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BOTSWANA EXAMINATIONS COUNCIL

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1. Abbreviations, Terms and Definitions

1.1. Abbreviations

AI Artificial Intelligence

BEC Botswana Examinations Council

JCE Junior Certificate Examinations

OMR Optical Mark Readers

1.2. Terms and Definitions

1.2.1. Access Arrangements

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

1.2.2. Chief Invigilator

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.

1.2.3. Component

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

1.2.4. Discrepancy

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

1.2.5. 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.

1.2.6. Head of Centre

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

1.2.7. Initiative Description

Level of skills and competencies that an individual should possess in order to be appointed as part of the invigilation personnel.

1.2.8. Invigilator

The invigilator is a person in the examination room, who is trained in the art of invigilation 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 the case where candidates sit the examinations in multiple rooms.

1.2.10. Main Investigation

It involves any observations, questions and discussion with representatives and or witnesses to establish facts.

1.2.11. Malpractice

It is any action by candidate, centre or centre personnel that contravenes our regulations and potentially threatens the integrity of our examination and certificates.

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

Involves checking and referring to documents to establish if indeed the purported constitutes malpractice.

1.2.14. Practical Examination Preparation

All activities carried out by subject specialist to ensure that that the equipment materials and working space needed by a candidate to complete their examination tasks are availed.

1.2.15. Rover

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

1.2.16. Script

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

1.2.17. Senior Invigilator

A member of school management team appointed by the Head of Centre to assist the Chief Invigilator following the criteria of how a centre qualifies to have one.

1.2.18. Special Consideration

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

1.2.19. Standardisation

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

1.2.20. Syllabus

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

2. Introduction

2.1 Background

Throughout this Manual, 'You' and 'Your' refer to the Centre, 'We', "Us" and 'Our' refer to Botswana Examinations Council.

The Head of Centre is responsible to BEC for the proper conduct of the examination by observance of the regulatory documents including this Manual and should ensure that all invigilation personnel comply with the regulations here provided. If a situation arises which is not covered in the regulatory documents provided, our advice should be sought immediately.

This Manual refers to the conduct of examinations in all syllabus components. We will issue additional syllabus instructions for the conduct of some examinations where appropriate.

This document should be used in conjunction with the following instruments and any relevant guidelines which we have provided:

(a) **EA/AA/G02 - *Guidelines for Conduct of Examinations – JCE***

(b) **EA/AA/G02/AN01 – Invigilators Guide on What to say to candidates**

(c) **EA/AA/G02/A04 – *Checklist for Invigilators***

(d) **BEC/EAC/G01 – *Access Arrangements and Special Consideration: A Guide for Centres***

2.2 Purpose

The purpose of this manual is to standardise, guide and regulate the conduct of JCE examinations and assessment in all BEC Examination centres and are intended for use by all invigilators. Heads of Centres are expected to ensure that all invigilators have been taken through training using all the regulatory documents and any other information from us before they can invigilate any examination. Each invigilator is expected to have a copy of this manual during each examination session they invigilate.

3. Scope

This manual explains all the administrative tasks to carry out during each exam series. It also sets out the regulations for running our exams and assessment. It details the responsibilities of centres and all personnel appointed to administer examination, and this forms part of the legal contract between BEC and the centre.

4. Position Requirements for Invigilation Personnel

4.1. Qualifications

To qualify as an Invigilator, Rover, Senior Invigilator or Chief Invigilator, one has to be in possession of a minimum of a Diploma from a recognized institution, its equivalent or a higher teaching qualification.

4.2. Experience

4.2.1. Invigilator and Rover

(a) No previous experience.

(b) Teaching experience serves only as an added advantage.

4.2.2. Senior Invigilator

(a) At least three (3) years continuous experience as Invigilator.

(b) Operated at the level of Senior Teacher or equivalent in a school or learning institution for at least 2 years **NEW**

4.2.3. Chief Invigilator

(a) At least five (5) years continuous experience as Invigilator.

(b) operated at the level of Head of Department or equivalent in a school or learning institution for at least two years

4.3. Competencies

4.3.1. Invigilator

(a) He/she must have the following competencies:

(b) Accuracy and attention to detail

(c) Cooperation and compliance

(d) Communication skills

(e) Procedural awareness and understanding

(f) Achievement of work targets

(g) Time management

(h) Initiative Level- 1.

4.3.2. Senior Invigilator

(a) Accuracy and attention to detail

(b) Cooperation and compliance

(c) Communication skills

(d) Procedural awareness and understanding

(e) Achievement of work targets (results oriented)

(f) Time management

(g) Planning and organising

(h) Supervisory skills

(i) Customer oriented

(j) Basic IT skills

(k) Initiative Level- 2.

4.3.3. Chief Invigilator

(a) Accuracy and attention to detail

(b) Cooperation and compliance

(c) Initiative and innovative

(d) Communication skills

(e) Procedural awareness and understanding

(f) Results oriented

(g) Time management

(h) Planning, organising and coordinating

(i) Customer oriented

(j) Team leadership

(k) Basic IT skills

(l) Decisiveness

(m) Initiative Level - 2

4.4. Initiative Description

4.4.1. Level 1

At this level the Invigilator should be able to demonstrate ability to anticipate possible problems and suggest appropriate corrective action to supervisor.

