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Preparation

	Name	Date
Prepared by:	Gaone K. Megale	16-01-2018

Approval - Document Sign off

Name	Role	Date	Signature
Oduetse Setlhare	Manager DP	24/01/2018	Signed
Dorcas Morake	Director EAC	24/01/2018	Signed

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1. Introduction

This User Manual was developed to assist the Primary School Leaving Examination (PSLE) centres to effectively use the Malepa Application.

2. Scope

The manual will assist in the implementation of the following processes;

- Logging in to the system and navigation
- Change of user password
- Registration of candidates
- Entry Amendments
- Generation of reports

3. References

Malepa Application System

4. Terms and Abbreviations

4.1 Terms and Definitions

4.1.1 Malepa

The BEC business system used for processing data for all national examinations that Botswana Examinations Council (BEC) conducts.

4.1.2 Series

A group of examinations in the range with the same closing date for entries and timetable period.

4.2 Abbreviations

- BEC Botswana Examinations Council
- DP Data Processing
- EAC Examinations Administration and Certification
- PSLE Primary School Leaving Examination

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5. Malepa Minimum Specifications

5.1 Internet

The user interface to the Malepa application is web browser based; therefore requires internet access or connectivity to use the application.

The minimum internet Speed/Bandwidth required to accessing Malepa application is 512 kbps but a Speed/Bandwidth of 1Mbps is recommended.

5.2 User Interface

Currently to access the Malepa application you need the following web browsers;

- The latest recommended Microsoft Internet Explorer version is 11.
- Google Chrome

6. How to logon to Malepa Application

- Type the link below on the address bar of your browser (as shown in the screen below)
 <u>https://Malepa.bec.co.bw/</u>
- The following screen will appear,

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C () (https://malepa.bec.co.bw/
File Edit View Favorites Tools Help
🐅 🕨 Suggested Sites 🔻 🖲 Amazon.co.uk – Online S 🗿 WildTangent Games fo 👻 🙆 Cyril's top 10 urgencies 🔻
Botswana National Examinatio
MALEPA
Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswan examinations and any other examinations for the Ministry of Education and issue certificates in re development, administration, accreditation and certification of schools examinations in the primary
Vision To be a provider of accessible and globally competitive qualification.
Mission To provide effective and responsive quality centred assessment and examination system.
MALEPA General Application
MALEPA BGCSE Private Candidate Registration
MALEPA JCE Private Candidate Registration
MALEPA PSLE Private Candidate Registration

- Click on the MALEPA General Application link to login
- Enter your user name and password on the Login Panel shown below;

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NOTE: COMPATIBILITY VIEW

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There are two Options to make your browser compatible

Option 1

- ✓ If Internet Explorer recognizes that the webpage is not compatible, you will see the <u>Compatibility View</u> <u>button</u> on the Address bar. At this stage the series will not be available for selection.
- ✓ Click on it; It will take you back to the login panel



The Compatibility View button

- Login again
- Now the series will be available for selection.
- You should now be able to view your Menu on the left of your screen

Option 2

On the Menu bar, Click on the **Tools** icon, select **Compatibility View Settings** as shown below;

InPrivate Browsing Ctrl-Shift+P Turn on Tracking Protection ActiveX Filtering ActiveX Filtering Fits connection problems Reopen last browsing session Add site to Start menu View downloads Ctrl-S Nanage add-ons Subscribe to this feed Subscribe to this feed Feed discovery Vindows Update Vindows Update Password Performance dashboard Ctrl-Shift+U E12 Developer Tools OneNote Linked Notes Send to OneNote	👂 Suggested Sites 👻 🚨	Delete browsing history	Ctrl+Shift+Del	e Cyril's top 10 urgencies ▼	🐴 🔻 🖾 👻 🖃 🖶 🔻 Page 🕶 Safety 🕶 Tools 🕶 🥹
View downloads Ctrl-J Login Panel Pop-up Blocker SmatScreen Filter SmatScreen Filter SmatScreen Filter Subscribe to this fed Subscribe to this fed Feed discovery Password Performance dishboard Ctrl+Shift+U F12 Developer Tools OneNote Linked Notes Send to OneNote	STANDA B STANDA B STANDA B STANDA B	InPrivate Browsing Turn on Tracking Protection ActiveX Filtering Fix connection problems Reopen last browsing session Add site to Start menu	Ctrl+Shift+P	onal Examination	Processing System
Login Panel Pop-up Blocker SmatScreen Filter SmatScreen Filter Manage add-ons Compatibility View settings Subscribe to this feed Subscribe to this feed Password Feed discovery Password Performance dashboard Ctrl+Shift+U F12 Developer Tools OneNote Linked Notes Send to OneNote		View downloads	Ctrl+J		
User Name Compatibility View settings Subscribe to this feed Feed discovery Windows Update Password Password Password Ctrl+Shift+U F12 Developer Tools OneNote Linked Notes Send to OneNote	ogin Panel	Pop-up Blocker SmartScreen Filter Manage add-ons	\$ }		
Performance dashboard Ctrl+Shift+U F12 Developer Tools OneNote Send to OneNote	User Name	Compatibility View settings Subscribe to this feed Feed discovery Windows Update	>		
OneNote Linked Notes Send to OneNote	Password	Performance dashboard F12 Developer Tools	Ctrl+Shift+U		
		OneNote Linked Notes Send to OneNote			
Report website problems Internet options		Report website problems Internet options		10	1 11 11

On the **Compatibility View Settings** pop-up, type *bec.co.bw* under Add this website. Then click **Add** to add the BEC website to compatibility view.

