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1. Introduction

This User Manual was developed to assist the Junior Certificate Examination centres as they use the Malepa Application.

2. Scope

The manual will assist in the implementation of the following procedures;

- Logging in to the system and navigation
- Change your password
- Registration
- Entry Amendments
- Capturing of Forecast Grades
- Capturing of Coursework Marks

3. References

Malepa 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 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

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5. Malepa Minimum Specifications

5.1 Internet

The user interface to the Malepa application is web browser based; therefore you require internet access to use the application.

The minimum internet Speed/Bandwidth required to access 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;

- > Microsoft Internet Explorer version 8 and above. The latest version recommended is version 11.
- > Mozilla Firefox or Google Chrome

When using Microsoft Internet Explorer version 8 and above ensure that the compatibility view is enabled.

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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🛓 <mark>Þ</mark> Suggested Sites 🔹	Amazon.co.uk - Online S DividTangent Games fo + Cyril's top 10 urgencies +
	DOLSWANA NALIONAI EXAMINALIO
	MALEPA
Botswana E examinations an development, ac	xaminations Council (BEC) is mandated under Section 5 of the Botswar d any other examinations for the Ministry of Education and issue certificates in re Iministration, accreditation and certification of schools examinations in the primar
Botswana E examinations an development, ac	xaminations Council (BEC) is mandated under Section 5 of the Botswar d any other examinations for the Ministry of Education and issue certificates in re Iministration, accreditation and certification of schools examinations in the primar
Botswana E examinations an development, ac Vision To be a provider	xaminations Council (BEC) is mandated under Section 5 of the Botsward d any other examinations for the Ministry of Education and issue certificates in re Iministration, accreditation and certification of schools examinations in the primary of accessible and globally competitive qualification.
Botswana E examinations an development, ac Vision To be a provider Mission	xaminations Council (BEC) is mandated under Section 5 of the Botswar d any other examinations for the Ministry of Education and issue certificates in re lministration, accreditation and certification of schools examinations in the primar of accessible and globally competitive qualification.
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Botswana E examinations an development, ac Vision To be a provider Mission To provide effec MALEPA Ge MALEPA JC	xaminations Council (BEC) is mandated under Section 5 of the Botsward d any other examinations for the Ministry of Education and issue certificates in re- liministration, accreditation and certification of schools examinations in the primary of accessible and globally competitive qualification. tive and responsive quality centred assessment and examination system. <u>Second Application</u> <u>BCSE Private Candidate Registration</u> E 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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- Then click on the **Login** button
- After successful login, select the Exam Series you want to work with.

клинара Login	otswana National Examination Processing System IALEPA	,
Login Panel Exam Series JCE-November/2014		
	Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswana Examinations Council Act No. 11 of 2002, To conduct schools examinations and any other examinations for the Ministry and issue certificates in respect of such examinations. "BEC's key business activity is the development, administration, accreditation and certification of schools examinations in the primary and secondary education sub-sector." Vision To be a provider of accessible and globally competitive qualification. Mission To moride effective and reconsive nuality centred assessment and examination system	

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NOTE: COMPATIBILITY VIEW

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 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;

Suggested Sites - A	Delete browsing history Ctrl+S	Ctrl+Shift+Del	Cyril's top 10 urgencies •	🖓 • 🖾 - 🖂 🖮 • Page • Safety • Tools • 📦 •
Parola Formate Service	InPrivate Browsing Turn on Tracking Protection ActiveX Filtering Fra connection picollemic. Reopen Inst browsing lession Add site to Start menu	Ctrl+Shift+P	onal Examination F	Processing System
	View downloads	Ctri+J		
anta Damat	Pop-up Blocker			
ogin Panel	SmartScreen Filter			
	manage and ons		40	
Isar Name	Compatibility View settings			
user maine	Subscribe to this feed.			
	Feed discovery Windows Hoders			
assword	nindoni opune			
	F12 Developer Tools	Cus+Shirt+O		
	O-Martine Marc			
	Send to OneNote			
	Record controls combiling			1 1 1
	Internet options		11	/ // //
	Internet options		-	
	Botew	ana Exam	inations Council (BEC) is mandated u	Inder Section 5 of the Botswana Examinations Council Act

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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.



• Check all *check-boxes*. Then click the close button.



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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

AC EAC	JCE-November/201	15	Junior Certificate Examination	Home	Help	hange Password	Logout
 System Managemei Masters 	nt ^ H	eader					
Setup Candidate Registrat	tion			Work To Do		K K March 2016	> >>
 Materials Managem Appointment of Exa 	ent/Tracking amining Persor			No data to d	isplay	Mon Tue Wed The Fri 29 1 2 3 4	Sat Sun 5 6
Pre-Exam				-		7 8 9 10 11 14 15 16 17 18	12 13 19 20
 Post Exam Result Management 	t					21 22 23 24 25 28 29 30 31 1	26 27 1 3
Reports						C 3 6 7 8	9 10
Oracle Business Int	telligence S	cheduler					
Examining Personn Inactive Process/Re	el Payment Sy:	WORKDESCRIPTION					
		No data to display	~				

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

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IC EAC JCE-	November/2015	Junior Certificate Examination	Home	Help	Change Password	Logout
System Management Masters Setup Setup Candidate Registration Materials Management/Tracking Appointment of Examining Perso Pre-Exam Post Exam Result Management Reports Help Oracle Business Intelligence Examining Personnel Payment Sy Inactive Process/Reports	Change password Login user name Login password Confirm password Submit Cancel	Enter login password				

- Enter your **new** password, then **confirm** the new password by entering it again
- Click on the **Submit** button to save your 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

Click Candidate registration at Centre/BEC

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to T Molome	JCE-November/2014	Junior Certificate Examination	Home	Help Change Password Logout
Candidate Registration Centre candidate Candidate reg Entry amendment Reports Pre-Exam	E E		Work To Do Drag a column here No data to display	C 6 Followary 2015 2 2 2 2 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8 10 11 12 13 4 5 6 7 8 10 11 12 13 4 10 11 12 13 4 10 11 12 12 11 12 12 11 12 12 11 12 13 14 12 2 2 2 2 2 12 14 14 12 12 13 14
	Scheduler WORKDESCRIPT	1011	Na data ta display	

• Click on the **New** button;

Botsw Botsw Romenta	ana Na PA	ation	al Ex	amin	tion Processing System	
Gaofenngwe keakile	JCE-Nove	ember/2014	I		Junior Certificate Examination	
⊕– System Management	^	Candida	ate registra	ation at ce	ter/BEC	
 Masters Setup 		New	Search	Export	Help	
Candidate Registration Ortre candidate registration Ortre candidate registration Ortre candidate registration	ration ion at cer	Drag Edit	a column h Delete	eader here	o group by that column	

The screen like the one below will appear for you to fill candidate details

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😝 🛛 Botswana Nat MALEPA	tional Examination Processing S	System
Tshoto T Molome JCE-November/	/2014 Junior Certificate Examination	Home Help Change Password Logout
← Candidate Registration ← Centre candidate registration ← Candidate registration at cer ← Entry amendments ← Reports ← Pre-Exam	Candidate registration at center/BEC {Add} Centre Candidate Surname Candidate First Name	A 3C0130Kopong Community Junior Secondary School NGWANA NGWANA NGWANAKE
⊕– Pre-Exam	Candidate Middle name Gender Person Contacts EC Special Need Typ Date of birth Is citizen of Botswana? Birth certificate number I	M-Male Candidate category C-Centre candidate
	OMANG number OMANG number Passport number Submit Reset Cancel	
* 4 III		п ,

Click on different tabs (personal, special need type, syllabus) and fill candidate details

Click **submit** button

The screen like the one below will be displayed.

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e Botswana MALEPA	a National Examinatio	n Processing Syst	em			
Tshoto T Molome JCE-	November/2014	Junior Certificate Examination	Home	Help Change Password	Logout	
 Candidate Registration → Centre candidate registration → Centre candidate registration → Entry amendments ⇒ Reports ⊕ Pre-Exam 	on at cer Candidate registration at center/ Centre Candidate Surname Candidate First Name Candidate Middle name Gender	BEC {Add}	Catholic category C-Centre candidate C-Centre candidate			
	Personal Contacts	BEC Special Need Type	Access Arrangement Synobus	Documents		
	Candidat	e Fee(Including Syllabus):110	Culture and a	Syllabus Fee:90		
۲ (H	, , , , , , , , , , , , , , , , , , ,	Jinuus	Synabols Gove	Элишиз орион	E	

Click **OK** to complete the registration of the candidate.

8.2 Registration Corrections

8.2.1 Editing Candidate Registration Record

To correct candidate details select by clicking Candidate Registration at Centre/BEC.

f Molome JCE Novembe	1/2014	Junior Certificate Examination	Home	Help Change Password	Logout
ndidate Registration	Candidate registratio	n at center/BEC			
Entry amendments	New Design			11*1	
Reports -Exam	Edit	er here to group by that column			
		No data to display		12	
_					
	Treate filter				
-	T ALLONG LINES.				
JIICK search t	button.				
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	JCE HUVEHIDEI/2014	Junior Certificate Examination	Home Help	Change Password Logout
Candidate Registration Centre candidate <u>Candidate n</u> Entry amendmen Reports	on Search certification epistration at certification for the second seco	JC0130-		1
ne-Exam				

Click the **Find** button.

