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BOTSWANA EXAMINATIONS COUNCIL

# **Document Title:**

# Malepa User Manual for PSLE Centres

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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 (a) (a) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
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 priman
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;

In Private Browsing CrtH-Shift-P Turn on Tracking Protection Active Filtering Fix connection problems Reopen last browsing session Add size to Start menu View downloads CrtH-J Pop-up Blocker SmaStoreen Filter Subscribe to this feed Feed discovery Windows Update Password Performance dashboard CrtH-Shift-V Fiz Developer Tools OneNote Linked Notes Sends to OneNote Report website problems.	🦻 Suggested Sites 👻 🚨 .	Delete browsing history	Ctrl+Shift+Del	🗿 Cyril's top 10 urgencies 🔻	🟠 🔻 🖾 🔻 🖃 🗰 🔻 Page 👻 Safety 👻 Tools 👻 🔞
Jogin Panel     Pop-up Blocker       SmartScreen Filter     Manage add-ons       User Name     Compatibility View settings       Subscribe to this feed     Feed discovery       Feed discovery     Windows Update       Password     Performance dashboard       Ctrl+Shift+U     F12 Developer Tools       OneNote Linked Notes     Send to OneNote		ActiveX Filtering Fix connection problems Reopen last browsing session	Ctrl+Shift+P	onal Examination	Processing System
Login Panel     SmatScreen Filter       Manage add-ons       Compatibility View settings       Subscribe to this feed       Feed discovery       Password       Performance dashboard       Ctrl-Shift+U       F12 Developer Tools       OneNote Linked Notes       Send to OneNote		View downloads	Ctrl+J		
User Name Subscribe to this feed Feed discovery Windows Update Password Performance dashboard Ctrl+Shift+U F12 Developer Tools OneNote Linked Notes Send to OneNote Linked Notes	ogin Panel	SmartScreen Filter	*		
Performance dashboard Ctrl+Shift+U F12 Developer Tools OneNote Linked Notes Send to OneNote	Jser Name	Subscribe to this feed Feed discovery	>		
Send to OneNote	Password		Ctrl+Shift+U		
Report website problems					
Internet options		and a new second			1 1/ 1/

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> し  日  日  日  日  日  日  日  日  日  日  日  日  日 </u>
File Edit. View Favorites Tools Help	🕘 WildTa	💽 🖓 🕶 🗟 👻 🗔 👻 Page 🗸 Safety 🛩 Tools 🗸 🔞 🛩
🎄 🛛 Botsv	Change Compatibility View Settings	on Processing System
NOTIFICATION MALE	EPA Add this website:	bba
	Websites you've added to Compatibility View: bec.co.bw	Remove
Login Panel		
User Name	X	
-	Display intranet sites in Compatibility Here	
Password	Use Microsoft compatibility lists	atement
Login		
		8
		EC) is mandated under Section 5 of the Botswana Examinations Council Act ns and any other examinations for the Ministry and issue certificates in respect
<		vity 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 Na MALEPA	itional Examinati	on Processing System			
PSLE-Novemb	ber/2018	Primary School Leaving Examination	Home	Help Change Password Log	out
	Header		Work To Do Drag a column here No data to display	8 9 10 11 12 13 15 16 17 18 19 20 22 23 24 25 26 27 29 30 31 1 2 3	7 3 14 0 21

