

ANNEXURE 2 – 2021 BGCSE: WHAT TO SAY TO CANDIDATES

To make sure that all candidates sitting our examination have the same exam experience you must read aloud these instructions at the start and end of the exam. This guide tells you exactly what to say and when.

There are three sets of instructions depending on how candidates record their answers: Before each examination, check;

- Answering on the question paper.
- Answering on answer sheets or in booklet.
- Answering on multiple choice answer sheets.

THE “ADDITIONAL MATERIALS LIST” PROVIDED AND CONFIRM THE MATERIALS REQUIRED.

- whether candidates need any extra materials for the exam, for example, a calculator.
- how candidates must record their answers, for example, directly on the question paper or on a separate answer booklet/sheet.

Make sure you have read and understood the procedures for running exams as set out in section 14, 15 and 16 of the Guidelines for conduct of examinations.

Extra guidance

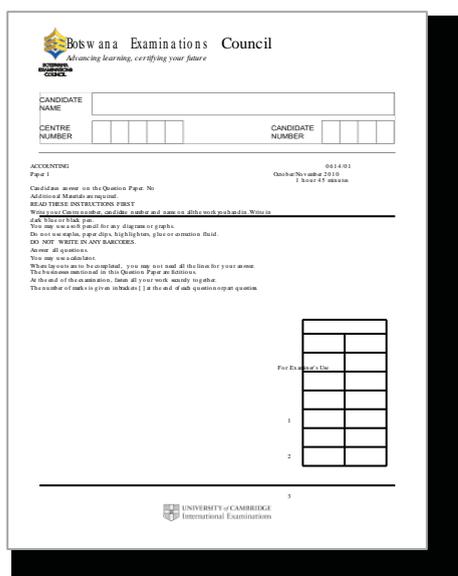


Our *Invigilators checklist* will help you check if you are ready for each exam and that you are following our regulations. A Checklist has been attached - as **Appendix D** in the Guidelines for Conduct of examinations.

Answering on the question paper

Answering on answer sheets or in a booklet

Answering on multiple choice answer sheets



Botswana Examinations Council
Advancing learning, certifying your future

CANDIDATE NAME: _____
CENTRE NUMBER: _____ CANDIDATE NUMBER: _____

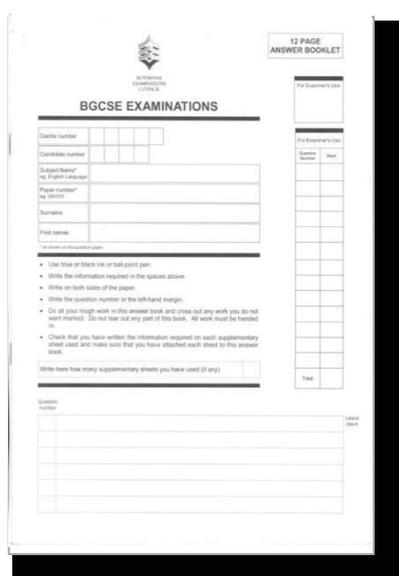
Page 1 of 1
Date: 15/08/2021
Time: 1 hour 45 minutes

INSTRUCTIONS
Candidates answer on the Question Paper. No Additional Materials are required.
READ THESE INSTRUCTIONS FIRST
Write in Blue or Black Ink.
Do not use white, blue, red, green, yellow, pink or correction fluid.
Do NOT WRITE IN ANY MARGINS.
Answer all questions.
You may use a calculator.
This document is to be read aloud. You may use it as a guide for your answer.
The questions are to be read aloud in the Question Paper at the end of the examination. Read all your work, neatly together.
The number of marks is given in brackets [] at the end of each question or part question.

