



BOTSWANA
EXAMINATIONS
COUNCIL

2021

JUNIOR CERTIFICATE EXAMINATIONS

T I M E T A B L E

SEPTEMBER/NOVEMBER 2021

FINAL VERSION DATED 22 FEBRUARY 2021



General Instructions and Guidelines

1. About this Timetable

This timetable contains

- instructions and guidelines about the examinations;
- practical examination and coursework moderation schedule;
- 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 JCE office at BEC.

2. About the Sessions

Examinations scheduled for the morning session should start at **08:00** unless otherwise stated and examinations for the afternoon should start at **14:00**.

3. 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 except for some Special Needs papers of which specific instructions will be enclosed.

4. Agriculture Paper 3

The moderation of this paper will be conducted from **24 May to 04 June, 2021**. The moderation will be conducted on the dates allocated to each centre as reflected on the schedule that will be shared with centres. **Centres must ensure that teachers mark the candidates' vegetable plots NOT more than three (3) days before the date scheduled for the centre moderation.**

5. Home Economics Paper 2

The **planning session** for this practical examination will take place on **26 August, 2021 at 08:00**.

The **practical examination** will take place from **13 to 24 September, 2021**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

6. Music Paper 1: Listening

- This is a listening examination that requires a CD which is provided by BEC.
- The CD is provided together with a set of Instructions to Invigilators.
- The instructions should be read by the Chief Invigilator and the Music teacher **1 day before the examination**.

7. Music Paper 3: Practical Examination

- This practical examination will take place from **06 to 17 September 2021**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

8. Art Paper 2: Practical Examination

- This is a controlled practical examination that runs for 3 hours.
- The question papers must be distributed to the candidates on **26 August, 2021 at 11:00** for preparation purposes.
- After the examination, the candidates' work must be packaged in the special boxes provided and stored securely until such time that they are despatched to BEC with other examination scripts.

9. French Paper 1: Listening Comprehension

- This is a listening examination that requires a CD provided by BEC.
- The CD is provided together with a set of Instructions to Invigilators as well as Instructions to Candidates.
- Instructions to Invigilators and candidates **should be opened as soon as they are received** and those for candidates distributed to all candidates taking French examination.

10. For Private Candidates Only

The following components are for private candidates only and should not be availed to school candidates unless by prior arrangement with BEC.

1. Agriculture Paper 4 (16/4);
2. Commerce and Office Procedures Paper 4 (25/4);
3. Commerce and Accounting Paper 4 (26/4);
4. General Science Papers 1 and 2 (43/1 & 43/2)

11. Submission of Coursework and Coursework Marks

Centres which have registered candidates for coursework syllabuses should submit all projects, artefacts, folios and their marks on the stipulated dates as indicated on page 6 of this Timetable. The coursework marks submitted should also be captured on Malepa application by Centres. **Centres who have not captured coursework marks at the time of moderation will not be moderated.**

12. General Notes

- **The Invigilator's manual and the timetable should be in each examination room at all times for the duration of the examinations period.**
- The Invigilator should confirm with candidates before opening the envelope that the paper is the timetabled one.
- At the beginning of each examination session, sealed packets of the question papers should be opened by the Invigilator in the presence of candidates.
- At the end of each examination, scripts and answer sheets should be sealed in the presence of the candidates.
- Candidates should individually append their signature against their names on the attendance register for each of the scheduled examinations before being dismissed from the examination room. The Chief Invigilator must also indicate absent candidates and sign at the bottom of each page of the attendance register to confirm the information provided.
- Projects, scripts and answer sheets will be collected from centres. Communication will be made to centers regarding collection arrangements.

26 August — 22 October 2021

Morning session starts at 08:00

Afternoon session starts at 14:00

Thursday
26 Aug

Syllabus	Time
21/2 Home Economics Paper 2 Planning Session	08:00 - 09:30

Syllabus	Time
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Thursday
23 Sept

Syllabus	Time
33/2 Art Paper 2	08:00 - 11:00

Syllabus	Time
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Monday
18 Oct

Syllabus	Time
12/4 English Paper 4	08:00 - 08:55
32/1 French Paper 1	11:00 - 11:45

