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	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



Document Title:

Malepa User Manual for JCE Centres

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Preparation

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Revision History

Change Made By	Description	Version	Date
GaofengweKeakile ; Gaone Megale; Wame Ponatshego and Chenzimu Makobole	Updated Entry Amendments content.	2	2017-02-23

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TABLE OF CONTENTS

1. INTRODUCTION.....	5
2. SCOPE	5
3. REFERENCES	5
4. TERMS AND ABBREVIATIONS	5
4.1 TERMS AND DEFINITIONS	5
4.1.1 <i>Malepa</i>	5
4.1.2 <i>Series</i>	5
4.2 ABBREVIATIONS	5
5. MALEPA MINIMUM SPECIFICATIONS	6
5.1 INTERNET.....	6
5.2 USER INTERFACE	6
6. HOW TO LOGON TO MALEPA APPLICATION.....	6
7. STEPS TO CHANGE YOUR MALEPA PASSWORD	11
8. CANDIDATE REGISTRATION	12
8.1 CENTRE CANDIDATE REGISTRATION	12
8.2 REGISTRATION CORRECTIONS	15
8.2.1 <i>Editing Candidate Registration Record</i>	15
8.2.2 <i>Delete Candidate Registration Record</i>	17
8.3 ENTRY AMENDMENTS	18
8.3.1 <i>Change Syllabus/option</i>	19
8.3.2 <i>Request for withdrawal</i>	20
8.3.3 <i>Change Candidate details</i>	21
8.4 REPORTS.....	24
8.4.1 <i>Generating the Registration List Report</i>	24
8.4.2 <i>Generating the Statement of Entry report</i>	26
9. RESULTS REPORTS	29

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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

10. FORECAST GRADES	29
10.1 ENTRY OF CANDIDATES FORECAST GRADES	30
10.2 SEARCHING FOR A CANDIDATE	33
10.3 GENERATE FORECAST GRADES REPORT	37
10.4 BULK ENTRY OF CANDIDATE FORECAST GRADES	40
10.4 FORECAST GRADES REPORT	46
11. COURSEWORK/PRACTICAL MARKS CAPTURE	54

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	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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;

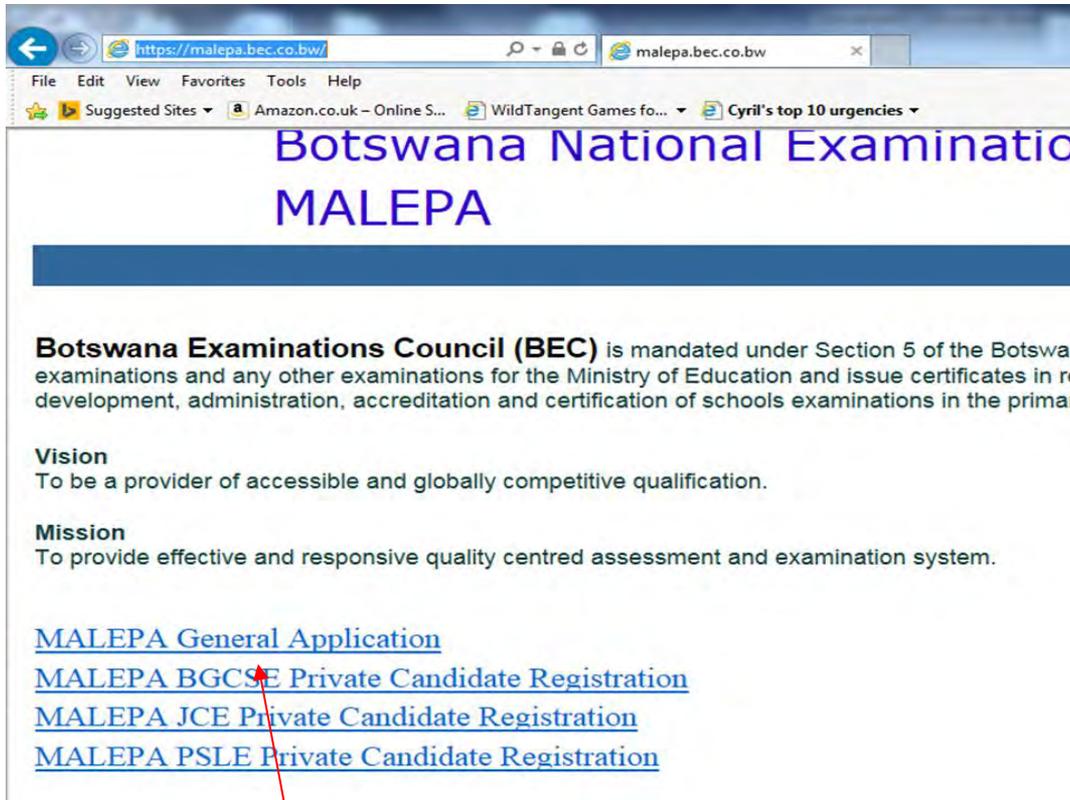
- Microsoft Internet Explorer version 8 and above. The latest version recommended is version 11.
- Mozilla Firefox or Google Chrome

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)
<https://Malepa.bec.co.bw/>
- The following screen will appear,

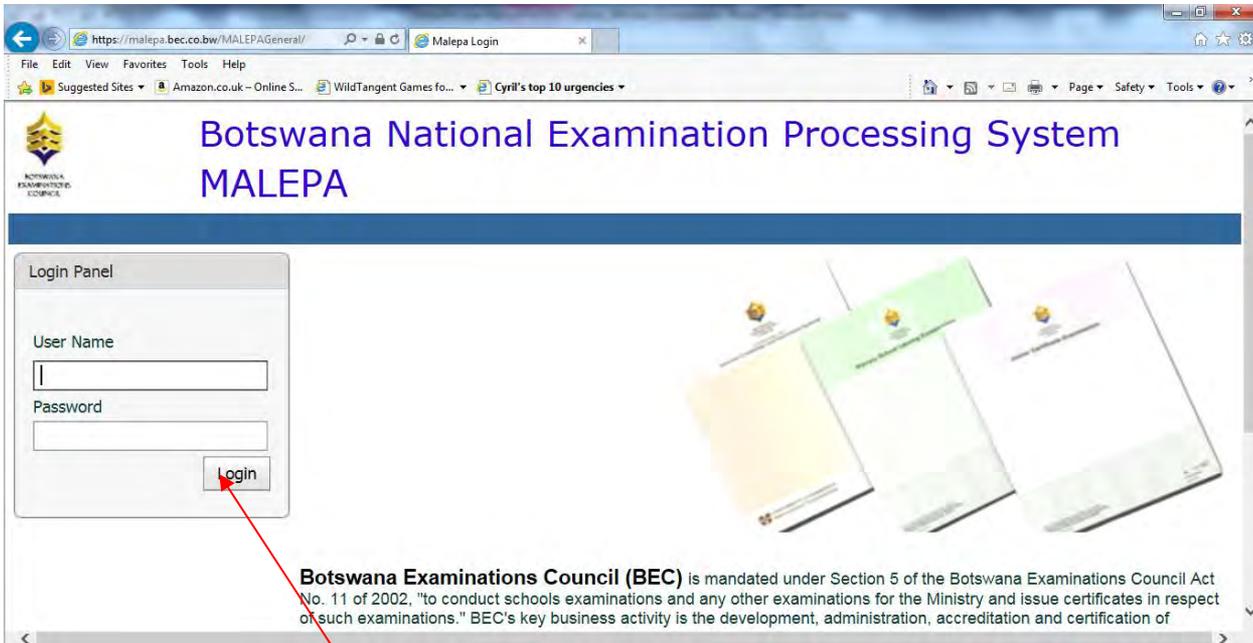
	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



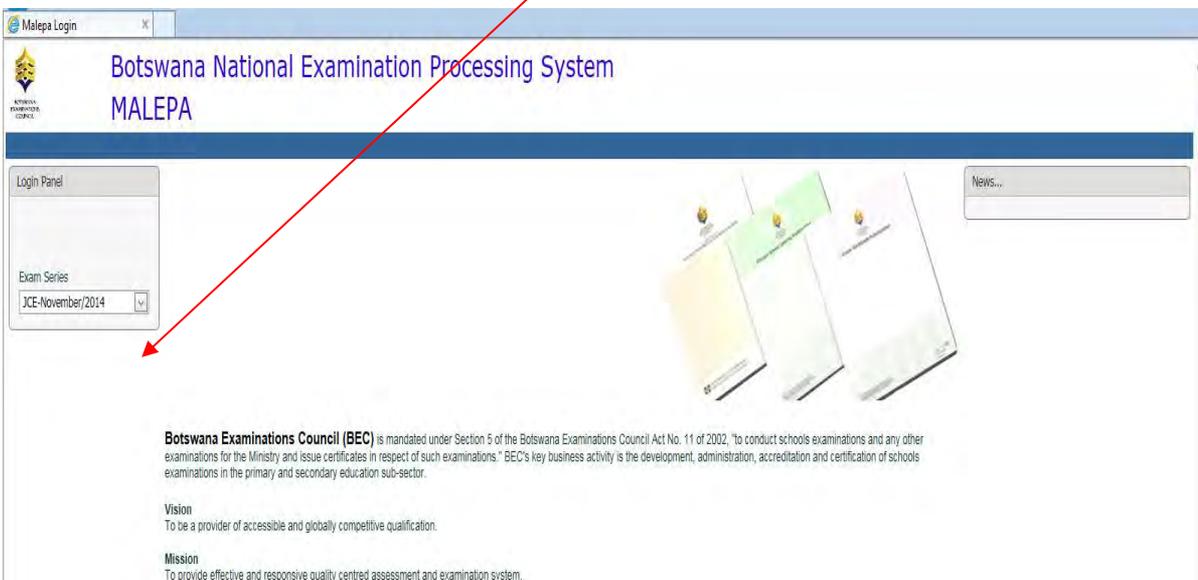
The screenshot shows a web browser window with the URL <https://malepa.bec.co.bw>. The page title is "Botswana National Examinatio" and the main heading is "MALEPA". Below the heading, there is a blue bar. The text describes the Botswana Examinations Council (BEC) and its mandate. It includes sections for Vision and Mission. At the bottom, there are four blue underlined links: "MALEPA General Application", "MALEPA BGCSE Private Candidate Registration", "MALEPA JCE Private Candidate Registration", and "MALEPA PSLE Private Candidate Registration". A red arrow points from the first link to the list below.

- Click on the [MALEPA General Application](#) link to login
- Enter your user name and password on the **Login Panel** shown below;

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



- Then click on the **Login** button
- After successful login, select the **Exam Series** you want to work with.



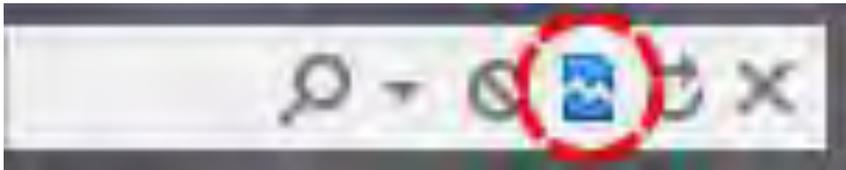
	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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 Compatibility View button 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

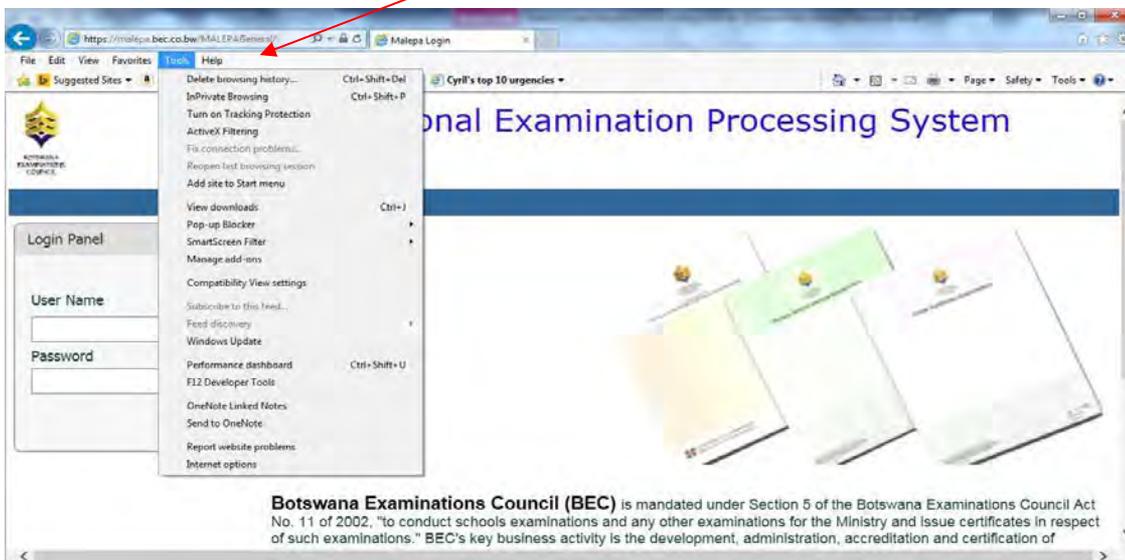


The Compatibility View button

- ✓ 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

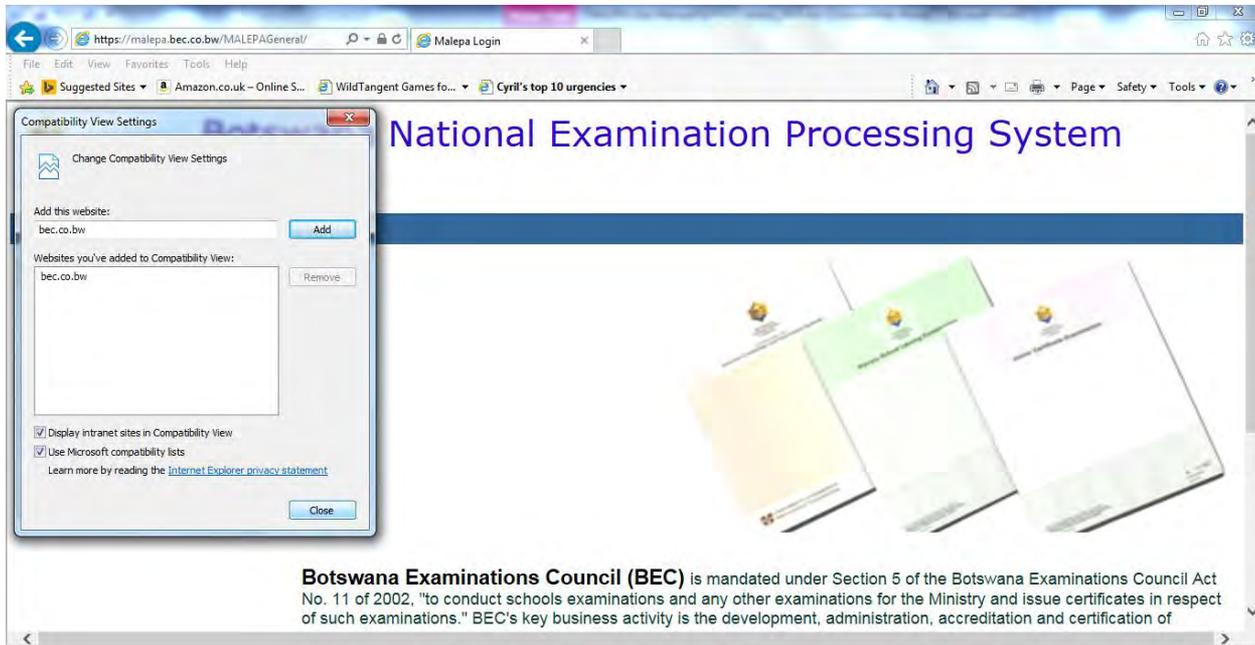
Option 2

On the Menu bar, Click on the **Tools** icon, select **Compatibility View Settings** as shown below;