The screen like the one below will be displayed.

ervena Ervenas Corece M	otswana IALEPA	Na	tional	Examinat	ion Proc	essing S	ystem								^
EAC EAC	X	:E-Nover	nber/2014			Junior Certificate	Examination			H	łome	Help	Change Password	Logout	
System Manager System Manager Masters Setup Candidate Regist Centre cand Candidat Private // Private // Accept fi Generat	ment tration idate registration ste redistration at co Candidate Passwon Gandidate Passwon fees confirmation fr	▲ 1 2 2	Candidate reg New Sea Drag a coluu Edit Delete	nn header here to Centre Name 👻 Bobonong Junior Secondary School	r/BEC Help group by that colu SurName	mn Name Of The Cand	Middle Name 🐱	Gender 6	Candidate Categor Candidate Categor PrivateCandidate						^

Click Edit and the below screen will be displayed, then you will be able to make corrections.

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When you have completed making the corrections, click on the **Submit** button to save the changes.

e Botswana MALEPA	a National Examination	Processing Syst	em	
Tshoto T Molome JCE-	-November/2014	Junior Certificate Examination	Home Help Change Pass	word Logout
		,		
Candidate Registration Candidate regist	Candidate registration at center/Bil Centre Candidate Surname Candidate First Name Candidate Middle name Gender E Personal Contacts Date of birth Is citizen of Botswana? Birth certificate number OMANG number Passport number	EC {Update} BEC Special Need Type 10/12/1996 ♥ Ø 8826563748	Kopong Community Junior Secondary School OFELO OPELA M-Male Candidate category C-Centre candidate Access Arrangement Syllabus Documents	
۲ m	Submit Reset Cancel		m	

8.2.2 Delete Candidate Registration Record

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

¢	Botswana N	lational Examin	ation Processing S	ystem					^
ROSINICA EXAMINITORI COUNCE	MALEPA								
EAC EAC	JCE-No	vember/2014	Junior Certificate	Examination		Home	Help Change Pas	sword Logout	
									i
⊕- System ⊕- Masters ⊕- Setup ⊕- Candida ⊕- Cen 	Management te Registration tre candidate registration at cer Private Candidate sauthoris: Private Candidate Password Accept fees confirmation fro Generate UCI and flaa dupli	Candidate registration at co New Search Export Drag a column header here Edit Delete Centre Name Edit Delete Centre Name Edit Delete Secondary Scho	nter/BEC Help to group by that column SurName Mame Of The Cand O O O O O	Middle Name 🕢 Gender	Candidate Categor Candidate Categor PrivateCandidate			A	

The screen below will appear.

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

EAC EAC	JCE Nov	nsber/2014	Junior Certificate Examination		Home	Help Change Password	Logout
IR - System Management	-	Candidate registration at center/BE	C (Delete)				
B - Setup B - Candidate Registratio B - Centre candidate - Candidate re - Provide Cand	an e registration rosistration at on ficialies authorise	Centre Candidate Sumama Candidate First Name Candidate Middle name		Bedenend Junior All 10	Secondary Scred		
Private Cand Accept fees r	Idate Password confirmation fro	Gender	If a Found Mind Tunk Annua Annua Annua	F-Female	Candidate category	P-Private candidate	
Modify, entry Allocate cars Machaithy allo Resolutions Export Area Remote Car PRC 03.1 H PRC 03.1 H PRC 03.1 H	for duplicate U didate numbers: conte candidate Postina Station dida to s Sestatution deta condidate resis andidate	Date of birth Date of birth Is citizen of Botswana? Birth Registration Number (9 digits only) MMANG number (9 digits only) Prosport number	22/03/1994	(M)			
- Charge Card	didate Number : evmont By Cand	Delete Romet Cancel					
<		()

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);

- a. Change Syllabus/option
- b. Request for withdrawal
- c. Change Candidate details

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8.3.1 Change Syllabus/option

Rectance EXAMPLE	Botswana Na MALEPA	ation	al Examination P	rocessing S	System						,
EAC EAC	JCE-Novemb	oer/2015	Ju	nior Certificate Examinatio	n		Home	Help Ch	nange Password	Logout	
EAC EAC @- System @- Masters @- Setup @- Cendida @- Cen 	JCE-Novemb Management te Registration ry amendments Results for Syf-us Change Approve Syllab c Change / 1 Caphree the Results from J Authorization for Resistratio Candidate Address or Gende Results for Candidate DDB Results DDB the Results for Candidate DDB Results for Candidate DDB the	er/2015 Requ Cent Canu Canu Canu Canu Canu Chau Chau Chau Chau Chau	Jur uest for Syllabus Change / Withdra tre didate number didate Sumame didate First Name uest type nge in Sumame nge in First Name onge in Middle name son for withdrawal	Inor Certificate Examination wail {Add} IC0001Bobonong Juni 4 BAPOILERX MATSHIDISO Syllabus/Options	or Secondary School Check		Home	Help C	enge Password	Logout	
	Candidate BTS or DOSET Ch	6	Syllabus		Syllab	us code	Sy	llabus option		#	
	Candidate Details Amendme	Aq	riculture		16		A3			 Image: A state of the state of	^
⊕– spe ⊕– Rep	ports	De	sign and Technology		17		A			v	
	IR Registration	Mo	oral Education		18		A			v	
⊎- Material	Is Management Tracking	Re	ligious Education		31		A			☑ 🔶	
										e 1	.00% 👻

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.

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	4	Check		
Candidate Surname	BABOILEkk			
Candidate First Name	MATSHIDISO			
Candidate Middle Name				
Request type				
Change in Surname				
Change in First Name				
Change in Middle name				
Reason for withdrawal				
Syllab	ous	Syllabus code	Syllabus option	#
English		12	A	
Mathematics		13	А	✓
Science		14	А	√
Social Studies		15	А	v
Agriculture		16	A3	✓
		17	А	√
Design and Technology		18	А	✓
Design and Technology Moral Education				
Design and Technology Moral Education Submit Reset Cancel				

Click on **Submit**below the<u>syllabus list</u> once you have completed your request.

NOTE: A syllabus change will require AUTHORISATION from BEC. Do not print reports before an amendment is authorised.

8.3.2 Request for withdrawal

NOTSHUNA PARTING PARTI	Botswana Nat MALEPA	tional Examination P	Processing S	System			,
	JCE-November	7/2015 Ju	unior Certificate Examinatio	n	Home Help	Change Password	Logout
		Request for Syllabus Change / Withdr Centre Candidate number Candidate Surname Candidate First Name Candidate Middle Name Request type Change in Surname Change in Surname Change in First Name Change in Middle name Reason for withdrawal	rawal {Add} JC0001Bobonong Juni 4 BABOILEXk MATSHIDISO Withdrawal 1 1 1 1 1 1 1 1 1 1 1 1 1	or Secondary School Check			
		Syllabus		Syllabus code	Syllabus op	tion	#
		Commerce and Accounting		26	A3		^
		Commerce and Accounting		26	A4		
		French		32	A		

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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**.

		Check.			
Candidate Sumame					
Candidate Finit Name	PART HERE				
Candidate Middle Narve					
Request type					L
Change in Sumame					
Change in First Name					
Change in Middle name					
Reason for withdrawal					
Syladus		Syllabus code	Syflabus option		
English		12	A	93	1
Mathematics.		13	A	10	
Science		14	A	12	
Social Studies		15	A	100	
Agriculture		10-	A3	121	
Design and Technology		17.	A	81	
Moral Education		18	A	2	
Submit Renet Cancel					

Click on **Submit** below the <u>syllabuses</u> once you have completed your request.

NOTE: A Withdrawal will require AUTHORISATION from BEC. Do not print reports before a Withdrawal amendment is authorised

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.

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- 51	
No data to deplay.	
r 1	No data to deplay.

To make an amendment click on **Search**, a screen like the one below will appear.

Bot Bot Bot Bot Bot Bot Bot Bot Bot Bot	swana Na I FPA	tional Exan	nination Processing System				^
Madulo Mmopi	JCE-November	r/2015	Junior Certificate Examination	Home	Help Ch	ange Password Lo	gout
 	ation Atter registration ments for Syllabus Change e Address or Gende for Candidate DOB e Details Amendme nt	Search Centre Fing Cancel	JC0028Moeti Junior Secondary School				
							~

Select centre from drop down menu then click **Find.** A screen like the one below will appear.

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Title	Malepa User Manual for JCE Centres						
COUNCIL	Effective Date	2018-02-27					
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~	Document Type	Manual					
	Function	Data Processing					
	Directorate	Examinations Administration and Certification					

Botswana Natio	onal Examir	nation Pr	ocessing	System						^
Madulo Mmopi JCE-November/20	015	Juni	or Certificate Examina	tion		Home	Help	Change Password	Logout	
Candidate Registration Centre candidate registration Centre candidate registration Centre candidate registration Candidate Address or Gends Candidate Address or Gends Candidate Details Amendme Ore-Reports Pre-Exam Result Management Preports .	Search Export H Drag a column header Edit Centre Name @ Edit Centre Name @ Edit Moeti Junior Secondary School Edit Moeti Junior Secondary School	Adments elp here to group by th SurName BAHITI BAHITI BAHHATHI BAROMA BONTHUTENG CHARLES BAHUMISENG	nat column Name Of The Cand MOKAULENGWE RONALD JESSICA KESEGOFETSE PATIENCE ABELANANG MOAGI	Middle Name 💌	Gender Male Male Female Female Female Male Male Male	Candidate Number 0002 0003 0004 0007 0011 0014 0005	Date C 28/01/ 28/02/ 15/05/ 17/07/ 21/11/ 18/10/ 04/01/			
	Edit Moeti Junior Secondary School	BATSHEGI	MOMPOLOKI		Male	0008	10/02,			
L	Moeti Junior						ng/nr			

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.



