and do what you are asked to do to ensure that you adhere to rules governing the conduct of examinations. If there is anything you do not understand, ask your teacher. For Private Candidates contact Centre Quality Assurance (CQA) Office at 3650790/793/823/901 for clarity.

You **must:**

- Know the dates and times of your examinations as indicated in your timetable.
- Arrive at least 30 minutes before the start of each examination. If you are late, your work may not be accepted.
- Follow the instructions of the invigilator
- If on the day of the examination, you feel that your work may be affected by ill-health or any other reason, inform the Invigilator.
- Leave all used and unused exam materials in the exam room.
- Request for submission dates for coursework projects (For School going candidates).
- Request for specific dates for conduct of practical examinations (For School going candidates).

You **must not:**

- Take any unauthorised materials into the examination room.
- Talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- Be involved in any unfair or dishonest practice before, during, or after the exam. If you are in any doubt speak to an invigilator.

WARNING ON MALPRACTICE

If you cheat, try to use any unfair practice to gain advantage in any examination or break the rules in any way, before, during, or after the exam, you may be disqualified from one or all of your examinations.

If you suspect that other candidates or your teachers are involved in Malpractice you should report to your teachers or directly to BEC at the following numbers; 3650790/793/823/733

APPENDIX D - LIST OF QUESTION PAPER CODES

C.1 SETSWANA

Paper 1 - Multiple-choice	11/1
Paper 2 - Literature	11/2
Paper 3 - Extended Writing	11/3

C.2 ENGLISH

Paper 1 - Multiple-choice Questions	12/1
Paper 2 - Continuous Writing	12/2
Paper 3 - Literature	12/3
Paper 4 - Listening comprehension	12/4

C.3 MATHEMATICS

Paper 1 - Multiple-choice Questions	13/1
Paper 2 - Short Answer Questions/Structured Questions Problem solving Questions	13/2

C.4 SCIENCE

Paper 1 - Multiple Choice Questions	14/1
Paper 2 - Short Answer Questions/structured Questions	14/2

C.5 SOCIAL STUDIES

Paper 1 - Multiple Choice Questions	15/1
Paper 2 - Structured and short answer questions	15/2

C.6 AGRICULTURE

Paper 1 - Multiple Choice Questions	16/1
Paper 2 - Structured and short answer questions	16/2
Paper 3 - Coursework	16/3
Paper 4 - Alternative to Coursework	16/4

C.7 DESIGN AND TECHNOLOGY

Paper 1 - Multiple Choice Questions	17/1
Paper 2 - Short Answer Questions and Structured Questions	17/2
Paper 3 - Coursework	17/3

C.8 MORAL EDUCATION

Paper 1 - Multiple Choice Questions	18/1
Paper 2 - Short Answer and Structured Questions	18/2

C.9 HOME ECONOMICS (Schools Only)

Paper 1 - Short Answers and Structured Questions	21/1
Paper 2 - Practical Examination	21/2
Paper 3 - Coursework	21/3

C.10 COMMERCE AND OFFICE PROCEDURES

Paper 1 - Short Answer Questions	25/1
Paper 2 - Structured Questions	25/2
Paper 3 - Coursework	25/3
Paper 4 - Alternative to Coursework	25/4

C.11 COMMERCE AND ACCOUNTING

Paper 1 - Short Answer Questions	26/1
Paper 2 - Structured Questions	26/2
Paper 3 - Coursework	26/3
Paper 4 - Alternative to Coursework	26/4

C.12 RELIGIOUS EDUCATION

Paper 1 - Multiple Choice Questions	31/1
Paper 2 - Short Answer and Structured Questions	31/2

C.13 FRENCH

Paper 1 - Listening Comprehension	32/1
Paper 2 - Reading Comprehension	32/2
Paper 3 - Language Use	32/3

C.14 ART (Schools Only)

Paper 1 - Multiple-choice Questions	33/1
Paper 2 - Practical Examination	33/2
Paper 3 - Coursework	33/3

C.15 MUSIC (Schools only)

Paper 1 - Listening Paper	34/1
Paper 2 - Short Answers and Structured Questions	34/2
Paper 3 - Practical Examination	34/3
Paper 4 - Coursework	34/4

C.16 PHYSICAL EDUCATION (Schools only)

Paper 1 - Short Answers and Structured Questions	35/1
Paper 2 - Coursework	35/2

C.17 GENERAL SCIENCE – (Private Candidates Only)

Paper 1 - Multiple Choice Questions	43/1
Paper 2 - Structured and Short Answers Questions	43/2

APPENDIX E – CHECKLIST FOR INVIGILATION

This checklist summarises the essential actions for the invigilation of examinations. Invigilators must be familiar with the Guidelines for Conduct of Examinations and should refer to them for detailed guidance.

