

 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	BGCSE
	Document Type:	Instructions
	Document No:	BEC/EAC/DP/P02/In01.v1
	Effective Date	2016-04-04
Title	Registration of BGCSE Private Candidates	



BOTSWANA
EXAMINATIONS
COUNCIL

Instructions for:

Registration of BGCSE Private Candidates

Document Reference:

BEC/EAC/DP/P02/In01.v1

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DOCUMENT CONTROL SHEET

Preparation

	Name	Date
Prepared by:	B.G. Hirschfeldt	2015/07/23

Release

Version	Date Released	Pages Affected	Remarks
1	2015/07/24		

Approval - Document Sign off

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Revision History

Change Made By	Description	Version	Date

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1. Introduction

These Instructions refer to the requirements to register for the BGCSE examination at Botswana Examinations Council. They also outline prohibited syllabus combination. The instructions are intended for use by any individual candidate registering either as a BOCODOL, or individual private candidate. Candidates are expected to read and understand these instructions before they can register for the BGCSE examination.

Special attention must be paid to:

- **Syllabus combinations available for private candidates.**
- **Carry forward facility for candidates wishing to register for a syllabus with coursework component that allows for marks to be carried forward from the previous year.**
- **Examination venues listed for the particular examination series.**
- **Special Needs requirements stipulated in the BEC/EAC/G01 – Access Arrangement and Special Consideration, A Guide for Centres available during registration and upon request from Botswana Examinations Council.**

Each candidate is expected to have a copy of these instructions and use them for guidance during registration and any other time before the examination.

2. Responsibility and Authority

2.1 Manager, DP

The Manager is responsible for the implementation of the procedure.

2.2 Finance Manager

The Finance Manager is responsible for ensuring that the accounts office confirms payment on only candidates whose application forms have a BEC official stamp and a receipt number that is all candidates who have paid the examination fee. None

3. Abbreviation and Definitions

3.1 Abbreviations

BEC – Botswana Examinations Council

BGCSE – Botswana General Certificate of Secondary Education

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BOCODOL – Botswana College of Distance Learning

3.2 Definitions

3.2.1 Syllabus

None

4. References

None

5. Method

5.1 How to Register

- 5.1.1 Collect the **BEC/EAC/DP/P02/F01 – BGCSE Entry Form for Private Candidates** at the BGCSE counter.
- 5.1.2 Read instruction carefully before completing the **BEC/EAC/DP/P02/F01 – BGCSE Entry Form for Private Candidates**.
- 5.1.3 Complete the **BEC/EAC/DP/P02/F01 – BGCSE Entry Form for Private Candidates**.
- 5.1.4 Check with the BGCSE officer that the form has been correctly completed and submit to the BGCSE counter with 1 passport-sized photo.
- 5.1.5 Confirm the choice of syllabuses and options with BGCSE officers.
- 5.1.6 Pay the due fees at the Finance Counter and collect the receipt.
- 5.1.7 Submit the completed form to the Data Capture officer who will capture the registration into the system and print Statement of Entry.
- 5.1.8 Check that the details on the Statement of Entry are accurate as reflected in your **BEC/EAC/DP/P02/F01 – BGCSE Entry Form for Private Candidates**.
- 5.1.9 **The completed BEC/EAC/DP/P02/F01 – BGCSE Entry Form for Private Candidates must be left with the Data Capture officer.**
- 5.1.10 The Registration process is complete. Ensure that the payment receipt is kept safely for future reference.

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NB. Candidates will receive a Statement of Entry (SoE) immediately after registration. In a case where the SoE cannot be issued immediately during registration, then it will be sent to the address indicated by the candidate. Candidates should contact BEC by telephone (3650700) for any enquiry about SoE before the end of June. It is the responsibility of a candidate to provide reliable and accurate addresses and telephone numbers so that BEC will be able to contact them when need arises.