4.4.2. Level 2

(i) At this level, the position holder should be able to identify opportunities for efficient and effective performance of assigned tasks and objectives. Must be able to supervise and guide subordinates for successful completion of assigned work.

(ii) The position holder should be able to provide leadership and direction for efficient and effective performance of invigilation at the assigned centre. He/she must be able to solve unusual or unique circumstances arising from invigilation at the centre.

4.5. Remuneration

4.5.1 Remuneration will be paid in accordance with the BEC Invigilators *Schedule of Fees*. Submission of the invigilation claims shall be through online system unless communicated otherwise by us. **NEW**

4.5.2 Head of Centre, Chief Invigilator and Senior Invigilator are paid a fixed fee in form of a responsibility allowance which covers all activities pertaining to the conduct of examination.

4.5.3 There shall be no any other amount paid to the Head of Centre, Chief Invigilator and Senior Invigilator other than the responsibility allowance. **NEW**

5. Roles and Responsibilities

5.1. Responsibilities of the Head of Centre

5.1.1 Acts as a liaison person between a Centre and BEC

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

5.1.3 Reporting all examination breaches and incidences at the centre.

5.1.4 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.

5.1.5 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.

5.1.6 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.

5.1.7 Facilitates 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.

5.1.8 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***.

5.2. Responsibilities of the Chief Invigilator

5.2.1 Delegated by Head of Centre to supervise the administration of examinations and assessments at the Centre.

5.2.2 Ensuring that all candidates who sits for BEC examinations and assessment are eligible.

5.2.3 Ensuring that all candidates registered to sit examinations receive the **EA/AA/G02/A01 – APPENDIX C - *Notice to Candidates*** and **EA/AA/G01/AN04 – *Annexure 3 Responsibilities of a Candidates*** and are conversant with these documents and fully observe them.

5.2.4 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.

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

5.2.6 Collaborate with the Head of Centre for the appointment of invigilators who meet the role requirements listed at section 4 of this document.

5.2.7 Providing invigilators' training for all those appointed before the conduct of examination. Anyone who did not attend training for the series shall not be scheduled to invigilate.

5.2.8 Keeps record of **EA/AA/G02/A02 - *Invigilators Training Attendance Register*** and shall be part of records kept by a Centre. **NEW**

5.2.9 Prepares invigilation schedule and distributes it to the personnel appointed and trained for invigilation.

5.2.10 Ensure subject specialists are not scheduled to invigilate or rove whenever Candidates are sitting examinations which they teach. Failure to adhere to this guideline will be considered malpractice. **NEW**

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

5.2.12 Ensures every candidate receives details of the dates and times of his/her examinations, and *Statement of Entry* (SoE).

5.2.13 Ensuring that all candidates in the examination, including private candidates, are identified as per the regulation before entering the examination room.

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

5.2.15 Ensuring a copy of **EA/AA/G02 - *Guidelines for Conduct of Examinations - JCE*** is available in the main examination room and a copy of **EA/AA/Man03 - *Manual for Invigilators - JCE*** in every other exam room.

5.3 Duties of Senior Invigilator

5.3.1 A Senior Invigilator is appointed by the Head of Centre to assist the Chief Invigilation in the overall administration of the examination.

5.3.2 The Head of Centre in consultation with the Chief Invigilator shall refer to the table below to determine if their Centre is eligible for the appointment of a Senior Invigilator.

Table 1: Criteria for Appointment of Senior Invigilator

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

5.3.3 Senior Invigilators assist the Chief Invigilator in carrying out day-to-day examination duties. Their duties will include the following:

(a) See to the preparation and readiness of the examination rooms including ensuring that:

(b) candidates are **not** seated two or more to a desk;

(c) candidates are seated at least 1.25 metres apart from the centre of one desk to the next in all directions;

(d) subject matter such as charts, drawings, maps, etc. are removed from the walls;

(e) chalk boards are cleared of writing, formulae, drawings, etc.;

(f) Examination rooms are sufficiently ventilated and lit.

(g) read the instructions 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 regulations;

(h) ensure that the question papers being opened and distributed to candidates is correct according to the time and date specified on the examination time table;

(i) visit examination rooms frequently during each session to make sure a high standard of invigilation is maintained;

(j) ensure that the seating plan is drawn, indicating the examination room(s) with the desk arrangement and candidate numbers;

(k) ensure there are no unauthorised persons in or around examination room(s);

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

(m) make sure that invigilators complete the attendance register appropriately;

(n) assist with relief invigilation so that there is no interruption during the conduct of examination. No invigilation claim will be paid for carrying out such responsibility. **NEW**

(o) ensure that scripts are properly collected, accounted for, batched and packed according to candidates' examination number order once the session has ended;

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

5.4 Duties of Invigilators

5.4.1 An invigilator is responsible for ensuring that:

(a) compliance to set 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.

(g) Confirming the identify of candidates and that they are entered for the examination being sat.

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

(i) that candidates understand and follow all instructions and regulations.

(j) Notifying the Chief Invigilator of any suspicions that the question paper packets were tampered with.

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

(l) Checking in advance that the exam room and seating arrangements for the candidates are suitable and that materials provided by the Centre/candidates such as pencils, rubbers, rulers etc., are available in sufficient numbers.

