



BOTSWANA
EXAMINATIONS
COUNCIL

**BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION
AND GENERAL CERTIFICATE OF EDUCATION**

TIMETABLE
OCTOBER/NOVEMBER 2016

FINAL VERSION DATED 21 MARCH 2016



General Instructions and Guidelines

1 About this timetable

This timetable contains

- some instructions and guidelines about the examinations
- schedule of coursework and moderation timelines
- a full list, in date order, of all the examinations
- the key to the timetable.

The timetable must be followed throughout. If there is any discrepancy between this timetable and any other documents such as Statements of Entry or labels on Question Paper packets, the Head of Centre should contact the Executive Secretary at BEC.

2 About the Sessions

Examinations scheduled for the morning session should start at **8.00 am**; examinations in the afternoon should start at **2.00 pm**. See also section 11 Key Times and Full Centre Supervision for Cambridge Syllabuses.

3 Where there is more than one paper in a single session

In cases where there are two papers for the same syllabus timetabled in the same examination session, candidates should be allowed a short supervised break between the papers. The supervised break should be no longer than 30 minutes.

The second question paper must not be given out until the full time allocated to the first paper has been allowed and the scripts answer sheets and question papers for the first paper have been collected.

4 Time Allowance for Question Papers

Any time required for candidates to read through question papers, to study maps, etc., is already included in the duration of the examination as shown on the timetable and on the front cover of the question paper. No additional time should be allowed.

5 Syllabus 0596 Art & Design

Copies of the question papers for 0596/01 Observational Study, 0596/02 Interpretative Study and 0596/03 Design Study should be given to candidates immediately on receipt from BEC.

These examinations are of 10 hours duration and should take place over two consecutive days. **All Centres must timetable the examinations from 06 October 2016 to 07 October 2016.** Since the dates of this examinations are not reflected in the timetable and Statement of Entry, the Head of Centre must arrange for all candidates to be informed of the dates.

6 0611/02 Food & Nutrition Practical Examination

The Planning Sessions for this Practical Examination will take place on **30 August 2016** starting at 8.00 am. The Practical Examination will take place between **12 September and 23 September 2016.**

The dates of the Planning Session and the Practical Examination do not appear on the candidate Statement of Entry. The Head of Centre must arrange for all candidates to be informed of the dates of the planning session and the examination.

7 Practical Examinations

For the Practical Examinations in Chemistry, Physics, Biology and Computer Studies, it may be necessary to arrange a number of consecutive sessions of the examination. In such cases, arrangements must be made to ensure that there is no contact between candidates who have taken the test in one session and those who are scheduled to take the test in a later session.

8 0617/02 Music Performing

The Performing Examination of Music 0617/02 will take place during the period **29 August to 09 September 2016.** The date of the Performing Examination will not appear on the candidate's Statement of Entry. The Head of Centre must arrange for all candidates to be informed of the date.

9 0618/03 French Speaking Test

The Speaking Tests will take place during the period **15 September to 31 October 2016.** The date of the Speaking Test will not appear on the candidate's Statement of Entry. The Head of Centre must arrange for all candidates to be informed of the date. Speaking Test samples and marks should be submitted not later than **01 November 2016 to BEC.**

10 Submission of Coursework and Coursework Marks

Centres which have registered candidates for Coursework syllabuses should submit all coursework and coursework marks on the stipulated dates sent to Centres. Coursework marks should be captured on MALEPA application by Centres. **Centres who would not have captured coursework marks at the time of moderation will not be moderated.**

11 Key Times and Full Centre Supervision, Cambridge Syllabuses

Centres which take Cambridge GCE O Level Syllabuses and BGCSE French should observe that Cambridge requires that at the Key Times stipulated below all candidates must be under Full Centre Supervision for security purposes. Syllabuses which are affected are 4037 Additional Mathematics, 4040 Statistics and 0618 French.

The **Key Times** are 11.00 am local time for the morning sessions and 3.00 pm local time for the afternoon sessions. In the November 2016 examination all of the examination papers concerned are in the morning session.