1. Arrangement of the Examination Rooms

1.1 Check that any charts, diagrams, etc have been cleared from the walls.

1.2 Check that you have the following;

(a) a clock/s clearly visible to all candidates,

(b) a board/Manila sheet/Flip chart with legible writing showing;

(i) centre number,

(ii) syllabus and component for the examination session

(iii) starting time, finishing time and duration of the examination.

1.3 Check that you have;

(a) a copy of the current ***Guidelines for the Conduct of Examinations*** if you are in the main examination room

(b) an ***Invigilators Manual*** if you are going to be in the other examination room.

(c) "***What to say to Candidates***" guide for invigilators

(d) any syllabus-specific instructions issued by BEC,

(e) attendance register

(f) a seating plan of the examination room.

(g) a "check list for Invigilators"

2. Before the Examination

2.1 Check that the question paper packets you are about to open contain the correct question papers for the session.

2.2 Refer to the Key List of Stationery for precise requirements in respect of authorised materials, particularly calculators.

2.3 Inform candidates that they are now subject to examination regulations and draw their attention to;

(a) Caution to Candidates,

(b) Notice to Candidates.

2.4 Warn candidates that any unauthorised materials must be handed to invigilators before the start of the examination.

2.5 Have candidates check that the question paper packets are the right 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.

2.6 Ensure that details of any erratum notices are brought to the attention of the candidates

2.7 Instruct candidates when they may begin, how much time they have and when they should stop.

3. Identification of Candidates

Satisfy yourself as to the identity of every candidate in the examination room.

4. During the Examination

4.1 Complete the Attendance Register. Indicate absent candidates and sign against each absent name. **Do not mark absent candidates present in the attendance register!!**

4.2 Refer ***Guidelines for Conduct of*** *Examinations* for procedure to follow if a candidate arrives late.

4.3 Be vigilant and supervise the candidates at all times to prevent cheating, collusion and distractions

4.4 Do not give any information to the candidates about

(a) suspected errors in the question paper, unless an erratum notice has been issued,

(b) any question on the paper or the requirements for answering particular questions.

(c) **if an error is noticed during the examination say this to the candidates; "Do the best you can" then write a report on the error to BEC.**

4.5 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)

4.6 Ensure that a rover is readily available to accompany any candidate who needs to leave the room temporarily.

4.7 Refer to section 11.6 of **the *Guidelines for the conduct of examinations*** in the event of an emergency.

4.8 Inform candidates when they have five and twenty minutes remaining.

4.9 Instruct candidates to stop writing at the end of the examination.

5. After the Examination

5.1 Instruct candidates to check that

(a) all the required information has been entered on their scripts, including continuation sheets,

(b) they have crossed out rough work or unwanted answers,

(c) they have enclosed any continuation sheets in accordance with the instructions on the question paper or answer booklet.

5.2 Collect all scripts and all unused stationery before the candidates leave the examination room.

5.3 Arrange scripts in ***Attendance Register*** order. Seal scripts in front of candidates or a representative of candidates and submit them to the Chief invigilator for secure storage.

5.4 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. All question papers should be returned to their original packets and submitted to the Chief invigilator for secure storage.

6. Use of Calculators

Candidates are permitted to use certain types of calculators unless their use is expressly forbidden in the rubric of the question paper.

APPENDIX F– MULTIPLE CHOICE PAPERS; A BRIEF GUIDE TO INVIGILATORS

The following are important points to remember when using computer answer sheets:

1. **WRITING TOOL**
   Students should use **HB pencils** to mark answer sheets to be sure the computer will read their answers. **Ink must not be used.**

2. **NAME**
   The candidate writes the surname first then the first name. This should be the same names as on the registration list (Candidates are not allowed to use names that are different from the names on the registration list).

3. **CENTRE NAME**
   Candidates should clearly write down their centre name.

4. **DATE AND TIME**
   For personalised and un-personalised answer sheets, candidates will be required to write the date of the examination as well as the start and end times of the examination being written on that day.

5. **EXAMINATION NUMBER**
   The candidate writes the centre number in the 4 boxes under centre number, PS is already pre-shaded, and then the candidate number in the 4 boxes under candidate number.

6. **SHADING THE OVALS**
   Candidate shades each oval which has the number that corresponds to the one in each box, ensuring that the marks are dark enough to cover the digit within oval.

   Stray marks on the rest of the answer sheet increase the chance that the sheet will be scored incorrectly, and should be avoided because only shaded ovals are read by the machine.

7. **CHANGING ANSWERS**

Similarly, if an answer is changed, the incorrect oval must be erased completely. Otherwise, the question may be read as having two ovals filled and be scored as incorrect.

****

When the Examination is over, Invigilators must collect the computer answer sheets. These must be sorted into strict candidate number order with the lowest number on top. The answer sheets must be placed between the hardboards provided and fastened both ways with rubber bands.