5.4.2 The Invigilators shall not do any of the following acts

(a) assist the candidates with answering examination questions.

(b) repeat instructions, nor explain difficult words, phrases or concepts contained in the questions.

(c) indicate to the candidate whether the question has been answered correctly or incorrectly.

5.4.3 The invigilators shall be expected to do the following without fail:

(a) give their full attention to invigilation during the exam

(b) move around the exam room to have a clear view of all candidates.

(c) maintain silence throughout the examination as even whispered conversation may distract candidates.

(d) disengage from unnecessary conversation with non-Invigilators outside or inside the examination room

5.4.4 An invigilator must go around from one candidate to another to check each entry, i.e. candidate name, candidate number, centre name, centre number, syllabus name and component code.

5.4.5 Invigilators are required to conduct the examination in accordance with instructions contained in the **EA/AA/G02 - *Guidelines for Conduct of Examinations - JCE***, related documents and any other instructions which may be issued by us.

5.4.6 Where there is suspicion that any of the question paper packets could have been tampered with, the invigilator must inform the Chief Invigilator who should then notify us immediately.

5.4.7 Invigilators shall check 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.

5.4.8 The invigilator may not assist the candidates with answering examination questions. Once the candidate has begun answering the 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. In short, he/she must never assist or encourage the candidate towards the choice of an answer.

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

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

5.4.11 Invigilators shall disengage from unnecessary conversations with non-invigilators outside or inside the examination room or anywhere nearby.

5.4.12 Invigilators must report any suspected cases of malpractice to the Chief Invigilator as soon as possible and submit a written report thereafter.

5.5 Duties of Rovers

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

5.5.2 The recommended number of rovers is suggested in Table 1 above. of this document.

5.5.3 The following are the duties of the Rover:

(a) take up a suitable position outside the examination rooms in order to provide assistance to the invigilators. Rovers may not be in the examination room unless summoned by the invigilator during the period of the examination.

(b) under no circumstances should rovers distribute question papers or stationery nor assist with the collection of candidates answer books following each examination;

(c) ensure as far as possible that no disturbance occurs outside the examination room which could distract the candidates from their work;

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

(e) 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.

6. Preparations for the Examination

6.1. Examination Venue

6.1.1 All candidates must sit for the examination at the Centre where they registered unless prior permission has been obtained from BEC for candidates to take the examination elsewhere.

6.1.2 If there is a need for some or all candidates to take some exams at a venue that is not your registered Centre, refer to 6.2 on Alternative venue below.

6.2. Alternative Venue

6.2.1. Alternative venues may be used where there is lack of facilities for all candidates to sit practical exams at the designated Centre or lack of an examination room large enough to accommodate all the candidates.

6.2.2. BEC at its discretion can reject the application for an alternative venue if the security of the exam is compromised. If the application is approved, BEC will provide guidance on how to conduct the exam. Guidance must be given to the Chief Invigilator at the alternative venue. Failure to follow the guidance may be considered Centre malpractice

6.3. Preparing the Examination Room

6.3.1. Any room in which an examination is conducted must be conducive. There must be adequate lighting, ventilation, intact ceilings, cleanliness and silence.

6.3.2. 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. Seating arrangements for practical examination should be observed.

6.3.3. 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 time. Regular checks should be carried out to ensure that all clocks are in good working condition. For candidates using a computer, checks must be made to make sure that the time is correct on each computer.

6.3.4. The **Date, Centre number, Syllabus, Component code**, the **Start** and **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 clear and legible to all candidates in the examination room.

6.3.5. 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.

6.4. Seating Arrangements

6.4.1. The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. In particular, the minimum distance from the centre of a candidate's desk to centre of the next candidate's desk must be 1.25 metres in all directions.

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

6.4.3. 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:

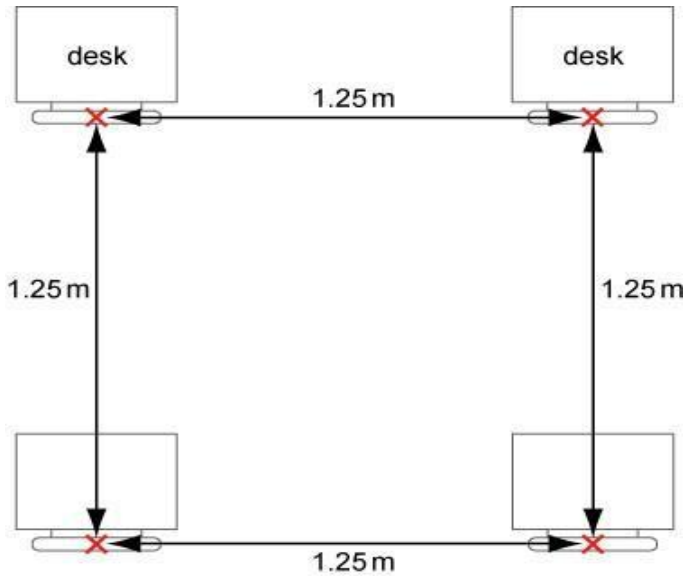


Figure 1: Seating Arrangement

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

6.4.5. Where candidates sit an exam in a language laboratory, the minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres. If you cannot meet this requirement, you must use screened booths instead. Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

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

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

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

6.4.9. Wherever possible, for written examinations:

(a) all candidates should face in the same direction;

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

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

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

(i) increasing the space between candidates' desks;

(ii) using extra invigilators. In this instance, a written request must be sort from us and granted before using extra invigilators.