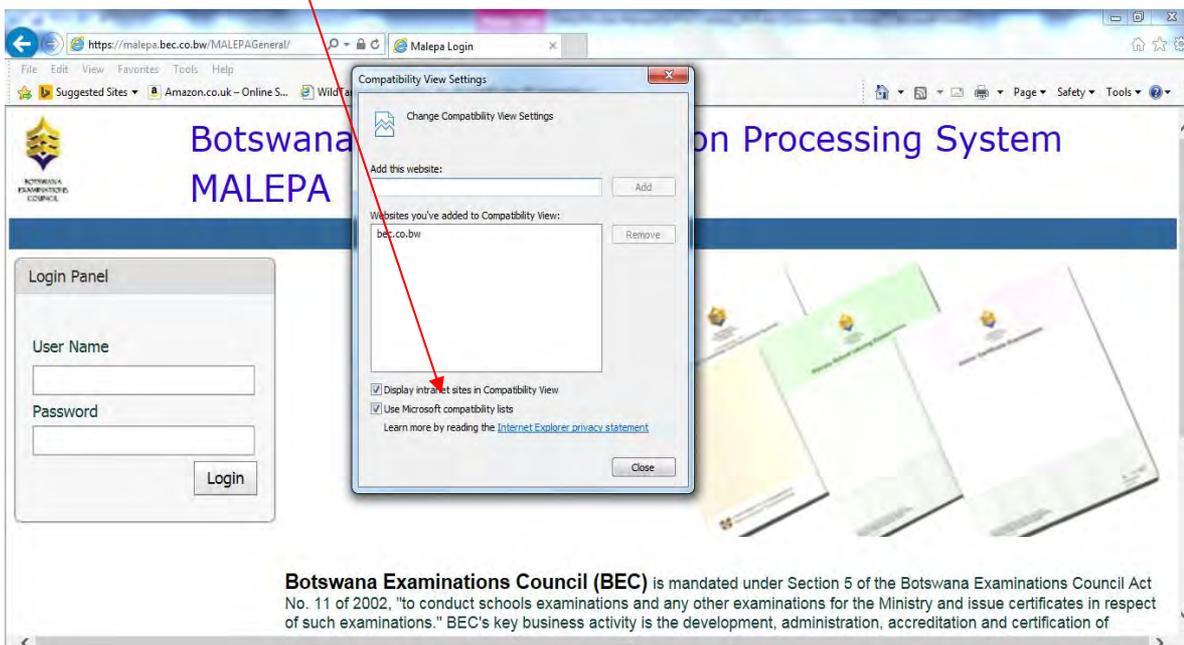


	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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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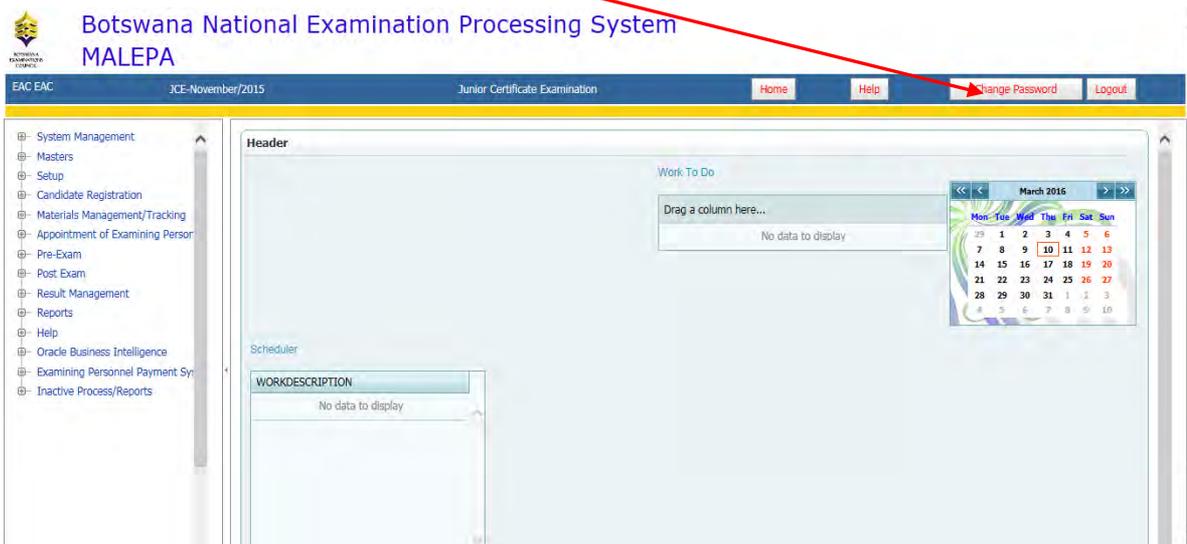
This document is only valid for the date and the time that it was printed.

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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

Successful completion of these steps means your browser is now compatible with the Malepa application.

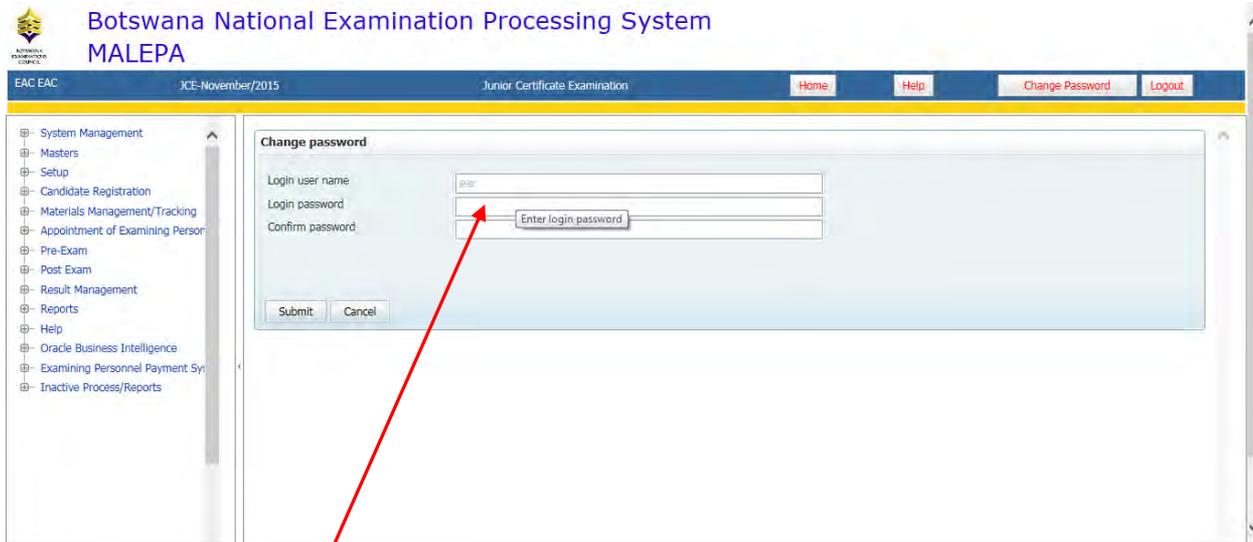
7. Steps to change your Malepa password

- Logon to MALEPA Application
- Select a **Series**
- Click on the **Change Password** button



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

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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



- 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.

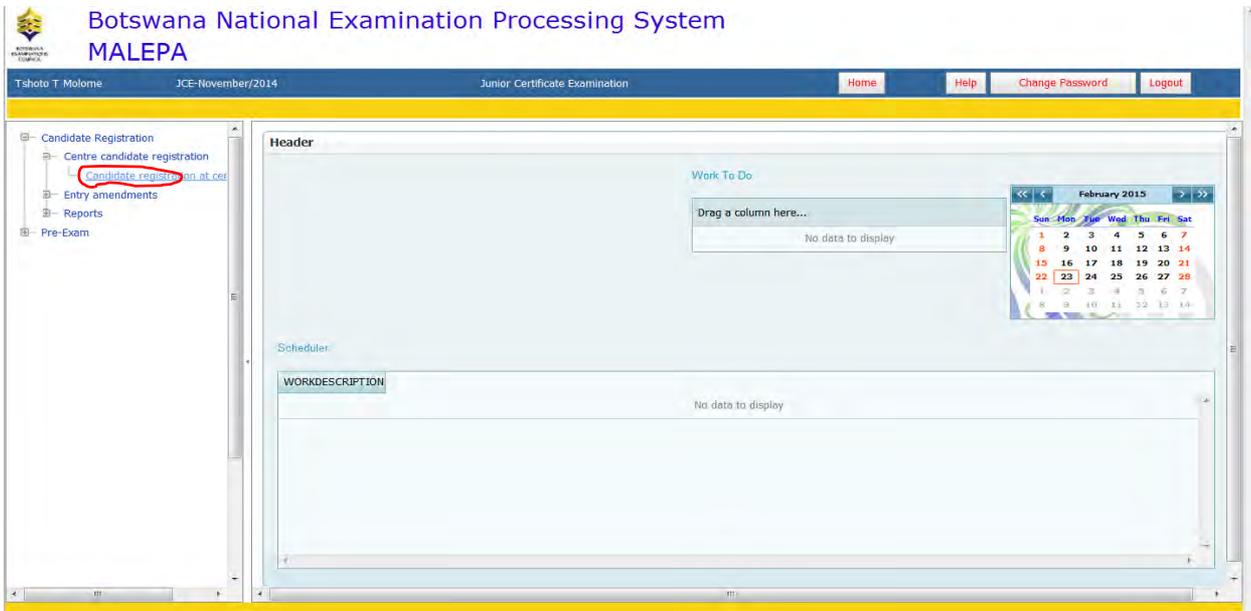
8. Candidate Registration

8.1 Centre Candidate Registration

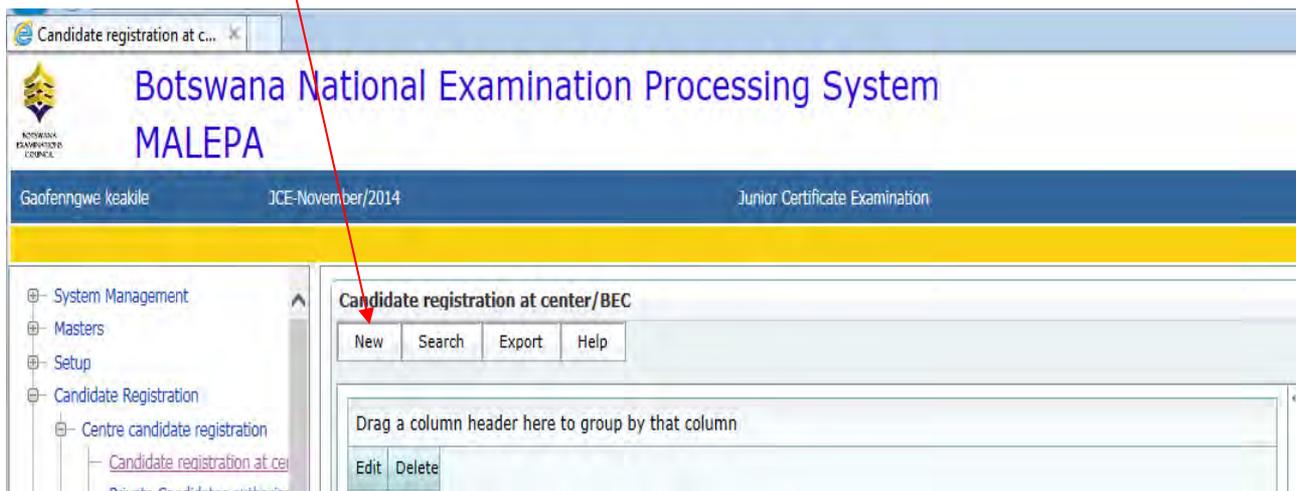
Navigation: Candidate Registration ->Centre candidate Registration

- Click **Candidate registration at Centre/BEC**

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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

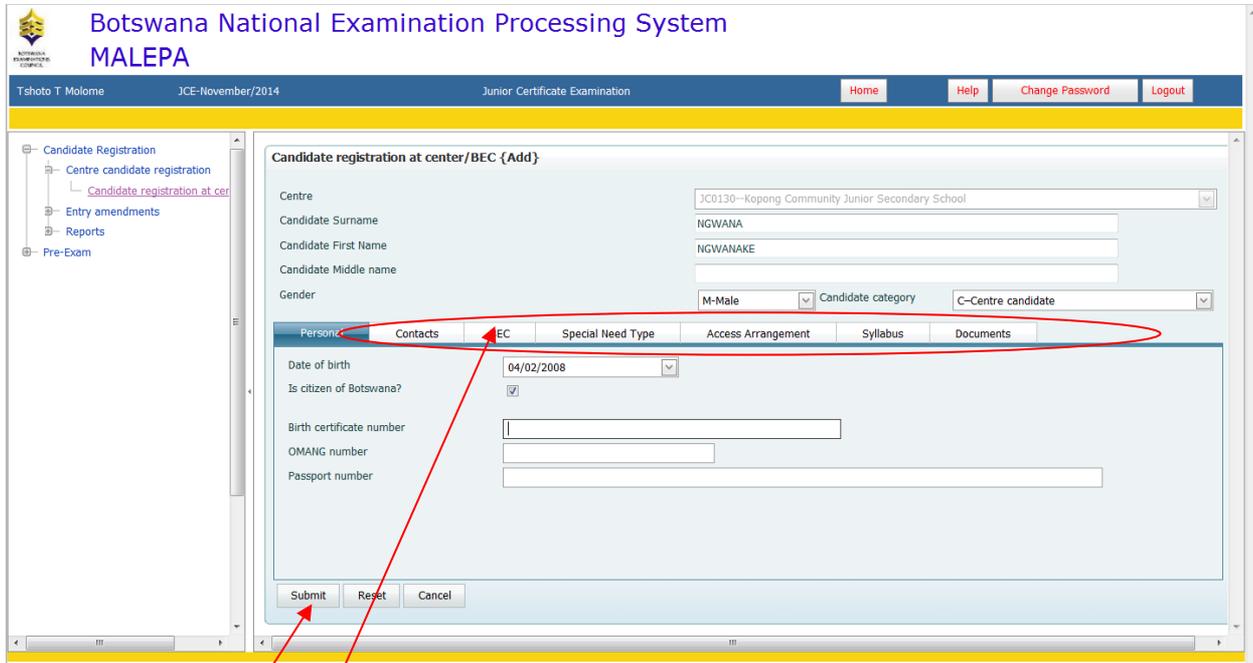


- Click on the **New** button;



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

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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

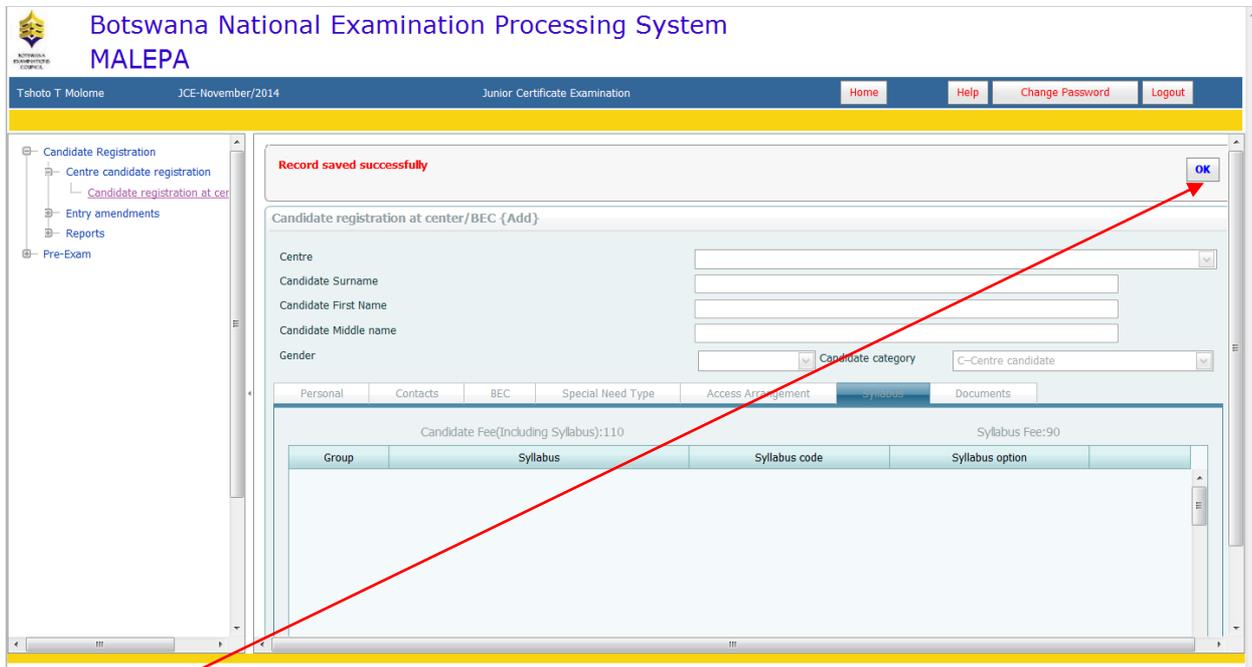


Click on different **tabs** (personal, special need type, syllabus) and fill candidate details

Click **submit** button

The screen like the one below will be displayed.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
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	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

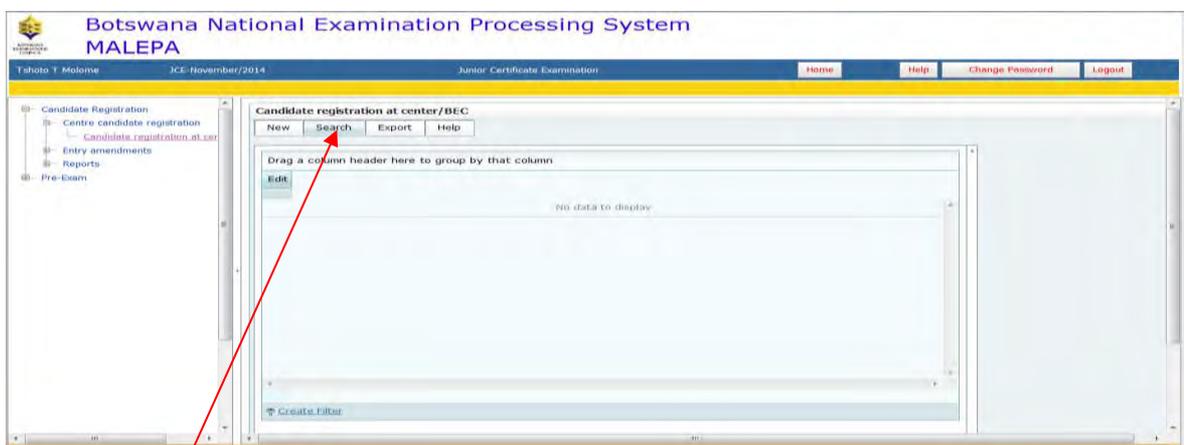


Click **OK** to complete the registration of the candidate.