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

	-		
System Management	^	Change password	
Masters			
B- Setup		Login user name eac	
e Candidate Registration			
Materials Management/Tracking	1	Login password Enter login password	
Appointment of Examining Pers	on	Confirm password	
Pre-Exam			
Post Exam			
Result Management			
Reports		Submit Cancer	
9- Help			
0- 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 Na 📰 MALEPA	ational Examination Processing System							
PSLE-Novem	ber/2018 Primary Sch	ool Leaving Examination	Home	Help Change Passv	vord Logout			
- System Management - Masters - Setup	Candidate registration at center/BEC {Add}							
Candidate Registration     Candidate Registration     Candidate registration     Candidate registration at cer     Private Candidates authoris;	Centre Candidate Surname Candidate First Name Candidate Middle name	PS0101Bol PRIMARY STUDENT	oonong Primary School					
<ul> <li>Private Candidate Password</li> <li>Accept fees confirmation fro</li> <li>Generate UCI and flag dupli</li> <li>Modify entry for duplicate U</li> </ul>	Gender Personal Contacts BEC	M-Male Special Need Type Access Arrangement	Candidate catego Syllabus	ry C-Centre candidate				
Allocate candidate numbers     Manually allocate candidate     Registration Posting     Export Registration data to (	Date of birth Is citizen of Botswana? Birth Registration Number (9 digits only)	01/01/1998 × v						
<u>View posted candidate regis</u> <u>Reinstate Candidate</u> <u>Generate UCI for Private Ca</u> <u>Generate UCI for Private Ca</u>	OMANG number (9 digits only) Passport number							
Change Candidate Number :     Generate UCI 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	Candidate registration at center/BEC {Add}						
Setup	Centre			PS0101Bo	bonong Primary School			~
Candidate Registration	Candidate Surname			PRIMARY				
Centre candidate registration	Candidate First Name			070.071.07				
<ul> <li><u>Candidate registration at cer</u></li> </ul>	Candidate Middle name			STUDENT				
<ul> <li>Private Candidates authoris;</li> </ul>								
Private Candidate Password	Gender			M-Male	<ul> <li>Candidate category</li> </ul>	C-Centre candidate		~
<u>Accept fees confirmation fro</u>								
Generate UCI and flag dupli	Personal (	Contacts BEC	Special Need Type	Access Arrangement	Syllabus Docur	nents		
<ul> <li>Modify entry for duplicate U</li> </ul>								/
Allocate candidate numbers	Group	Group Syllabus			Syllabus code			
Manually allocate candidate     *	Core Exempt	Core Exempt Setswana			01		<b>~</b>	
Registration Posting     Export Registration data to (	Core	English			02		~	
View posted candidate regis								
Reinstate Candidate	Core	Mathematics			03		✓	
	Core	Science			04		$\checkmark$	
Generate UCI for Private Ca	Core	Social Studies			05		✓	
Change Candidate Number      Generate UCI for Private Ce	Optional	Optional Agriculture			06		~	
					07			
	Optional	Optional Religious and Moral Education			07		<	$\sim$
Reports     OMR Registration								
Appointment of Examining Personnel	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}		/	
<ul> <li>B− Reports</li> <li>B− Pre-Exam</li> </ul>	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;

	Search
- Setup     - Candidate Registration     - Centre candidate registration     - Centre candidate registration	Centre PS0101Bobonong Primary School Find Cancel
- Canoidate registration at cel	