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• Check all *check-boxes*. Then click the close button.

C S Mttps://malepa.bec.co.bw/MALEPAGne	ral/ D + 🔒 C 🎯 Malepa Login 🗙	<u>- 回 本</u> 命 ☆ ®
File Edit View Favorites Tools Help	🕘 WildTa	🙀 🗸 🔝 👻 🖃 🗰 🕶 Page 🗸 Safety 🕶 Tools 🗸 🔞 👻
🎄 🛛 Botsv	Change Compatibility View Settings	on Processing System ^
NOTIFICATION MALE	EPA Add this website:	Add
	Websites you've added to Compatibility View: bec.co.bw	Remove
Login Panel		
User Name	X	
	Display intranet sites in Compatibility Here	
Password	Learnmore by reading the Interest explorer privacy s	latement
Login		Cose
		8
	Botswana Examinations Council (E	SEC) is mandated under Section 5 of the Botswana Examinations Council Act
<	of such examinations." BEC's key business act	ivity is the development, administration, accreditation and certification of

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Successful completion of these steps means your browser is now compatible with the Malepa application.

7. Steps to Change your Malepa Password

- Logon to Malepa Application
- Select a Series
- Click on the Change Password button _____

Botswana NatMALEPA	tional Examinati	on Processing System				
PSLE-November	er/2018	Primary School Leaving Examination	Home	Help	Change Password	Logout
	Header		Work To Do Drag a column here No data to display		S January 2 Ion cus Joint Tan 1 2 3 4 9 10 15 16 12 22 23 24 25 29 30 3 6 7 8	018 > Fri Sat Sun 5 6 7 12 13 14 19 20 21 26 27 28 2 3 4 9 10 11

The following window will open for you to enter your new password;

	-		
System Management	^	Change password	
Masters			
B- Setup		Login user name	
e Candidate Registration			
Materials Management/Tracking	1	Login password	
Appointment of Examining Pers	on	Confirm password	
Pre-Exam			
Post Exam			
Result Management			
Reports		Submit Cancer	
9- Help			
Oracle Business Intelligence			
- Examining Personnel Payment S	iy: 4		
Inactive Process/Reports			

- Enter a **new** password; **confirm** the new password by entering it again.
- Click on the **Submit** button to save new password.
- If you have complied with the **BEC Guidelines for Password**, your password will be changed successfully, otherwise you will be advised to comply.

8. Candidate Registration

8.1 Centre Candidate Registration

Navigation: Candidate Registration ->Centre candidate Registration->Candidate registration at Centre

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Click Candidate registration at Centre/BEC



The screen like the one below will appear for you to capture candidate details (Candidate Surname, Names, Gender, Centre Category);

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 Botswana N MALEPA 	ational Examin	lation Proc	essing Systen	٦					
PSLE-Nover	mber/2018	Primary So	chool Leaving Examination		Home	Help	Change Password	Logout	
System Management	Candidate registration a	t center/BEC {Add}							
andidate Registration Centre candidate registration <u>Candidate registration at cer</u>	Centre Candidate Surname Candidate First Name			PS0101Bobo PRIMARY STUDENT	onong Primary School]	~
Private Candidates authoris; Private Candidate Password Accept fees confirmation fro	Candidate Middle name Gender			M-Male	Candidate categ	jory C-Ce	ntre candidate]	~
Generate UCL and had dupli Modify entry for duplicate U Allocate candidate numbers Manually allocate candidate	Date of birth	acts BEC	Special Need Type A 01/01/1998 Image: Comparison of the system of the sy	× v	Syllabus	Documents			
Registration Posting Export Registration data to (View posted candidate regis	Birth Registration Number	(9 digits only)							
Reinstate Candidate Generate UCI for Private Ca Change Candidate Number :	OMANG number (9 digits o Passport number	only)							
Generate UCL for Private Ce Entry amendments									

 Click on different tabs (e.g. personal and syllabus) and fill in candidate details. Note that Applications for Access Arrangement are handled outside the system with consultations with the BEC EAC Special Needs Unit. To select syllabuses for a Candidate, click check boxes against each syllabus (as shown below);