The morning session for examinations will start at 08.00am. Candidates who will be writing Cambridge examinations will therefore finish before the **Key Time** of 11.00 am. Since the **Key Time** is after the end of the examinations all candidates **must remain under Full Centre Supervision until 11.00 am.**

Candidates can either be under **Full Centre Supervision** in the examinations rooms with their invigilators or when they leave the examinations rooms, they must be under **Full Centre Supervision** with their invigilators continuously until the **Key Time.**

**Key Times and Full Centre Supervision, Cambridge
Syllabuses (continued)**

During the period between the end of the examination and 11.00 am, candidates can have access to their books and notes, and they can talk to each other provided that they do not cause any disturbance to other candidates who are still doing an examination. However, candidates must not have access to telephones, cell phones, the internet, or any means of external communication, and candidates must not be allowed to communicate by any means whatsoever with anyone who is not under **Full Centre Supervision**. As soon as the **Key Time** has passed, the candidates may be released.

03 – 07 October 2016

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Monday 03 Oct	Component	Duration
	4040/12 Statistics Paper 12	2 h 15 m

Component	Duration
0616/01 Physical Education Paper 1	2 h

Tuesday 04 Oct	Component	Duration
	0587/01 Literature in English Paper 1	2 h 30 m

Component	Duration
0617/01 Music Written Paper 1	1 h

Wednesday 05 Oct	Component	Duration
	4040/22 Statistics Paper 22	2 h 15 m

Component	Duration
0570/01 Chemistry Multiple Choice	1 h
0570/03 Chemistry Theory	1 h 15 m

Thursday 06 Oct	Component	Duration
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Component	Duration
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Friday 07 Oct	Component	Duration
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Component	Duration
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Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

10 – 14 October 2016

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Monday 10 Oct	Component	Duration
	0584/02 Geography Paper 2	2 h 10 m

Component	Duration
0599/01 Agriculture Multiple Choice	45 m

Tuesday 11 Oct	Component	Duration
	0583/01 History Paper 1	2 h

Component	Duration
0586/01 Development Studies Paper 1	1 h 30 m

Wednesday 12 Oct	Component	Duration
	0595/01 Design and Technology Written	2 h 30 m
	0611/01 Food and Nutrition Written	2 h
	0612/01 Fashion and Fabrics Written	2 h
	0613/01 Home Management Written	2 h

Component	Duration
0584/03 Geography Paper 3	1 h

Thursday 13 Oct	Component	Duration
	0571/04 Physics Practical Test	2 h
	0571/05 Physics Alternative to Practical	1 h

Component	Duration
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Friday 14 Oct	Component	Duration
	0597/01 Computer Studies Paper 1	1 h 30 m

Component	Duration
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Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

17 - 21 October 2016

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Monday
17 Oct

Component **Duration**

**0615/02 Business Studies
Paper 2** **2 h**

Component **Duration**

**0598/03 Commerce
Alternative to Coursework** **1 h 15 m**

Tuesday
18 Oct

Component **Duration**

**0562/03 Setswana
Paper 3** **2 h 30 m**

Component **Duration**

**0584/01 Geography
Paper 1** **1 h 30 m**

Wednesday
19 Oct

Component **Duration**

**0561/02 English Language
Paper 2** **2 h**

Component **Duration**

**0586/02 Development Studies
Paper 2** **1 h 30 m**

Thursday
20 Oct

Component **Duration**

**0563/03 Mathematics
Paper 3** **2 h 30 m**

Component **Duration**

**0588/01 Religious Education
Paper 1** **1 h 30 m**

Friday
21 Oct

Component **Duration**

0618/02 French **1 h**

Component **Duration**

**0572/01 Biology
Multiple Choice** **50 m**

**0572/03 Biology
Theory** **1 h 15 m**

**0573/01 Human and Social Biology
Multiple Choice** **1 h**

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

24 October – 28 October 2016

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Monday
24 Oct

Component	Duration
4037/12 Additional Mathematics Paper 12	2 h

Component	Duration
0615/01 Business Studies Paper 1	1 h 45 m

Tuesday
25 Oct

Component	Duration
0570/04 Chemistry Practical Test	1 h
0570/05 Chemistry Alternative to Practical	1 h

Component	Duration
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Wednesday
26 Oct

Component	Duration
0614/01 Accounting Paper 1	2 h

Component	Duration
0598/01 Commerce Multiple Choice	1 h

Thursday
27 Oct

Component	Duration
0572/04 Biology Practical Test	1 h 15 m
0572/05 Biology Alternative to Practical	1 h
0573/02 Human and Social Biology Theory	2 h

Component	Duration
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Friday
28 Oct