The amendment screen below will display showing candidate personal details.

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EAC EAC JCE-Nor	vember/2015	Junior Certificate Examination	Home	Help	Change Password	Logout		^
EAC EAC JCE-NO D- System Management D- Masters D- Setup Candidate Registration D- Centre candidate registration D- Entry amendments - Entry amendments - Request for Syllabus Channe - Candure the Requests from - Authorization for Realistrati - Candure the Requests from - Request for Candidate DOB - Representation Candidate DOB ch	ember/2015 Candidate Details Amendments {Up Centre Candidate number Candidate number Candidate nume Candidate name Candidate	Junior Certificate Examination	Home Moeti Junior Secondary School 0230 SAMARAI SAMARAI M-Male C 15/04/1998	Help C-	Change Password	Logout		^
Adduse une rescaled a link Address or Gene Candidate Address or Gene Request for Candidate DOB Aporove Candidate DOB Aporove Candidate DOB Candidate DB dr Aporove Candidate Num Aporove Candidate Num Candidate BTS or DOSET C Candidate BTS or DOSET Candidate BTS or DOSET Candidate Preparations Preports Aporterials Management/Tracking Aportment of Examining Personn Pro-Pre-Sam	Gender Gender Personnel Contacts Date of birth Is citizen of Botswana? Birth Registration Number (9 digits only) OMANG Number Passport number	BEC	M-Male Candidate ca 15/04/1998 2	V C-	-Centre candidate v			
Post Exam	Submit Reset Cancel						~	~

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 AUTHORISATION FROM BEC.</u>

You may print required reports after these changes.

8.4 Reports

8.4.1 Generating the Registration List Report

Navigate: Candidate Registration->Reports -> click Posted Registration List for Centres

The screen below will be displayed, select the centre from the drop down list.

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	Directorate	Examinations Administration and Certification					

ClickShow Report.

Botswana MALEPA	National Examinatio	on Processing System			,
Madulo Mmopi JCE-No	vember/2015	Junior Certificate Examination	Home	Help Change Password	i Logout
Candidate Registration	Registration List for Centres				^
Entry amendments Reports	Centre	JC0028Moeti Junior Secondary School			~
Annual comparison of cand Candidate Entries by Syllab	<u>di</u> 21.	Show	/ Report		
Candidate Numbers by Ses Number of candidates by n	<u>15</u>				
Registration list for centres Registrations by Gender	2				
 Posted Registration list for Special need candidates by 	<u>د</u> ۲				
— <u>Statement of Entry</u> — <u>Candidates With Special Re</u>	2				
Candidate count by Centre Candidate count by Syllabu	13 25				
Special need candidate cou Pre-Exam	<u>ur</u>				
 Result Management Reports 					

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.

Our			Botswa	na E	Exar	nina	atio	ns c	our	ncil								
	alifi	ication Junior C	Certificate F	xam	inatio	n												
Exa	m	JCE-No	vember/20	15														
			Registratio	n T i	et by	Cont	re af	tor a	mon	dmor								
			itegisti utit															
JC00	28	Moeti Junior Seconda	ry School															_
Stud	Sex	Name	DOB									-						т
No				11	12	13	14	15	16	17	18	21	25	26	31	32	33	1
0002	м	BAHITI MOKAULENGWE LAWRENCE	28/01/1998	A	A	A	^	^	A3		A	A					A	
0003	м	BAIPHATHI RONALD	28/02/1998	Α	A	Α	Α	Α	A 3	Α	Α				A			t
0004	F	BAHUMA JESSICA THUTO	15/05/2000	A	Α	A	A	A	A3	Α	A							t
0005	м	BAHUMISENG MOAGI	04/01/1997	A	A	A	A	A	A3		A			A 3			A	t
0006	F	BALOYI NAMETSO LAURYN	17/01/2000	A	A	A	A	A	A 3		A	A				A	<u> </u>	t
0007	F	BAROMA KESEGOFETSE	17/07/1999	A	A	A	A	A	A3		A	A			A			t
8000	м	BATSHEGI MOMPOLOKI	10/02/1998	A	•	A	A	A	A3		A	A					A	t
0009	м	BAYEI THEO	01/05/1999	A	Α	A	A	Α	A3	Α	А							t
						<u> </u>	<u> </u>										<u> </u>	+

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			DOISWA		=Xai		auo	iis c	Jour	ICII										
Qu	alif	ication Junior C	Certificate E	xam	inatio	on														
Exa	am	JCE-No	vember/20	15				Exp	ort									×		
			Registratio	on Li	st by	Cent	re												1	
								Fil	e For	nat:									-	
JC00	28	Moeti Junior Seconda	ry School						PD	F							-		_	
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0003	М	BAIPHATHI RONALD	28/02/1998	Α	Α	Α	Α			N	licrosof	t Excel	(97-20	003) Da	ata-Onl	у]
										N	licrosof	t Excel	Workt	book D	ata-only	у				4
0004	F	BAHUMA JESSICA THUTO	15/05/2000	A	A	A	A			N	licrosof	t Word	(97-20	003)					^	
0005	м	BAHUMISENG MOAGI	04/01/1997	A	A	A	A			N	licrosof	t Word	(97-20	003) - E	ditable	•				1
										R	ich Tex	t Form	at (RT	F)			Exp	oort		
0006	F	BALOYI NAMETSO LAURYN	17/01/2000	Α	Α	Α	A	1	_	c	haracte	r Sepa	arated	Values	(CSV)					
0007	-		47/07/4000	<u> </u>	<u> </u>			<u> </u>		x	ML						_		<u> </u>	-
0007		DAROMA RESEGUEISE	1/10//1999	A	A	A	A	A	AJ											
0008	М	BATSHEGI MOMPOLOKI	10/02/1998	Α	Α	Α	Α	Α	A3		Α	Α					Α			1
																				_
0009	М	BAYEI THEO	01/05/1999	Α	Α	Α	Α	Α	A3	Α	Α								Α	
0010	M		21/01/1999	•	•	•	•	•	۸3	-	•			۸3			٨			-
					<u> </u>	<u> </u>	<u> </u>	<u> </u>			<u> </u>			1			^			

After selecting a file format, click Export and the report will be displayed with a different format.

8.4.2 Generating the Statement of Entry report

Navigate: Candidate Registration->Reports -> click Statement of entry

The screen below will be displayed.

	Directorate	Examinations Administration and Certification				
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~	Document Type	Manual				
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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.</u>

The report like the one in the screen below will be displayed.

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1 🕹	Find	🔏 🗋 💭 1 of 1	▼ 50%
1ain Repo	rt		
	Rotswana P	Examinations Council	
	- Juster Cedificate Examination		
Qualification	: Junior Certificate Examination		
Series :	JCE-November/2015		
	Sta	tement of Entry	
Centre : JC0	028 Moeti Junior Second	iary School	
Candidate	0002 MOKAULENGWE LAWRE	NCE BAHITI	
Gender M	Date of Birth 28/01/1998	UCI 431794 O	MANG No.
Prev. Centre		Prev. Cand No.	
Sylisbur			hi-d
Component C	ode Name	Timeta	Time
		Date	1000
Agriculture			
16/1	Paper 1	04/11/2015	02:30 PM
16/2 Art	Paper 2	21/10/2015	US:DU AM
33/1	Paper 1	06/11/2015	08:00 AM
33/2	Paper 2	Practical	
English			
12/1	Paper 1	04/11/2015	08:00 AM
12/2	Paper 2	27/10/2015	02:30 PM
12/3	Paper 3	21/10/2015	02:30 PM
Home Economic	Paper +	13/10/2015	00.00 AM
21/1	Paper 1	29/10/2015	11:00 AM
21/2	Paper 2	Practical	
Mathematics			
13/1	Paper 1	03/11/2015	02:30 PM
13/2	Paper 2	26/10/2015	02:30 PM
Moral Education		22/14/22/15	
18/2	Paper 1 Paper 2	20/10/2015	08:00 AM
Solence	i upul z	2010/2013	00.00 AM
14/1	Paper 1	29/10/2015	02:30 PM
14/2	Paper 2	23/10/2015	08:00 AM
Setowana			
11/1	Paper 1	02/11/2015	08:00 AM
11/2	Paper 2	20/10/2015	02:30 PM
11/3	Paper 3	26/10/2015	08:00 AM
social studies	Press (00-00 ····
15/1	Haper 1	30/10/2015	OS:DO AM
100	Dense 3	22/10/2012	AA-AA 444

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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.

Botswana MALEDA	National Examination F	Processing System					
EAC EAC JCE-N	ovember/2014	Junior Certificate Examination		Home	Help	Change Password	Logout
P- System Management Assers Seup Candidate Registration Materials Management/Tracking Apointment of Examining Personne Pre-Exam Poet Exam Poet Exam	Subject Grade Listing Centre	01—Bolonomy Junior Scondary Schoo	Show Report				X V Range

10. Forecast Grades

Forecast grades are captured before the final examination.