System Management Masters	Candidate registratio	on at center/BEC {Ac	ld}					
Setup	Centre			PS0101Bob	DS0101Robonong Primary School			
Candidate Registration	Candidate Surname	Candidate Surname						
Centre candidate registration	Condidate First Name			PISIMAN				
 <u>Candidate registration at cer</u> 	Candidate Pirst Name			STUDENT				
 Private Candidates authoris; 	Candidate Middle name							
 Private Candidate Password 	Gender			M-Male	Candidate category	C-Centre candidate		~
 Accept fees confirmation fro 								
Generate UCI and flag dupli	Personal C	ontacts BEC	Special Need Type	Access Arrangement	Syllabus Docum	ients		
 Modify entry for duplicate U 							•	/
Allocate candidate numbers	Group		Syllabus		Syllabus co	de		
Manually allocate candidate	Core Exempt	Setswana			01		~	
Registration Posting	Core	Foolish	English		02			
Export Registration data to v	0	Math an attac						
View posted candidate regis	Core	Mathematics			03			
Cananta UCI fan Driveta Ca	Core	Science			04		✓	
Generate Oct for Private Ca	Core	Core Social Studies			05		✓	
Generate LICI for Private Ce	Optional	Optional Agriculture			06		 Image: A second s	
Entry amendments	Ontional	Optional Religious and Moral Education			07			
Reports	optional	Optional Neigious and Moral EduCation						
OMR Registration								
	Submit Reset	Cancel						

• Click **Submit** button to add the candidate's registration in the Centre.

The screen like the one below will be displayed.

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Candidate Registration	Record saved successfully			OK
B— Entry amendments	Candidate registration at center/BEC {Add}		/	
 B− Reports B− Pre-Exam 	Centre			
	Candidate Surname			
	Candidate First Name			
E	Candidate Middle name			
	Gender	Candidate cate	gory C-Centre candidate	<u>~</u>
4	Personal Contacts BEC Special Need T	/pe Access Arrangement Syliau	us Documents	
	Candidate ree(Including Syllabus):110		Syllabus Fee:90	
	Group Syllabus	Syllabus code	Syllabus option	
				<u>^</u>

• Click **OK** to complete the registration of the candidate.

8.2 Registration Corrections / Delete a Candidate's Record

8.2.1 Registration Correction

To correct candidate registration details select by clicking Candidate registration at centre/BEC.

Candidate Registration	Candidate registration at center/BEC
Centre candidate registration <u>Candidate registration at cer</u>	New Search Export Help
⊕− Entry amendments	
B− Reports	Drag a column header here to group by that column
⊕– Pre-Exam	Edit
	No data to display

• Click **search** button. The screen like the one below will be displayed;

System Management Masters	Search	
- Setup - Candidate Registration - Centre candidate registration - Centre candidate registration at cer	Centre PS0101Bobonong Primary School Find Cancel	

• Click the **Find** button

The screen like the one below will be displayed.

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System Management	Candidate registration at center/BEC	^
⊕ Masters	New Search Export Help	
⊕– Setup		
Candidate Registration		
Centre candidate registration	Drag a column header here to group by that column	
 <u>Candidate registration at</u> 	Ed Dele Centre Name 🕑 SurName 🕑 Name Of The Car Middle Name 🕑 Gender 🕑 Candidate Catego Candidate Approv	
 Private Candidates author 		
 Private Candidate Passwo 	Behanang	
 Accept fees confirmation 	Canter Delle Primary School PRIMARY STUDENT Male CentreCandidate Approved	
- Generate LICT and flag du		

- Click Edit and the below screen will be displayed, you will be able to make corrections.
- Click on the **Submit** button to save the changes.