• 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	
<ul> <li><u>Candidate registration at</u></li> </ul>	Ed Dele Centre Name 🖶 SurName 🕷 Name Of The Car Middle Name 🐱 Gender 🙀 Candidate Catego Candidate Approv	
<ul> <li>Private Candidates autho</li> </ul>		
<ul> <li>Private Candidate Passwo</li> </ul>		
<ul> <li>Accept fees confirmation</li> </ul>	d Dele Dicolonity 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     Masters     Solu     Candidate registration at center/BEC {Update}     Centre     Candidate registration     Candidate     Candidate registration     Candidate     Candidate registration     Candidate     Cand				-
Masters     Masters     Masters     Masters     Masters     Candidate registration at center/BEC {Update}     Candidate Registration for     Candidate Candidate Intervention     Ca				
⊕ Masters         ⊕ Setup       Centre         ⊖ Candidate Registration       Candidate Sumame         ← Centre candidate registration at cert       Candidate First Name         ← Candidate Resistration at cert       Candidate First Name         ← Private Candidate assured       Candidate Middle name         ← Private Candidate Assured       Gender         ← Private Candidate Assured       Gender         ← Accert fees confirmation for How etch of culcicate U       Candidate Assured         ← Monder at UCI and flag duple       Contacts       BEC         ← Monder at UCI and flag duple       Candidate Candidate Numbers       Maile         ← Monder at UCI and flag duple       Candidate Candidate Numbers       Is other of Botswana?         ← Manually allocate candidate numbers       Is other of Botswana?       Is other of Botswana?         ← New posted candidate register of Assure (andidate register)       OMAAG number (9 digits only)       Is not moter (9 digits only)         ← PRC 03.1 B       Passport number       Passport number       Passport number	System Management	Candidate registration at center/BEC (Undate)		~
Canidate Registration Canidate registration Canidate registration Canidate registration Canidate registration Canidate registration Canidate Summe Canidate Canidate Summe Canidate Canidate Summe Canidate Summe Canidate Summe Canidate Canidate Summe Canidate Summe Canidate Ca	Masters	candidate registration at center/bec (opdate)		-
Cendidate Registration Centre candidate registration Centre candidate registration Centre candidate registration at cer Private Candidate suthoris Private Candidate suthoris Candidate Rist Name Candidate R	⊕- Setup	Centre	Robonong Primary School	
← Centre candidate registration at ce ← Candidate registration at ce ← Private Candidate suthorise ← Private Candidate Assurtions ← Private Candidate Assurtions ← Accest fees confirmation fro ← Generate UCI and flag dupl ← Modify entry for duplicate U ← Allocate candidate numbers ← Manually allocate candidate of ← Registration data to / ← Excort Registration data to / ← Registration data to / ← Registrate Candidate regists ← Registration data to / ← Registration data to / ← Registrate Candidate regists ← Registrate Candidate regists ← Registrate Candidate regists ← Registration data to / ← Registrate Candidate regists ← Registrate Candidate regi	Candidate Registration	Candidate Sumame		
-       Candidate Postration at cell       Candidate Middle name         -       Private Candidate Authorits       Gender         -       Accest fees confirmation for ender a condidate       F-Female         -       Maile       Viabus       Documents         -       Modify entry for duplicate U       Date of Dirth       01/01/1998         -       Accest fees condition data 0       Is other of Botswana?       ✓         -       Export JCE Resistration data 0       Birth Begistration Number (9 digits only)       —         -       PRC 03.1 B       OMANG number       Passport number	Centre candidate registration			