Component	Duration
0618/04 French	1 h

Component	Duration
0561/01 English Language Paper 1	1 h 45 m

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

31 October – 04 November 2016

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Monday
31 Oct

Component	Duration
0563/02 Mathematics Paper 2	2 h

Component	Duration
0568/01 Science Single Award Multiple Choice	50 m
0569/01 Science Double Award Multiple Choice	1 h 30 m

Tuesday
01 Nov

Component	Duration
0588/02 Religious Education Paper 2	2 h 30 m

Component	Duration
0585/01 Social Studies Paper 1	1 h 30 m

Wednesday
02 Nov

Component	Duration
0614/02 Accounting Paper 2	2 h

Component	Duration
0562/01 Setswana Continuous Writing	1 h 40 m

Thursday
03 Nov

Component	Duration
0597/02 Computer Studies Paper 2	2 h 30 m

Component	Duration
0585/03 Social Studies Paper 3	1 h

Friday
04 Nov

Component	Duration
0599/02 Agriculture Paper 2	2 h 15 m

Component	Duration
0568/04 Science Single Award Alternative to Practical	45 m
0569/04 Science Double Award Alternative to Practical	1 h 30 m

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

07 – 11 November 2016

Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

Component	Duration
0585/02 Social Studies Paper 2	2 h 30 m

Component	Duration
0598/02 Commerce Paper 2	2 h

Component	Duration
4037/22 Additional Mathematics Paper 22	2 h

Component	Duration
0583//02 History Paper 2	1 h 45 m

Component	Duration
0568/03 Science Single Award Theory	1 h 15 m
0569/03 Science Double Award Theory	2 h
0571/01 Physics Multiple Choice	1 h
0571/03 Physics Theory	1 h 15 m

Component	Duration
0562/02 Setswana Paper 2	1 h 50 m

Component	Duration
0563/01 Mathematics Paper 1	1 h 30 m

Component	Duration
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Component	Duration
0618/01 French	45 m

Component	Duration
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Morning Session starting at 8.00 a.m.

Afternoon Session starting at 2.00 p.m.

BGCSE 2016 Practical Examinations / Coursework Moderation Schedule

Activity	Description	Subjects	Submission Date / Month	Deliverables
Submission of course work	<p>1. Marks for these Centrally moderated components to reach BEC</p> <p>2. Marks for All Externally moderated components to Chief Invigilators at Centres</p>	<p>1. 0599/03</p> <p>2. 0612/02; 0612/03; 0613/03;</p> <p>3. 0586/03 0597/03 0616/02; 0615/03; 0617/03;</p> <p>4. 0611/03; 0613/02;</p> <p>5. 0595/02;</p> <p>6. 0596/05</p>	<p>15-18 Aug</p> <p>19-22 Sept</p> <p>06-10 Oct</p> <p>12-15 Sept</p> <p>20-23 Sept</p> <p>05-10 Oct</p>	<ul style="list-style-type: none"> • Attendance registers • Projects • Individual Mark sheets • Record cards • Summary Mark sheets
Submission of Non Course-work French Speaking Test	Marks for the internally assessed component	7. 0618/03	01 Nov. 2016 NB: test to run from 15 Sept – 31 Oct	Internal Assessment Mark sheets/ MS1 forms Speaking Test Samples

Syllabus	Moderator Standardisation Dates		Moderation Date		Post Moderation Evaluation
	Team Leaders	Moderation Team	Start Date	End Date	
0599/03 Agriculture	22 - 23 August	24 - 26 August	27 August	08 September	09 - 10 September
0611/03 Food & Nutrition	19 - 21 September	22 - 23 September	03 October	14 October	17 - 21 October
0613/02 Home Management	19 - 21 September	22 - 23 September	03 October	14 October	17 - 21 October
0612/02 Fashion & Fabrics	03 - 04 October	05 - 07 October	08 October	14 October	15 October
0612/03 Fashion & Fabrics	03 - 04 October	05 - 07 October	08 October	14 October	15 October
0613/03 Home Management	03 - 04 October	05 - 07 October	08 October	21 October	22 October
0596/05 Art & Design	14 October	14 October	17 October	26 October	27-28 October
0615/03 Business Studies	17 - 19 October	20 - 21 October	22 October	03 November	04 November
0616/02 Physical Education	17 - 19 October	20 - 21 October	22 October	03 November	04 November
0597/03 Computer Studies	17 - 19 October	20 - 21 October	22 October	03 November	04 November
0586/03 Development Studies	17 - 19 October	20 - 21 October	22 October	03 November	04 November
0617/03 Music	18 - 19 October	20 - 21 October	22 October	03 November	04 November
0595/02 Design & Technology	26 - 28 October	31 Oct - 03 November	04 November	11 November	14 - 16 November