8.2 Registration Corrections

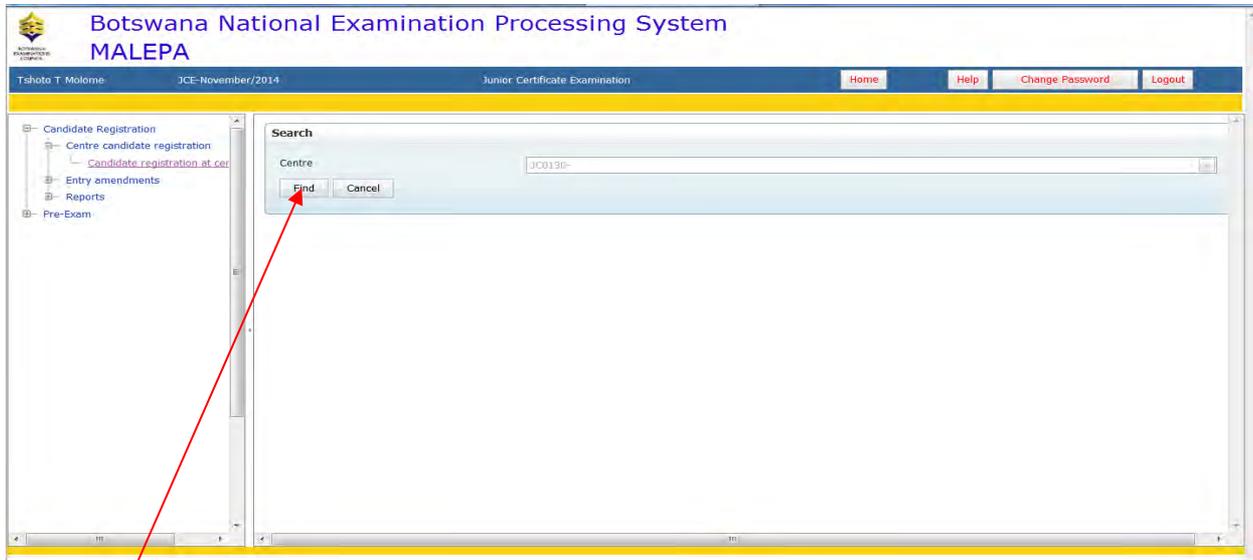
8.2.1 Editing Candidate Registration Record

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



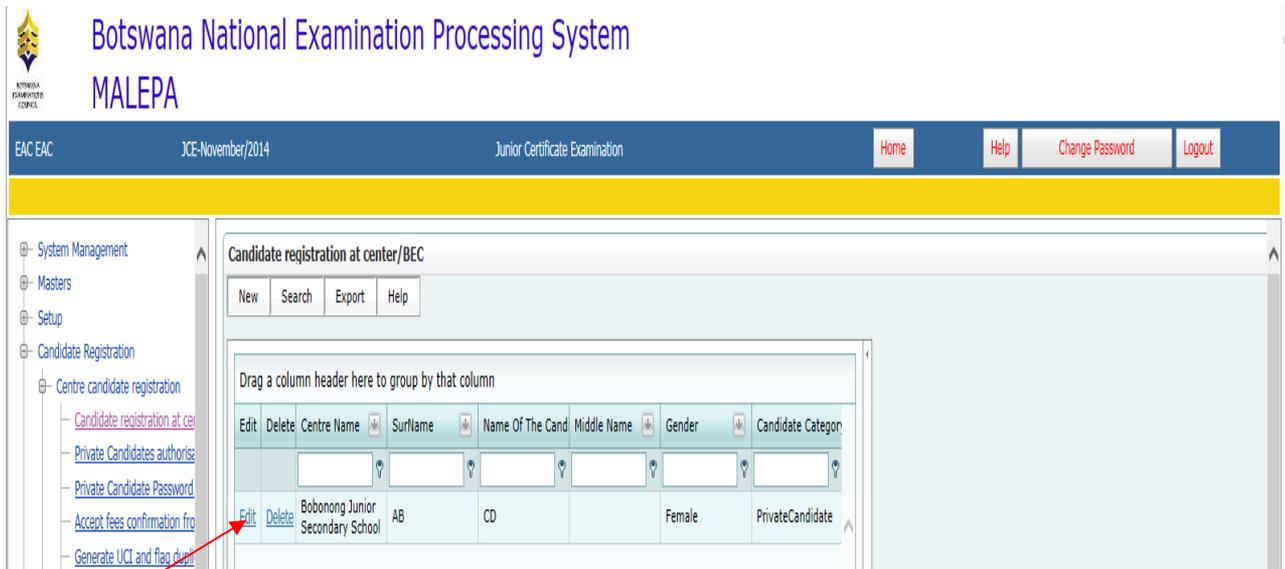
Click **search** button.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



Click the **Find** button.

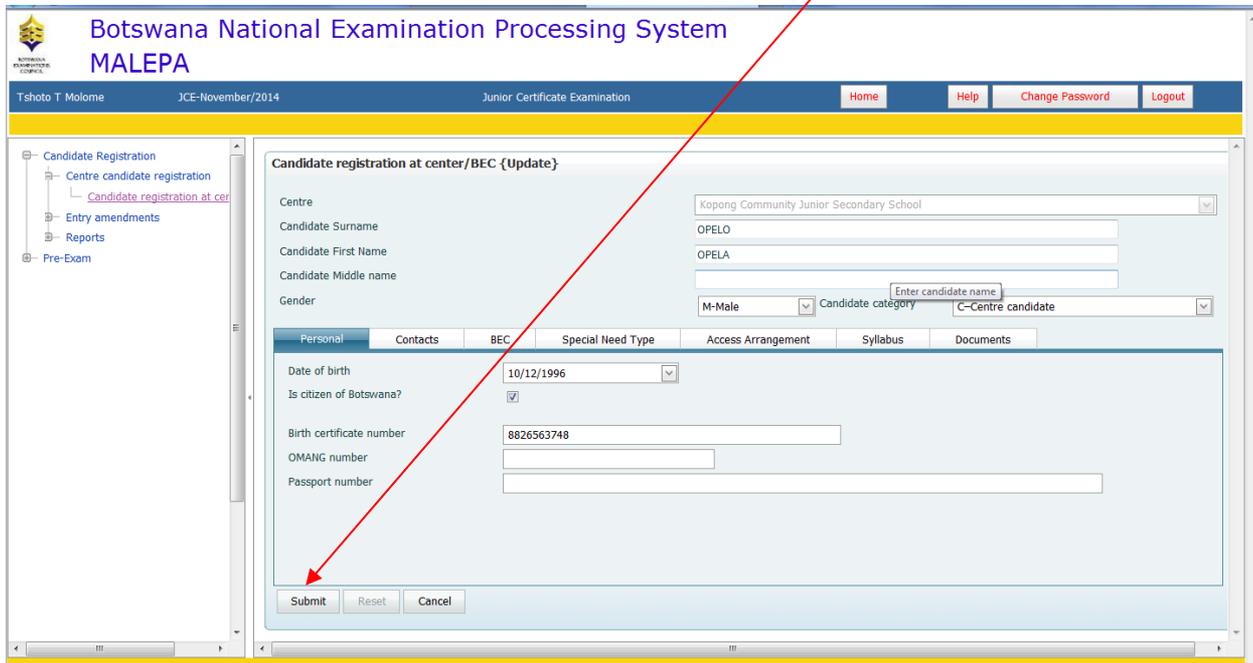
The screen like the one below will be displayed.



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

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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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



Botswana National Examination Processing System
MALEPA

Tshotlo T Molome JCE-November/2014 Junior Certificate Examination Home Help Change Password Logout

Candidate Registration
 - Centre candidate registration
 - Candidate registration at center
 - Entry amendments
 - Reports
 - Pre-Exam

Candidate registration at center/BEC {Update}

Centre: Kopong Community Junior Secondary School
 Candidate Surname: OPELO
 Candidate First Name: OPELA
 Candidate Middle name: Enter candidate name
 Gender: M-Male Candidate category: C-Centre candidate

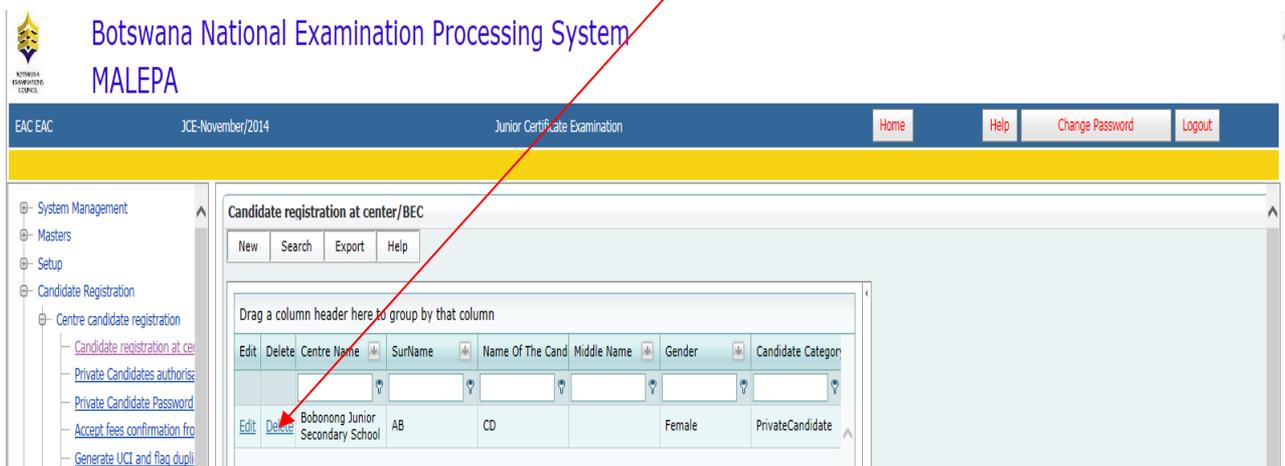
Personal Contacts BEC Special Need Type Access Arrangement Syllabus Documents

Date of birth: 10/12/1996
 Is citizen of Botswana?
 Birth certificate number: 8826563748
 OMANG number:
 Passport number:

Submit Reset Cancel

8.2.2 Delete Candidate Registration Record

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



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EAC EAC JCE-November/2014 Junior Certificate Examination Home Help Change Password Logout

System Management
 Masters
 Setup
 Candidate Registration
 - Centre candidate registration
 - Candidate registration at center
 - Private Candidates authoris
 - Private Candidate Password
 - Accept fees confirmation fro
 - Generate UCI and fiaa dupli

Candidate registration at center/BEC

New Search Export Help

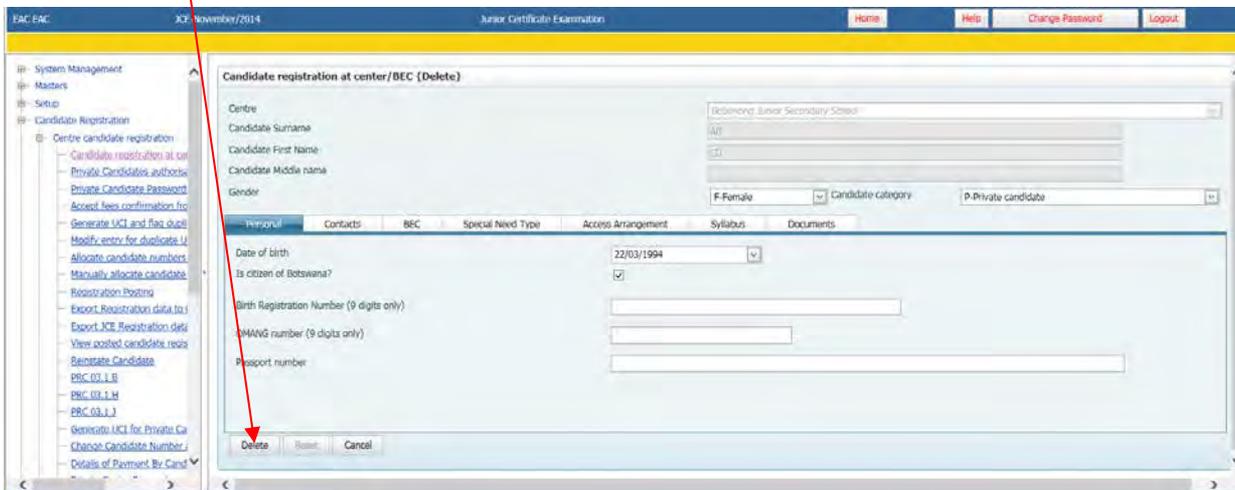
Drag a column header here to group by that column

Edit	Delete	Centre Name	SurName	Name Of The Cand	Middle Name	Gender	Candidate Categori
Edit	Delete	Bobonong Junior Secondary School	AB	CD		Female	PrivateCandidate

The screen below will appear.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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



8.3 Entry Amendments

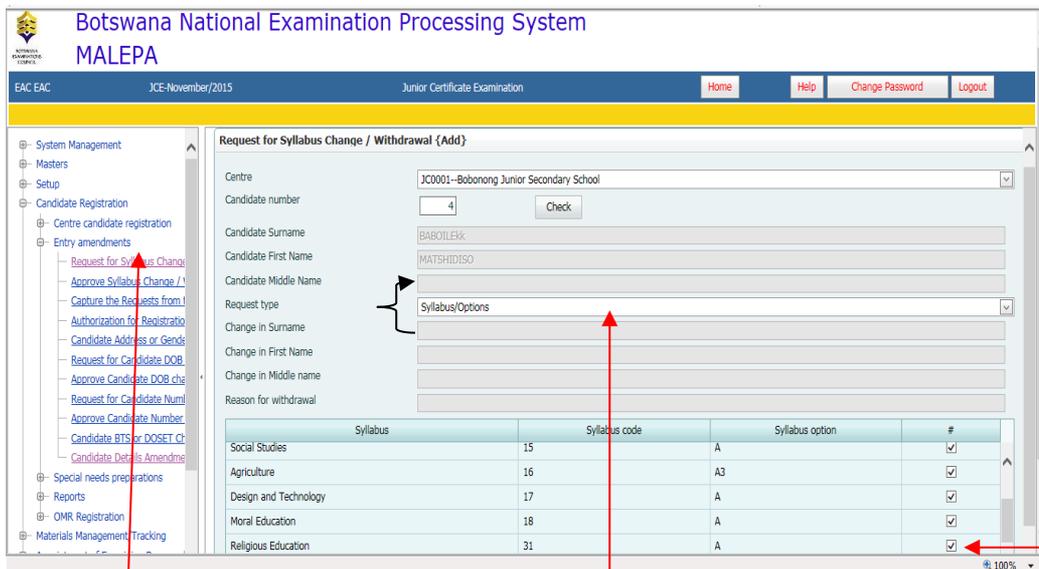
Navigation: Candidate Registration->Entry Amendments

Under Entry Amendment you will be able to do the following (as displayed by the screens below);

- Change Syllabus/option
- Request for withdrawal
- Change Candidate details

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

8.3.1 Change Syllabus/option



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EAC EAC JCE-November/2015 Junior Certificate Examination Home Help Change Password Logout

Request for Syllabus Change / Withdrawal (Add)

Centre: JC0001-Bobonong Junior Secondary School

Candidate number: 4

Candidate Surname: BABOTLEK

Candidate First Name: MATSHIDISO

Request type: Syllabus/Options

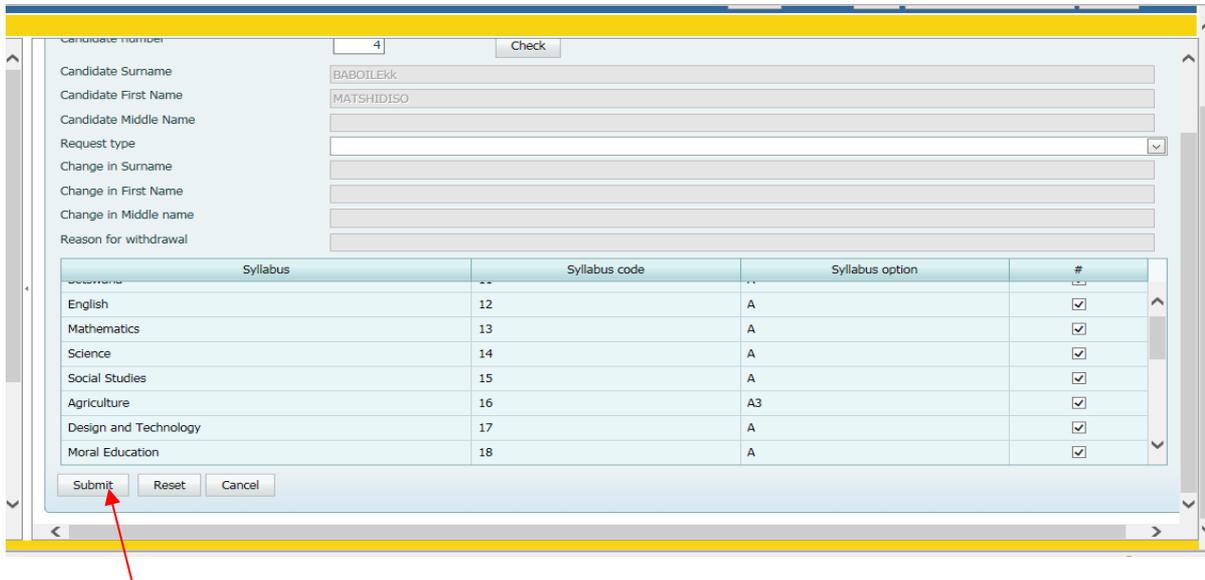
Syllabus	Syllabus code	Syllabus option	#
Social Studies	15	A	<input checked="" type="checkbox"/>
Agriculture	16	A3	<input checked="" type="checkbox"/>
Design and Technology	17	A	<input checked="" type="checkbox"/>
Moral Education	18	A	<input checked="" type="checkbox"/>
Religious Education	31	A	<input checked="" type="checkbox"/>