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

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

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

6.4.10. Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all regulations can be applied. The candidate's script must be kept separate from other scripts from the centre and it must not be despatched until advice has been sought from us.

6.5. Invigilation Arrangements

6.5.1. The Head of Centre must ensure that invigilation is carried out by suitably qualified, 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.

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

6.5.3. 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.

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

(a) one invigilator must be present for a maximum of 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 be one invigilator for a maximum of 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.

(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 at any time during a written examination in that subject. **NEW**

(e) A copy of these guidelines must be available in the examination room, and the Invigilators must be familiar with **EA/AA/G02/A03 - *Notice to Candidates*** and any specific regulations relating to the subjects being examined

(f) 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.

(g) A reader, scribe, or practical assistant **cannot** be counted as an invigilator. A reader/scriber should be maintained for a particular candidate unless when a component written is of their specialty.

(h) In practical examinations, it is essential that a teacher of the syllabus or a technician should only be present in the examination room at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety. Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the invigilator.

(i) A copy of the **EA/AA/G02 – *Guidelines for Conduct of Examinations - JCE***. must be available in the main examination room. The invigilators must be familiar with the following documents;

(i) EA/AA/Man03 - *Manual for Invigilators*

(ii) EA/AA/G02/A01 – *Notice to Candidates*

(iii) specific regulations relating to the syllabuses being examined.

(j) Main Examination Room here refers to the primary room where opening of question paper packets and sealing of scripts occurs in case where candidates sit the examinations in multiple rooms. The **EA/AA/G02 – *Guidelines for Conduct of Examinations - JCE*** then acts as a reference material. The other rooms will each have this Manual for Invigilators. However, in the case where candidates sit the exam in just one room, both the Guidelines and the Manual for Invigilators must be available in that room.

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

6.6. At the Beginning of the Examination

6.6.1. Identification of Candidates

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

6.6.1.2. 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.

6.6.1.3. 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*. No candidate should be allowed in the examination room without any identification.

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

6.6.2. Completing the Attendance Registers

6.6.2.1. Attendance registers for all government centres and private school centres must be printed directly from the Malepa application in time. For BEC private centre attendance registers will be sent to the respective Chief Invigilators during the distribution of question papers.

6.6.2.2. Attendance registers are printed in date and session order for all components.

6.6.2.3. The attendance registers must be completed in accordance with the instructions in the **EA/AA/G02 – *Guidelines for Conduct of Examinations - JCE***.

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

6.6.2.5. Any errors in the names should be reported immediately using the **EA/RM/P02/F02 – *Entry Amendment Form*** for private candidates only. Government and Private schools must make amendments directly on the Malepa application.

6.6.2.6. 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. We should be informed of this discrepancy so that, if necessary, a formal entry can be made if this has not already been done. Again, the **EA/RM/P02/F02 – *Entry Amendment Form*** or Malepa Application can be used for this purpose.

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

6.6.2.8. If you have candidates taking an examination in a different room from the main examination room, whether in a separate examination room at your centre or at an alternative venue, do not submit a separate *Attendance Register* for them. Mark them as "present" on the main attendance register. For packaging of scripts from different rooms refer to regulation 15.4 of the **EA/AA/G02 – *Guidelines for Conduct of Examinations - JCE***.

6.6.2.9. Due care must be taken to ensure that absent candidates are not marked present. An invigilator should append a signature against any candidate name marked absent as a form of verification.

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

6.7. Seating Plans

6.7.1. Centres must produce a seating plan for each examination. It has to be completed during the examination session without disturbing candidates. 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. (See figure 2 below).