Navigation: Pre-Exam ->Forecast Grades

	Directorate	Examinations Administration and Certification
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~	Document Type	Manual
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t EAC	BGCSE-January/2012	Botswana General Certaicate of Secondary Education	Home Help	Change Password Logout
Canddate Registration Pre-Exam Course work/practical Marks cat Forecast Grades	Header		Werk To Do Drag a column here Na data to deploy	Site July 2012 Site Site See Store from model Flow Track Flow Track Flow Track Flow Track 1 2 3 4 5 6 Flow Track Flow
	WORKDESCRIPTION	The data to dee	ir,	
.111		m		

Under Forecast Grades, you will be able to do the following:

- a. Entry of candidates forecast grades
- b. Generate forecast grades
- c. Bulk Entry of Candidate Forecast Grade

10.1 Entry of Candidates Forecast Grades

Navigation: Pre-Exam -> Forecast Grades ->Entry of candidates forecast grades

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	Directorate	Examinations Administration and Certification
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~	Document Type	Manual
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WerkTe Do. Drag a column here No data to depen
15 46 17 18 1 27 23 24 53 29 30 31 1 5 5 5 7 8
in dara ta daraky

Click on the **Entry of candidates forecast grades**. The screen below will appear.

E EAC BGCSE-Janua	ry/2012	Botswana General Certificate of Secondary Education	Home	Help Change Password	Logout
e-Exam	Entry of candidates forec	ast grades			
Course work/practical Marks capture	Search Export He	P			
- Entry of candidates forecast grades	Drag a column header h	ere to group by that column	*		
Generate forecast grades	Edit				
		No data to display	+		
	E				
	4				
			-		
	*		-*		
	Traite Filter				

Click on the **Search** button.

The following screen will appear with the **Centre** field already populated.

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	Directorate	Examinations Administration and Certification
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BGCSE-January/2012	Botawana General Certa cate of Secondary Education	Home	Help Change Password 1	10000
S canch Centre Svibbus Eas Prid Cancel			٩	- 6
	BUCSE-Sahuan/2012 Capture Capture IS Find Cancel	Botovana Central Central cashe of Secondary Education	Biology 2012 Biology and Central Certificate of Secondary Educatory Mono	alCCC-DatureV_2012 Between General Central Cen

Select the syllabus you want to enter forecast grades for from the **syllabus drop down** as illustrated below.

t EAC BUCS	E January/2012	Botowana General Certificate of Secondary Education	Hoime	Help	Change Passwoord	Logour
Condition Registration Pre-Dam Pre-Dam Pre-Dam Pro-Course work/practical Hake cap Pro-Course work/practical Hake cap Pro-Course work/practical Hake cap Pro-Course work/practical Hake cap Course of constraints for som Generative forecast united 1	Search Centre Sybbas Fint Cancel	Literature n Englah Mathematics Moral Education Music Physical Education Physica Relatous Education				
				List of S	Syllabuse	S

After selecting the syllabus, then click **Find** button.

The following screen will appear, showing a list of candidates who are registered for the syllabus selected. Page **32** of **61**

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EAC BIGGSE-Jan	w/2012	Botswana General Certilitate of Secondary Educ	ation Home	Heb Change Password Logoot
didate Registration	Entry of candidates forecast grade			
Exam Course work/practical Marks capture	Search Export Help			
Forecast Grades	Drag a column header here to gro	ap by that column	F	
Generate forecast grades	Edit Name Of The Canc Grade Name	Gender - Date Of Birth - Passpo	t Number Passport Number City	
	12	0 0 00	0	
	Edt GODFREY A*	M 13/09/1993	*	
	E Edt. GAOGAKWE	M 25/03/1993		
	Edit ONTHATUS	M 30/08/1994		
	ESE TIMOTHY A*A*	M 04/08/1994		
	Edt KEOLOPILE	M 15/01/1994		
	Edt Gorata	F 24/11/1994		
	Edt. Gorate	F 16/09/1994		
	Edit Noeleen	F 14/09/1994		
	Edt Precious	P 19/11/1994		
	e1m	1	3.	
	The state of the state strength of the state of			
		2 3 1 5 L - 34 14 42 Md		
	4			
			L List of condided	

10.2 Searching for a candidate

You can use the following search methods to identify the candidate you want to enter forecast grades for:

- a. Select candidate from the list
- b. Type the candidate name on the 'Name of Candidate' field
- c. Navigate through the pages

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	Directorate	Examinations Administration and Certification
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Title	Malepa User Manua	I for JCE Centres

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Edit Name Of The		hat column					-		
	anç Grade Name	Gender 🐴	Date Of Birth	Passport Number	Passport Number	City			
	0	19		2	1				
Edt GODFREY	8	м	13/09/1993			1			
# Edk GAOGAKWE	0	м	25/03/1993						
Edt TUMALANO		M	30/08/1994						
Edt ONTHATILE		м	22/01/1994						
Edg TINOTHY		M	04/08/1994						
Edit KEOLOPILE		M	15/01/1994						
Edit Gorata			16/00/1004						
Edt Notiern			14/09/1994						
Edg. Prosbus		F	19/11/1994						
A Landard Anna Anna Anna Anna Anna Anna Anna Ann	ma) [2] 2 3 4	5 6 Z 12	2 1 2			1¢			
P (09				

• Select candidate from the list

You may select the candidate you may want to enter the forecast grade for by clicking **Edit** button next to the identified candidate.

Type the candidate name on the 'Name of Candidate' field

\$	Botswana MALEPA	National	Examinat	Ion Proc	cessing Syst	em						
upport FAC	RGCSE-)	initiary/2012			Rotswana General Certificate	of Secondary Educa	xon		BUD	Heb	Change Password	Logout
R. Conditate Regio Pre-Exam Contra work R. Forecast Gri Petry al General	manion Nypandrial Marks og ade 7. onduktion formar Le førstad undes	Entry of candidat Search Expo Drag a column Edit Name of Edit Name of Edit Kenrapets	es forecast grades t Help seader hare to grou Cant Grade Name	i ip by that colum i Gender i Gender i G	n Date of Birth 2 03/04/1995	Pessont Number	Passport Number	Gey				
	-	(V) @ Diama Ci	The Candidate I Is its	e Roorwoglach's				Shar				

Type the candidate name under the **Name of Candidate** field.

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	Directorate	Examinations Administration and Certification
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Then click the **Edit** button to enter the forecast grade.

• Navigate through the pages

BGCSE-1	lanuary/2012		Botswana General Cer	thate of Seco	ndary Educat	ion,		Home	Help	Change Password	Logout
Registration	Entry of candidates forecast gra	des									
an annek (annersen) Marker erar	Search Export Help										
rast Grades								T.			
intry of candidates forecas	Drag a column header here to o	group by that colum	n	-			_				
ienerate forecast grades	Edit Name Of The Canc Grade No	ime 📃 Gender	Date Of Bir	th 💌 Passpo	rt Number	Passport Number	City				
	2	2	\$	2 V.	\$	4					
	Edk THABANG	м	07/12/1994								
*	Eds MARTIN	M	23/12/1993								
	Ede OTENG	м	20/04/1994								
	ELET LETLHOGONOLO	M	26/06/1993								
4	Edg KEDUMETSE	M	15/02/1994				-				
	Edg. Platsmienyego		23/07/1994								
	Edit Elsie		29/12/1994								
	Edt Charty		09/01/1995								
	Edit Tshepo		04/08/1995	1							
			_								
	Page 6 of 14 (133 rtems) 🚺 1	2 3 - 5 161 2	8 - 12 12 1	4 2			-				
	*1	-				m		11			
	*1					m					

Select the page by clicking on any of the pages at the bottom of the candidate list to identify the candidate you want to enter the forecast grade for.

Click **Edit** button to enter the forecast grade.

After selecting the candidate you want to enter the forecast grade for using either one of the above search methods, the screen below will appear with the centre, syllabus and candidate fields already populated.

	Directorate	Examinations Administration and Certification
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et EAC	BOCSE-January/2012	Botswana General Certificate of Secondary Education	Hamk	Hélo Changé Patiwiárd	Logout
Candidate Registrat Pre-Beam Di Ceutre work/pri Di Ceutre work/pri Di Farecast Grade Entre of ca Generate fo	on actical Marks capture orisines forecast contex reserved unders	forecast grades {Update}			

Select the **Grade** you want to enter for the candidate from the **Grade** drop down as illustrated below.

AC BGCSE-January	/2012	Botswana General Carta cate of Secondary Education	Home	Help	Change Password	Logout
kiste Registration Dann Course work/onactical Marks capture Porceast Grade Porceast Grade Sansate forecast packes Gansate forecast packes	Entry of candidates forecast grades Centre Sylbbus Condete number Grade Submo Reset Cancel	(update)			_	
	*					

Click Submit to save the information.

NOTE: For the modification/amendments of any forecast grade, you have to follow the Entry of Forecast Grades process.

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10.3 Generate Forecast Grades Report

Navigation: Pre-Exam -> Forecast Grades ->Generate forecast grades

Click on the **Generate forecast grades** link and the next screen will appear with the centre field already populated.

BGCSE-Jan	v/v/2012	Botswana General Certificate of Secondary Education	Home	Help Change Password	Logout
te Registration	Forecast Grades				
irse work/practical Marks papture	Centre	Maridang Callege			100
Entry of candidates, crecast grade: Generate forecast grades	S Syllabus				-
	Candidate				in l
	U.	Show Report			101
	•				
	_				
	-				
in	F X	19			

To select the syllabus you want to view forecast grades for, click the Syllabus drop down.

oport EAC BGCSE-Januar	y/2012	Botswana General Certificate of Secondary Education	Home	Help Change Password	Logout
Candidate Regetzation Pre-Esam 6 - Course work/practical Marka capture 9 - Forecast Grades 9 - Entra Candidaten forecast, andres 9 - Entra Candidaten forecast, andres 9 - Entra Candidaten forecast, andres 9 - Generatar, Discost, analos	Forecast Grades Centre Sylabus Candidate	Monding College Christian Religious Education Computer Studies Domuter Studies Development Studies Parloon and Fabrics			Seice Bythe

Select the syllabus by clicking on it.