APPENDIX G - CERTIFICATE OF INVIGILATION

Date: ……...

Series		Qualification	
Centre Name		Centre Number	
Syllabus Name			
Syllabus Code		Component Code	

The Invigilator responsible for each examination must sign this form at the end of the session. The Chief Invigilator is required to check that the form is complete, countersign and return it to the Chief Executive Officer, Botswana Examinations Council immediately after the last examination session at their centre.

QUESTION PAPERS

We certify that we received question papers from the Chief Invigilator for the syllabus component state above.

Name of Invigilator	No. of Question Papers Received	Room No.	Time	Signature

Chief Invigilator: _____ Signature: _____ Date: _____

SCRIPTS

WE CERTIFY that the examinations for which we are responsible have been conducted at the agreed time and in accordance with the regulations of the Botswana Examinations Council.

Name of Invigilator	Room No.	No of scripts	Candidate No. Range	Time	Signature

Chief Invigilator: _____ Signature: _____ Date: _____

APPENDIX H - EXAM ROOM ENTRY REGISTER

APPENDIX H

Qualification/Level:		**Centre No.**		**Examination Year/Series:**		**Room no:**	

NOTE: This form is to be completed by every personnel who goes into the examination room during a live examination.

Date	Exam Component	Visitor's Name	Purpose of the Visit	Time In	Visitor's Signature	Invigilator's Name	Signature	Time Out

Name of Chief Invigilator: _____ Signature: _____ Date: _____

This form may be required as evidence during investigations of alleged malpractice cases. It should be kept securely in the Centres secure storage until after the end of the results enquiries period which is six weeks after the release of results. Thereafter it can be disposed off like any other exam materials that the centres need to dispose.

APPENDIX I - REPORT ON CONDUCT OF EXAMINATIONS

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:**	

APPENDIX J– RESPONSIBILITIES OF A CANDIDATE

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

1. Ensure that your registration information is accurate i.e. names, date of birth, syllabuses and components on the Statement of Entry (SoE). You should print the SOE and present it to the Invigilator on the day of the examination for all your registered components until the end of the examinations.

2. Ask questions regarding the nature of the assessment for the syllabus component you have registered for, for instance, the format, duration, etc.

3. Candidates who may require access arrangements should apply through their centre, which will provide guidance and confirm reasonability of the required access arrangements (school candidates). For private candidates consult the guidelines for eligibility criterion and apply directly to BEC. Please note, all applications should be received at the BEC with complete information and supporting evidence by the set deadline of 30 June every year.

4. It is your responsibility to appear on time with any required/appropriate materials (e.g. pencils, rubbers, etc.) for the examination. **N.B** Bringing unauthorised material to the exam room is considered as malpractice and you may be disqualified.

5. Out of School Education and Training candidates must always carry their Identity document (Omang for Citizens and Valid Passport for non-Citizens) and SoE to every examination sitting.

6. It is your responsibility as a candidate to read instructions and or descriptive material received in advance of your examination. You are encouraged to ask questions/seek clarity about your examinations prior to the examination.

7. You must ensure that you always write the correct centre number and candidate number in all the examination material that you submit such as question papers, answer sheets and any other document to be submitted to BEC.

8. Before leaving the examination room, always ensure that you have signed against your name on the ***attendance register*** for any component that you sit for as this is proof that you sat for the examination. Inform the invigilator if you have not been given an attendance register to sign as this may affect release of your results.

9. As a candidate, You;

   (a) are responsible for ethical behaviour throughout the entire examination process.
   (b) should not interfere with the rights of others involved in the examination process.

(c) should not compromise the integrity of the exam in any manner.

10. It is your responsibility to inform your School Management or invigilators in advance if you are unable to take an examination. Failure to sit for an examination may result in loss of marks or disqualification from a component and syllabus.

11. In the event you missed an examination due to valid reasons (refer to the special consideration document for eligibility criteria for acceptable reasons on BEC website), you should apply for special consideration through your centre within 7 calendar days from the last date of the examination for the syllabus. Private candidates should contact BEC directly.

12. Ensure that the work you submit is yours and authentic. Note that Malpractice is a criminal offence and that there are sanctions and penalties which may lead to loss of marks, disqualification, or barring from future examinations. It is your responsibility to ensure you do not participate in any acts of malpractice; collusion, impersonation, copying or distribution of unauthorised examination material before the timetabled start of an examination. It is your responsibility to report any suspicious acts of malpractice during coursework preparations, practical and written examinations.

13. It is your responsibility to collect your certificate from your school within two years of writing the examination. Failure to collect your certificate will result in payment of a collection fee to BEC if the certificate is returned to BEC. Private candidates should contact BEC directly.

14. To familiarise yourself with the demands and expectations of the syllabus components you are to undertake, for example, complete coursework on time and submit for marking, know deadlines for projects/course work.