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.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

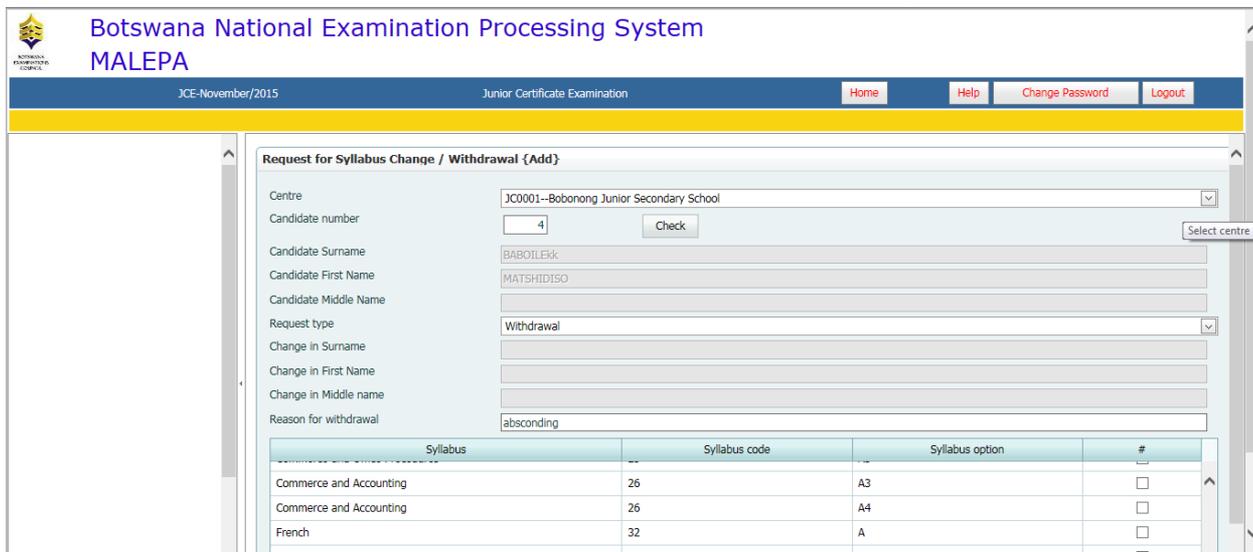


Syllabus	Syllabus code	Syllabus option	#
English	12	A	<input checked="" type="checkbox"/>
Mathematics	13	A	<input checked="" type="checkbox"/>
Science	14	A	<input checked="" type="checkbox"/>
Social Studies	15	A	<input checked="" type="checkbox"/>
Agriculture	16	A3	<input checked="" type="checkbox"/>
Design and Technology	17	A	<input checked="" type="checkbox"/>
Moral Education	18	A	<input checked="" type="checkbox"/>

Click on **Submit** below the syllabus list 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

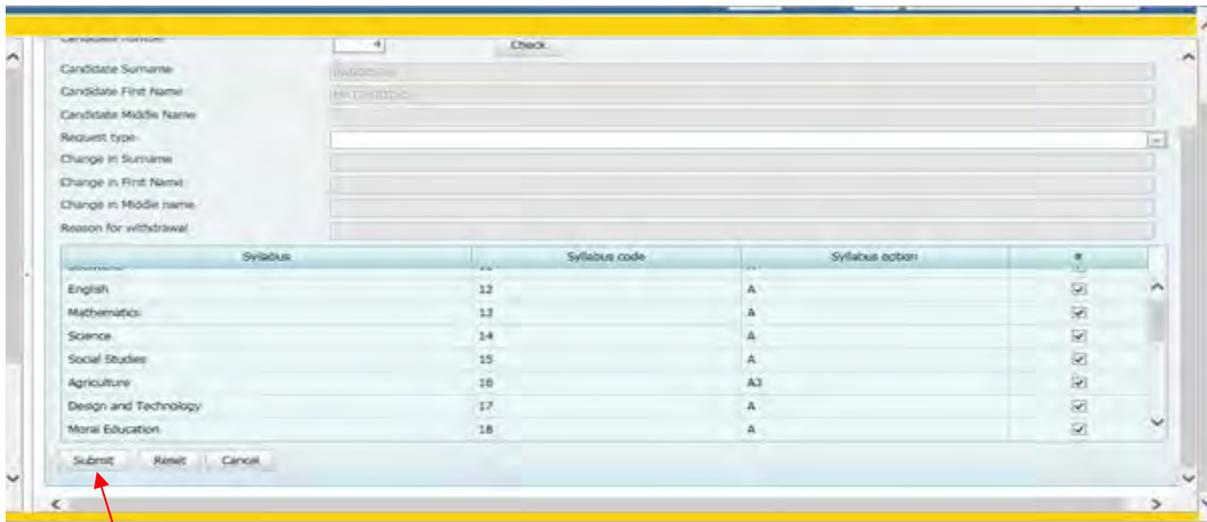


Syllabus	Syllabus code	Syllabus option	#
Commerce and Accounting	26	A3	<input type="checkbox"/>
Commerce and Accounting	26	A4	<input type="checkbox"/>
French	32	A	<input type="checkbox"/>

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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**.



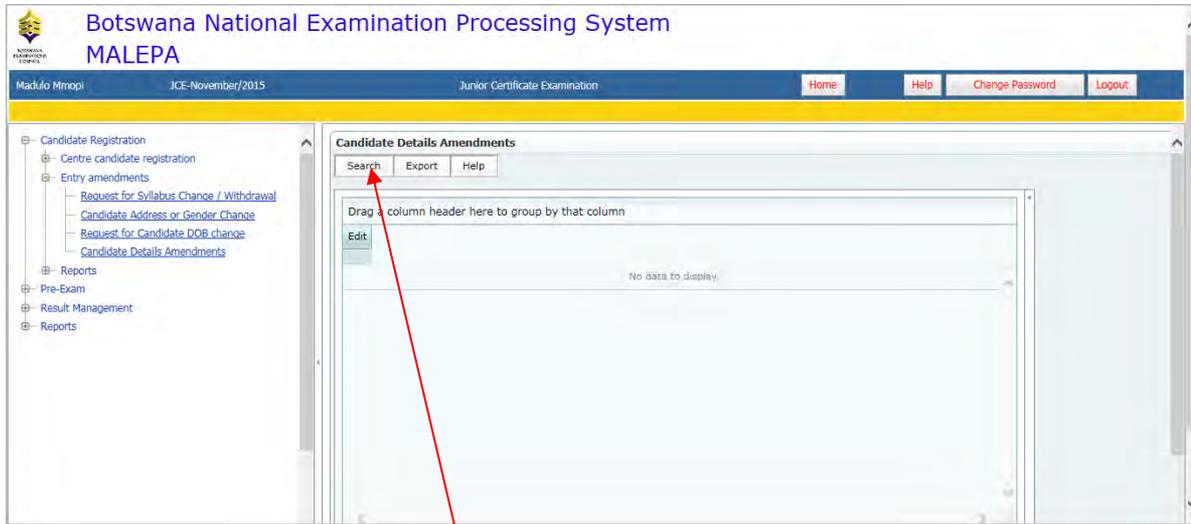
Click on **Submit** below the syllabuses once you have completed your request.

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

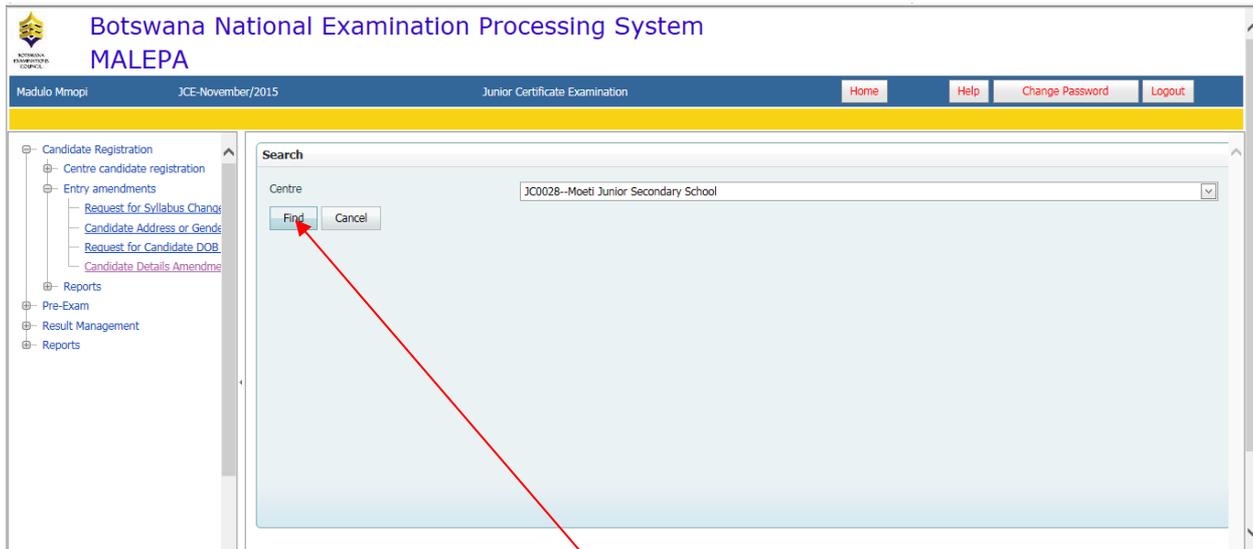
8.3.3 Change Candidate details

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.

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

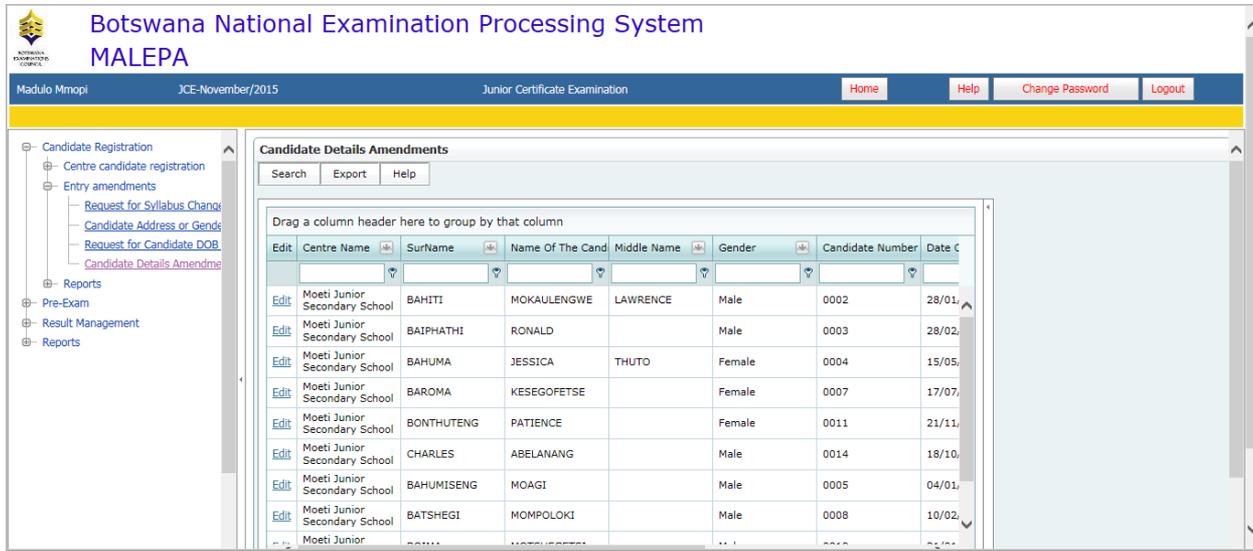


To make an amendment click on **Search**, a screen like the one below will appear.



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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



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Candidate Details Amendments

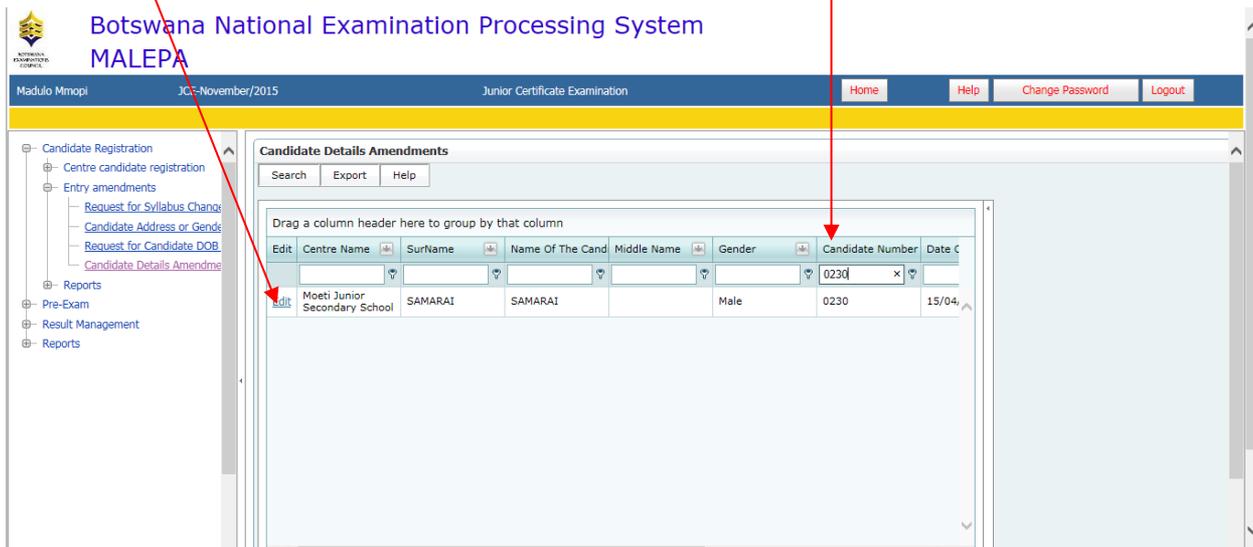
Search Export Help

Drag a column header here to group by that column

Edit	Centre Name	SurName	Name Of The Cand	Middle Name	Gender	Candidate Number	Date C
Edit	Moeti Junior Secondary School	BAHITI	MOKAULENGWE	LAWRENCE	Male	0002	28/01/10
Edit	Moeti Junior Secondary School	BAIPHATHI	RONALD		Male	0003	28/02/10
Edit	Moeti Junior Secondary School	BAHUMA	JESSICA	THUTO	Female	0004	15/05/10
Edit	Moeti Junior Secondary School	BAROMA	KESEGOFETSE		Female	0007	17/07/10
Edit	Moeti Junior Secondary School	BONTHUTENG	PATIENCE		Female	0011	21/11/10
Edit	Moeti Junior Secondary School	CHARLES	ABELANANG		Male	0014	18/10/10
Edit	Moeti Junior Secondary School	BAHUMISENG	MOAGI		Male	0005	04/01/11
Edit	Moeti Junior Secondary School	BATSHEGI	MOMPOLOKI		Male	0008	10/02/11

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.



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Madulo Mmopi JCE-November/2015 Junior Certificate Examination Home Help Change Password Logout

Candidate Details Amendments

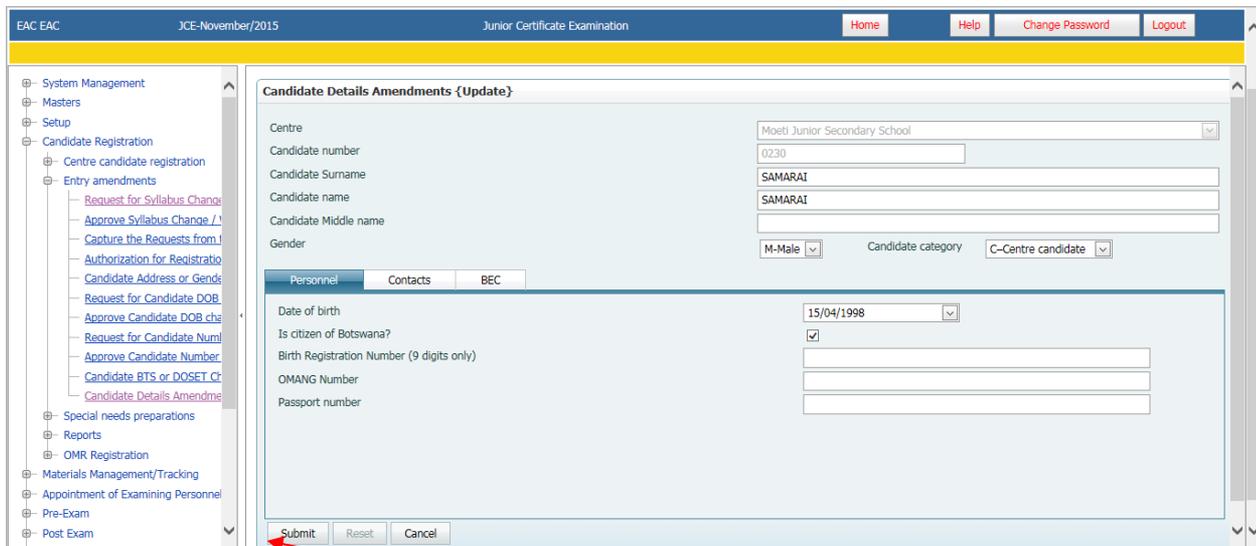
Search Export Help

Drag a column header here to group by that column

Edit	Centre Name	SurName	Name Of The Cand	Middle Name	Gender	Candidate Number	Date C
Edit	Moeti Junior Secondary School	SAMARAI	SAMARAI		Male	0230	15/04/11

The amendment screen below will display showing candidate personal details.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



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 **THEY DO NOT REQUIRE AUTHORISATION FROM BEC.**

You may print required reports after these changes.