System Management Masters Setup Candidate registration at center/BEC (Update) Centre Candidate registration Centre candidate registration Centre candidate registration Centre candidate registration Candidate Registration Candidate Registration Centre candidate registration Centre Candidate Registration Centre Candidate Registration Candidate Registration Centre C				
System Management System Management Candidate registration at center/BEC (Update) Candidate registration Candidate regist				
Hasters Setup Candidate Registration Registration Candidate Registration Registrat	⊕– System Management	Candidate registration at center/REC (Undate)		-
Setup Candidate Registration Candidate registration at certe Candidate registration fit Ca	⊕- Masters	candidate registration at center/ bcc (opdate)		
Candidate Registration Candidate registratio	⊕- Setup	Centre	Bohanang Primary School	
Centre candidate registration Candidate First Name Candidate First Name Candidate First Name Candidate Acadidate acadidate acadidate acadidate first Name Candidate Inst Name	Candidate Registration	Candidate Surname		1
Candidate resistration at ce Private Candidate minister Private Candidate minister Candidate mini	Centre candidate registration		PRIMARY	
Private Candidates authors Candidate Niddle name Private Candidate Password Gender Accest fiese confination for Generate UCI and fiao dupic Personal Modify entry for duplicate U Contacts Birth againstation for Generate UCI and fiao dupic Personal Modify entry for duplicate U Contacts Birth againstation for Generate UCI and fiao dupic Date of birth Date of birth Distorant Besistration Posting Birth againstation data to it Exont Resistration data to it OMAN 6 number (9 digits only) Exont JCE Resistration data regis OMAN 6 number (9 digits only) Bernstate Candidate regis Personal PRC 03.1 H PRC 03.1 H PRC 03.1 H Personal Change Candidate Number (2 Cancel	 Candidate registration at cer 	Candidate First Name	STUDENT	
Private Candidate Password Gender F-Female Candidate category C-Centre candidate Gender F-Female Candidate category C-Centre candidate Modify entry for duplicate U Allocate candidate numbers Male Illous Documents Allocate candidate numbers Date of birth 01/01/1998 ✓ Execut Resistration data to i Is citizen of Botswana? ✓ Execut Xesistration data to i Birth agistration Number (9 digits only) — Execut Xesistration data to i OMAN 6 number (9 digits only) — PRC 03.1.B Passcott number	 Private Candidates authorisa 	Candidale Middle name		
Accest fees confirmation fro Generate UCI and flae durbl Modify entry for dublicate U Allocate candidate numbers Manuality allocate candidate numbers Besistration Adata to t Export XCE dublicate to the test OMANG number (9 digits only) Benstate Candidate reals PRC 03.1.B PRC 03.1.H PRC 03.	 <u>Private Candidate Password</u> 	Gender	F-Female Candidate category C-Centre candidate	
Generate UCI for Private Ca Contacts BEC Special Need Type Access Ar Friendle Illabus Documents Modify entry for duplicate U Allocate candidate numbers Illabus Documents Illabus Documents Manually allocate candidate numbers Is citizen of Botswana? Illabus Illabus Documents Bedistration data tor Is citizen of Botswana? Illabus Illabus Illabus Documents Birth Registration data tor Is citizen of Botswana? Illabus Illabus Illabus Illabus Birth Registration data tor Is citizen of Botswana? Illabus Illabus Illabus Illabus View tosted candidate news Birth Registration Number (9 digits only) Illabus Illabus Illabus Besistrate Candidate news OMAVS number (9 digits only) Illabus Illabus Illabus Besistrate Candidate Number Generate UCI for Private Ca Submit Reset Cancel	 Accept fees confirmation fro 			
Modify entry for duplicate U Date or birth 01/01/1998 Allocate candidate numbers Is clean of Botswana? Meansity allocate candidate Is clean of Botswana? Besistration Adata to 1 Birth Registration Number (9 digits only) Export Registration data to 1 OMAN's number (9 digits only) Reinstate Candidate regis OMAN's number (9 digits only) Reinstate Candidate regis OMAN's number (9 digits only) PRC 03.1 B Pascort number PRC 03.1 H PRC 03.1 H Submit Reset Change Candidate Number (2 Submit	 — Generate UCI and flag dupli 	Personal Contacts BEC Special N	leed Type Access Ar F-Female Vilabus Documents	
Allocate candidate numbers Unit(1) 1998 Manually allocate candidate Is citizen of Botswana? Resistration Adata to (Executive Candidate reals Birth Registration data to (Birth Registration Number (9 digits only) Executive Candidate reals OMANG number (9 digits only) Reinstate Candidate reals OMANG number (9 digits only) PRC 03.1 H Pescout IC for Private Cancel Submit Reset Change Candidate Number () Cancel	 Modify entry for duplicate U 	Date of hirth		
Marually alcoate candidate Is Crean of booswina? ✓ Beaistration Positing Is Crean of booswina? ✓ Boot Resistration Positing Birth Registration Number (9 digits only) Brenstate Candidate regis OMANG number (9 digits only) PBC 03.1.B PBC 03.1.H Passport number PBC 03.1.H Submit Reset Cancel Submit & Reset Cancel ✓	 <u>Allocate candidate numbers</u> 		01/01/1990	
Resistration Desting Birth Registration Number (9 digits only) Export JCE Resistration data to (Birth Registration Number (9 digits only) Export JCE Resistration data OMANG number (9 digits only) Reinstate Candidate OMANG number (9 digits only) PRC 03.1 B Passport number PRC 03.1 H Passport number Submit Reset Change Candidate Number (2) Submit	 Manually allocate candidate 	Is citizen of Botswana?	\checkmark	
Exocit Resistration data to i Exocit Resistration data to i Generate UCI for Private Ca Change Candidate Number : Submit Reset Cancel	<u>Registration Posting</u>	Birth Pegistration Number (9 digits only)		
Exoct LCE Resistation data View posted candidate regis Reinstate Candidate PRC 03.1 H PRC 03.1 H PRC 03.1 H PRC 03.1 H Conce Candidate Number (Submit Reset Cancel	 Export Registration data to (bird hegistration number (5 digits only)		
View posted candidate regis OMANG number (9 digits only) Reinstate Candidate Passport number PRC 03.1.B Passport number PRC 03.1.J Generate UCI for Private Ca Change Candidate Number / Submit Reset Cancel	 Export JCE Registration data 			
Renstate Candidate PRC 03.1.B PRC 03.1.H PRC 03.1.J Generate UCI for Private Ca Chance Candidate Number: Submit Reset Cancel	<u>View posted candidate regis</u>	OMANG number (9 digits only)		
PRC 03.1 H PRC 03.1 H PRC 03.1 H Generate UCI for Private Ca Change Candidate Number : Submit Reset Cancel	<u>Reinstate Candidate</u>	Passnort number		
PRC USL IT PRC USL IT Generate UCI for Private Ca Change Candidate Number : Submit Reset Cancel	PRC 03.1 B			
Change Candidate Number : Submit Reset Cancel	PRC 03.1 H			
Change Candidate Number: Change Candidate Number: Debile 2 Rement Du Candid	Concepts UCI for Driveto Co			
	Change Candidate Number :	Submit Reset Cancel		-
	Datails of Payment By Candi			~

8.2.2 Delete Candidate Registration Record

To delete a candidate registration record, click on **Delete**.