Syllabus	Time
34/1 Music Paper 1	14:00 - 15:00

Tuesday
19 Oct

Syllabus	Time
21/1 Home Economics Paper 1	08:00 - 9:30

Syllabus	Time
11/2 Setswana Paper 2	14:00 - 16:00

Wednesday
20 Oct

Syllabus	Time
15/2 Social Studies Paper 2	08:00 - 10:15

Syllabus	Time
13/2 Mathematics Paper 2	14:00 - 16:00

Thursday
21 Oct

Syllabus	Time
18/2 Moral Education Paper 2	08:00 - 10:00

Syllabus	Time
35/1 Physical Education Paper 1	14:00 - 15:30

Friday
22 Oct

Syllabus	Time
16/2 Agriculture Paper 2	08:00 - 09:15

Syllabus	Time
12/3 English Paper 3	14:00 - 16:00

Morning session starts at 08:00

Afternoon session starts at 14:00

25 October — 29 October 2021

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday
25 Oct

Syllabus	Time
31/2 Religious Education Paper 2	08:00 - 10:00

Syllabus	Time
32/3 French Paper 3	14:00 - 16:00

Tuesday
26 Oct

Syllabus	Time
14/2 Science Paper 2	08:00 - 10:00
43/2 General Science Paper 2	08:00 - 10:00

Syllabus	Time
12/2 English Paper 2	14:00 - 15:30

Wednesday
27 Oct

Syllabus	Time
17/2 Design and Technology Paper 2	08:00 - 10:00

Syllabus	Time
25/2 Commerce and Office Procedures Paper 2	14:00 - 16:00
26/2 Commerce and Accounting Paper 2	14:00 - 16:00

Thursday
28 Oct

Syllabus	Time
12/1 English Paper 1	08:00 - 09:15
34/2 Music Paper 2	11:00 - 12:30

Syllabus	Time
33/1 Art Paper 1	14:00 - 15:00

Friday
29 Oct

Syllabus	Time
11/3 Setswana Paper 3	08:00 - 09:15

Syllabus	Time
16/4 Agriculture Paper 4	14:00 - 15:00

Morning session starts at 08:00

Afternoon session starts at 14:00

01 November - 05 November 2021

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday 01 Nov	Syllabus	Time
	25/1 Commerce and Office Procedures Paper 1	08:00 - 09:00
	26/1 Commerce and Accounting Paper 1	08:00 - 09:00

Syllabus	Time
31/1 Religious Education Paper 1	14:00 - 15:00

Tuesday 02 Nov	Syllabus	Time
	15/1 Social Studies Paper 1	08:00 - 09:00
	25/4 Commerce and Office Procedures Paper 4	11:00 - 12:00
	26/4 Commerce and Accounting Paper 4	11:00 - 12:00

Syllabus	Time
16/1 Agriculture Paper 1	14:00 - 15:00

Wednesday 03 Nov	Syllabus	Time
	11/1 Setswana Paper 1	08:00 - 09:30

Syllabus	Time
14/1 Science Paper 1	14:00 - 15:00
43/1 General Science Paper 1	14:00 - 15:00

Thursday 04 Nov	Syllabus	Time
	17/1 Design and Technology Paper 1	08:00 - 09:00
	32/2 French Paper 2	11:00 - 12:00

Syllabus	Time
18/1 Moral Education Paper 1	14:00 - 15:00

Friday 05 Nov	Syllabus	Time
	13/1 Mathematics Paper 1	08:00 - 09:30

Syllabus	Time
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Morning session starts at 08:00

Afternoon session starts at 14:00

JCE 2021 Practical Examinations / Coursework Moderation Schedule

Activity	Description	Syllabus	Submission Date / Month	Deliverables
Submission of coursework	1. All centrally moderated components	Music 34/4 Commerce & Office Procedures 25/3 Commerce & Accounting 26/3 Physical Education 35/2	05 July 2021 13 September 2021 13 September 2021 13 September 2021	<ul style="list-style-type: none"> ◆ Coursework Submission registers, ◆ Projects, ◆ Individual and summary marksheets. (Should be delivered to BEC)
	2. All externally moderated components	Agriculture 16/3 Home Economics 21/3 Art 33/3 Design & Technology 17/3	At most 3 days before centre scheduled moderation 16 July 2021 16 July 2021 20 September 2021	<ul style="list-style-type: none"> ◆ Individual and summary marksheets ◆ Projects. (Should be handed to Chief Invigilator)