Initiate candidate password       Gender         Private Candidate password       Gender         Accept fees confirmation for       Gender         Generate UCI and date duell       Pers onal         Contacts       BEC         Special Need Type       Access A         M-Male       Vilabus         Date of birth       01/01/1998         Birth Begistration data to /       Birth Begistration of ata to /         Special Candidate reads       OMANG number (9 digits only)         Pers Coal. B       OMANG number         PRC 03.1 B       Passport number	<ul> <li>Candidate registration at cer</li> </ul>		STUDENT	
Accept fees confirmation for     Generate UCI and fia dupi     Modify entry for dupicate U     Allocate candidate     Modify entry for dupicate U     Allocate candidate     Allocate     Allocate candidate     Allocate candi	<ul> <li>Private Candidates authorisa</li> </ul>	Candidate Middle name		
Accept fees confirmation fro     Perconal     Contacts     BEC     Special Need Type     Accest of M-Male       Modify entry for dualicate U     Accest of M-Male     M-Male     M-Male       Modify entry for dualicate U     Date of birth     01/01/1998     Image: Contacts     BEC       Manually allocate candidate numbers     Is citizen of Botswana?     Image: Contacts     Image: Contacts     Image: Contacts       Becont JCE Registration data to t     Is citizen of Botswana?     Image: Contacts     Image: Contacts     Image: Contacts       View posted candidate regist     OMANG number (9 digits only)     Image: Contacts     Image: Contacts     Image: Contacts       PRC 03.1 B     Pascpirt number     Image: Contacts     Image: Contacts     Image: Contacts     Image: Contacts		Gender	F-Female Candidate category C-Centre candidate	
Generate UCI and flag dupit     Pet oncil     Contacts     BEC     Special Need Type     Access Afr (==Female     Palabus       Moderate candidate numbers     Allocate candidate numbers     Date of birth     01/01/1998     Image: Contact State in the s	<ul> <li>Accept fees confirmation fro</li> </ul>			
Modify entry for duplicate U     Date of birth       Allocate candidate numbers     Is citizen of Botswana?       Manual valucate candidate numbers     Is citizen of Botswana?       Registration Posting     Birth Tegistration Number (9 digits only)       Excort Noested candidate regis     OMANG number (9 digits only)       Reinstate Candidate regis     OMANG number (9 digits only)       PRC 03.1 B     Passprit number		Personal Contacts BEC Special Need Type	Access Ar Vlabus Documents	
Allocate candidate intimets     Is other of Botswana?       Manually allocate candidate     Is other of Botswana?       Resistration Asta to i     Birth Registration Number (9 digits only)       Excort JCE Registration data to i     OMANG number (9 digits only)       Reinstate Candidate regis     OMANG number (9 digits only)       PRC 03.1 B     Passport number		Date of hirth		
Resistation Posing     Birth Registration Number (9 digits only)       Export JCE Registration data to r     Birth Registration Number (9 digits only)       View rosted candidate regis     OMANG number (9 digits only)       Resistate Candidate regis     OMANG number (9 digits only)       PRC 03.1 B     Passport number				
Export Registration data to t     Birth Registration Number (9 digits only)       Export JCE Registration data     OMANG number (9 digits only)       View posted candidate regis     OMANG number (9 digits only)       Reinstate Candidate     Passport number		Is citizen of Botswana?		
Exon respiration value us		Bith Pagistration Number (9 digits only)		
View posted candidate regis     OMANG number (9 digits only)       Reinstate Candidate     PRC 03.1 B		bit in registration number (9 tigits only)		
- Reinstate Candidate       - PRC 03.1 B   Passpirt number				
Passpirt number		OMANG number (9 digits only)		
		Passnort number		
- PRC03.1 H				
- PRC 03.1 J - Generate UCI for Private Ca		↓ ↓		
Senerate OL for Physics 4a		Submit Reset Cancel		
				~