8.4 Reports

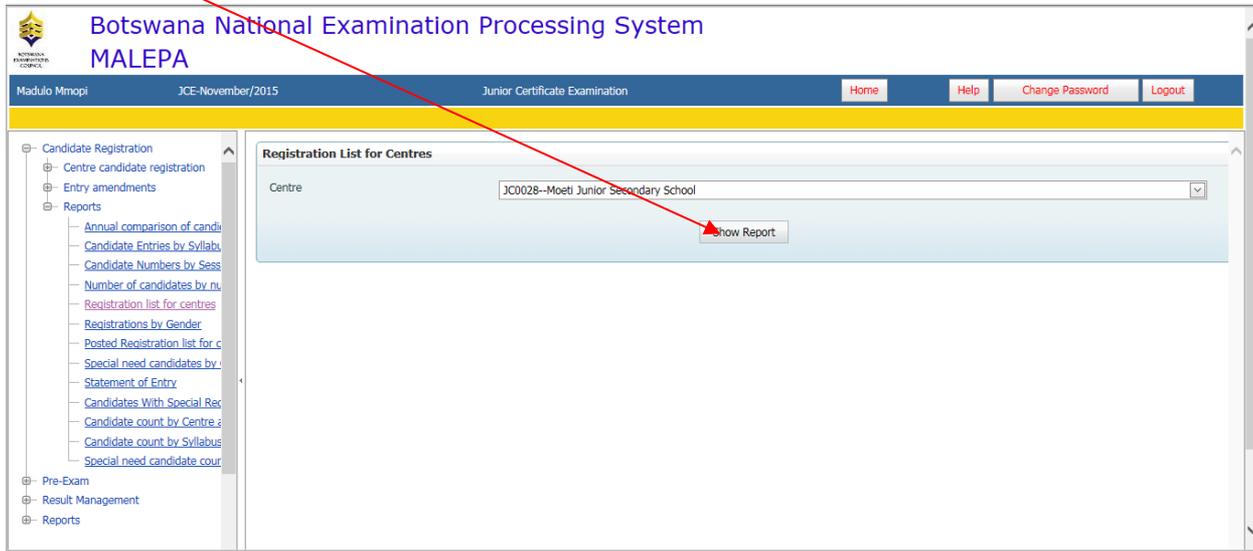
8.4.1 Generating the Registration List Report

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

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

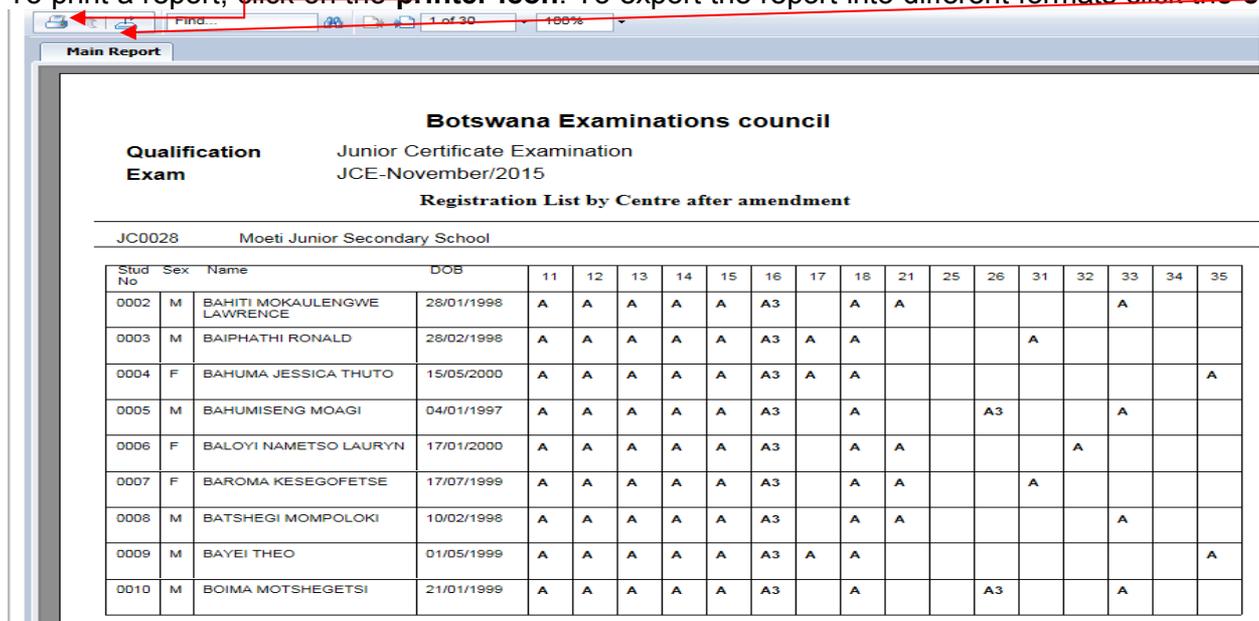
	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

Click **Show Report**.



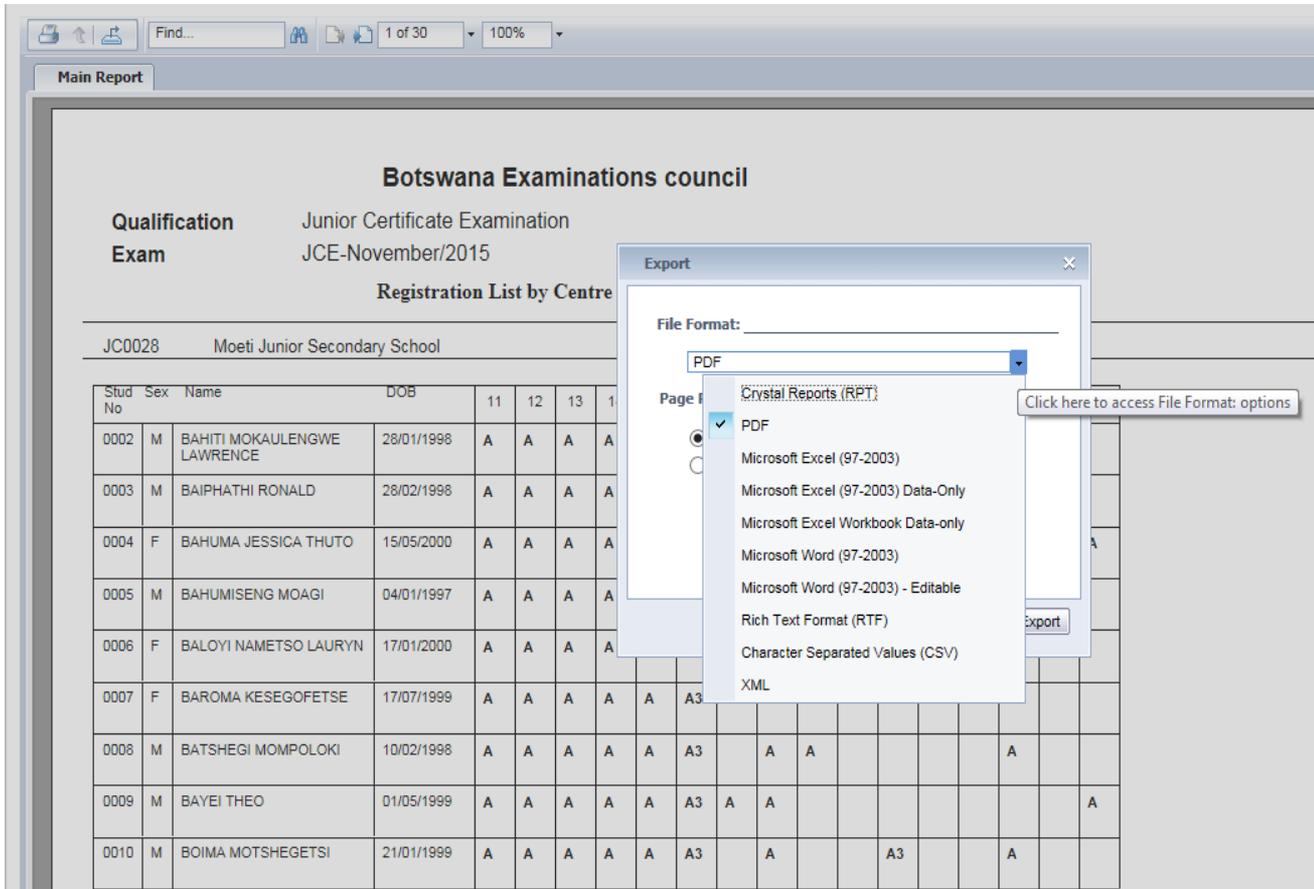
The registration list will be generated as shown in the screen below.

To print a report, click on the **printer icon**. To export the report into different formats click the **export icon**.



Stud No		Sex	Name	DOB	11	12	13	14	15	16	17	18	21	25	26	31	32	33	34	35
0002	M	BAHITI MOKAULENGWE LAWRENCE	28/01/1998	A	A	A	A	A	A3		A	A						A		
0003	M	BAIPHATHI RONALD	28/02/1998	A	A	A	A	A	A3	A	A					A				
0004	F	BAHUMA JESSICA THUTO	15/05/2000	A	A	A	A	A	A3	A	A									A
0005	M	BAHUMISENG MOAGI	04/01/1997	A	A	A	A	A	A3		A				A3			A		
0006	F	BALOYI NAMETSO LAURYN	17/01/2000	A	A	A	A	A	A3		A	A					A			
0007	F	BAROMA KESEGOFETSE	17/07/1999	A	A	A	A	A	A3		A	A				A				
0008	M	BATSHEGI MOMPLOKI	10/02/1998	A	A	A	A	A	A3		A	A						A		
0009	M	BAYEI THEO	01/05/1999	A	A	A	A	A	A3	A	A									A
0010	M	BOIMA MOTSHEGETSI	21/01/1999	A	A	A	A	A	A3		A				A3			A		

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



Botswana Examinations council

Qualification Junior Certificate Examination
Exam JCE-November/2015

Registration List by Centre

JC0028 Moeti Junior Secondary School

Stud No	Sex	Name	DOB	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
0002	M	BAHITI MOKAULENGWE LAWRENCE	28/01/1998	A	A	A	A																	
0003	M	BAIPHATHI RONALD	28/02/1998	A	A	A	A																	
0004	F	BAHUMA JESSICA THUTO	15/05/2000	A	A	A	A																	
0005	M	BAHUMISENG MOAGI	04/01/1997	A	A	A	A																	
0006	F	BALOYI NAME TSO LAURYN	17/01/2000	A	A	A	A																	
0007	F	BAROMA KESEGOFETSE	17/07/1999	A	A	A	A	A	A3															
0008	M	BATSHEGI MOMPLOKI	10/02/1998	A	A	A	A	A	A3															
0009	M	BAYEI THEO	01/05/1999	A	A	A	A	A	A3	A	A													
0010	M	BOIMA MOTSHEGETSI	21/01/1999	A	A	A	A	A	A3															

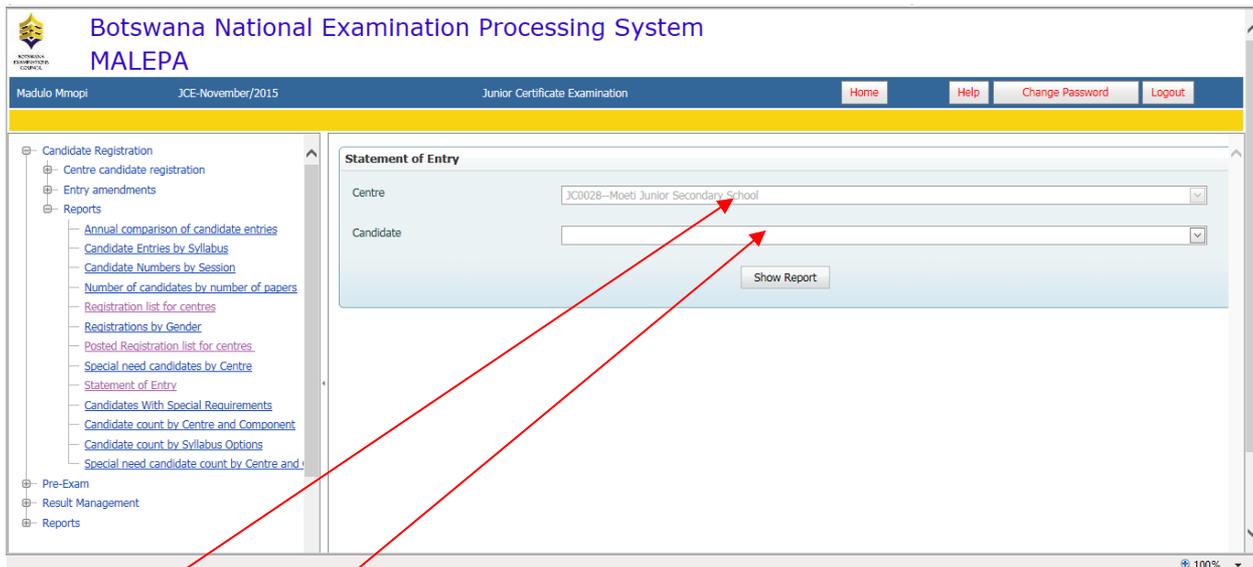
After selecting a file format, click Export and the report will be displayed with a different format.

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
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



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 without selecting a candidate.

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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

Find... 1 of 1 50%

Main Report

Botswana Examinations Council

Qualification : Junior Certificate Examination
Series : JCE-November/2015

Statement of Entry

Centre : JC0028 Moeti Junior Secondary School

Candidate	0002	MOKALENGWE LAWRENCE BAHITI		
Gender	M	Date of Birth	28/01/1998	UCI 431794
				OMANG No.
Prev. Centre		Prev. Cand No.		

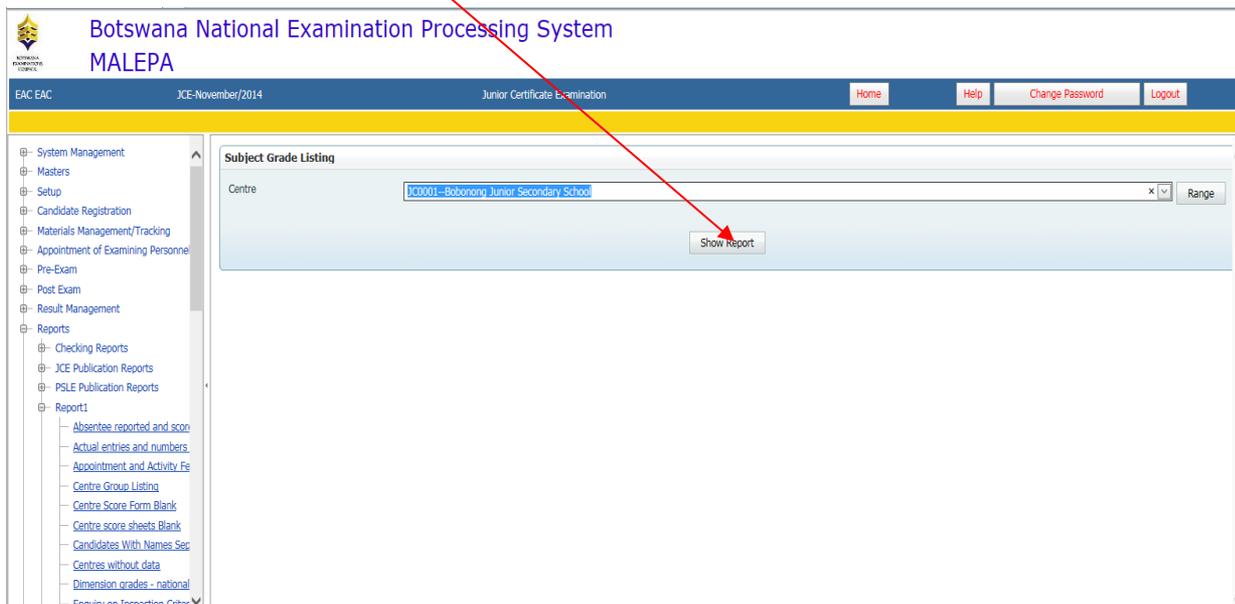
Syllabus Component Code	Name	Timetabled	
		Date	Time
Agriculture			
16/1	Paper 1	04/11/2015	02:30 PM
16/2	Paper 2	21/10/2015	08:00 AM
Art			
33/1	Paper 1	08/11/2015	08:00 AM
33/2	Paper 2	Practical	
English			
12/1	Paper 1	04/11/2015	08:00 AM
12/2	Paper 2	27/10/2015	02:30 PM
12/3	Paper 3	21/10/2015	02:30 PM
12/4	Paper 4	19/10/2015	08:00 AM
Home Economics			
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			
18/1	Paper 1	03/11/2015	08:00 AM
18/2	Paper 2	20/10/2015	08:00 AM
Science			
14/1	Paper 1	29/10/2015	02:30 PM
14/2	Paper 2	23/10/2015	08:00 AM
Setswana			
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			
15/1	Paper 1	30/10/2015	08:00 AM
15/2	Paper 2	22/10/2015	08:00 AM

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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.