Syllabus	Moderator/Examiner Standardisation Dates		Moderation/Examination Date		Post Moderation/ Examination Evaluation
	Team Leaders	Moderation Team	Start Date	End Date	
16/3 Agriculture	16 - 17 May	19 - 21 May	24 May	04 June	06 - 08 June
33/3 Art	25 - 26 July	28 - 30 July	02 August	13 August	15 - 17 August
21/3 Home Economics	25 - 26 July	28 - 30 July	02 August	13 August	15 - 17 August
34/4 Music	09 - 10 August	11 - 13 August	14 August	24 August	25 - 27 August
35/2 Physical Education	07 - 08 October	09 - 11 October	12 October	22 October	23 - 25 October
17/3 Design and Technology	08 - 10 October	12 - 15 October	18 October	29 October	31 October - 02 November
25/3 Commerce and Office Procedures	13 - 14 October	15 - 17 October	18 October	28 October	29 - 31 October
26/3 Commerce and Accounting	13 - 14 October	15 - 17 October	18 October	28 October	29 - 31 October

Syllabus	Examiner Standardisation Date		Examination Date		Post Examination Evaluation
	Team Leaders	Examining Team	Start Date	End Date	
21/2 Home Economics	03 - 05 September	07 - 10 September	13 September	24 September	26 - 28 September
34/3 Music	29 - 30 August	01 - 03 September	06 September	17 September	19 - 21 September

Key to the Timetable

Syllabus	Code	Date	Session	Duration	Syllabus	Code	Date	Session	Duration
Setswana	11/1	03 Nov	Morning	1 hr 30 min	Art	33/1	28 Oct	Afternoon	1 hr
	11/2	19 Oct	Afternoon	2 hrs		33/2	23 Sept	Morning	3 hrs
	11/3	29 Oct	Morning	1 hr 15 min		33/3	02 Aug - 13 Aug 2021		Moderation
English	12/1	28 Oct	Morning	1 hr 15 min	Music	34/1	18 Oct	Afternoon	1 hr
	12/2	26 Oct	Afternoon	1 hr 30 min		34/2	28 Oct	Morning	1 hr 30 min
	12/3	22 Oct	Afternoon	2 hrs		34/3	06 Sept - 17 Sept 2021		10 mins (Practical)
	12/4	18 Oct	Morning	55 min		34/4	14 Aug - 24 Aug 2020		Moderation
Mathematics	13/1	05 Nov	Morning	1 hr 30 min	Physical Education	35/1	21 Oct	Afternoon	1 hr 30 min
	13/2	20 Oct	Afternoon	2 hrs		35/2	12 Oct - 22 Oct 2021		Moderation
Science	14/1	03 Nov	Afternoon	1 hr	General Science	43/1	03 Nov	Afternoon	1 hr
	14/2	26 Oct	Morning	2 hrs		43/2	26 Oct	Morning	2 hrs
Social Studies	15/1	02 Nov	Morning	1 hr					
	15/2	20 Oct	Morning	2 hrs 15 min					
Agriculture	16/1	02 Nov	Afternoon	1 hr					
	16/2	22 Oct	Morning	1 hr 15 min					
	16/3	24 May - 04 June 2021		Moderation					
	16/4	29 Oct	Afternoon	1 hr					
Design and Technology	17/1	04 Nov	Morning	1 hr					
	17/2	27 Oct	Morning	2 hrs					
	17/3	18 Oct - 29 Oct 2021		Moderation					
Moral Education	18/1	04 Nov	Afternoon	1 hr					
	18/2	21 Oct	Morning	2 hrs					
Home Economics	21/1	19 Oct	Morning	1 hr 30 min					
	21/2	26 Aug	Morning	1 hr 30 min (Planning)					
	21/2	13 Sept - 24 Sept 2021		2 hrs (Practical)					
	21/3	02 Aug - 13 Aug 2021		Moderation					
Commerce & Office Procedures	25/1	01 Nov	Morning	1 hr					
	25/2	27 Oct	Afternoon	2 hrs					
	25/3	18 Oct - 28 Oct 2021		Moderation					
	25/4	02 Nov	Morning	1 hr					
Commerce & Accounting	26/1	01 Nov	Morning	1 hr					
	26/2	27 Oct	Afternoon	2 hrs					
	26/3	18 Oct - 28 Oct 2021		Moderation					
	26/4	02 Nov	Morning	1 hr					
Religious Education	31/1	01 Nov	Afternoon	1 hr					
	31/2	25 Oct	Morning	2 hrs					
French	32/1	18 Oct	Morning	45 min					
	32/2	04 Nov	Morning	1 hr					
	32/3	25 Oct	Afternoon	2 hrs					