### 8.2.2 Delete Candidate Registration Record

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

			/	/					
			/						
B- System Management	Can	didate registration at	t center/BEC						
Masters	Ne	ew Search Expor	rt Help						
⊕– Setup		ew Search Expor							
Candidate Registration		/							
- Centre candidate registration	D	rag a column hezder h	ere to group by	that column					
— <u>Candidate registration at</u>	Ed	d Dele Centre Name 🖳	SurName 🛛 🖳	Name Of The Car	Middle Name 😐	Gender 🛛 🖳	Candidate Catego	Candidate Appro	л
<u>Private Candidates autho</u>		2	9	Ŷ	<b>v</b>	9	9	7	,
<u> <u>     Private Candidate Passwc</u> <u> <u>     Accept fees confirmation</u> </u></u>	Ed	d Dele Bobonong Primary School	PRIMARY	STUDENT		Male	CentreCandidate	Approved	~
The screen below will ap									

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

			^
⊕– System Management			
	Candidate registration at center/BEC {Delete}		
⊕ Setup	Contra .		
Candidate Registration	Centre	Bobonong Primary School	~
Gentre candidate registration	Candidate Surname	PRIMARY	
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	~
<ul> <li>Accept fees confirmation fro</li> </ul>			
- Generate UCI and flag dupli	Personal Contacts BEC Special Need Type	Access Arrangement Syllabus Documents	
<ul> <li>Modify entry for duplicate U</li> </ul>	Date of birth	)1/1998	
Allocate candidate numbers		11/1990	
<ul> <li>Manually allocate candidate.</li> </ul>	Is citizen of Botswana?		
<u>Registration Posting</u>	Birth Registration Number (9 digits only)		
Export Registration data to (	birdi Registration Humber (9 digits only)		
Export JCE Registration data			
<ul> <li>View posted candidate regis</li> </ul>	OMANG number (9 digits only)		
<u>Reinstate Candidate</u>	Passport number		
— <u>PRC 03.1 B</u>	Pasport number		
— <u>PRC 03.1 H</u>			
— <u>PRC 03.1 J</u>			
Generate UCI for Private Ca	Delete Reset Cancel		
- Change Candidate Number a	Delete Reset Cancel		
Details of Payment By Candi			¥
<	<		> Y

### 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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<b></b>	Document Type Manual			
	Function	Data Processing		
	Directorate	Examinations Administration and Certification		

### 8.3.1 Change Syllabus/ Option

							^
🛛 🖶 System Management	Request for Syllabus Change / Withdra	awal {Add}					~
⊕– Masters							
⊕- Setup	Centre	PS0101Bobonong	Primary School			$\checkmark$	
Candidate Registration	Candidate number	58	Check				
e- Centre candidate registration	Candidate Surname	PRIMARY					
Entry amendments							
<ul> <li>Request for Syllabus Change</li> </ul>	Candidate First Name	STUDENT					
<ul> <li>Approve Syllabus Change / 1</li> </ul>	Candidate Middle Name						
<ul> <li><u>Capture the Requests from 1</u></li> </ul>	Request type	Syllabus/Options				~	
<ul> <li>Authorization for Registratio</li> </ul>	Change in Surname						
Candidate Address or Gende	Change in First Name						
<u>Request for Candidate DOB</u>	-						
— Approve Candidate DOB cha 4	Change in Middle name						
<ul> <li>Request for Candidate Numl</li> </ul>	Reason for withdrawal						
<ul> <li>Approve Candidate Number</li> </ul>	Sv	llabus		Svilabus code	#		
Candidate BTS or DOSET Ch	Setswana			01			
Candidate Details Amendme							
<ul> <li>Special needs preparations</li> </ul>	English			02	✓		
⊕ Reports	Mathematics			03	$\checkmark$		
OMR Registration     Materials Management/Tracking	Science			04	<b>v</b>	>	-
Appointment of Examining Personnel	Social Studies			05	✓	ſ <b>f</b>	*
⊕- Pre-Exam	Agriculture			06	✓		
🕮 Post Exam 💙	Religious and Moral Education			07	<ul> <li>Image: A start of the start of</li></ul>		~
<b>x</b>	<				$\sim$	>	V