B- System Management	Candidate registration at center/BEC	
Masters	New Cearch Export Help	
⊕– Setup	New Search Export help	
Candidate Registration		
- Centre candidate registration	Drag a column header here to group by that column	
 <u>Candidate registration at</u> 	Ed Dele Centre Name 💌 SurName 💌 Name Of The Car Middle Name 唑 Gender 🛛 💌	Candidate Catego Candidate Approv
Private Candidates autho		v
<u>Private Candidate Passwo</u> <u>Accept fees confirmation</u>	Ed Dele Bobonong Primary School PRIMARY STUDENT Male	CentreCandidate Approved
The screen below will ap	ear.	

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Click the **Delete** button to complete deletion.

			~
⊕- System Management	Candidate registration at contex (BEC (Delete)		
Masters	Candidate registration at center/BEC {Delete/		
⊕– Setup	Centre	Robopong Primary School	
⊖− Candidate Registration	Candidate Surpame		
Centre candidate registration			
 Candidate registration at ce 	Candidate First Name	STUDENT	
 Private Candidates authorisa 	Candidate Middle name		
Private Candidate Password	Gender	M-Male Candidate category C-Centre candidate	
 Accept fees confirmation fro 			
 — Generate UCI and flag dupli 	Personal Contacts BEC Special Need Type	Access Arrangement Syllabus Documents	
 Modify entry for duplicate U 	Data of birth		
Allocate candidate numbers			
 Manually allocate candidate 	Is citizen of Botswana?	\checkmark	
Registration Posting	Pirth Registration Number (0 digits only)		
 Export Registration data to (Birdi Registration Number (9 tigits only)		
 Export JCE Registration data 			
 View posted candidate regis 	OMANG number (9 digits only)		
<u>Reinstate Candidate</u>	Desport number		
- <u>PRC 03.1 B</u>	Pasport number		
- <u>PRC 03.1 H</u>			
PRC 03.1 J			
Generate UCI for Private Ca	Delete Reset Cancel		
Change Candidate Number a			
Details of Payment By Candi			¥
< >	<		> ~

8.3 Entry Amendments

Navigation: Candidate Registration->Entry Amendments

Under Entry Amendment you will be able to do the following (as displayed by the screens below);

- Change Syllabus/option
- Request for withdrawal
- Change Candidate details

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8.3.1 Change Syllabus/ Option

							^
⊕- System Management	Request for Syllabus Change / Withdra	awal {Add}					~
⊕– Masters							
⊕- Setup	Centre	PS0101Bobonong	Primary School			~	
Candidate Registration	Candidate number	58	Check				
Entre candidate registration	Candidate Surname	007141014					
Entry amendments							
Request for Syllabus Change	Candidate First Name	STUDENT					
 Approve Syllabus Change / 1 	Candidate Middle Name						
 Capture the Requests from 1 	Request type	Syllabus/Options					
 <u>Authorization for Registratio</u> 	Change in Surname						
 <u>Candidate Address or Gende</u> 	Change in First Name						
 <u>Request for Candidate DOB</u> 							
 Approve Candidate DOB cha 	Change in Middle name						
 Request for Candidate Numl 	Reason for withdrawal						
 Approve Candidate Number 	Sv	llahus		Svllabus code	#		
 <u>Candidate BTS or DOSET Cr</u> 	Catavara			01			
<u>Candidate Details Amendme</u>	Setswana			01		~	
Special needs preparations	English			02	✓		
⊕− Reports	Mathematics			03	v		
OMR Registration	Science			04	<	>	-
Materials Management/Tracking Appointment of Examining Personnel	Social Studies			05	~		•
Appointment or Examining Personnel Pro-Evam	Agricultura			06			
Post Evam	Agriculture			00	V		v
	Religious and Moral Education			07		\sim	·
< >	<				-	>	~

To amend a syllabus for a candidate use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Request for Syllabus Change/Withdrawal** activity. Select centre on the drop down menu, enter candidate number and click the **Check** button.

On the "Request Type" field select **Syllabus/Options** on the dropdown menu if you want to make a syllabus option change.

To remove a syllabus, uncheck the ticked box along the syllabus you wish to remove. To add a syllabus tick the box along the syllabus you wish to add.