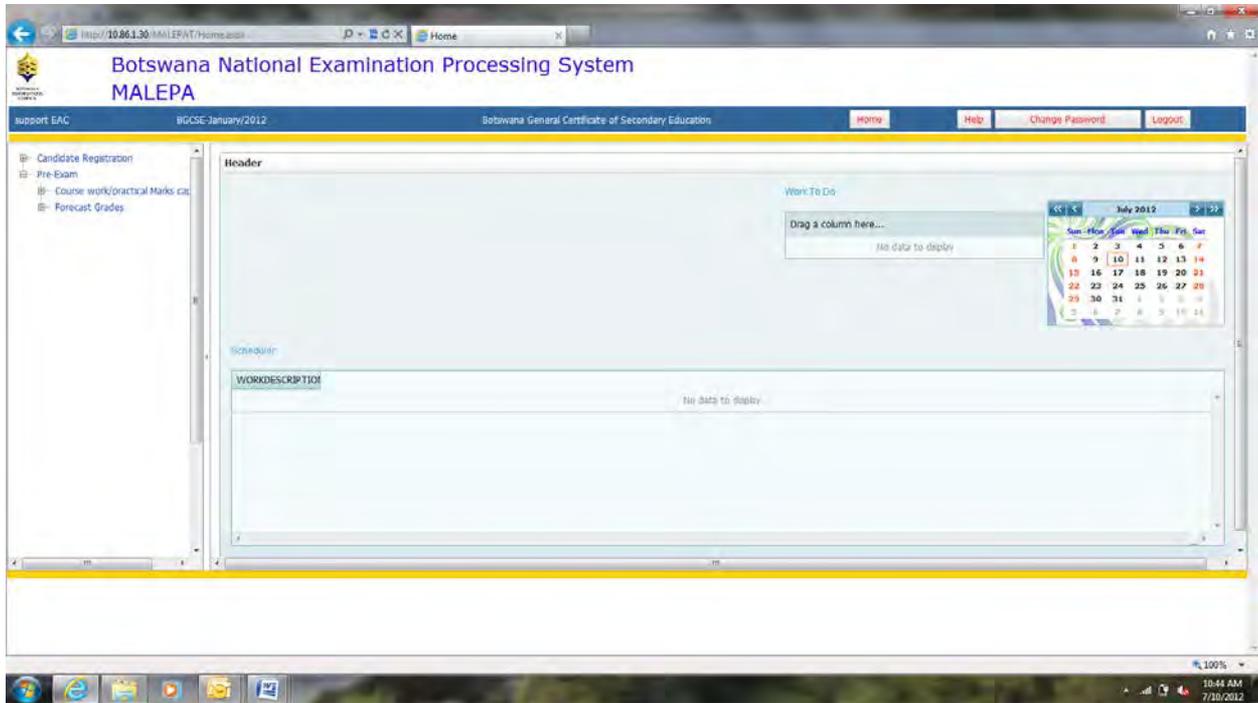


10. Forecast Grades

Forecast grades are captured before the final examination.

Navigation: Pre-Exam ->Forecast Grades

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



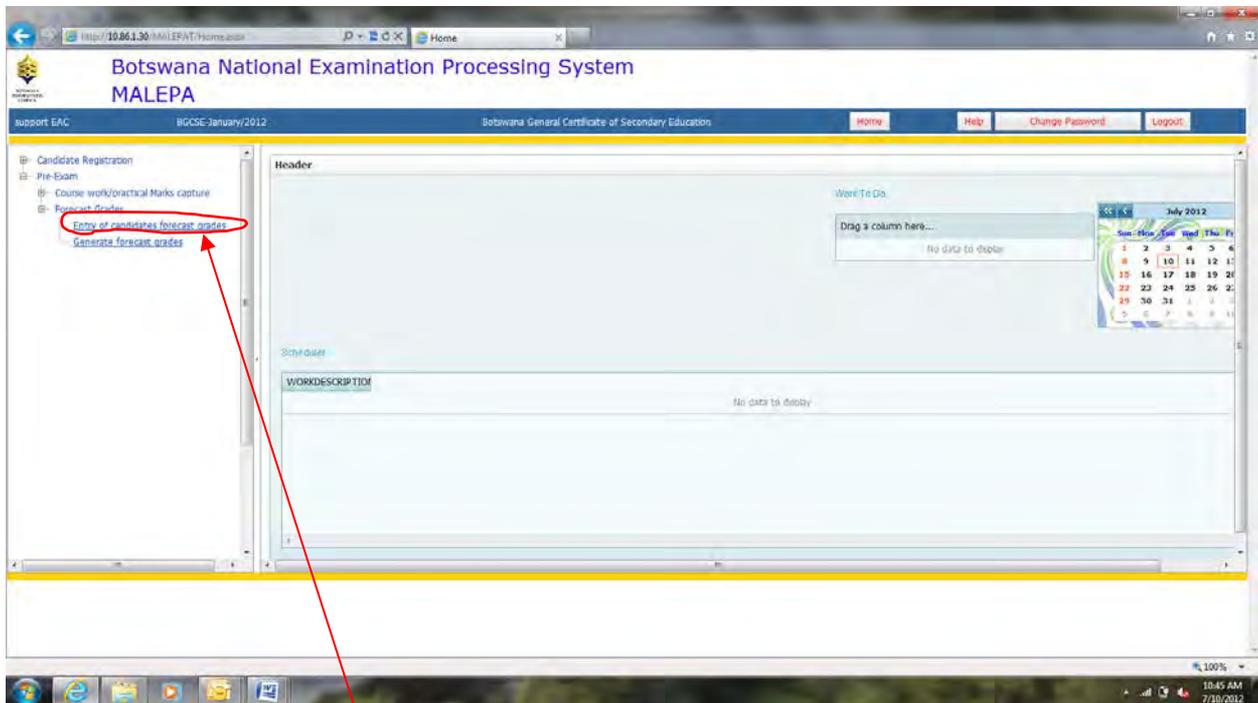
Under Forecast Grades, you will be able to do the following:

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

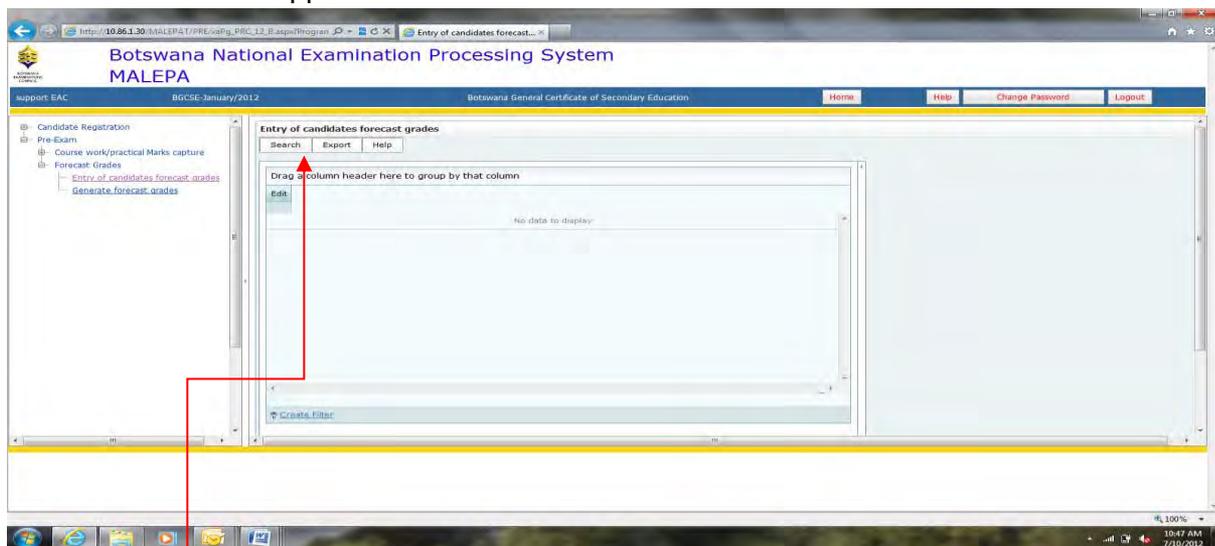
10.1 Entry of Candidates Forecast Grades

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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



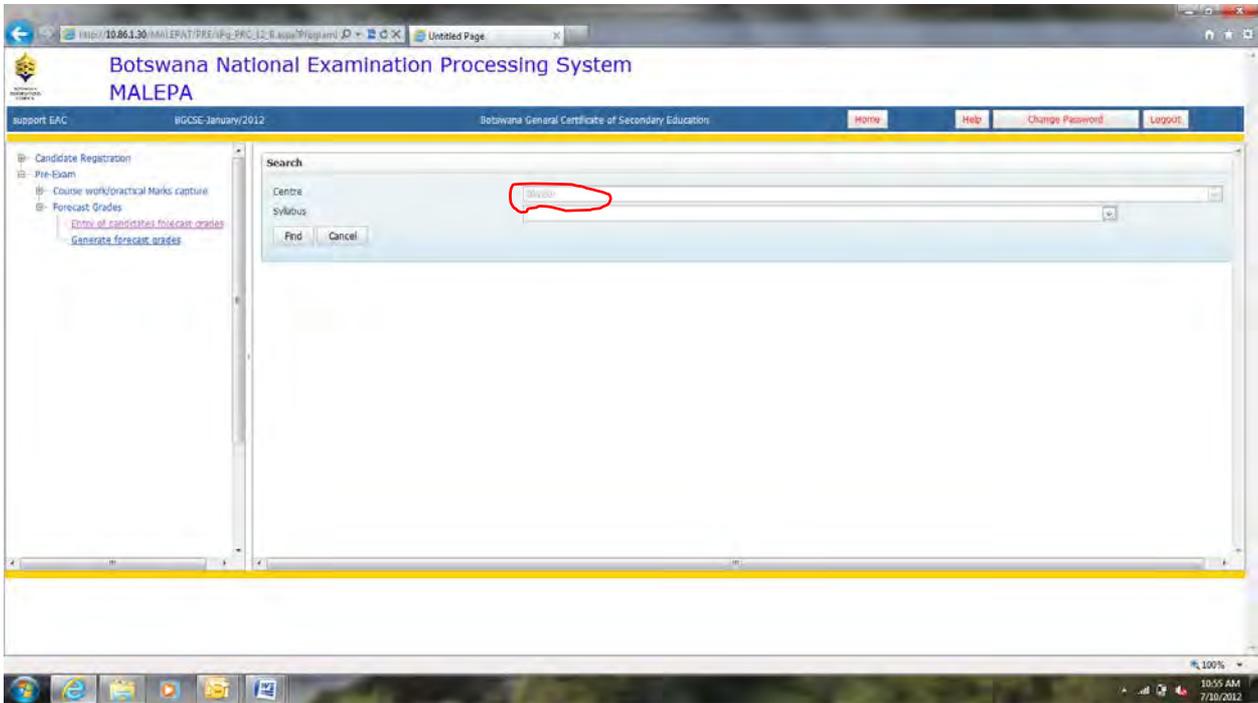
Click on the **Entry of candidates forecast grades**.
The screen below will appear.



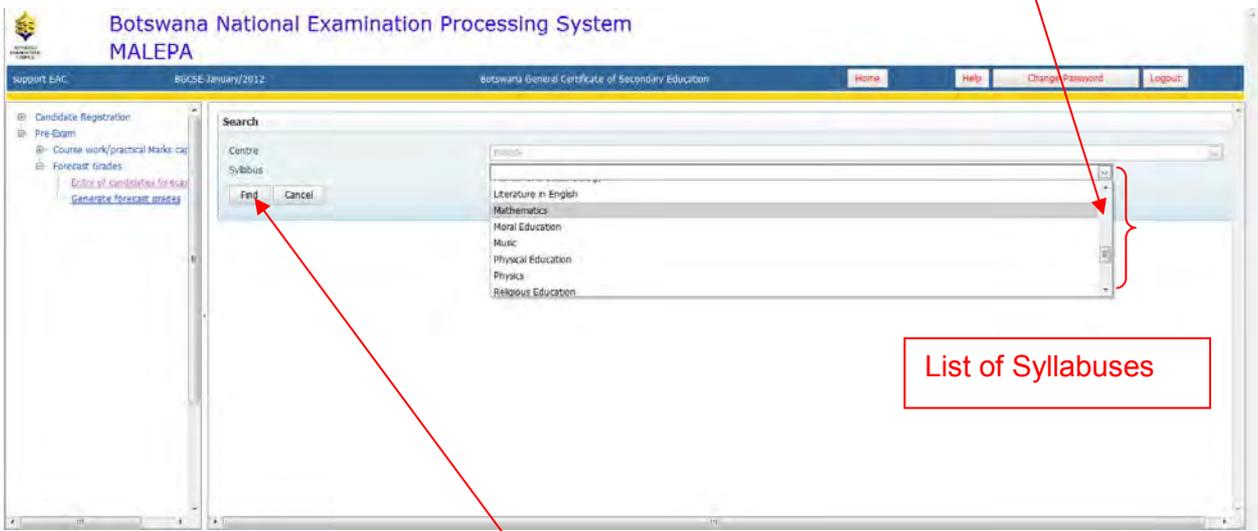
Click on the **Search** button.

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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



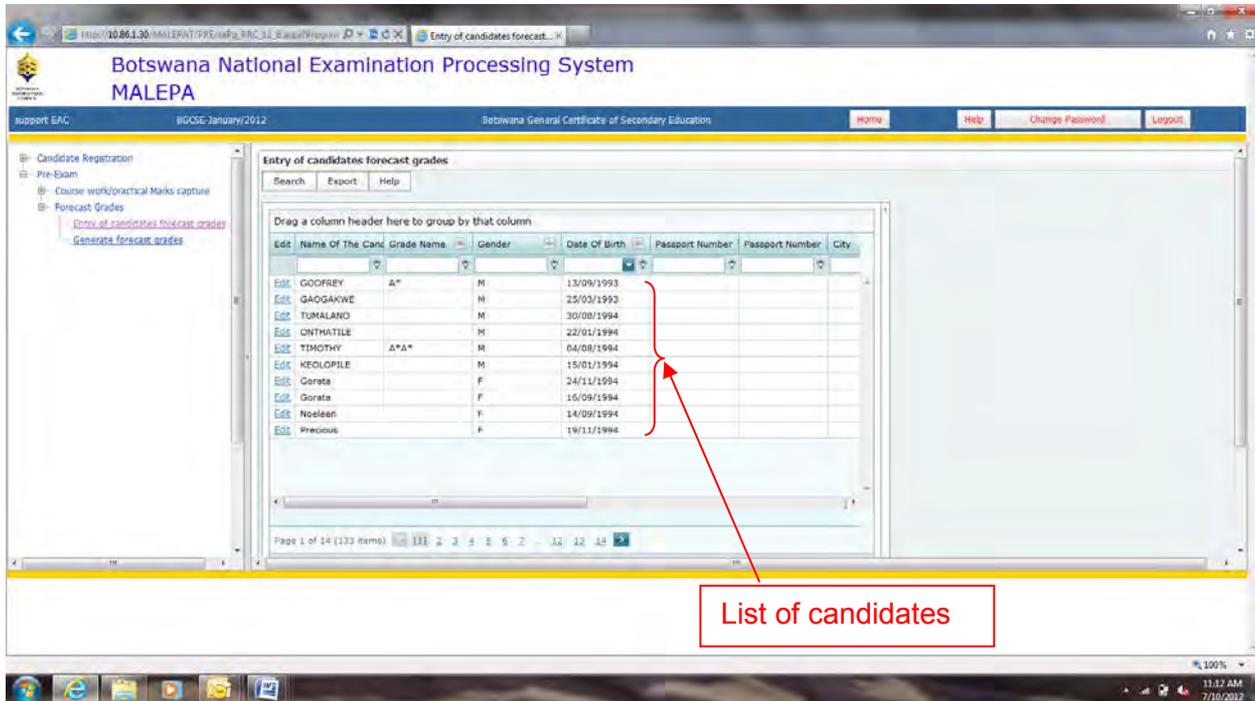
Select the syllabus you want to enter forecast grades for from the **syllabus drop down** as illustrated below.