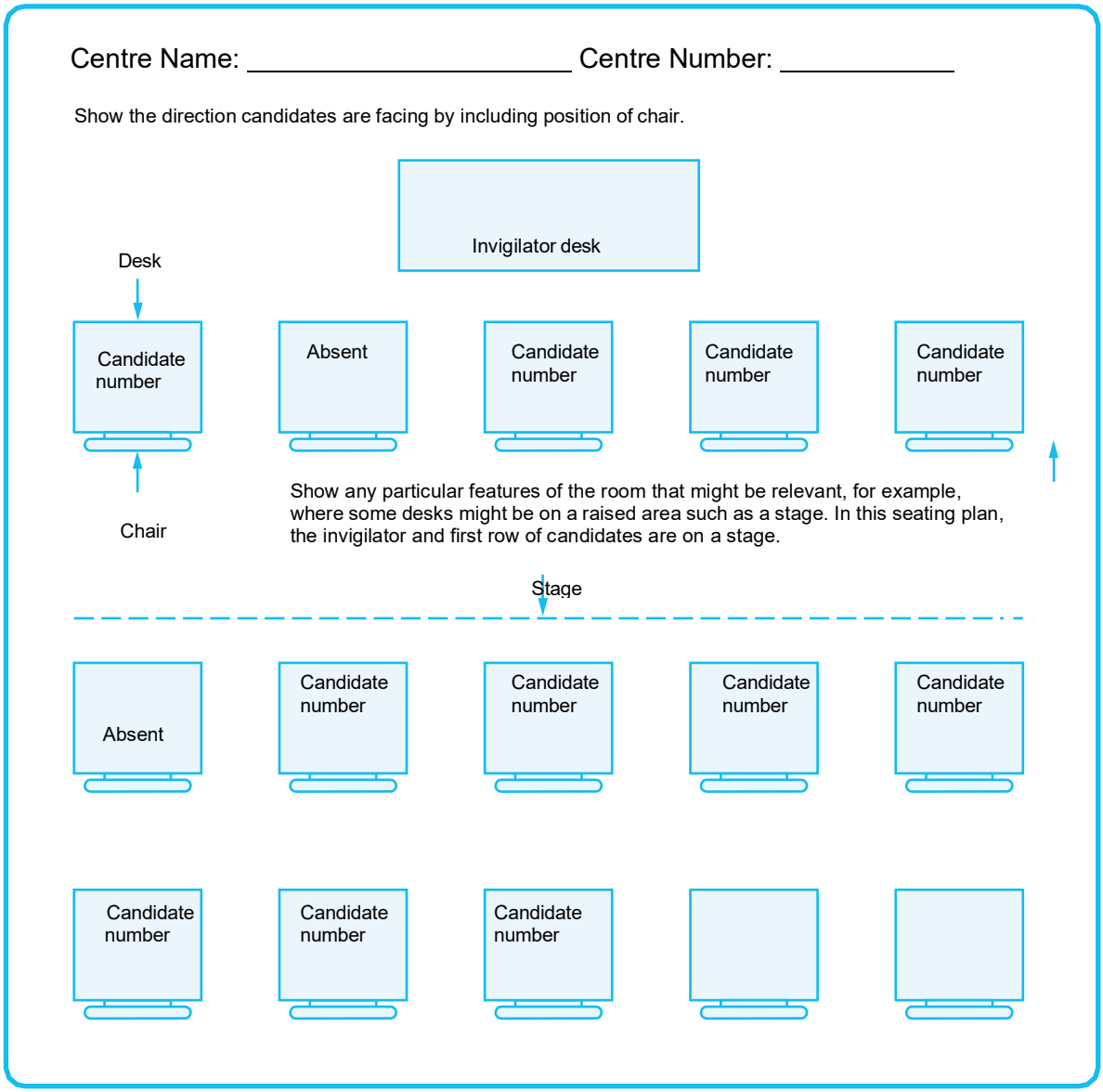


Figure 2: Example of a Seating Plan

6.7.2. During each exam, you must check if your seating plan is accurate and update it if necessary.

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

6.7.4. Centres must keep signed records of the seating plans for each examination session. We may ask to see the seating plans at any time until we issue certificates.

6.7.5. The Chief Invigilator and the invigilator assigned to conduct the examination must sign the document at the end of the session.

6.8. Unauthorised Entries

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

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

6.8.1.2. you add them to the attendance register for each component they take that they were not previously entered for. Once they have completed all the components required for the entry, contact us immediately.

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

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

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

6.9. Authorised Personnel

6.9.1. 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 during a live exam session. Records of such information should be maintained.

6.10. Authorised and Unauthorised Materials

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

6.10.1. Authorised Material

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.

6.10.2. Unauthorised Materials

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

(a) calculator cases

(b) instruction leaflets

(c) dictionaries (except where the rubric specifies)

(d) bags

(e) non-transparent pencil cases

(f) mobile phones

(g) computer keyboards (e.g. QWERTY key board)

(h) camera

(i) Bluetooth headsets

(j) tablet

(k) computers

(l) smart wear (includes smart watches and smart glasses), or

(m) any watch capable of electronic storage or communication, or

(n) any other electronic devices that enables external communication or the storage and retrieval of data.

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

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

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

6.10.2.5. All electronic items, including cell phones and bluetooth devices, must be switched off and left outside the examination room.

6.10.3. Bringing Food into the Exam room

6.10.3.1. 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.

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.

6.11. Use of Calculators

6.11.1. Calculators can be used in all examinations except where their use is expressly prohibited in the syllabus or in the rubric of the question paper. Calculators must be checked before the start of the examination. When the use of calculators is allowed in examinations, candidates must be informed in advance that:

(a) the calculator must be of a size suitable for use on the desk at which the candidate will write the examination;

(b) the power supply for the calculator is 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 in a transparent package;

(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.

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

6.11.3. 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.

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

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

6.11.6. 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;

6.11.7. Calculators with any of the following features are prohibited:

(a) graphic display;

(b) data banks;

(c) dictionaries;

(d) language translators;

(e) retrieval or manipulation of text or formulae;

(f) QWERTY keyboards;

(g) built-in symbolic algebra manipulations;

(h) symbolic differentiation or integration;

(i) capability of remote communication with other machines.

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

6.12. Stationery, Materials and other Equipment

6.12.1. Centres will be provided with a key list of stationery in advance of each examination session. The list specifies all the materials which are required for each examination.