⊕- System Management	Candidate number	58	Check			•
Masters	Candidate Surname	PRIMARY				
⊕- Setup	Candidate First Name	STUDENT				
Candidate Registration	Candidate Middle Name					
Centre candidate registration	Request type	Syllabus/Options				
Entry amendments Beguest for Sullabus Chapper	Change in Surname					
Approve Syllabus Change ()	Change in First Name					
Capture the Requests from 1	Change in Middle name					
- Authorization for Registratio	Roacon for withdrawal					
- Candidate Address or Gende	Reason for withdrawar					
 Request for Candidate DOB 	Sy	/llabus		Syllabus code	#	
Approve Candidate DOB cha	Setswana		01			
<u>Request for Candidate Numl</u>	English		02		\checkmark	
Approve Candidate Number	Mathematics		03		✓	
Candidate Details Amendme	Science		04		v	
B- Special needs preparations	Social Studies		05			
Reports	Agriculture					
OMR Registration	Paliniaus and Meral Education		07			
Haterials Management/Tracking	Religious and Moral Education		07			Y
Appointment of Examining Personnel	Submit Reat Concel					
Pre-Exam Pre-Exam	Submit Keset Cancel					
W- Post Exam						*

• Click on **Submit** below the <u>syllabus list</u> once you have completed your request.

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NOTE: A syllabus change will require AUTHORISATION from BEC. Do not print reports before an amendment is authorised.

8.3.2 Request for Withdrawal

To withdraw a candidate, use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Request for Syllabus Change/Withdrawal** activity. Select centre on the drop down menu, enter candidate number and click the **Check** button.

On the "Request Type" field select **Withdrawal** on the dropdown menu. Type a reason for withdrawing the candidate under **Reason for withdrawal**.

🕮 – System Management	Request for Syllabus Change / With	drawal {Add}			
⊕- Masters					
B- Setup	Centre	PS0101Bobonong Primary School			\checkmark
Candidate Registration	Candidate number	58 Check			
Entry amendments	Candidata Surnama				
Request for Syllabus Change	Candidate Sumanie				
- Approve Syllabus Change / 1	Candidate First Name				
 <u>Capture the Requests from t</u> 	Candidate Middle Name				
 Authorization for Registratio 	Request type	Withdrawal			\sim
 <u>Candidate Address or Gende</u> 	Change in Surname				
 <u>Request for Candidate DOB</u> 	Change in First Name				
Approve Candidate DOB cha	Change in Middle name				
<u>Request for Candidate Numi</u>	Reason for withdrawal				-
- System Management	Candidate number	58 Check			
Masters	Candidate Surname	PRIMARY			
- Setup	Candidate First Name	STUDENT			
Candidate Registration	Candidate Middle Name				
Centre candidate registration	Request type	Withdrawal			
Entry amendments	Change in Surname				
Request for Syllabus Change	Change in First Name				
Capture the Requests from I	Change in Middle page				
Authorization for Registratio	change in Middle hame				
Candidate Address or Gende	Reason for withdrawal				
- Request for Candidate DOB		Syllabus	Syllabus code	#	
 Approve Candidate DOB cha 	4 Setswana		01		
 Request for Candidate Numl 	English		02	✓	
 Approve Candidate Number 	Mathematics		03		
Candidate BTS or DOSET Cr	Crianca		04		
Candidate Details Amendme	Science				
Benorts	Social Studies		05	⊻	
OMR Registration	Agriculture		06	<	
- Materials Management/Tracking	Religious and Moral Education		07	\checkmark	\sim
- Appointment of Examining Personnel					
Pre-Exam	Submit Reset Cancel				

Click on Submit below the syllabuses once you have completed your request.

NOTE: A Withdrawal will require AUTHORISATION from BEC. Do not print reports before a Withdrawal amendment is authorised.

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8.3.3 Change Candidate Details

To make changes to a Candidate's personal details (i.e. name change; gender; date of birth; citizenship; capturing of birth registration number, Omang number and passport number, use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Candidate Details Amendments** activity.

Candidate Registration Centre candidate registration Centre candidate registration Centre candidate registration Centre candidate Address or Gender Change Candidate Address or Gender Change Candidate Details Amendments Centre Condidate Details Amendments Pre-Exam Recut Management Prest Management	Candidate Details Amendments Search Export Help Drag a column header here to group by that column Edit No data to display	^

To make an amendment click on **Search**, a screen like the one below will appear.

System Management Masters Setup Setup Candidate Registration Centre candidate registration Centre candidate registration Centre candidate registration Centre Requests from 1 Cacture the Requests from 1 Caddate Marine Conserved Sylabus Chance Request for Candidate DOB etc Request for Candidate DOB. Request for Cand
Masters Setup Candidate Registration Centre Stollol=Bobonong Primary School x Find Cancel Find Cancel Cancel Autorotation for Registration Candidate Address or Gende Request for Candidate DD8 che Request for Candidate DD8 che Request for Candidate Num
Setup Candidate Registration Centre Setup Candidate registration Centre Setup Candidate registration Centre Setup Candidate registration Centre Setup Candidate registration Candidate registratin Candidate registration Candidate reget Candidate r
Candidate Registration
Entry amendments Entry amendments Request for Syllabus Change Approve Syllabus Change // Candidate Norm Candidate Address or Gends Request for Candidate Norm Request for Candidate Num
Request for Syllabus Change Approve Syllabus Change // Cacture the Requests from 1 Authorization for Registratio Candidate Address or Gends Request for Candidate DDB che Request for Candidate Numl
Approve Syllabus Change / Gapture the Requests from 1 Authorization for Registratio Candidate Address or Gends Request for Candidate DOB the Approve Candidate DOB the Request for Candidate Numl
Cadure the Recuest from 1 Cadure the Recuest from 1 Authorization for Recistratio Cadidate Address or Gends Recuest for Candidate DDB the Recuest for Candidate Num Recuest fo
Authorization for Registratio Candidate Address or Gends Request for Candidate DDB che Request for Candidate Numl
Candidate Address or Gends Request for Candidate DDB che Request for Candidate Numl Request for Candidate Numl
Request for Candidate DOB Approve Candidate DOB chz Approve Candidate DOB chz Approve Candidate Num
Approve Candidate DOB chz
Request for Candidate Num
- Approve Candidate Number
- Candidate BTS or DOSET Cr
- Candidate Details Amendme
Special needs preparations
(P- Reports
OMR Registration
Materials Management/Tracking