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.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

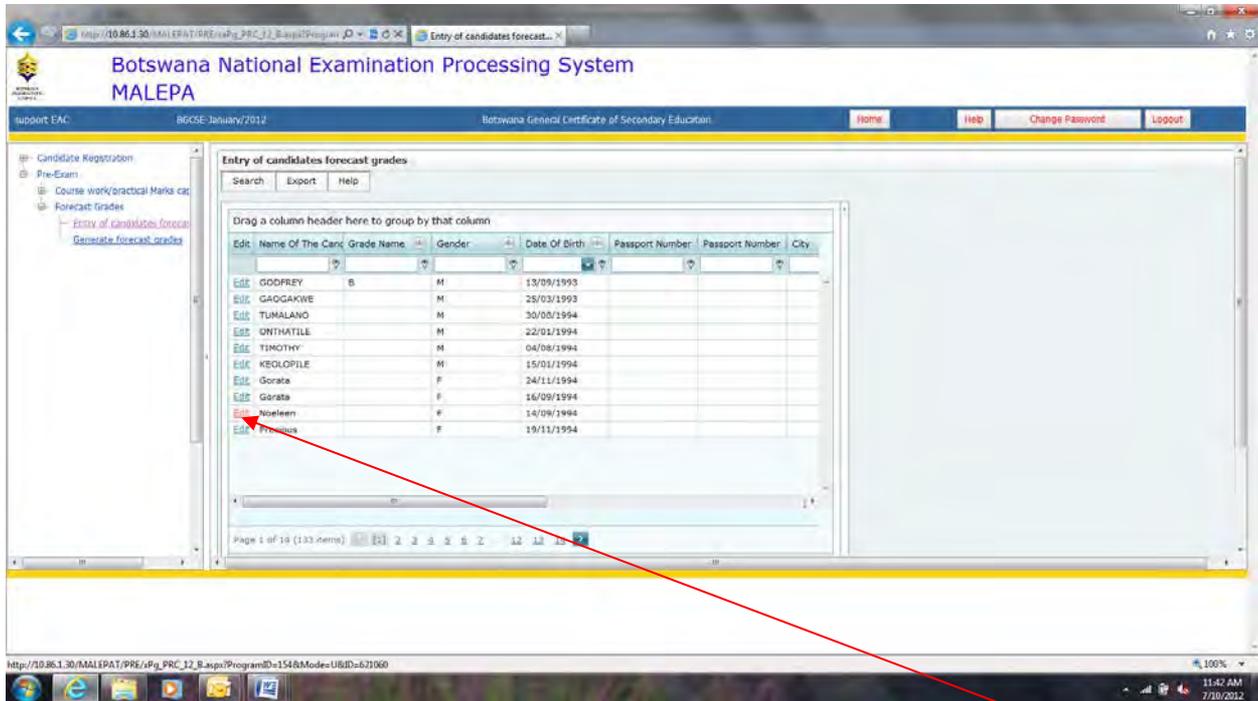


10.2 Searching for a candidate

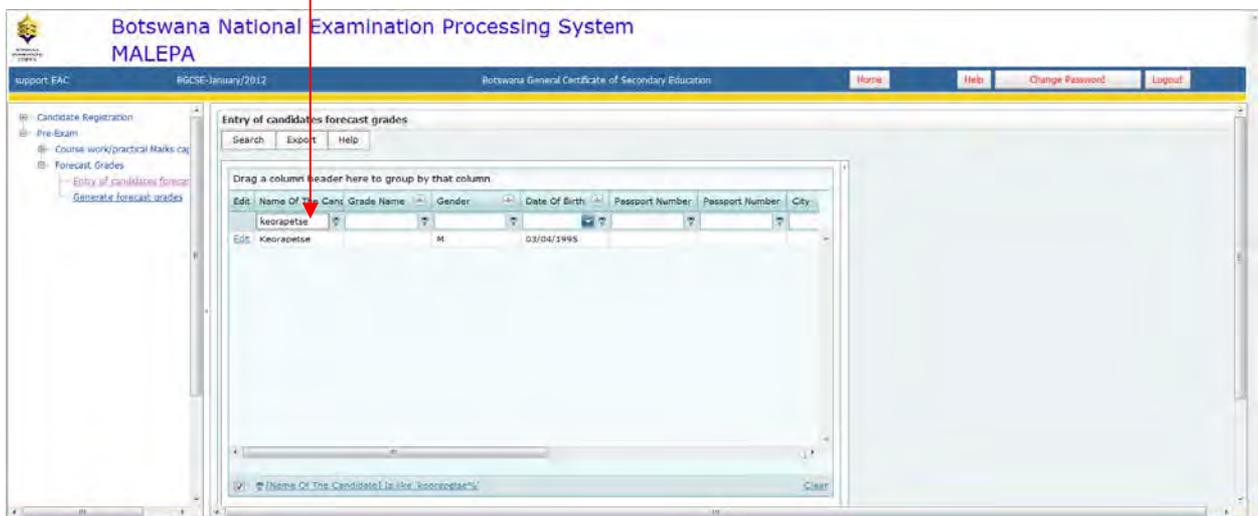
You can use the following search methods to identify the candidate you want to enter forecast grades for:

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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



- **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**

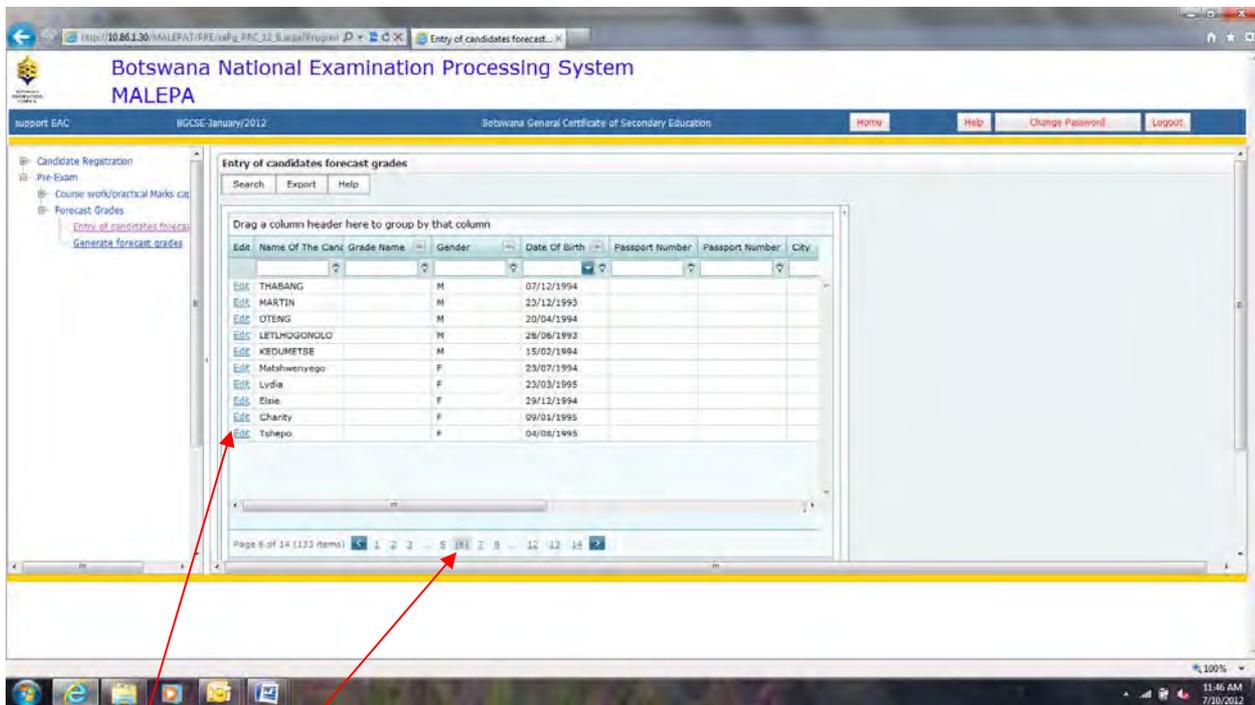


Type the candidate name under the **Name of Candidate** field.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

Then click the **Edit** button to enter the forecast grade.

- **Navigate through the pages**

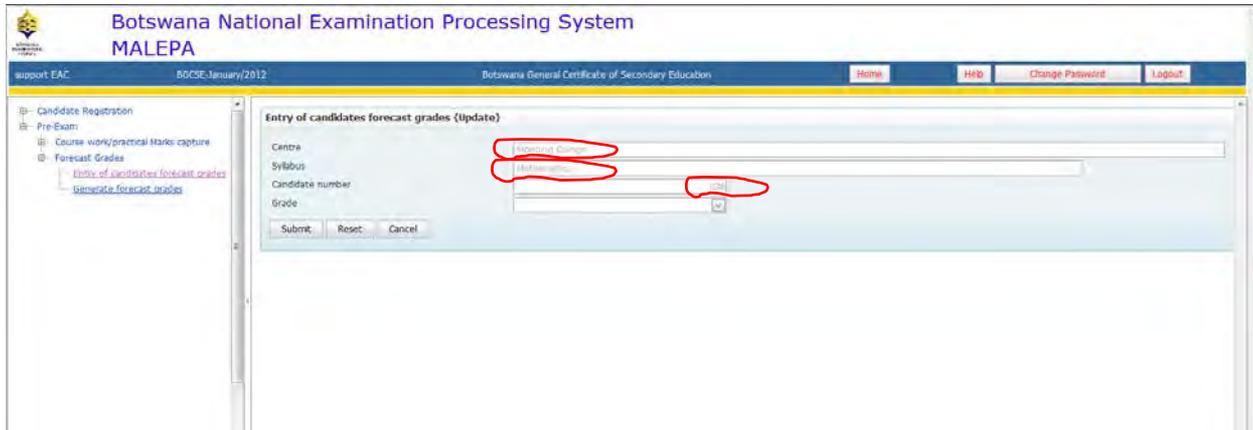


Select the page by clicking on any of the pages at the bottom of the candidate list to identify the candidate you want to enter the forecast grade for.

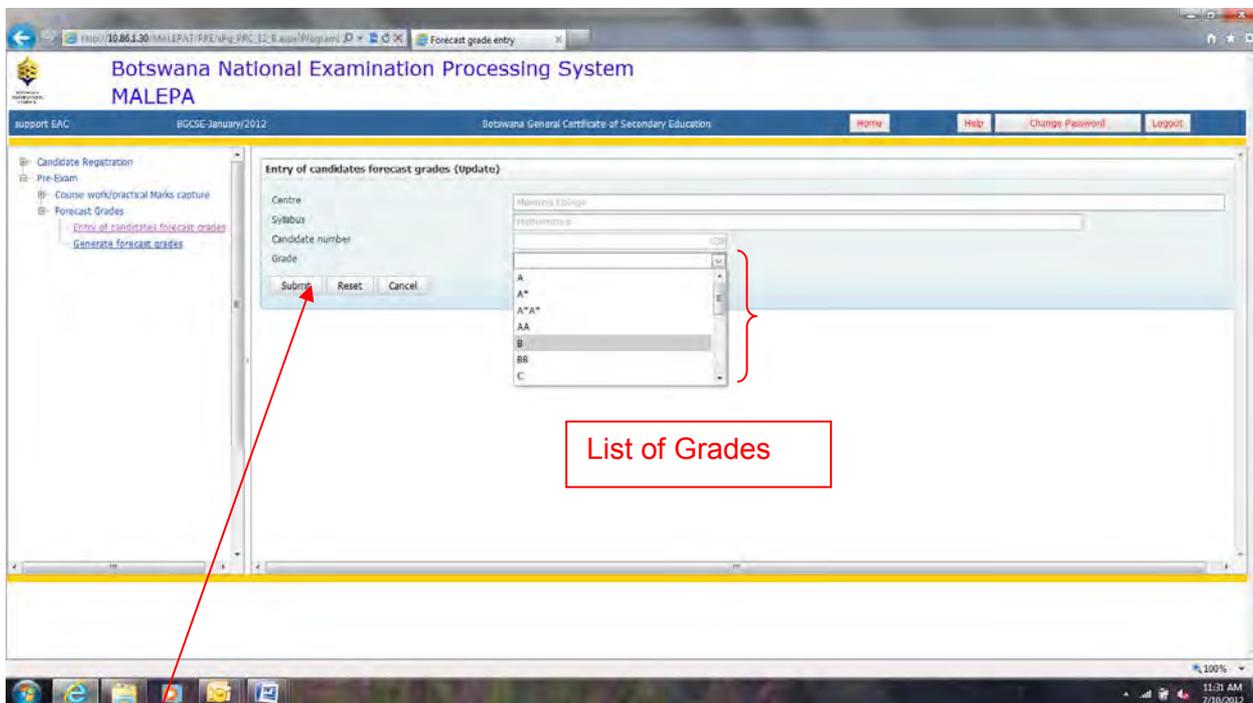
Click **Edit** button to enter the forecast grade.

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
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



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



Click **Submit** to save the information.

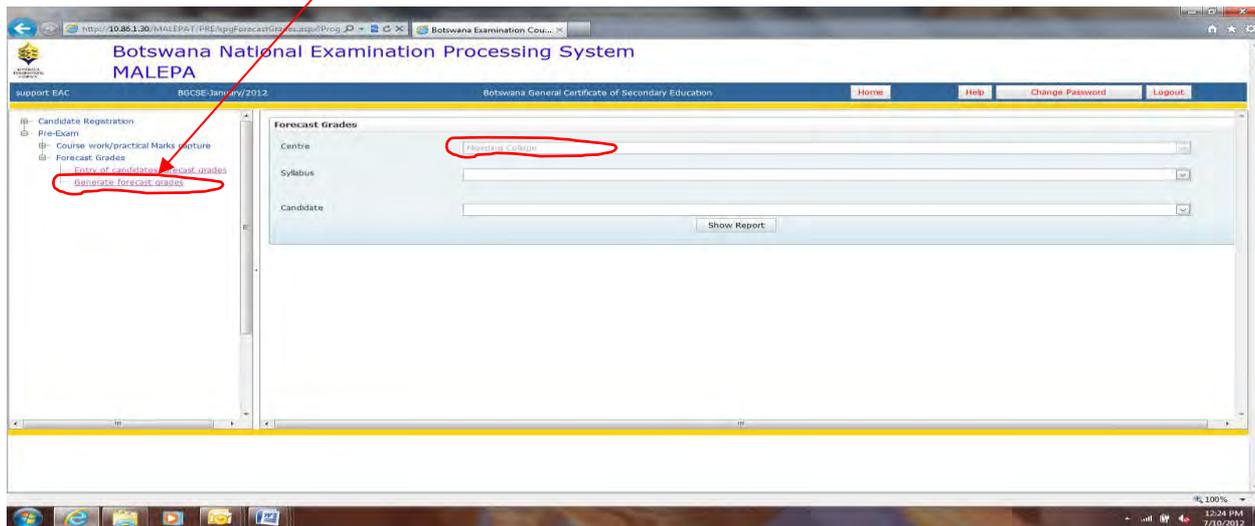
NOTE: For the modification/amendments of any forecast grade, you have to follow the Entry of Forecast Grades process.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

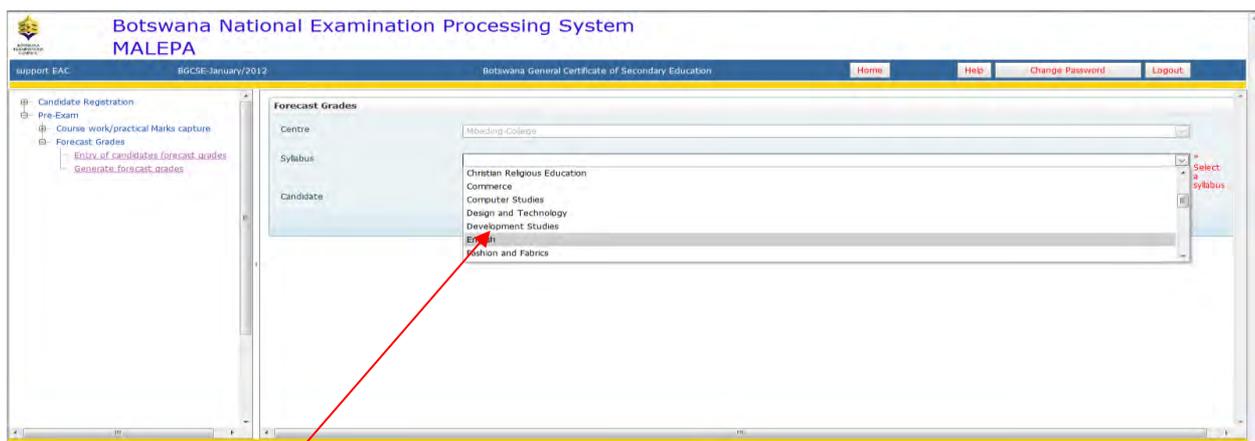
10.3 Generate Forecast Grades Report

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.



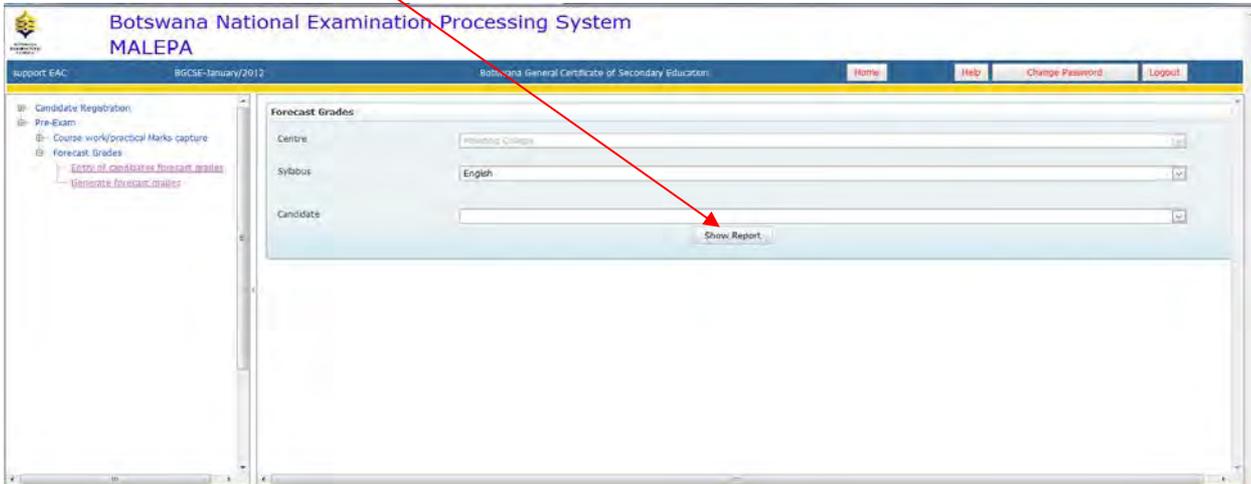
To select the syllabus you want to view forecast grades for, click the **Syllabus** drop down.