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     Request for Syllabus Change	Change in Surname					
Approve Syllabus Change / 1	Change in First Name					
Capture the Requests from 1	Change in Middle name					
- Authorization for Registratio	Reason for withdrawal					
- Candidate Address or Gende						
<ul> <li>Request for Candidate DOB</li> </ul>	Sy	/llabus		Syllabus code	#	
Approve Candidate DOB cha	Setswana		01			
<u>Request for Candidate Numl</u>	English		02		$\checkmark$	
Approve Candidate Number     Candidate BTS or DOSET CF	Mathematics		03		✓	
Candidate Details Amendme	Science		04		<b>v</b>	
B- Special needs preparations	Social Studies		05			
Reports	Agriculture		06			
OMR Registration	Religious and Moral Education		07			
Haterials Management/Tracking	Religious and Moral Education		07			Y
Appointment of Examining Personnel	Submit Reset Cancel					
Pre-Exam     Dept Frame	Submit Reset Cancel					
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 / Wi	ithdrawal {Add}				
- Masters	request for synabus change / wh					
- Setup	Centre	PS0101Bobonong F	Primary School			~
Candidate Registration	Candidate number	58	Check			
Centre candidate registration			Check			
Entry amendments     Request for Syllabus Change	Candidate Surname	PRIMARY				
Approve Syllabus Change / 1	Candidate First Name	STUDENT				
Capture the Requests from t	Candidate Middle Name					
Authorization for Registratio	Request type	Withdrawal				~
- Candidate Address or Gende	Change in Surname					
<ul> <li>Request for Candidate DOB</li> </ul>	Change in First Name					
Approve Candidate DOB cha	Change in Middle name					
<ul> <li>Request for Candidate Numl</li> </ul>	Reason for withdrawal					
<ul> <li>Approve Candidate Number</li> </ul>						
Curture Management	Candidate number	58	Check			
System Management  Masters	Candidate Surname	PRIMARY				
Setup	Candidate First Name	STUDENT				
Candidate Registration	Candidate Middle Name	STODENT				
- Centre candidate registration						
Entry amendments	Request type	Withdrawal				~
<ul> <li>Request for Syllabus Change</li> </ul>	Change in Surname					
<ul> <li>Approve Syllabus Change / 1</li> </ul>	Change in First Name					
<ul> <li><u>Capture the Requests from I</u></li> </ul>	Change in Middle name					
<u>Authorization for Registratio</u> Candidate Address or Gende	Reason for withdrawal					
Request for Candidate DOB		Svilabus		Svilabus code	#	
Approve Candidate DOB cha	Setswana	-,	01	_,		
<ul> <li>Request for Candidate Numl</li> </ul>			02			^
- Approve Candidate Number	English				✓	
<ul> <li>Candidate BTS or DOSET Ch</li> </ul>	Mathematics		03		<ul><li>✓</li></ul>	
Candidate Details Amendme	Science		04		$\checkmark$	
e Special needs preparations	Social Studies		05			
⊕− Reports	Agriculture		06		✓	
OMR Registration	Religious and Moral Education		07		✓	
Materials Management/Tracking			07			
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 Candidate Details Amendments     Pere-Exam     Result Management     Perevits	Candidate Details Amendments Search Export Help Drag a coumn 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     Cachure the Requests from 1     Cachure the Requests for Candidate DOB     Candidate DOB     Candidate DOB     Candidate DOB     Centre     Candidate DOB     Centre     C
Masters     Setup     Candidate Registration     Candidate Registration     Candidate Registration     Candidate Registration     Candidate Index Interview     Approve Svilabus Change //     Candidate Address or Gradet     Kenuest for Candidate DOB chs     Approve Candidate DOB chs     K
- Setup     - Candidate Registration     - Centre      - Candidate Registration     - Entry amendments     - Requests from - Approve Synlabus Change / .     - Approve Synl
Candidate Registration
Centre candidate registration     Entry amendments     Request for Syllabus Change     Authorization for: Registration     Candidate Address or Gende     Request for Candidate DOB che     Approve Candidate DOB che
P     Entry amendments       -     Request for Syllabus Change / 1       -     Approve Syllabus Change / 1       -     Approve Syllabus Change / 1       -     Authorization for Registratio       -     Candidate notes for Gradidate DOB che       -     Request for Candidate DOB che
Request for Syllabus Change     Approve Syllabus Change //     Gathure the Requests from 1     Authorization for Registratio     Candidate Address or Gends     Request for Candidate DOB     Approve Candidate DOB che     *
Approve Syllabus Change /      Capture the Requests from 1     Authorization for Registratio     Candidate Address or Gends     Request for Candidate DOB     Approve Candidate DOB che
Capture the Requests from 1     Authorization for: Registratio     Candidate Address or Gends     Becuest for Candidate DOB che     Approve Candidate DOB che
Authorization for Registratio     Candidate Address or Gends     Request for Candidate DOB     Approve Candidate DOB che
Candidate Address or Gends     Request for Candidate DOB     Approve Candidate DOB che
- Request for Candidate DOB. - Approve Candidate DOB che
Approve Candidate DOB che
- 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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- Masters								
- Setup	Sea	rch Export H	lelp					
- Candidate Registration								
Centre candidate registration	Dr	ag a column header	here to group by the	nat column				
Entry amendments	Edi	t Centre Name 💌	SurName 💌	Name Of The Cand	Middle Name 🔛	Gender 💌	Candidate Number	Date C
<ul> <li>Request for Syllabus Change</li> </ul>		9	9	9	9	9		
<ul> <li>Approve Syllabus Change / '</li> </ul>		Debesses		V	v	V	v	
<ul> <li>Capture the Requests from 1</li> </ul>	Edi	Primary School	SETLHANTSWENG	CLYDE BAKANG		Male	0001	20/11/
<ul> <li>Authorization for Registratio</li> </ul>	Edi	Bobonong	MASOPA	GOFAONE		Female	0002	18/09/
<ul> <li>Candidate Address or Gende</li> </ul>		Primary School						
<ul> <li>Request for Candidate DOB</li> </ul>	Edi	Bobonong Primary School	DIKGANG	BOLOKANG		Male	0003	25/05/
Approve Candidate DOB cha	Edi	Bobonong	PITSO	KEAMOGETSE		Female	0004	02/03/
<ul> <li>Request for Candidate Numl</li> </ul>		Primary School	11130	REAMOGETSE		1 cmaic	0004	02/03/
<ul> <li>Approve Candidate Number</li> </ul>	Edi	Bobonong Primary School	MOTLHAGODI	BOIPELO ANITAH		Female	0005	12/01/
<ul> <li><u>Candidate BTS or DOSET Ch</u></li> </ul>	Edi	Debases	MOLAPISI	GOLEBAONE		Male	0006	19/05/
<u>Candidate Details Amendme</u>	Eul	Primary School	MOLAPISI	GOLEBAONE		Male	0006	19/05/
Special needs preparations	Edi	Bobonong Primary School	AMOS	KGOMOTSO		Male	0007	18/09,
⊕− Reports		Debases		KGOMOTSO				
OMR Registration	Edi	Primary School	MOLAMBANE	BRITNEY		Female	0008	22/01/
Materials Management/Tracking								
- Appointment of Examining Personnel	-							/
- Pre-Exam		e 1 of 6 (55 items)						