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

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

6.12.4. Candidates **must**:

(a) provide their own pens, pencils, drawing instruments and erasers;

(b) write their answers legibly in black or dark blue ink;

(c) use soft pencil (2B or HB) for multiple choice examinations;

(d) use any other material listed in the confidential instructions for science papers;

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

6.12.5. Candidates **must not use**:

(a) pencils or pens in other colours. These may only be used for maps and diagrams as specified in the rubric of the question paper;

(b) red ink or green ink;

(c) correction fluid or tap;

(d) highlighter pens on answer sheets, answer booklets or in the answer sections of combined questions and answer booklets

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

6.13. Checking and Distributing Question Paper Packets in the Examination Room

6.13.1. The invigilator using **EA/AA/G02/AN01 – *Invigilators Guide On What to say to Candidates*** announces the following as indicated on the board, the manila sheet or flipchart that is clearly visible to all candidates.

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

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

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

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

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

6.13.6. The invigilator collects the question paper packets from the candidates.

6.13.7. The invigilator makes the final verification, signs and dates the question paper packet where indicated.

6.13.8. The invigilator neatly cuts open the question paper packets using a pair of scissors.

6.13.9. Where a Centre conducts examinations in the same syllabus 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' representatives from other rooms, and to take some of the papers to the other room(s) on the same site. However, it is not permissible to open the packet of question papers earlier than the time appointed for the examination in order to take some of the papers to another site. Under these circumstances, the centre should make arrangements with us for separate packets of question papers to be supplied.

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

Important Note 1: 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.

Important Note 2: The invigilator should report to the Chief Invigilator any grounds for suspicion about the security of the question papers. In such cases, the Chief Invigilator must notify us immediately and submit a full written report.

6.14. Starting the Examination

6.14.1. 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.

6.14.2. For each examination session invigilators should follow the instruction on **EA/AA/G02/AN01 – *Invigilators Guide on What to say to candidates***.

6.14.3. Before candidates are permitted to start writing, the invigilator must:

(a) Ensure that candidates are seated in accordance with the prescribed seating arrangements according to candidate number order.

(b) Inform the candidates that they are now subject to examinations regulations.

(c) Warn candidates that any unauthorised materials must be handed in.

(d) Check that candidates have all the necessary materials to enable them to complete the examination.

(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 syllabus and component.

(f) Ensure that details of any erratum notices are brought to the attention of candidates. The invigilator must not give any information to candidates about suspected errors in the question paper except as stated on any erratum notices

6.14.4. The Invigilator must inform candidates that:

(a) they must write their answers legibly in blue or black ink or ball-point pen;

(b) correction 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 and that rough work should be crossed through but not obliterated;

(d) all rough work must be kept safely at the centre until after the end of Results enquiry period.

(e) in multiple choice papers, any rough work should be done on the question paper;

(f) they should enter their names, centre number, candidate numbers and the component code/paper details on their answer booklets where applicable, and complete other details as required;

(g) they must write their name, candidate number and centre number on any work they want to hand in;

(h) they may begin to write their answers, specifying the time allowed for the paper(s).

6.15. Procedure to follow in the Event a Wrong Question Paper Packet is opened

No centre should ever have to issue the wrong question paper if the procedure stipulated in **EA/AA/G02/G01 – *Guidelines for Conduct of Examinations - JCE***, as well as in this manual are adhered to. However, if a wrong question paper packet has been opened for JCE question papers, follow the steps described in section and - of this Manual as well as in section of the Guidelines for Conduct of examinations.

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

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

(b) Seal the question paper packets in front of the candidates and ask one of them to sign across the seal of the question paper packet. The packet is then placed inside a large

tamper evident envelope and it is sealed and signed by both the invigilator and one of the candidates.

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

(d) The chief invigilator must take several pictures of the tear from different angles and this must be witnessed by the senior invigilator.

(i) The pictures taken must be kept securely for investigative purposes

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

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

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

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

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

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

(d) Seal the packets in front of the candidates following the same procedure as stated in **EA/AA/G02 – *Guidelines for Conduct of Examinations***.

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

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

(g) The Chief Invigilator must take several pictures of the tear from different angles and this must be witnessed by the Senior Invigilator/Head of Centre.

(i) The pictures taken must be kept securely for investigative purposes.

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

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

7. During the Examinations

7.1. Supervision of Candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty. They must not read through any question papers.

7.2. Supervision of Practical Examinations

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

7.3. Late Arrival of Candidates

7.3.1 A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and to sit the examination. A candidate who arrives after the start of the examination must not be allowed any time after the scheduled end of the examination and will finish at the same time as all other candidates. However, candidates who have valid reasons should be allowed the full time for the examination. You should warn the candidate that BEC reserves the right not to accept the script.

7.3.2 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 containing the following information;

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

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

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

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

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

7.4. Leaving the Examination Room during the Examination

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

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

7.4.3 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. Refer to section 14.8.3 of the **EA/AA/G02 – Guidelines *for Conduct of Examinations - JCE***.

7.4.4 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.

7.5. Irregular Conduct

7.5.1 Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate during examination. It is the duty of the Head of Centre to ensure that all cases of irregularity or misconduct in connection with the examination are reported to us as soon as possible

7.5.2 The Head of Centre is empowered to expel a candidate from the examination room but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to other candidates. Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with us. All candidates must be made aware that any attempt to cheat or disturb another candidate during an examination may lead to their disqualification.