5.2 Candidates with Special Needs

5.2.1 Botswana Examinations Council is committed to increasing access for candidates with special needs during examinations. This is done through the provision of access arrangements for short term and permanent disabilities. These arrangements are therefore approved in advance of examinations.

5.2.2 BEC/EAC/P05/F01 – *Application for Access Arrangements* must be completed and submitted to Special Needs officer during registration. If the supporting evidence (Medical reports/Psychological reports from a qualified practitioner) is not available at the time of registration then it should reach Special Needs office before **30th June**.

5.3 Syllabuses and Options

The table below shows the syllabuses and the options which are available to candidates. Syllabus or option which are not listed here are not available for private candidates.



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SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
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ENGLISH LANGUAGE	1: Continuous Writing 2: Comprehension	0561	
		Option Code	Components
		A	1,2

SETSWANA	1: Continuous Writing 2: Comprehension, Summary and Translation 3: Literature	0562	
		Option Code	Components
		A	1,2,3

MATHEMATICS	1: Paper 1 2: Paper 2 3: Paper 3	0563	Core: C-G grades available Extended: A-C grades available
		Option Code	Components
		C- Core	1, 2
		E- Extended	1, 2, 3

SCIENCE: SINGLE AWARD	1: Multiple Choice 3: Theory 4: Alternative to Practical	0568	<ul style="list-style-type: none"> A-G grades available May not be taken with 0569, 0570, 0571, 0572, 0573
		Option Code	Components
		A	1, 3, 4



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SCIENCE: DOUBLE AWARD	1: Multiple Choice 3: Theory 4: Alternative to Practical	0569	<ul style="list-style-type: none"> A-G grades available May not be taken with 0568, 0570, 0571, 0572, 0573
		Option Code	Components
		A	1, 3, 4

CHEMISTRY	1: Multiple Choice 3: Theory 5: Alternative to Practical	0570	<ul style="list-style-type: none"> A-G grades available May not be taken with 0568, 0569.
		Option Code	Components
		A5	1, 3, 5

PHYSICS	1: Multiple Choice 3: Theory 5: Alternative to Practical	0571	<ul style="list-style-type: none"> A-G grades available May not be taken with 0568, 0569
		Option Code	Components
		A5	1, 3, 5

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
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BIOLOGY	1: Multiple Choice 3: Theory 5: Alternative to Practical	0572	<ul style="list-style-type: none"> A-G grades available May not be taken with 0568, 0569, 0573
		Option Code	Components
		A5	1, 3, 5

HUMAN AND SOCIAL BIOLOGY	1: Multiple Choice 2: Theory	0573	May not be taken with 0568, 0569, 0572
		Option	Components
		A	1,2



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HISTORY	1: Paper 1 2: Paper 2	0583	
		Option	Components
		A	1,2

GEOGRAPHY	1: Paper 1 2: Paper 1 3: Paper 3	0584	
		Option	Components
		A	1, 2, 3

SOCIAL STUDIES	1: Paper 1 2: Paper 1 3: Paper 3	0585	
		Option	Components
		A	1, 2, 3

LITERATURE IN ENGLISH	1: Set Texts	0587	
		Option	Components
		A	1

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
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COMMERCE	1: Multiple Choice 2: Written 3: Alternative to Coursework	0598	
		Option	Components
		A	1, 2, 3

ACCOUNTING	1: Paper 1 2: Paper 2	0614	
		Option	Components
		A	1, 2

RELIGIOUS EDUCATION	1: Paper 1 2: Paper 2	0588	
		Option Code	Components
		A	1,2

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ADDITIONAL MATHEMATICS (GCE O Level)	1: Paper 12 2: Paper 22	4037	
		Option Code	Components
		AY	12, 22

STATISTICS (GCE O Level)	1: Paper 12 2: Paper 22	4040	
		Option Code	Components
		Y	12, 22