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Then click on the **Show Report** button.

		Both yana General Certificate of Secondary Education	Hottle Help	Change Password Logout
Candidate Registration	Forecast Grades			
E - Course work/practical Marks capture	Centre	Peliana Citara		12
Forecast Grodes Entry of condustner forecast mail Generate forecast mailes	II. Sylabus	English		(V)
	Candidate			
	-			
	- 4			

The following report will appear.

NOTE: The report allows you to view the forecast grades for all candidates doing the selected syllabus.

iotswana E	Amminiation Science - W	moows internet espiore provided	by softward examinations council	CIO.
110.8	6.1.30 MAALERATOPSEON	imfugbit/iow_lipi212405/24	ie-Konstlade	
1 24		1/6 4) M	in Report • ? 🛗 100% •	
-	-			
		Botswana Exa	mination Council	
alificatio	an : Botswana Gener	al Certificate of Secondary Educa	non	
nes :	BGCSE-Januar	y/2012		
ntre :	Moeding Colleg	De.		
		Foreca	st Grades	
Code	Subject	Candidate No	Name	
61	English	1	Bafsi Lesego Helen A	
561	English	2	Bikani Gosaltse Lorato B	
61	English	3	Desai Gotaone Keitumetse	
61	English	4	Ditshetelo Cindrella Gaokgakala	
581	English	5	Lephol Keletso Alicia	
101	English	0	Masepe Onkokame Nancy	
61	English	7	Moatshe Wendy Keltumetse Valentine	
61	Engksh	8	Moremu Sheriy	
81	English	8	Momenedi Lesiego Matthogonoto	
61	English	10	Mdthabi Maitumelo	
61	English	11	Onkwetse Matinogonolo	
158	English	12	Pule Jessica Segopotso	
61	English	13	SHOSHONG GORATA CINDY	
61	English	14	THABANGANA BUSISIWE	
61	English	15	TLHOWE ONNEILE	
61	English	16	TLHOWE KEDIBONYE DIWNA	
61	English	17	Batsile Modiredi Dikgang	
-	Castan Inc.	40	ENERG DUDING OCULED DEF	

To select the candidate you want to view forecast grade for, click the **Candidate** drop down.

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	E-January/2012	Bobawana General Certilicate of Secondary Education	Home	Help Change Password	Logout
ididate Registration	Forecast Grades				
Course work/oractical Marks cas	Centre	Messing Lab			-
Entry of candidates forecas	Sylabux	English			<u>S</u>
Jaenerate torecast preses	1000				
	Candidate	1			*
	-	3			
		1			
		6			
	2r	-11			

Select the Candidate Number by clicking on it.

Then click on the **Show Report** button.

	E-January/2012	Botswan, General Certificate of Secondary Education	Home	Help Change Password	Logout
ndidate Registration a-Exam	Forecast Grades				
Course work/practical Marks cap Forecast Grades	Centre	Monding Cologn			13
- Entry of candidates forecas Generate forecast grades	Syllabus	English			2
	Candidate				
E	Candidate	2 Show Report			v.

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The following report will appear.

NOTE: The report allows you to view the forecast grade for the candidate doing the selected syllabus.

Botswana Examination Council - Windows Internet Explorer	provided by Botswana Examinations Council	
http://10.861.30/MALEPAT/PRE_strenkeponVreum.aspx/lds	=4406(Name=Forecest/Stades	
Botswar	Main Report + Min 100% +	
Series : BGCSE-January/2012 Centre : Moeding College		
	Forecast Grades	
Code Subject Candidate	No Name	
0561 English 2	Bikani Gosaitse Lorato B	
		12-12 EM
		dl 🕅 🌆 7/10/2012

10.4 Bulk Entry of Candidate Forecast Grades

Navigation: Pre-Exam -> Forecast Grades ->Bulk Entry of Candidate Forecast Grade

Botsw MALE	ana National E: PA	xummulon Processing System		
pa Support t	BGCSE-January/2012	Botswana General Certificate of Secondary Education	Home Help Change Password	Logout
Candidate Registration Pre-Exam @ - Course work/practical Ma	irks capture	A Header	Work Table	
 Forecast Grades Entry of candidates Modification of candi 	frierast grades dates forecast grades		Drag a column here	Sun M
- Bulk entry of candid Porticast Grades - Re - Modification, of candid	natur atu formatt oradu 1995 datez formatt oraduszold		THE GALL IN DECKY	4 1 11 1 15 1 25 2
Duk entry of candid Duk entry of candid Froncast Grades - Re Hodification of candi Reports	adata aza forycast olada uszti elatez forycast diadesold	Benaduler	THE GREATE UNDERWY	
Bulk antry of rando Duk antry of rando Concession of cando Hodification of cando Reports	andor and forgenet oracis ander forgenet, andersold	Behadulor WORKDESCRIPTION	Here states for degline	
Understand data for several Understand data for an end contrast singles Houfferton, of, canfi Houfferton, of, canfi	ander ander Angele Angele ander Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angele Angel	Behaduor WORKDESCRIPTION	In data to deploy	
Tanking and a second a secon	ander under andere folkens, andersold	Bonadulor WORKDESCRIPTION	Jes sana to deploy	

Click on the Bulk entry of candidates forecast grade.

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Then click on the **new** button on the next screen.

Malepa Support	BGCSE-January/2012	Botswana General Certificate of Secondary Education 110me.	Heb Change Password Logout
Candidate Repositation Pre-Exam Course work/pract Generate Grades Hostification o Generate fore Outs efform Outs efform Course form Outs efform Outs efform Outs Reports Reports	kal Marks capt Sates forecast Candidates for candidate fore ss - Report cominates, for	entry of candidate forecast grade Search Export Itelp Ing a column header here to group by that column Mo date is sector.	

The screen below will appear, with Centre field already populated.

M.	otswana National Exai ALEPA	nination Processing System				
Support	BGCSE-January/2012	Botswana General Certificate of Secondary Education	Home	Help	Change Password	Logout
ndidate Registrat	tion A Bulk entry of candidate	a forecast grade {Add}				
- Course work/pr - Forecast Grade	ractical Marks capt 18 andidates forecast	98		Candidate	Name Forecast Grad	le .
- Modificatio	n of candidates fo forecast grades					
Buk entry Forecast G	of candidate fores					5
ports	AT DI CANDUALES ID					2
	•					<u>0</u>
					1	1
	Submit Reset	Cancel				
	~					

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Select the syllabus from the syllabus drop down as shown below.

Bots	wana National Exami	nation Processing System	
a Support	BGCSE-January/2012	Botswana General Certificate of Second inv Education	Home Help Change Password Logout
Canadade Registration Pre-Exam Conserver work/practical Forecast Grades Entry of canadation Generate Forecast Folds unity of con Forecast, Studies Modification of co Second Studies Modification of co Reports	Buik entry of candidate for al Marks cape das forces andidates for sylabus Sylabus Une Management Home Management	recast grade {Add}	Candidate Name Forecast Grade
	, , , , , , , , , , , , , , , , , , ,	Select the Syllabus by cl	licking on it

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a Support	BGCSE January/	2012 Bot	tswana General Certificate of Secondary Education	Home	Help	Change Password	Logout
Candidate Registratio Pre-Exam Course work/pra	on 🔥	Bulk entry of candidate forecast grade {A	sdd}		Candidate	Name	
Entry of can Modification Generate fo Bulk entry o Forecast Gra Modification	vidiates forecast, or candidates for years anades of candidate forec adeaReport of candidates fo	Sykbus Sykbus Freinnetz Filter		x			E E E E E E E E E E E E E E E E E E E
		Submit Reset Cancel					

Then click on the **Filter** button, and the screen below will appear with a table populated with candidates' numbers, names and spaces for entering forecast grades.

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As Support BGCSE-January/2012 Condidate Registration Pre-Darm B - Course work/practical Marks ca; E - Farecad Grades F - Entry of Landidates (precia)	Botowana General Certifica	te of secondary Education Candidate number	Name	ange Pass ford
Grindiate Registration Pre-Darm B* Course work/practical Marks ca B* Forecase Genden - Entry of Lambdates forecas	-	Candidate number	Name	Homocart Grade
Addreation of candidate if Generation of candidate from Forecast, Gindes - Reads Monoration of candidate if Reports	. 15	0002 0003 0004 0005 0006 0006 0007 0008 0009 0010 0009 0010	ARABI LESEGO HELDI BICANI CORATO DESAN GORATO DESAN KITUMETSE CORATO DITSHETELO CINDERLA GORANE KELTSO ALICIA MASEPE ONKORME NANCY MASEPE ONKORME NANCY MOREN SEED MOREN MOTHEDI LESEGO MATLHOGOLO MATLHOGOLO	

Select the forecast grade from the Forecast Grade drop down as shown below.