7.5.3 Where an invigilator suspects any kind of collusion or misconduct, they should warn the candidate and report the matter to the Chief Invigilator who should in turn immediately notify us in writing

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

7.5.5 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 report from the invigilator, a report/statement from the candidate should be enclosed together with a full report from the Chief Invigilator. This should be sent to us in a separate envelope and not enclosed with other scripts.

7.5.6 In the event of a candidate being deliberately disobedient or unruly, they may be expelled from the examination room and forbidden to sit that paper. The Chief Invigilator may use their discretion on whether to admit such a candidate to a subsequent examination. Full reports in all such cases must be forwarded to us.

7.5.7 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 their own results or the results of other candidates.

7.5.8 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.

7.5.9 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, they may at their 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.

7.5.10 If a candidate is expelled, the centre cannot apply for special consideration

7.6. Emergencies

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

(a) evacuate the examination room;

(b) ensure that all the question papers and examination scripts are left in the examination room, and that the room is secured so that no exam materials leave the room;

(c) ensure that the candidates are supervised as closely as possible whilst they are out of the examination room 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;

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

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

8. Conduct of Practical Examinations

8.1. Introduction

For all practical examinations in Art, Home Economics and Music, special care should be taken to prevent communication between the candidates, especially where the arrangements require candidates to move from one part of the room to another.

8.1.1 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

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

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

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

8.1.5 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. 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

8.2. JCE Syllabuses with Practical Examination Components

Table 2: Component codes for JCE Practical Examination

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

8.3. Home Economics Practical Examinations

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

8.3.1 Home Economics Planning Session

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

(b) Question papers are sent to 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 /or textbooks that may be requested by candidates.

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

(f) 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.

(g) Only the shopping list duplicate should be given to the syllabus specialist for preparation

8.3.2 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 at least one BEC examiner and one invigilator for every eight (8) 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 has to leave the examination room during the duration of the examination.

(f) Subject specialists are not part of the invigilation personnel and therefore cannot be remunerated for the duration of the practical examination. They only claim one fee for preparing for the practical examination.

8.4. Art Practical Examination

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

8.4.1 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 centres about two weeks before the preparatory work 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) Chief Invigilators should prepare for this examination in the same way they do for any other examinations. Sufficient invigilators must be appointed to ensure that the examination is conducted well.

8.4.2 Art Practical Examination Session

(a) This usually takes place about four weeks after commencement of preparatory work. 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 either the examiner or the invigilator.

(e) There must be a rover for this examination to assist during conduct of the examination.

(f) The examination preparatory or support work must bear the school stamp. **NEW**

(g) Any work that is not authentic will be disqualified. **NEW**

(h) All support work must be submitted to the Chief Invigilator before the controlled examination. **NEW**

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

(j) 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

8.5. 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.

8.5.1 Music Preparation

(a) The Music Practical Examination question paper is sent to 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, as well as 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.

(d) For powered instruments, batteries are to be secured and kept accessible at the point of use in the event that there is a power surge.

8.5.2 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. Each musical piece performed by candidates will be marked out of a maximum score of 25 marks.

(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.

8.6. French Practical Examination

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

8.6.1 French 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.

NB: 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.

8.6.2 French Practical Examination Session

(a) The examination will be conducted as per the schedule sent out to all 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 mobile phones is prohibited during any part of the examination process.

8.7. Practical Examination Schedule

Schedules for Home Economics 21/2 and Music 34/3 will be shared with centres at least a month before scheduled dates for the practical exam

9. Conduct of Practical Examinations

9.1 For all practical tests, 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.

9.2 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.

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

9.4 It is essential that a teacher of the syllabus or a technician should 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.

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

9.6 If equipment is limited, the invigilator, in consultation with supervisor, may make arrangement for some candidates to begin their work with one question, and some candidate with another question. You should move candidates around after a certain amount of time, appropriate to the exam.

9.7 If there are more candidates than can be accommodated in one session, an arrangement has to be made, to ensure that the practical is done on the same day. You 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.

10. Conducting Listening Examinations

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

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

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

10.4 Make sure candidates are given time to write their name, candidate number and centre number on any work they want to hand in before the invigilator plays the CD.

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

10.6 Noise from the outside of the exam room does not constitute a serious emergency. The invigilator should warn candidates of this before the exam begins.

10.7 The invigilator must not stop the CD once started, except in a case of emergency

10.8 If the exam is stopped because of emergency, the invigilator should restart the CD at exactly the same place once they have dealt with the emergency.

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

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

10.11 Contact us if equipment fails during the examination.

10.12 At the end of the exam, you must ensure that you undertake appropriate antivirus checks on any CD to be submitted to us.

11. Five (5) Minutes Warning

Five minutes before the end of the examination the invigilator should inform candidates of the time remaining. Refer to **EA/AA/G02/AN01 - *Invigilators Guide on What to say to Candidates***.

12. At the end of the Examination

12.1 Finishing the Examination

12.1.1 At the end of the examination, candidates should be told to stop writing. Refer to **EA/AA/G02/AN01 – *Invigilators Guide on what to Say to Candidates***.