For the invigilator:

1	
2	

UNIVERSITY OF CAMBRIDGE
International Examinations



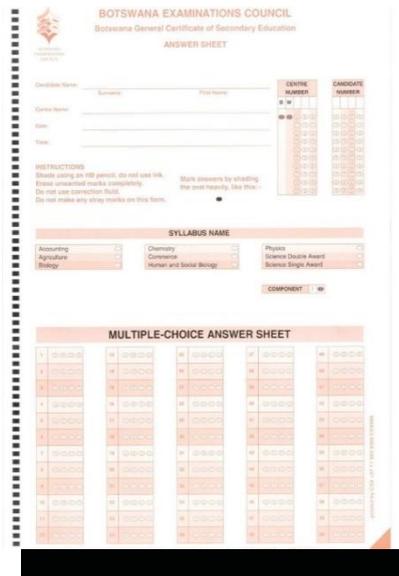
12 PAGE ANSWER BOOKLET

BGCSE EXAMINATIONS

Candidate number: _____
Candidate number: _____
Subject Name: _____
Paper number: _____
Surname: _____
First name: _____

Use blue or black ink or ball-point pen.
Write the information required in the spaces above.
Write on both sides of the paper.
Write the question number in the left-hand margin.
Do all your rough work in this answer book and cross out any work you do not want marked. Do not tear out any part of this book. All work must be handed in.
Check that you have written the information required on each supplementary sheet used and make sure that you have attached each sheet to the answer book.
Write here how many supplementary sheets you have used (if any): _____

Number: _____
Date: _____



BOTSWANA EXAMINATIONS COUNCIL
Botswana General Certificate of Secondary Education
ANSWER SHEET

Candidate Name: _____ Centre Number: _____
Candidate Number: _____

INSTRUCTIONS
Should writing on full pages. Do not use ink.
Ensure completed marks completely.
Do not use correction fluid.
Do not make any stray marks on this form.

Mark answers by shading the oval heavily, like this:

SYLLABUS NAME
Accounting _____ Chemistry _____ Physics _____
Agriculture _____ Computer _____ Science Single Award _____
Biology _____ Human and Social Biology _____

MULTIPLE-CHOICE ANSWER SHEET

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Answering on the Question Paper

What to say to candidates – starting the examination.

Make sure candidates are seated according to the seating plan, in Candidate number order;

Check that they have the items they need for the exam.

Make sure that the question paper packets are the correct ones and that they have not been tampered with. If any of the question paper packets are damaged or open you must inform us immediately and submit a written report.

When the candidates are seated, check that the question paper packets are the right ones for the session and are still intact before opening them by following the steps below:

- The invigilator holds each packet of question papers out to the candidates to confirm that they have not been tampered with.
- The invigilator gives the question paper packets to a number of candidates to verify that it is the correct syllabus, component for the date and time and that the packets have not been tampered with.
- The candidates verify and append their names, signatures and date against the component name.
- The invigilator collects the question paper packets from the candidates.
- The invigilator makes the final verification, signs and dates the question paper packet where indicated
- Open the question paper packets in front of them and place one question paper per candidate upwards on each desk.

The invigilator opens the Question paper packets using a pair of scissors in front of the candidates and places a question paper per candidate facing upwards on each desk.

The Invigilator reads aloud the following instructions in order. Enter specific information into the interactive fields provided, for example, the name of the exam.

[The black text in brackets is for your information and should not be read aloud].



BOTSWANA EXAMINATIONS COUNCIL
Botswana General Certificate of Secondary Education

CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER

ACCOUNTING
Paper 1

0614/01
October/November 2010
1 hour 45 minutes

Candidates answer on the Question Paper. No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Write your Centre number, candidate number and name on all the work you hand in. Write in dark blue or black pen.
You may use a soft pencil for any diagrams or graphs.
Do not use staples, paper clips, highlighters, glue or correction fluid.
DO NOT WRITE IN ANY BARCODES.

Answer all questions. You may use a calculator.

Where layouts are to be completed, you may not need all the lines for your answer.
The businesses mentioned in this Question Paper are fictitious.
At the end of the examination, fasten all your work securely together.
The number of marks is given in brackets [] at the end of each question or part question.