5.4 Repeating Syllabuses with a Coursework Component

Syllabuses with a Coursework Component are not normally available to Private Candidates. However, candidates can be entered for some of these syllabuses if they were **a candidate for that syllabus in the previous examination series**. The mark which was awarded for Coursework in the previous examination series will be carried forward and **candidates will not do any Coursework in the current examination series**. This arrangement applies to the following syllabuses only. **(Candidates can only carry forward marks from the previous year and only for syllabuses that do not have an alternative paper to coursework).**

Syllabuses available for Carry forward coursework marks include:

- 0586 Development Studies
- 0595 Design & Technology
- 0599 Agriculture
- 0615 Business Studies

Candidates who enter for any of the above syllabuses, must complete the **Section ‘Previous Candidate Details’** on the **BEC/EAC/DP/P02/F01 – BGCSE Entry Form for Private Candidates**. Failure to provide details of previous centre and candidate numbers **will result in no grade**.

The arrangement for carrying forward coursework marks does NOT apply to the following syllabuses. These are NOT available to Private Candidates.

- 0596 Art & Design
- 0597 Computer Studies
- 0611 Food & Nutrition
- 0612 Fashion & Fabrics
- 0613 Home Management
- 0616 Physical Education

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- 0617 Music

Note that you cannot be entered for any syllabus or option which is not listed on pages 4,5,6 & 7.

5.5 BGCSE Private Centres

The following list shows the locations of BGCSE Private Centres which are available to Private candidates. Candidates are advised to choose three (3) locations which will be convenient for them. **Note that Transfer of candidates from one location to another after printing of question papers will only be done in exceptional cases on medical grounds. So candidates should choose location wisely and register early to get a place in their first choice location.**

List of Possible Examination Venue Locations:

- Lobatse
- Gaborone
- Mahalapye
- Palapye
- Selibe Phikwe
- Francistown
- Maun
- Kasane
- Kang
- Lethakane
- Serowe

5.6 Registration Fees

The registration fees are as shown below:

Fee	Fee Amount
Registration Fee	P 82.00
Syllabus Fee	P 247.00
Total fee for 1 syllabus	P 329.00
Total fee for 2 syllabuses	P 576.00
Total fee for 3 syllabuses	P 823.00
Total fee for 4 syllabuses	P1,070.00
Total fee for 5 syllabuses	P1,317.00

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Total fee for 6 syllabuses	P1,564.00
Total fee for 7 syllabuses	P1,811.00
Total fee for 8 syllabuses	P2,058.00
Total fee for 9 syllabuses	P2,305.00
Total fee for 10 syllabuses	P2,552.00

For GCE "O" level syllabuses (Statistics and Additional Mathematics)

Registration fee - **P300.00** flat
 Subject fee - **P535.00** per Syllabus.

NB. Fees are subject to change on an annual basis.

5.7 Refunds

Refunds will be allowed under the following conditions:

- 5.7.1** Private Candidates who withdraw from one or more syllabuses may apply for a refund of fees provided such application is received no more than 1 month after the closing date for registration. Candidates must provide proof of payment.
- 5.7.2** Candidates who are unable to take any examinations due to either acceptance at higher institutions of learning or medical conditions may apply for a refund. The application should be made immediately and must be supported by either a letter of offer from the institution or a report from a registered medical practitioner.
- 5.7.3** BEC reserves the right to withhold part of the fees paid by the candidate. The proportion of the fee which will be withheld will be determined by BEC from time to time.
- 5.7.4** Fees paid for registration in one examination series may not be transferred to another examination series. i.e, Fees paid in 2015 may not be transferred to 2016.
- 5.7.5** Processing of all Refunds will be done after the release of Results for the particular Examination series that a candidate is entered for.

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5.8 Entry Amendments

Candidates will be allowed to make changes to their entry up to **15 June**. After the closing date, no candidates will be allowed to register. **Only in exceptional circumstances will existing candidates be allowed to change their entry, but penalty fees will be charged.**

Any late entry will attract a charge.

6. Process Flowchart

(Insert the process flowchart if applicable)

7. Records

None

8. Associates Documents

None