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MALE	EPA	Botawana General Certifica	te of Secondary Education	Home Heb Change Password Logout
andidate Registration Tre-Dam - Course work/practical - Forecast Grades - Montestion of car - Generative forecast - Montestion of car - Montestion of	Racks cer. a tomato indicates i indicates i totates for Record: totates i totates i to	cast Grades	Candidate number 0001 0002 0002 0004 0005 0006 0007 0008 0009	Name Forecast Grade BAFIST LESEGO HELEN A BIKATONE A BIKATONE A CORATO A DESAL GOFADNE RETRO A DITSNETED A DITSNETED C ANB B DITSNETED C ALICIA A MASEPHO C MASEPHO C MASEPHO C MASEPHE MASEPHE MASEPHE MASEPHE MORONARA MORONARA MORONARA MASEPHE MORONARA MORONARA MORONARA MORONARA MORONARA MASEPHE MORONARA MASEPHE MORONARA MASEPHE MORONARA MASEPHE MORONARA MARANARA
	Submit Reset Ca	ncei	solo Pages: 1 - 83 (83 cerm) ⊙ Select the form	ecast grade by clicking

	Box SE-January	/2012	Bolswana Genesal Certificate of	Secondary Education	Home Hep	Change Password Lagout
Fundidate Resistantion		Centre		Candidate number	Name	Forecast Grade
Pre-Exam B Course work/oractic	al Marks car	Sylabus		0001	BAFISI LESEGO HELEN	8
Forecast Grades Forev of Landed	aties foreiges	Filter	.tel	0002	BIKANI GOSAITSE LORATO	c v
Modification of Generate forec	candidates f ast.grades			0003	DESAI GOFAONE KEITUMETSE	A 💌
 Buk entry of ca Enrecast Grade 	ndidate fon Report			0004	DITSHETELO CINDRELLA GAOKGAKALA	A 🔍
Reports	- Montation of Landoutes In ports			0005	LEPHOI KELETSO ALICIA	8
				0005	MASEPE ONKOKAME NANCY	D
				0007	MOATSHE WENDY KEITUMETSE	9 × <u>9</u>
				0008	Moremi Sherk	×
				0009	MOTHIBEDI LESEGO MATLHOGONOLO	×
				0010	Mothio Maitumeio	
				Pages: 1 - 83 (83 items) 🛞	1 2 3 4 5 6 Z 81 82 8	3000
	~	Submit Reset Cancel				

After selecting the forecast grades, click on the **Submit** button to save the information.

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The screen below will appear with the **confirmation** message.

Botswana MAI FPA	National Examination	n Processing	System		
a Support BGCSE-Jan	uary/2012	Botswana General Certific	ate of Secondary Education	Home	Change Password Logout
andidate Registration re-Exam - Course work/practical Marks car - Forecast Grades	Record saved successfully Bulk entry of candidate forecast or	ide (Add)			0
Entry of candidates forecas Modification of candidates (Centre	and the seat	Candidate number	Name	Forecast Grade
 Generate forecast grades Bulk entry of candidate fore 	Sufahus		0001	BAFIST LESEGO	D
Forecast Grades – Report Modification of candidates f	Filter	E	0005	INCLEN BIKANG GOSALTSE LOBALTO	c la
			bbg3	EIESAI GOFADHE GOFADHE	A
			0004	DITSHETELO CINORELLA GAONGANALI	A
			nues.	LEPHOI KELETSO ALICIX	8
			0000	MASEPE DIVKOKANE NANCY	D
			(indiz	MOATINE WENDY KENDY	E
			ppgs	Maremi	

10.4 Forecast Grades Report

Navigation: Pre-Exam -> Forecast Grades ->Forecast Grade - Report

talepa Support	BGCSE-lanuary/2012		Botswana General Certificate of Secondary Education	Home	Help Change Password	Logout
Candidate Registration Pre-Exam III - Course Work/practical 1	Marks capture	<u>с</u> н	eader	Werk To De		
Forecast Grades Entry of candidate Hodditastion of car Generate forecast Duk entry of cand Folecast Grades - Notestact On 07 SP	Forecast Grades Entry of Candidates Interact, gradies Modification of Candidates Forecast, grades Generate Torocast, grades Duk entry of Candidates Forecast, grade Forecast, grades - Priorit Hadraction, of Candidates forecast, grades-point Hadraction, of Candidates forecast, grades-point			Drag a colur	m here No sata to doplay	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
			Octre dullar			
			WORKDESCRIPTION	No data tu dapta	γ.	

Click on the **Forecast Grades Report**

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The screen below will appear, with Centre field already populated.

Botswa	na National Examina A	tion Processing System	m					
pa Support BG	CSE-January/2012	Botswana General Certificate of Seconda	ny Education	Hame	diago	Charige Pasaword	Lugout	
Candidate Registration Pre-Dam IP-Course work/practical Market IS-Forecast, Gradis - Entice of candidates fore- - Madification of candidate - Generate Forecast - candidate - Entices Candidates - Entices Candidates - Entices Candidates - Entices Candidates - Entices Candidates - Entices Candidates - Entities	Forecast Grades - Report Car Centre Sylabus Candidate an An	(FWARd-Admenter Samp	Show Report				1	
	~ <							>

Select the syllabus from the **syllabus drop down** as shown below.

Malepa Support	BGCSE January	/2012	Botswana General Certificate of Secondary Education	нали	Help Change Password	Lagout
 Conditate Registration Pre-Ceam Course work/pm Forecast Grades Entry of care Forecast Grades Bulk entry of Bulk entry of Modification Modification Benetics Grades Modification Benetics Grades Modification 	en estad Harles car wikidats forunan. Los candidates for estad bardas of candidates for editam. Revol. . of candidates for	Forecard Grades - Repor Centre Sylabus Candidate	t EV4204 Monering College 2010control Home Managament Human and Sacal Bology Licenture in English Mathematics Moral Education Music Physical Education			
	List	of Syllabus	ses	Select the Sy	/llabus by click	ing on it

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Click on the **Show Report** button to display all candidates with forecast grades for the selected syllabus.

MALEP	A	and Trocessing System			
Support BG	CSE-January/2012	Botowicea General Certificate of Secondary Education	Home	Helb Change Password	Logout
anddate Registration re-Dam = Course work/practical Marke = Processe Grandes = Brantse Grandes = Bulk entry of candidates for Bulk entry of candidates = Bulk entry of candidate forecars Grades - Repo Hodification of candidate forecars Grades - Repo Hodification of candidate	Forecast Grades - Report Centre Stati Sylabus Candoste Stati	Elveron-Mounding College			v Xv
	~ <				

A report showing all candidates with forecast grades for the selected syllabus.

	Botswana Examination	Council	
Qualification :	Botswana General Certificate of Secondary Education		
Fories	CCCF January/2012		
adrius .	boc se-January/2012		
Centre :	BWB04 Moeding College		
	Forecast Grades		
	0563 Mathematics		
andidate Number	Name	Forecast Grade	
0001	BAFISI LESEGO HELEN	8	
0002	BIKANI GOSAITSE LORATO	C	
0003	DESAI GOFAONE KEITUMETSE	A	
0004	DITSHETELO CINDRELLA GAOKGAKALA	A	
0005	LEPHOI KELETSO ALICIA	8	
0006	MASEPE ONKOKAME NANCY	D	
0007	MOATSHE WENDY KEITUMETSE	E	
0008	Moremi Sherly		
0009	MOTHIBEDI LESEGO MATLHOGONOLO		
0010	Mothibi Maitumelo		
0011	Onkwetse Matthogonolo		
0012	PULE JESSICA SEGOPOTSO		
0013	SHOSHONG GORATA CANDY		
0014	THABANGANA BUSISIWE		
0015	TLHOWE ONNEILE		
0016	TLHOWE KEDIBONE DIANA		
0017	BATSILE MODIREDI DIKGANG		
0018	FIKENG THABISO OGANEDITSE		
0019	Gakeloe Osego		
0020	Gasenneiwe Tinomamo		
0021	Keatinotswe Emmanuel		
0022	LERGABE NKARABENG LESEGO		
0023	Lesoloware Adaman		
0024	Neis Kanica Danoid		
0025	Maje Kagiso Donalo Maronyana Obonya		
0020	Marsa Tafo		
0027	MODIBEDI BARONA KIDEO		
0028	MORAKEDI THABO		
0030	MOIL AMETSI RESEGO		
0030	monthered		

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M.	ALEPA	milation Processing System		
lepa Support	BGCSE-January/2012	Rotewana General Certificate of Secondary Education Home	leip Change Password	Logout
Candidate Registrat: Pre-Baam H - Course work/or B - Forecast Gride Madification - Superata C - Superata C	X01 Forecast Grades - Report actical Marks or, a middlet forecast forec	rt PWY04-4sedna CSires Mathematics 1 2 3 4 5 6 7		2
	÷	Select the candidate by clicking o	n	

Click on the **Show Report** button to display forecast grade for the selected candidate and syllabus.

Bot	tswana National	Examination Processing System			
pa Support	BGCSE-January/2012	Botswana General Certificate of Secondary Education	Home	Help Change Password	Logout
Conditate Registration Pro-Exam In Course work/pract In Process Grades In Entro of Cani Madditation of Bank antity, of Process Grad Madditation, o Reports	Concess Grade Contre Status forecast Candidates Incardiatate for candidate for tex - Renort Candidates -	s - Report	π		v × v
	~ <				>

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A report showing forecast grade for the selected candidate and syllabus.

Qualification : Bolswana Gene Series : BGC SE-January	Botswana Examination	Council			
Qualification : Bolswana Gene Series : BGC SE-January	Botswana Examination Council Cation : Botswana Central Certificate of Secondary Education				
Series : BGC SE-January	In E Dolswana General Cartificate of Secondary Education BGCSE-January/2012 EXMON Machine College				
	2012				
Centre : EW804	Moeding College				
	Forecast Grades				
	0563 Mathematics				
andidate Number Name		Forecast Grade	-		
0002 BIKANI GOS/	ITSE LORATO	α			

NOTE: For the modification/amendments of any Forecast Grade you have to follow the Bulk entry of candidate forecast grade process

To modify a forecast grade, select the grade from the list, as shown in the next three screens.