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	andid	late Details Ame	endments									
Masters		Searc	h Export H	Help									
Setup	L												
Candidate Registration													
Centre candidate registration		Drag	a column header	here to gro	up by th	nat column							
Entry amendments		Edit	Centre Name	SurName		Name Of The Cand	Middle Name		Gender	-	Can	date Number	Date C
- Request for Syllabus Change	NF						[						
- Approve Syllabus Change / 1			Ÿ		Ŷ	♥		?		8	0058	×	
Capture the Requests from 1		<u>Edit</u>	Bobonong Primary School	PRIMARY		STUDENT			Male		0058		01/01,
<ul> <li>Authorization for Registratio</li> </ul>													
<ul> <li><u>Candidate Address or Gende</u></li> </ul>													
<ul> <li>Request for Candidate DOB</li> </ul>													
- Approve Candidate DOB cha													
<ul> <li>Request for Candidate Numl</li> </ul>													
- Approve Candidate Number													

The amendment screen below will display showing candidate personal details.

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			· · · · · · · · · · · · · · · · · · ·
Gystem Management	Candidate Details Amendments {Update}		
Masters	Centre		
⊕– Setup		Bobonong Primary School	×
Candidate Registration	Candidate number	0058	
Centre candidate registration	Candidate Surname	PRIMARY	
⊖− Entry amendments	Candidate name	STUDENT	
<ul> <li>Request for Syllabus Change</li> </ul>	Candidate Middle name	A	×
<ul> <li>Approve Syllabus Change / 1</li> </ul>	Gender	M-Male  Candidate category C-Centre candidate	
<ul> <li><u>Capture the Requests from I</u></li> </ul>			
<ul> <li><u>Authorization for Registratio</u></li> </ul>	Personnel Contacts BEC		
Candidate Address or Gende	Date of birth	01/01/1998	
<u>Request for Candidate DOB</u>	Is citizen of Botswana?		
Approve Candidate DOB cha	Birth Registration Number (9 digits only)		
<u> <u>     Request for Candidate Numl</u> <u>     Approve Candidate Number</u> </u>	OMANG Number		
Candidate BTS or DOSET Ch			
Candidate Details Amendme	Passport number		
Special needs preparations			
Reports			
OMR Registration			
B- Materials Management/Tracking			
⊕- Appointment of Examining Personnel			
e- 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**.

E Candidate Registration					
e- Centre candidate registration	Registration List for Centres - PSLE				^
Entry amendments				/	
⊕- 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					
<ul> <li>Discrepancy in Seating arrar</li> </ul>					
- Entries Listing for Session					
- Gaps in Candidate Numbers					
<ul> <li>Number of candidates by nu</li> </ul>					
- Numbers of Subjects Taken					
Registration fees list					
Registration list					
Registration list for centres					
Registration list for centres					
<ul> <li>Registrations - centre/stude</li> </ul>					
Registrations by Gender					
Registration list for centres					
Registration list for centres					
Posted Registration list for c					
Posted Registration list for c	/				
Special need candidates by					$\sim$
< special need candidates by	<				
` /					

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			55												
Setswana			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
<u>Candidates With Special Rec</u> <u>Registration entry error repr</u>	Centre PS0101Bobonong Primary School
<ul> <li>Fees list by Centre</li> <li>Pending fees list by Centre a</li> </ul>	Candidate 58
<ul> <li>Letter to Candidate for penc</li> <li>Letter to Centre for pending</li> </ul>	Show Report
<ul> <li><u>Candidate having duplicate</u></li> <li>Candidate UCI linking fails</li> </ul>	
- ID cards by Centre	
Candidate fees payment by     Candidate count by centre :	

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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	Qualification :	Primary School Le	aving Examination		
Y	Series :	PSLE-November/2	2015		
BOTSWANA EXAMINATIONS COUNCIL			Statement of Entry		
Centre : PS01	101	Bobonong Primary Sc	hool		
Candidate	0058 STUI	DENT PRIMARY			
Gender M	Date of Birth	01/01/1998	UCI	OMANG No.	
Prev. Centre			Prev. Cand No.		
Syllabus				Timetabled	
Component Co	de Name		Da	te Time	
Agriculture					
)6/1	Paper 1		08/10/2015	5 08:00	AM
English					
)2/1	Paper 1		14/10/2015	5 08:00	AM
)2/2	Paper 2		07/10/2015	5 11:00	AM
Mathematics					
)3/1	Paper 1		12/10/2015	5 08:00	AM
Religious and Mo	oral Education				
)7/1	Paper 1		13/10/2015	5 11:00	AM
Science					
)4/1	Paper 1		09/10/2015	5 08:00	AM
Setswana	-				
)1/1	Paper 1		09/10/2015	5 11:00	AM
	Paper 2		07/10/2015	5 08:00	AM
)1/2	1 0 0 0 1 2				
)1/2 Social Studies	i upor 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	Primary School Leaving Examination		Help	Change Password	Logout	
⊕- Result M ⊖- Reports ⊖- Rep	ort1 Subject Grades Listing By Centre And Range	Subject Grade Listing     Centre	P50101Bobonong Primary School	Show Report			V Range	

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