Syllabus	Examiner Standardisation Date		Examination Date		Post Examination Evaluation
	Team Leaders	Examining Team	Start Date	End Date	
0617/02 Music	22 August	23 - 26 August	29 August	09 September	12 - 13 September
0611/02 Food & Nutrition	05 - 06 September	07 - 09 September	12 September	23 September	10 - 14 October

Key to the Timetable

Syllabus	Code	Date	Session	Duration
English Language	0561/01	28 Oct	pm	1 h 45 m
	0561/02	19 Oct	am	2 h
Setswana	0562/01	02 Nov	pm	1 h 40 m
	0562/02	09 Nov	pm	1 h 50 m
	0562/03	18 Oct	am	2 h 30 m
Mathematics	0563/01	10 Nov	am	1 h 30 m
	0563/02	31 Oct	am	2 h
	0563/03	20 Oct	am	2 h 30 m
Science: Single Award	0568/01	31 Oct	pm	50 m
	0568/03	09 Nov	am	1 h 15 m
	0568/04	04 Nov	pm	45 m
Science: Double Award	0569/01	31 Oct	pm	1 h 30 m
	0569/03	09 Nov	am	2 h
	0569/04	04 Nov	pm	1 h 30 m
Chemistry	0570/01	05 Oct	pm	1 h
	0570/03	05 Oct	pm	1 h 15 m
	0570/04	25 Oct	am	1 h
	0570/05	25 Oct	am	1 h
Physics	0571/01	09 Nov	am	1 h
	0571/03	09 Nov	am	1 h 15 m
	0571/04	13 Oct	am	2 h
	0571/05	13 Oct	am	1 h
Biology	0572/01	21 Oct	pm	50 m
	0572/03	21 Oct	pm	1 h 15 m
	0572/04	27 Oct	am	1 h 15 m
	0572/05	27 Oct	am	1 h
Human & Social Biology	0573/01	21 Oct	pm	1 h
	0573/02	27 Oct	am	2 h
History	0583/01	11 Oct	am	2 h
	0583/02	08 Nov	pm	1 h 45 m
Geography	0584/01	18 Oct	pm	1 h 30 m
	0584/02	10 Oct	am	2 h 10 m
	0584/03	12 Oct	pm	1 h
Social Studies	0585/01	01 Nov	pm	1 h 30 m
	0585/02	07 Nov	am	2 h 30 m
	0585/03	03 Nov	pm	1 h
Development Studies	0586/01	11 Oct	pm	1 h 30 m
	0586/02	19 Oct	pm	1 h 30 m
Literature in English	0587/01	04 Oct	am	2 h 30 m

Syllabus	Code	Date	Session	Duration
Religious Education	0588/01	20 Oct	pm	1 h 30 m
	0588/02	01 Nov	am	2 h 30 m
Design & Technology	0595/01	12 Oct	am	2 h 30 m
Computer Studies	0597/01	14 Oct	am	1 h 30 m
	0597/02	03 Nov	am	2 h 30 m
Commerce	0598/01	26 Oct	pm	1 h
	0598/02	07 Nov	pm	2 h
	0598/03	17 Oct	pm	1 h 15 m
Agriculture	0599/01	10 Oct	pm	45 m
	0599/02	04 Nov	am	2 h 15 m
Food & Nutrition	0611/01	12 Oct	am	2 h
Fashion & Fabrics	0612/01	12 Oct	am	2 h
Home Management	0613/01	12 Oct	am	2 h
Accounting	0614/01	26 Oct	am	2 h
	0614/02	02 Nov	am	2 h
Business Studies	0615/01	24 Oct	pm	1 h 45 m
	0615/02	17 Oct	am	2 h
Physical Education	0616/01	03 Oct	pm	2 h
Music	0617/01	04 Oct	pm	1 h
French	0618/01	11 Nov	am	45 m
	0618/02	21 Oct	am	1 h
	0618/04	28 Oct	am	1 h
Additional Mathematics	4037/12	24 Oct	am	2 h
	4037/22	08 Nov	am	2 h
Statistics	4040/12	03 Oct	am	2 h 15 m
	4040/22	05 Oct	am	2 h 15 m