Bo M/	tswana LEPA	National Examina	ation Processing S	System		
lepa Support	BGCSE-Jan	uary/2012	Botswana General Certilicate	e of Secondary Education	Home Help	Change Password Lagout
)- Candidate Registratic) Pre-Dam	n 🔨	Bulk entry of candidate foreca	st grade {Add}	Condition market		
B- Forecast Grades	Idates tomar	Svilabus		0001	BAFISI LESEGO HELEN	B V
- Generate fo - Bulk entry o	ecast orades candidate for	Matthematics		0002	BIKANI GOSALTSE LORATO	c v
Enurgast Gra Modification	<u>des - Réport</u> of candidates (0003	DESAI GOFAONE KEITUMETSE	
Reports				0004	DITSHETELO CINDRELLA GAOKGAKALA	A**
				0005	LEPHOI KELETSO ALICIA	8 88
				0006	MASEPE ONKOKAME NANCY	<u>c</u> ¥
				0007	MOATSHE WENDY KEITUMETSE	E
				0008	Morem Sherty	×
				0009	MOTHIBEDI LESEGO MATUHOGONOLO	
	~			0010	Mothibi	

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Title	Malepa User Manual for JCE Centres	

Microsoft Security Essenti 📴 Sugge	ested Sites 👻 🐴 Amazon.co.uk – Online S	😸 HP Games - Top Games 🕶 🗿	äet more Add-ons +		
Botswana	National Examinat	tion Processing	System		
i Support BGCSE Jan	wary/2012	Botswara General Certificat	e of Secondary Education	Home Help	Change Password Logout
indidate Registration	Bulk entry of candidate forecast	grade {Add}			-
Course work/practical Marks cap	Centre		Candidate number	Name	Forecast Grade
Forecast Grades Entry of condidates forecas Modification of condidates 1	BW804-Moeding College Syllabus		0001	BAFISI LESEGO HELEN	B
Generate forecast grades Bulk entry of candidate for-	Hathermotos	<u>ن</u> ا	0002	BIKANI GOSAITSE LORATO	C w
Hondract Grades - Kepoch Mont/ration of cambibites (0003	DESAI GOFAONE KEITUMETSE	A .
			0004	DITSHETELO CINDRELLA GAOKGAKALA	A* A*A*
	2		0005	LEPHOI KELETSO ALICIA	AA B
			0006	MASEPE ONKOKAME NANCY	c Y
			0007	MOATSHE WENDY KEITUMETSE	E
			0008	Morem Sherly	I I
			0009	MOTHIBEDI LESEGO MATLHOGONOLO	
Y			0010	Mothibi Maitumelo	×

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Botswana MALEPA	National Examination P	rocessing System		
npa Support BGCSE-Jana	uary/2012 Be	abayana General Certificate of Secondary Education	Home Heb D	hange Paseword Logout
Candidate Registration	Lentre UWBN4-Moeding College Syllabus	Candidate number 0001	Name BAFISI LESEGO HELEN	Forecast Grade
El- Forecast Grades	Fam	0002	BIKANI GOSAITSE LOBATO	C M
Modification of candidates f Generate forecast grades		0003	DESAI GOFAONE	E L
Paik entre of candidate from Forecast Grades - Reports Modification of candidates (B- Reports		0004	DITSHETELO CINDRELLA GAOKGAKALA	A 🔍
		0005	LEPHOI KELETSO ALICIA	B. 💌
		0006	MASEPE ONKOKAME NANCY	D
		0007	MOATSHE WENDY KEITUMETSE	E
		0008	Morerni Sherly	×
		0009	MOTHIBEDI LESEGO MATLHOGONOLO	
		0010	Mothbi Maitumelo	
		Pages: 1 - 83 (83 items)	C 1 2 3 4 5 5 Z - 81 82 83	<u>)</u>
	Submit Reset Cancel			

Click the **Submit** button to save the changes.

Then re-print the forecast grade report to verify the correction(s) that you made.

A report showing the corrections.

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A 🚔 📴 H H H 1/20	2 Main Report V 1 00% V	
в	tswana Examination Council	
alification : Botswana General Certificate	of Secondary Education	
ries : BGC SE-January/2012	A LED HERE DESCRIPTION	
ntre : ENVENA Noeding Co		
and Direct motoring co	Forenast Grades	
W11.8 1.1 1.2 1.2	J063 Mathematics	
didate Number Name	Forecast Grade	
0001 BAHSI LESEGO HELEN		
0002 BIRAW COSALSE LORAL	2 B	
0003 DESHETELO (NDDELLA		
0005 LEPHOLKELETSO ALICIA		
0006 MASEPE ONKOKAME NAN	P D	
0007 MOATSHE WENDY KEITU	TSE E	
0008 Moremi Sherly		
0009 MOTHIBEDI LESEGO MATL	IOGONOLO	
0010 Mathibi Maitumeta		
0011 Onkwetse Matthogonolo		
0012 PULE JESSICA SEGOPOT	2	
0013 SHOSHONG GORATA CAN	Y	
0014 THABANCANA BUSISIWE		
0015 TLHOWE ONNEILE		
0016 TLHOWE KEDIBONE DIAN		
0017 BATSILE MODIREDI DIKGA		
0010 FIRENG FIREIGG OGANEL	195	
0020 Careanalys Thomas		
D021 Kealbotswe Emmanuel		
0022 LEKGABE NKARABENG LE	EGO	
0023 Lesololwane Abraham		
0024 LETSHOLO OLEBILE RATI		
0025 Maje Kagiso Donald		
0026 Marorwane Obonye		
0027 Masae Tefo		
0026 MODIBEDI BARONA KIDEC		
0029 MOIKAKEDI THABO		
0030 MOILAMETSI RESECO		
Inter Interstative Devolutione I		

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11. Coursework/Practical Marks Capture

Navigation: Pre-Exam ->Coursework/practical Marks capture

Malulo Mmopi	EPA JCE-November/2015	Junior Certificate Examination	Home Help Cha	ange Password Logout
Candidate Registrative Pre-Exam Course work/orc Result Management Reports	un ctucial Markis capturg	Header Scheduler WORKDESCRIPTION	Work To Do Drag a column here No data to display No data to display	K K March 21 Sum March 20 Sum March 21 Sum March 21 Sum Sum

Under Coursework/practical marks capture, you will be able to do the following:

- a. Entry of candidate coursework marks (Teacher)
- b. Generate Coursework summary marksheet (Coursework)
- c. Generate summary marksheet (Practical)
- d. Generate Individual candidate coursework marksheet
- e. Generate Individual candidate practical marksheet

STEP 1: Coursework Summary Mark sheet

Navigation: Pre-Exam -> Course work/practical Mark capture -> Coursework Summary Marksheet

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Select the syllabus, from the **syllabus drop down**, you want to view the coursework summary marksheet for as shown below.

💩 Botswana	National Examination	on Processing System	^
AND DECEMBER MALEPA			
Madulo Mmopi JCE-	November/2015	Junior Certificate Examination	Home Help Change Password Logout
Candidate Registration Pre-Exam	Coursework Summary Marksh	eets	^
Course work/practical Marke	cap Centre	JC0028Moeti Junior Secondary School	
Entry of candidate Court	Sever Component	Agriculture	
Coursework Summary I Individual Candidate Ma	larks rksh	Art Commerce and Accounting	
Individual Candidate Pr		Commerce and Office Procedures	
⊕- Reports		Home Economics	
		Music	_
	4		
	List of JCE cou	ursework Syllabuses	Select the Syllabus by clicking on it

Then select the component from the **Component drop down** as shown below.

ladulo Mmopi	JCE-November/2015	Junior Certificate Examination	Here Help Change Password Logout
Candidate Registration Pre-Exam Generate swork/practical M Generate swork/practical M Generate swork/sammary Entry of candidate Individual Candidate Individual Candidate Reports	Coursework Summary Centre Sylabus Component: e Practic List of Con	Marksheets	Select the Component by clicking on it

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Then click on the Show Report button to display the report.

: 10 M 000	gested sites	onnicom Printrangenconnection q			uge .o		2
6	Botswana Na	tional Examination I	Processing System				^
ROTSINGNA PSAMPANTOTIS COMPOL	MALEPA		\mathbf{i}				
Madulo Mmo	pi JCE-November	7/2015	Junior Cellificate Examination	lome Help	Change Password	Logout	
Candida	ate Registration	Coursework Summary Marksheets					^
e- Cou	urse work/practical Marks cap	Centre	JC0028Moeti Junior Secondary School			~	
	Generate summary mark sh	Syllabus	Agriculture			~	
	Coursework Summary Marks	Component	Paper 3			~	
	Individual Candidate Marksh Individual Candidate Practic		Эпоч керогс				
⊕– Result M	Management						
⊕− Reports	;						
	4						
							~

A summary marksheet for the selected syllabus component will be generated and appears as the report below. **Print the marksheet to capture marks (physically) before capturing them into the system.**

Centre :			Summary Marksheet
Candid	JC0028 Moeti Junior Secondary School	Total mark (Centre mark)	Total mark (External moderation)
0002	BAHITI MOKAULENGWE LAWRENCE	loonde marky	(
0003	BAIPHATHI RONALD		
0004	BAHUMA JESSICA THUTO		
0005	BAHUMISENG MOAGI		
0006	BALOYI NAMETSO LAURYN		
0007	BAROMA KESEGOFETSE		
8000	BATSHEGI MOMPOLOKI		
009	BAYEI THEO	1	
010	BOIMA MOTSHEGETSI		
011	BONTHUTENG PATIENCE		
	BOTSWANG LAONE INNOCENT		
)012			

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STEP 2: Entry of candidate coursework marks (Teacher)

Navigation: Pre-Exam -> Course work/practical Mark capture ->Entry of candidate Coursework marks (Teacher

To open the activity for capturing marks click on the Entry of Candidates Coursework Marks (Teacher). Click **New** to open the form for capturing marks.