For Examiner's Use	
1	
2	
3	
4	
5	
6	
Total	

This document consist of 19 printed pages and 1 blank page

IB10 11_0452_11/7RP
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[Turn over

Step	What to say
1	You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in, your results may be cancelled.
3	<p>[Distribute question papers as described in section 14.10 in the guidelines for conduct of exam]</p> <p>You are here to take:</p> <p>Name of exam _____</p> <p>Syllabus code _____ Component code _____</p> <p>You should have a question paper on your desk. Do not open the question paper until I instruct you to do so.</p>
4	<p>As well as the question paper, you should have pens and/or pencils</p> <p>[state any other relevant equipment that is listed on the Additional Exam Materials list, e.g. a calculator]</p> <p>_____</p> <p>_____</p>
5	Do not open the question paper until you have been told to do so. Check if you have the right exam paper and read through the instructions on the front of the question paper. [Allow candidates time to read Instructions]
6	<ul style="list-style-type: none"> • Write clearly in blue or black ink using a ballpoint pen • Do not use any kind of correcting fluid or tape. • Do not use highlighters on your question paper. • Do any rough work on the question paper provided. Cross through it neatly so it can be seen.
7	<p>Check your candidate details on the front of your desk are correct and then write the following on the front of the question paper</p> <ul style="list-style-type: none"> • Your name • Candidate number [this should be on their desk] • Centre number [this should be clearly displayed to all candidates]
8	<p>You have _____ hours and _____ minutes to complete this exam. The start time is ___ and the finish time is _____.</p> <p>I will let you know when there are five minutes left before the end of the exam. You may open your question papers and begin.</p> <p>[You must not give candidates any additional time to read through the question paper].</p>

Answering on the Question Paper continued

What to say to candidates – **five** minutes warning

[You must let your candidates know when there are five minutes of the exam remaining].

Step	What to say
1	You have five minutes left until the end of the exam.

What to say to candidates – finishing the examination

- At the end of the exam read aloud the following instructions in order. **[The black text in square brackets is for your information and should not be read aloud].**
- Candidates must stay seated until you have collected, and accounted for all the scripts and question papers and any additional continuation sheets.

For Cambridge International syllabuses, GCE O Level Additional Mathematics, Statistics and BGCSE French;

- If the Key Time has passed, candidates can leave the room when you have collected all the scripts and question papers.
- If the Key Time has not passed, candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	The exam has finished, stop writing and put your pens down. You are still under examination conditions so please remain silent and seated at your desks.
2	<p>Please:</p> <ul style="list-style-type: none"> • check if you have entered all the necessary details on the front of your question paper • check if you have neatly crossed through any rough work • group together any continuation sheets in question number order and attach to your Answer Script using string or the treasury tag provided. <p>[They must not use paperclips or staples].</p>
3	Stay seated and silent until you are told that you can leave the exam room.

Step	What to say
1	You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.
3	<p>Distribute Question papers as described in section 14.10 in the Guidelines for Conduct of exams.</p> <p>You are here to take:</p> <p>Name of exam _____</p> <p>Syllabus code _____ Component code _____</p> <p>You should have a question paper on your desk. Do not open the question paper until I instruct you to do so.</p>
4	<p>As well as the question paper you should have:</p> <ul style="list-style-type: none"> • an answer booklet or answer sheets • pens and/or pencils <p>[state any other relevant equipment that is listed on the Additional Exam Materials list, e.g. a calculator]</p> <p>_____</p> <p>_____</p> <p>_____</p>
5	Do not open the question paper until you have been told to do so. Check if you have the right exam paper and read through the instructions on the front of the question paper. [Allow candidates time to read Instructions].
6	<ul style="list-style-type: none"> • Write clearly in blue or black ink using a ballpoint pen • Do not use any kind of correcting fluid or tape. • Do not use highlighters on your answer booklets, answer sheets or question paper. • Do any rough work on the answer booklets or answer sheets provided. Cross through it neatly so it can be seen.
7	<p>Check if your candidate details on the front of your desk are correct and then write the following on the front of the answer booklet or answer sheets:</p> <ul style="list-style-type: none"> • Your name • Candidate number [this should be on their desk] • Centre number [this should be clearly displayed to all candidates] • Syllabus and component number as detailed on the front of the question paper.
8	<p>You have ___ hours _____ minutes to complete this exam. The start time is ___ and the finish time is _____. I will let you know when there are five minutes of the exam left. You may open your question papers and begin.</p> <p>[You must not give candidates any additional time to read through the question paper].</p>

Answering on answer sheets or in booklets continued

What to say to candidates – **five** minutes warning

[You must let your candidates know when there are five minutes of the exam remaining.]