Select centre from drop down menu then click **Find.** A screen like the one below will appear.

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⊕– System Management	Candio	late Details Amer	idments					
Masters	Searc	Search Export Help						
⊕– Setup								
Candidate Registration								
e- Centre candidate registration	Drag	a column header	here to group by th	nat column				
Entry amendments	Edit	Centre Name 🔛	SurName 💌	Name Of The Cand	Middle Name 🔛	Gender 💌	Candidate Number	Date C
 Request for Syllabus Change 		9	9	9		9		
 Approve Syllabus Change / 1 		Bohonong			· · · · ·		· · · · ·	
 <u>Capture the Requests from 1</u> 	Edit	Primary School	SETLHANTSWENG	CLYDE BAKANG		Male	0001	20/11/
 Authorization for Registratio 	Edit	Bobonong	MASOPA	GOFAONE		Female	0002	18/09,
 <u>Candidate Address or Gende</u> 		Bobonong						
 Request for Candidate DOB 	Edit	Primary School	DIKGANG	BOLOKANG		Male	0003	25/05/
Approve Candidate DOB cha	Edit	Bobonong	PITSO	KEAMOGETSE		Female	0004	02/03/
 Request for Candidate Numl 	_	Primary School						
Approve Candidate Number	Edit	Primary School	MOTLHAGODI	BOIPELO ANITAH		Female	0005	12/01,
Candidate BIS or DOSET Cr Candidate Details Amendme	Edit	Bobonong Primary School	MOLAPISI	GOLEBAONE		Male	0006	19/05,
Special needs preparations	Edit	Bobonong Primary School	AMOS	KGOMOTSO		Male	0007	18/09,
Heports OMR Registration	Edit	Bobonong Primary School	MOLAMBANE	KGOMOTSO BRITNEY		Female	0008	22/01,
Materials Management/Tracking	- 14	Bobonong						
Appointment of Examining Personnel	<							>
Pre-Exam								
🗉 – Post Exam 💙	Page	1 of 6 (55 items)	< [1] <u>2</u> <u>3</u> <u>4</u>	5 6 >				
<pre></pre>	<							

A list of all candidates in a centre will appear. To identify/search a candidate whose details need to be amended enter a four (4) digit number under the Candidate Number.

• Click on **Edit** on the left to open the candidate's record.

											_		
System Management	Ca	ndid	ate Details Ame	ndments									
Masters		Search	h Export H	telp									
Setup	L												
Candidate Registration													
Centre candidate registration		Drag	a column header	here to grou	p by tł	nat column							
Entry amendments		Edit	Centre Name	SurName	W	Name Of The Cand	Middle Name		Gender	-	Can	date Number	Date C
- Request for Syllabus Change	N	-					[_
- Approve Syllabus Change / 1			V		8	V V		8		8	0058	×	
Capture the Requests from 1		Edit	Bobonong Primary School	PRIMARY		STUDENT			Male		0058		01/01,
 Authorization for Registratio 													
 <u>Candidate Address or Gende</u> 													
 Request for Candidate DOB 													
- Approve Candidate DOB cha													
 Request for Candidate Numl 													
Approve Candidate Number													

The amendment screen below will display showing candidate personal details.

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			· · · · · · · · · · · · · · · · · · ·
Overam Management	Candidate Details Amendments {Update}		
Masters	Castra		
⊕- Setup	Centre	Bobonong Primary School	
Candidate Registration	Candidate number	0058	
- Centre candidate registration	Candidate Surname	PRIMARY	
⊖− Entry amendments	Candidate name	STUDENT	
 Request for Syllabus Change 	Candidate Middle name	A	×
— Approve Syllabus Change / !	Gender	M-Male Candidate category C-Centre candidate	
 <u>Capture the Requests from 1</u> 			
 Authorization for Registratio 	Personnel Contacts BEC		
Candidate Address or Gende	Date of birth	01/01/1998	
Request for Candidate DOB	Is citizen of Botswana?		
Approve Candidate DOB cha	Birth Registration Number (9 digits only)		
Annrove Candidate Number	QMANG Number		
- Candidate BTS or DOSET Ch			
Candidate Details Amendme	Passport number		
Special needs preparations			
Reports			
OMR Registration			
⊕- Materials Management/Tracking			
Operation of Examining Personnel			
⊕- Pre-Exam	Submit Reset Cancel		_
⊕– Post Exam			<u> </u>

Make all the required changes for the selected candidate and click on **Submit**.