See Horenoe, 2010	Junior Certificate Examination Home Help Change Password Lo	gout.
Candidate Registration Pre-Exam	Entry of candidate Coursework marks (Teacher) New Export Help	
Course workpractical marks capture Generate summary mark sheet Entry of candidate Coursework marks (Teac) coursework Summary Marksheets Individual Candidate Marksheets	Drag a column header here to group by that column Drag a column here	
Individual Candidate Practical Marksheets isult Management sports	No data to display	
	•	

The screen below will appear, with Centre field already populated.

	National Examir	nation Processing System			
Madulo Mmopi JCE-Nov	ember/2015	Junior Certificate Examination	Home	Help Change Password	Logout
@- Candidate Registration @- Pre-Exam @- Course work/practical Marks candidate Coursework — Entry of candidate Coursework — Coursework/Summary Marks — Individual Candidate Marksi — Individual Candidate Practic @- Result Management @- Reports	Entry of candidate Cour Centre CO028-Moet: Junor Se Syllabus Component Component Examining personnel Examining personnel Filter Submit Reset	Sework marks (Teacher) {Add}	× × ×	Candidate Name Marks	

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Select the Syllabus from the syllabus drop down as shown below,

Botswana MALEPA	a National Examinati	on Processing System	: •••		^
Madulo Mmopi JCE	November/2015	Junior Certificate Examination	Home	Help Change Password Logout	
⊕- Candidate Registration	Entry of candidate Courseworl	x marks (Teacher) {Add}		~	
Generate summary ma Generate summary ma Fitty of candidate on Individual Candidate M Fresult Management Ø- Reports	s cap k sh Seew Seew Syllabus Apticulture Art Commerce and Accounting Commerce and Accounting Commerce and Accounting Commerce and Accounting Commerce and Accounting Login and Technology Home Economics Music Submit Reset Cancel	Select the Syllabus	List of	andidate Name Marks	~

Select the **Component** from the component drop down menu as shown below.

Select the **Appointment type** from the Appointment Type drop down menu as shown below.

Select the **Examining personnel** from the Examining Personnel drop down menu as shown below.

Botswana N MALEPA Madulo Mmopi XE-Noven	National Examination Processing System	ange Password Logo.t
Candidate Registration Pre-Exam Course work/practical Marks cap Course work/practical Marks cap Coursework summary Marks Entry of andidate Coursew Coursework Summary Marks Individual Candidate Individual Candidate Individual Candidate	Entry of candidate Coursework marks (Teacher) (Add) Centre Condicate Name Condition Condition Conditity Conditi	ct component ct the Appointment Type by selecting <u>Chief Invigilator</u> ct Name of Examining Personnel
	John Reset Cancel	1 100% -

Click on the **Filter** button, and the screen below will appear with a table populated with candidates' numbers, names and boxes for entering marks.

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⊕– System Management ▲ ⊕– Masters	Entry of candidate Coursework marks (Tea	acher) {Add}			
Pre-Exam Gurse work/practical Marks	Centre	Candidate number	Name	Status	Marks
- Generate coursework Inc	JC0005Bonwatlou Junior Secondary 🔽		BAILE/OABONA	P-Present	
— Generate summary mark		2	BASAAKO KEFILWE	P-Present	×
Generate coursework lab	Component	3	BASAAKO OMPHILE	P-Present	\mathbf{Y}
Mark candidates absent/i Entry of candidate Course	Paper 3	4	BASUPI OTENG RONALD	P-Present	\mathbf{v}
 Validation of Coursework 	Appointment type	5	BATENEGI GOITSEONE GOFAONE BOFELO	P-Present	×
— Generate error list for cor	Chief Invigilator/Non paid	6	BATLOGETSWE VIRGINIA	P-Present	
 Modification of coursewo 	Paul Onamile	7	BEPNARD OTSOGILE ADAM	P-Present	
— <u>Entry of candidate practic</u> — Import practical marks fr	Filter	8	BOSHOMANE EMMAH MARTHA	P-Present	
 Validation of practical ma 		9	BOTSOSILE BOEMO BESTO	P-Present	
- Generate error list for pra		10	CHAENDA LEBOGANG GALALETSANG	P-Present	
 Modification of practical r DBC 14.4 Constraints of r 		Page 1 of 21 (21 items) 《 < [1] <u>2 3 4 5 6 7</u> <u>19 2</u> 0 21)\[5	<u></u>	
PRC 14 A Generation of F PRC 14 C Generation of F					
€- Post Exam	Submit Reset Cancel				

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Enter the candidate marking the space provided as indicated below,

While you are entering marks you are also able to capture **absent** candidates as indicated below.

- System Management	Entry of candidate Coursework marks (Teacher) {Add}					
- Masters						
- Setup	Centre		Candidate number	Name	Status	Mar
 Candidate Registration 	JC0005Bonwatlou Junior Secon	¥.	114	MOGAPI ITIRELENG	P-Present	32
Pre-Exam	Syllabus		115	MOGOROSI KEITUMETSE	A-Absent	
Image: Marking Venues	Agriculture	Υ.	116	MOGUNVATE		
® Exam centre Inspection	Component			GOTHUSAMANG	P-Present	⊻ 42
Course work/practical Marks cap Generate coursework Individ	Paper 3	v	117	MOIKWADI AGNES	P-Present	⊻ 40
Generate summary mark sh	Chief Invigilator/Non paid	Y	118	MOIKOTLHAI KATLEGO	P-Present	41
 Entry of candidate Coursewe Validation of Coursework ma 	Examining personnel Paul Onamile	v	119	MADGELINE	P-Present	× 43
- Generate error list for cours	6 Eilhan			GAOLEFUFA		
 <u>Modification of coursework 1</u> Generate error list of course 	1 (102)		120	MOKGANEDI BOITUMELO AREDNICO	A-Absent	
Entry of candidate practical Import practical marks from Validation of practical marks			121	MOKGOTHWANE GAOLATHE MADUO KEOLEBOGILE	P-Present	× 38
 Generate error list for practi Modification of practical mat 			122	MOKGOTHWANE ONALETHATA	P-Present	× 42
Generate error list of practic			123	MOKGOTHWANE OTENG	P-Present	¥ 49
 <u>Coursework Summary Marks</u> <u>Individual Candidate Marks</u> 			Page 12 of 22 (22 items)	«< 1 2 3 11 [12] 13 14 20 .	21 22 > »	
Individual Candidate Practic 🗸	Submit Reset Cancel					
· · · · · · · · · · · · · · · · · · ·	(

After entering the marks, click on the **Submit** button to save the information.

The following screen will appear with the **confirmation** message.

ulo Mimopi	JCE-November/2015	Junor Certoficate Examination	Home	Help Change Password	Logout				
Candidate Registratio Pro Exam	Record saved success	fully			OK				
- Generate su	Entry of candidate Co	Entry of candidate Coursework marks (Teacher) (Add)							
- Columeno I: Summar Marks - Columeno I: Summar Marks - Individual Candidate Markat - Individual Candidate Practic - Result Management - Reports	Summary Mark: Centre	Candida	te	Name	Marke				
	andidate Practic Syllabus	E.							
	Component								
	Appointment type								
	Examining personnel								
	Titler								

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NOTE: For the modification/amendment of any coursework mark you have to follow the entry of coursework mark (Teacher) process.

To modify a mark, highlight and delete the mark, then type the mark you want to capture, as shown on the screen below,

Course work/practical Marks	Centre	Candidate number	Name	Status	Marks
- Generate coursework Inc	JC0005-Bonwatlou Junior Secondary	11	DIEGANG KEORAPETSE	P-Present	42
- Generate summary mark	Syllabus	12	DIKALATE PATRICIA KEABETSWE	P-Present	7 46
Generate coursework lab	Component	13	DINGALO GORATAMANG	P-Present	39
 Mark candidates absent/r 	Paper 3	14	DINKO MATSHIDISO TSHIDI KHANYAZILE	P-Present	140
— Entry of candidate Cours — Validation of Coursework	Appointment type	15	DINTLE OLERILE	P-Present	44
<u>Generate error list for co</u>	Chief Invigilator/Non paid	16	DINTLE THAPELO	P-Present	42
 Modification of coursewo 	Examining personnel	17	DINTWA KEFILWE DALISTER	P-Present	42
 Entry of candidate practic 	Paul Onamile	18	DITAU QUEEN	P-Present	37
Validation of practical marks in	Filler	19	EDWARD MOGOMOTSI	P-Present	42
Generate error list for pra		20	ELIAS PRECIOUS	P-Present	41
<u>Modification of practical r</u> <u>PRC 14 A Generation of F</u>		Page 2 of 21 (21 items)	1 [2] 3 4 5 6 7 19 20 27 >≫		
PRC 14 C Generation of F	Jubmit Reset Cancel				
Post Exam	Select b	y highlighting f	he mark and press d	lelete (or ba	cksp

Click the **Submit** button to save the changes.

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