12.1.2 The invigilator, using **EA/AA/G02/AN01 – *Invigilators Guide on What to Say to Candidates*** must instruct the candidates to:

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

(b) check that their answers are correctly numbered;

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

12.2 Collection of Answer Scripts

12.2.2 All answer scripts, and any other examination material must be collected and accounted for before candidates are allowed to leave the room.

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

12.3 Packaging of the Scripts

12.3.1 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;

12.3.2 For packaging multiple choice answer sheet refer to **EA/AA/G02/A02 - *Important Points to Remember When Using Answer Sheets***.

12.3.3 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 270 candidates, put 100 scripts in one envelope and label 1 of 3, then the second envelope should contain another 100 scripts and label 2 of 3. The last envelope should contain 70 candidates and should be labelled 3 of 3. Any extra envelope must be returned to us as it needs to be scanned into the system.

Important Notes: You must never tape scripts packets together which contain different components. Scripts packets must not be tied with adhesive tape.

12.3.4 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.

12.3.5 If the same examination is taking place in different rooms, invigilators from the other rooms should place the scripts in an envelope (which does not need to be sealed) and take the scripts to be collated with the scripts from the other rooms at the main examination room. Candidates' representatives must witness the sealing of the scripts at the main examination room.

12.3.6 Mark the outside of the script return envelopes with the centre number, the syllabus and component code (e.g. 11/01), 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.

12.3.7 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

12.4 Packaging of Special Needs Scripts

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

(a) the use of a reader with extra time

(b) modified learning disability and hearing impairment scripts

(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.

12.5 Collection of Question Papers

12.5.1 Before candidates can leave, the invigilator must:

(a) collect, count and verify that every question paper that was issued out has been accounted for and place them in the original packets;

(b) hand over the scripts and question papers to the Chief Invigilator for safe custody before despatch to us;

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

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

12.5.3 Answer scripts 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.

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

12.6 72 Hour Security Rule

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

12.6.2 All question papers must be stored securely in the centre strong room until at least 72 hours after the published finishing time for the paper.

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

12.7 Leaving the Examination Room

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

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

12.7.3 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.

13. Examination Malpractice

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

(b) A variety of people could be involved in malpractice, for example, candidates, centre staff, for example, (exams officers, teachers, invigilators, management, consultants and people who

help with access arrangements) and other people, for example, the candidates' relatives or friends.

(c) The Head of Centre must make sure candidates and centre staff knows their individual responsibilities as set out in our regulations. They must tell us straight away about any potential malpractice you become aware of or that is reported to you

13.2 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 certificates.

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

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

(d) Collusion

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

(f) copying from another candidate.

(g) Allowing work to be copied by another candidate.

(h) The deliberate destruction of another candidate's work.

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

(j) Looking for, getting, receiving, exchanging or passing on confidential or fake exam material in any way.

(k) Making a false declaration of authenticity in relation to coursework.

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

(m) Being in possession of confidential material in advance of an examination.

(n) Bringing into the examination room unauthorised materials such as notes, study guides, electronic dictionaries, cell phones, etc.

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

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

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

(r) stealing another person's work.

(s) deliberately destroying another person's work

(t) Behaving in such a way as to undermine the integrity of the examination.

13.3 Centre Staff Malpractice

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

(a) not keeping exam material confidential.

(b) not storing exam material securely.

(c) not keeping candidates under Full Centre Supervision in relation to the Key Time.

(d) not invigilating properly.

(e) helping or prompting candidates with answers.

(f) not keeping candidates' work confidential.

(g) moving the session or date of a timetabled exam without telling us and getting our written permission.

(h) helping candidates with coursework more than the regulations allow.

(i) allowing candidates unsupervised access to coursework exemplar materials, whether this is the work of former candidates or material we have provided.

(j) not keeping candidate computer files secure.

(k) behaving in a way that undermines the integrity of the exam.

13.4 Suspected Malpractice you discover

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

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

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

(i) statements from relevant centre staff, for example, the Head of Centre, Chief Invigilator, invigilators or teachers. Statements should include a detailed account of the circumstances and any investigation the Head of Centre has carried out.

(ii) statements from all candidates involved in the suspected malpractice, giving their account of events in their own words or confirmation that they do not want to give a statement.

(iii) evidence of any unauthorised material the candidate had, e.g. a photograph of the unauthorised material.

(iv) seating plans.

(v) any other relevant evidence or information.

(vi) All statements must be in English or Setswana.

(c) We take 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:

(i) confirm that you do not need to do anything further.

(ii) provide you with guidance

(iii) open a suspected malpractice investigation

14. Risks of Non-Compliance

The following are risks of non-compliance to this manual;

(a) Loss of integrity.

(b) Reputational damage to the organisation’s image.

(c) Loss of examination credibility.

(d) Results being nullified.

(e) Centre disqualification and or withdrawal of centre status.

(f) Huge cost to replacement of question papers.

15. References

15.1 BEC (2025), EA/AA/G02 - *Guidelines for Conduct of Examinations - JCE*, Gaborone.

15.2 Cambridge International Education (2026), *Cambridge Handbook 2026 - Regulations and Guidance for Administering Cambridge Exams*, Cambridge.