Step	What to say
1	You have five minutes left until the end of the exam.

What to say to candidates – finishing the Examination

- At the end of the exam read aloud the following instructions in order. **[The black text in square brackets is for your information and should not be read aloud].**
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets or booklets and question papers.

For Cambridge International syllabuses
GCE O Level Additional Mathematics,
Statistics and BGCSE French;

- If the Key Time has passed, candidates can leave the room when you have collected all the answer sheets or booklets and question papers.
- If the Key Time has not passed, candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	The exam has finished, stop writing and put your pens down. You are still under exam conditions so please remain silent and stay seated at your desks.
2	Please: <ul style="list-style-type: none">• check if you have entered all the necessary information on your answer booklet or answer sheets• make sure your answers are clearly and correctly numbered• check if you have neatly crossed through any rough work• group together any loose answer sheets in question number order and attach them to your answer booklet or attach them together. Use string or the treasury tags provided. [They must not use paperclips or staples].
3	Stay seated and silent until you are told that you can leave the room.

Step	What to say
1	You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.
3	<p>Distribute Question papers as described in section 14.10 in the Guidelines of Conduct of exams. You are here to take</p> <p>Name of exam _____</p> <p>Syllabus code _____ Component code _____</p> <p>You should have a question paper and pre-printed personalised multiple choice answer sheet on your desk. Do not open the question paper until I instruct you to do so.</p>
4	<p>As well as the question paper you should have:</p> <ul style="list-style-type: none"> • pre-printed personalised multiple answer sheet showing your candidate number, if it is not available a blank one will be provided • a soft pencil (HB) and an eraser <p>[state any other relevant equipment that is listed on the Additional Exam Materials list, e.g. a calculator]</p> <p>_____</p> <p>_____</p>
5	Do not open the question paper until you have been told to do so. Check if you have the right exam paper and read through the instructions on the front of the question paper. [Allow candidates time to read Instructions]
6	<ul style="list-style-type: none"> • Use a soft pencil (HB) to shade the letter you think is correct for each answer • Rub out any answer you want to change • Make sure the answer you select corresponds with the correct question number • Do not use any kind of correcting fluid or tape. • Do not use highlighters on your answer sheets. • Do any rough work on the question paper.
7	Check if your details on the pre-printed personalised answer sheet are correct. If you are using a supplementary answer sheet, enter your details on the sheet, writing your name in block capital letters.
8	<p>You have _____ hours _____ minutes to complete this exam. The start time is _____ and the finish time is _____.</p> <p>I will let you know when there are five minutes of the exam left. You may open your question papers and begin.</p> <p>[You must not give candidates any additional time to read through the question paper].</p>

Answering on multiple choice answer sheets continued

What to say to candidates – five minute warning

[You must let your candidates know when there are five minutes of the exam remaining.]

Step	What to say
1	You have five minutes left until the end of the exam.

What to say to candidates – finishing the examination

- At the end of the exam read aloud the following instructions in order.
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets and question papers.

For Cambridge International syllabuses GCE O Level Additional Mathematics, Statistics and BGCSE French;

- If the Key Time has passed, candidates can leave the room when you have collected all the answer sheets and question papers.
- If the Key Time has not passed, candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	The exam has finished, stop writing and put your pencils down. You are still under exam conditions so please remain silent and stay seated at your desks.
2	Please check you have entered all the necessary information on your answer sheet
3	Stay seated and silent until you are told that you can leave the room.