Note that for **Candidate Details Amendments** when you get a confirmation message that "Record updated successfully" then the changes have effected and <u>THEY DO NOT REQUIRE</u> <u>AUTHORISATION FROM BEC.</u>

You may print required reports after these changes.

8.4 Registration Reports

8.4.1 Generating the Registration List Report

Navigate: Candidate Registration->Reports -> click Posted Registration List for Centres

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The screen below will be displayed, select the centre from the drop down list and click **Show Report**.

Candidate Registration					
e- Centre candidate registration	Registration List for Centres - PSLE				^
				/	
⊕- Special needs preparations	Centre PS0101B	bonong Primary School	/		× 🖂 Range
- Annual comparison of candie					
- Candidate Entries by Syllabu			Show Report		
- Candidate Numbers by Sess					
- Candidates Lists - Mean and					
 Discrepancy in Seating arrar 					
 Entries Listing for Session 					
- Gaps in Candidate Numbers					
 Number of candidates by nu 					
- Numbers of Subjects Taken					
 Registration fees list 					
Registration list					
Registration list for centres					
Registration list for centres					
Registrations - centre/stude					
Registrations by Gender					
Registration list for centres					
Registration list for centres					
Posted Registration list for c					
Project Registration ISE for c	/				
					\sim
<u>- special need candidates by </u>					
` /	`				

The registration list will be generated as shown in the screen below.

To print a report, click on the **printer icon**. To export the report into different formats click the **export** icon

				Botswan	a Examin	ations cou	uncil								
Qua	lificat	ion P	rimary	School Leav	ving Examin	ation									
Exa	m	P	SLE-N	lovember/20	14										
				Registration	List by Cen	tre after ame	ndment								
PS0101		Bobonong Prim	ary Sch	lool								1	1	1	
									01	02	03	04	05	06	07
0058	M	PRIMARY STUDE	NT	01/01/1998				YES	Α	Α	Α	Α	Α	Α	Α
Subjec	t Entry	Summary													
English Science			55 55												
Social St	udies		55												
Setswana	a		55												
	and Mo	al Education	55												

After selecting a file format, click Export and the report will be displayed with a different format.

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8.4.2 Generating the Statement of Entry report

Navigate: Candidate Registration->Reports -> click Statement of entry

The screen below will be displayed,

UCI statistics Statement of Entry	Statement of Entry
Candidates With Special Rec Registration entry error repo	Centre PS0101Bobonong Primary School
 Fees list by Centre Pending fees list by Centre ¿ 	Candidate 58
 <u>Letter to Candidate for penc</u> Letter to Centre for pending 	Show Report
Candidate having duplicate Candidate UCI linking fails	
- <u>ID cards by Centre</u> Candidate free navment b	
Candidate count hy entre :	

Select Centre and candidate number from the drop down lists.

Click **Show report** and the statement of entry report for the candidate selected will pop up.

You may choose to view statement of entries for the entire centre by clicking on show report <u>without</u> <u>selecting a candidate number.</u>

The report like the one in the screen below will be displayed.

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20	Qualification :	Primary School Le	aving Examination			
Y :	Series :	PSLE-November/2	2015			
BOTSWANA EXAMINATIONS COUNCIL			Statement of Entry	1		
Centre : PS01	01	Bobonong Primary Sch	loor			
Candidate (0058 STU	DENT PRIMARY				
Gender M	Date of Birth	01/01/1998	UCI	OMANG No.		
Prev. Centre			Prev. Cand No.			
Svilabus				Timotablad		
Component Cod	le Name			Date Time		
Agriculture						
)6/1	Paper 1		08/10/	/2015	08:00 A	М
English						
2/1	Paper 1		14/10/	/2015	08:00 A	М
12/2	Paper 2		07/10	/2015	11:00 A	М
Mathematics						
13/1	Paper 1		12/10	/2015	08:00 A	М
Religious and Mo	ral Education					
7/1	Paper 1		13/10	/2015	11:00 A	М
science						
14/1	Paper 1		09/10/	/2015	08:00 A	М
Setswana						
)1/1	Paper 1		09/10/	/2015	11:00 A	М
			07/10	/2015	08:00 A	М
1/2	Paper 2					
)1/2 Social Studies	Paper 2					

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9. Results Reports

To access Centre / Candidate results, follow the guidelines below;

- Generate Subject Grade Listing for Centre results
- Navigate: Reports -> Report1-> Subject Grades Listing By Centre And Ranges
- Select Centre then click on Show report to view and print report.

KOSKINA BANDINGO CONVL	Botswana Nationa MALEPA	l Examination F	Processing System					^
Trainee One	PSLE-November/2015	ŀ	Primery School Leaving Examination		Help	Change Password	Logout	
⊕- Candida ⊕- Result N ⊕- Reports ⊕- Rep ⊕- Rep	te Registration lanagement ort1 <u>Subject Grades Listing By Centre And Range</u> ort2	Subject Grade Listing Centre	P50101Bobonong Primary School	Show Report			V Range	

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