Select the **syllabus** by clicking on it.

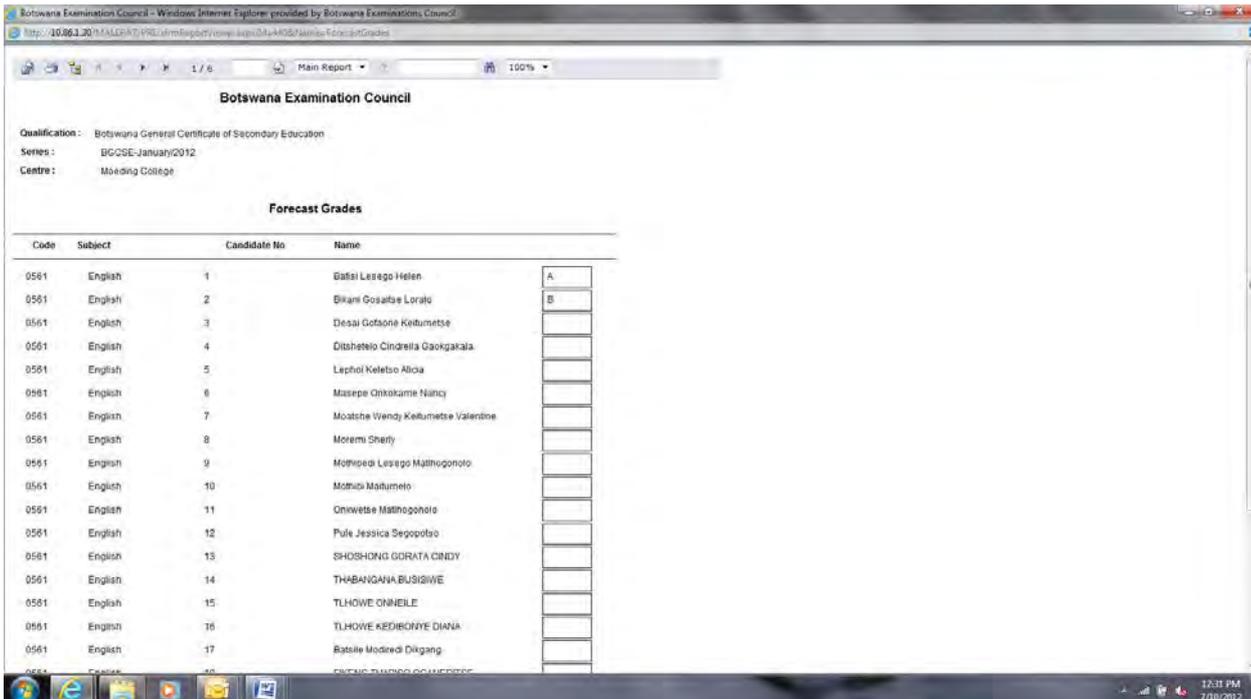
	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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



The following report will appear.

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

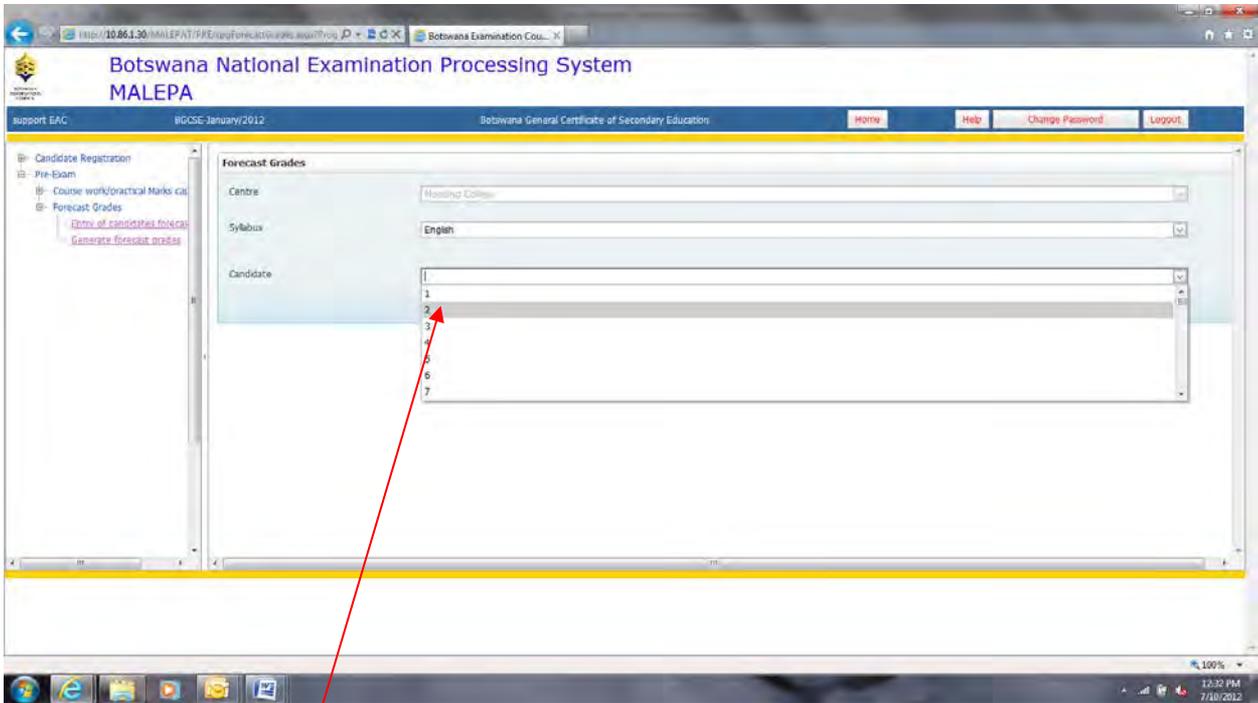


To select the candidate you want to view forecast grade for, click the **Candidate** drop down.

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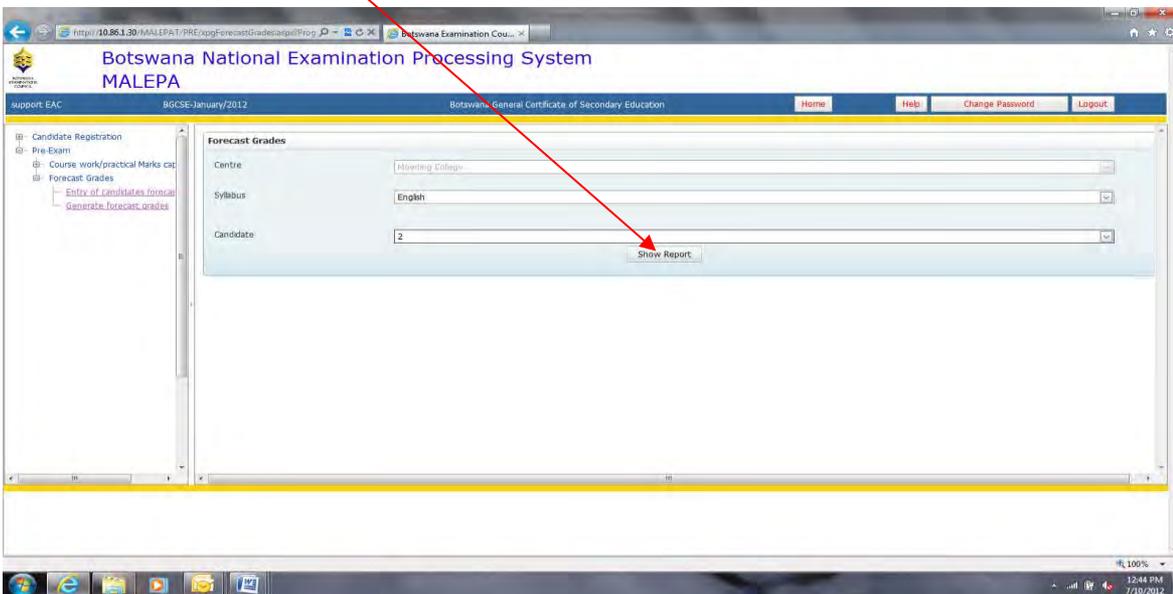
This document is only valid for the date and the time that it was printed.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



Select the **Candidate Number** by clicking on it.

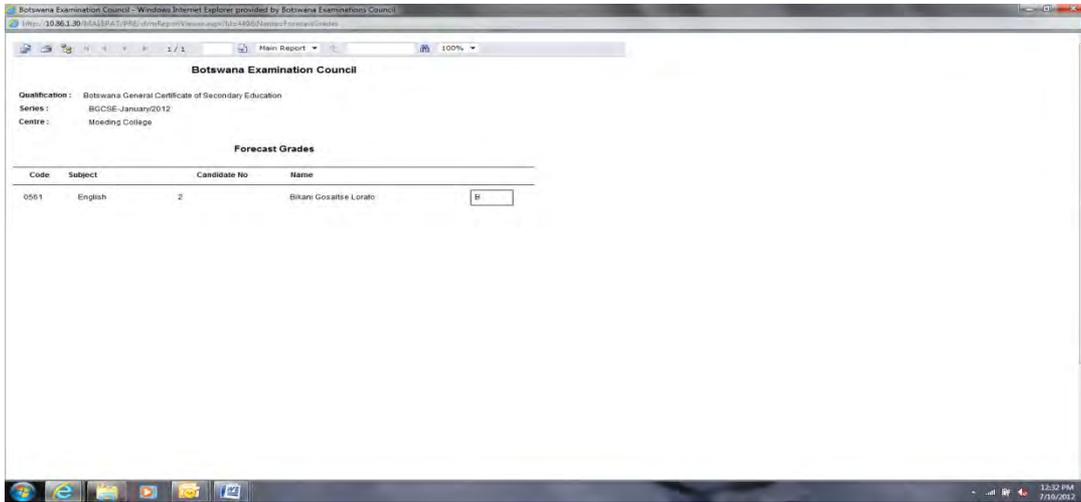
Then click on the **Show Report** button.



	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

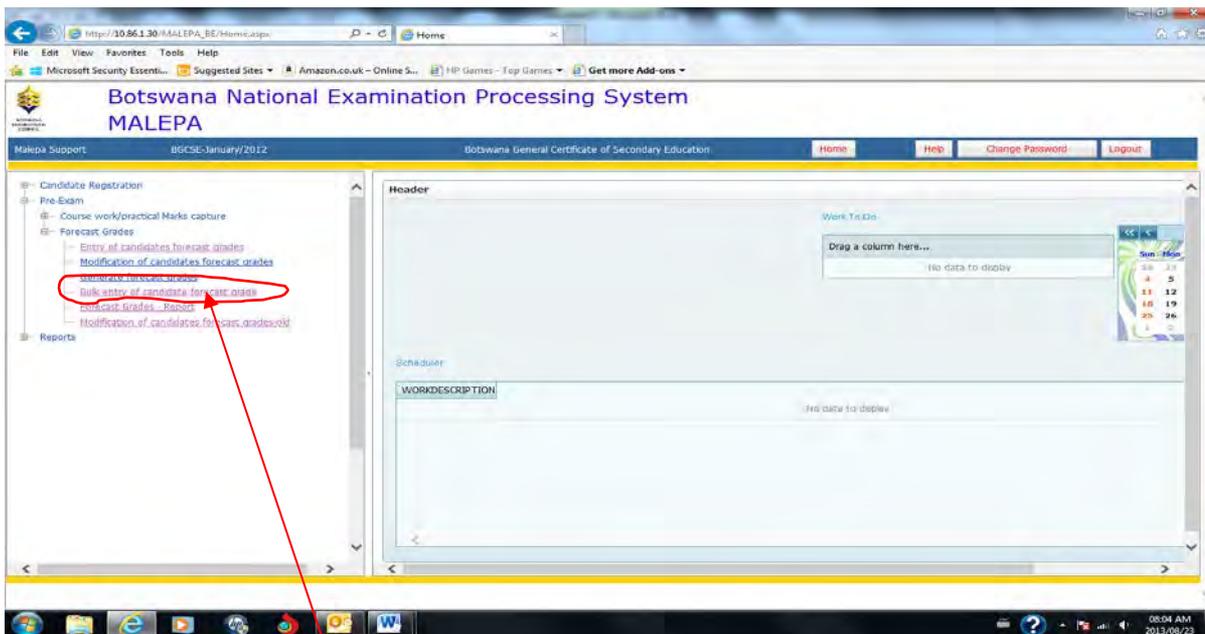
The following report will appear.

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



10.4 Bulk Entry of Candidate Forecast Grades

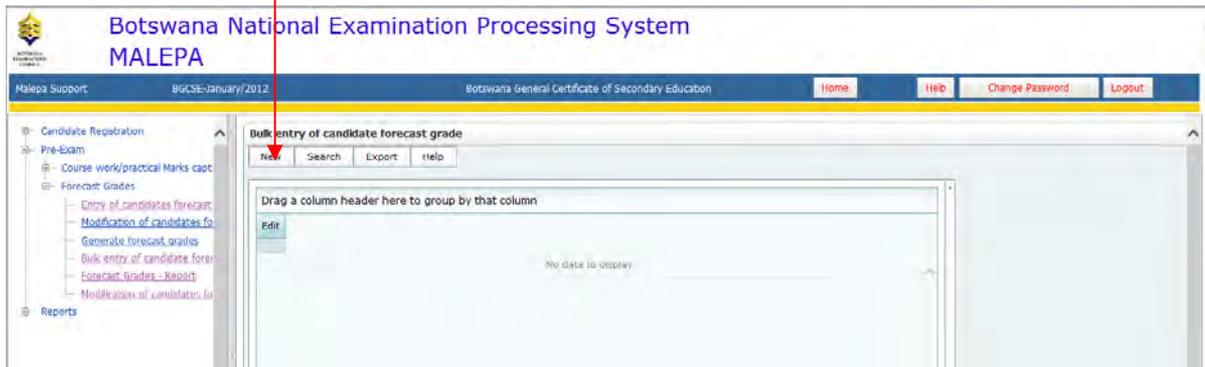
Navigation: Pre-Exam -> Forecast Grades -> Bulk Entry of Candidate Forecast Grade



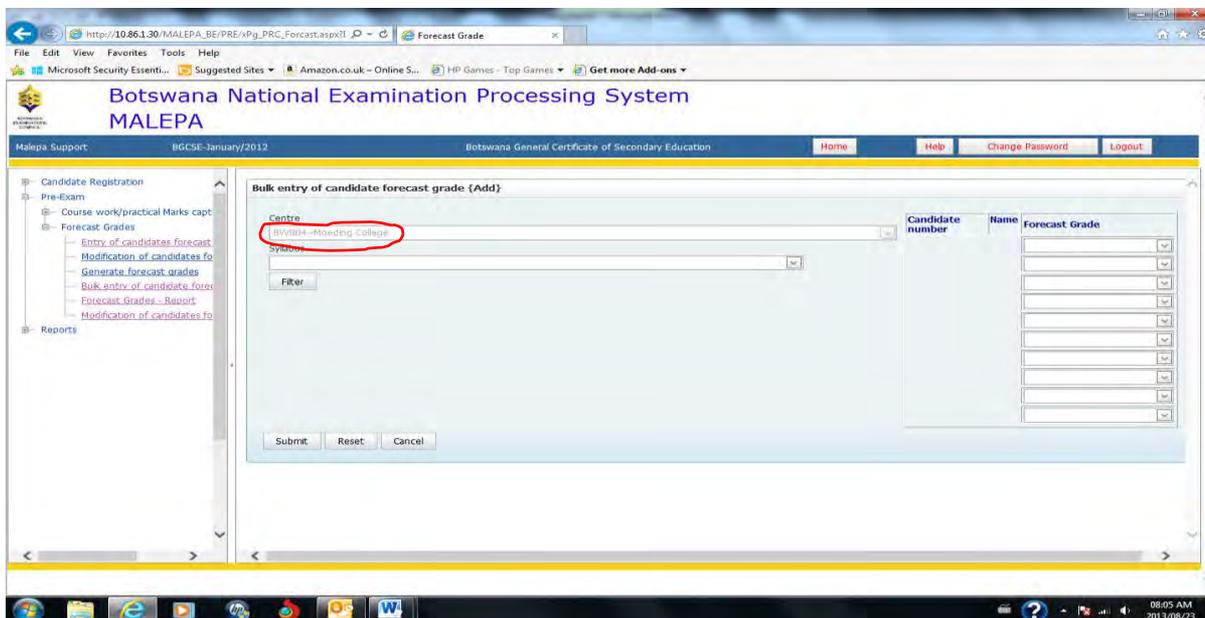
Click on the **Bulk entry of candidates forecast grade**.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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

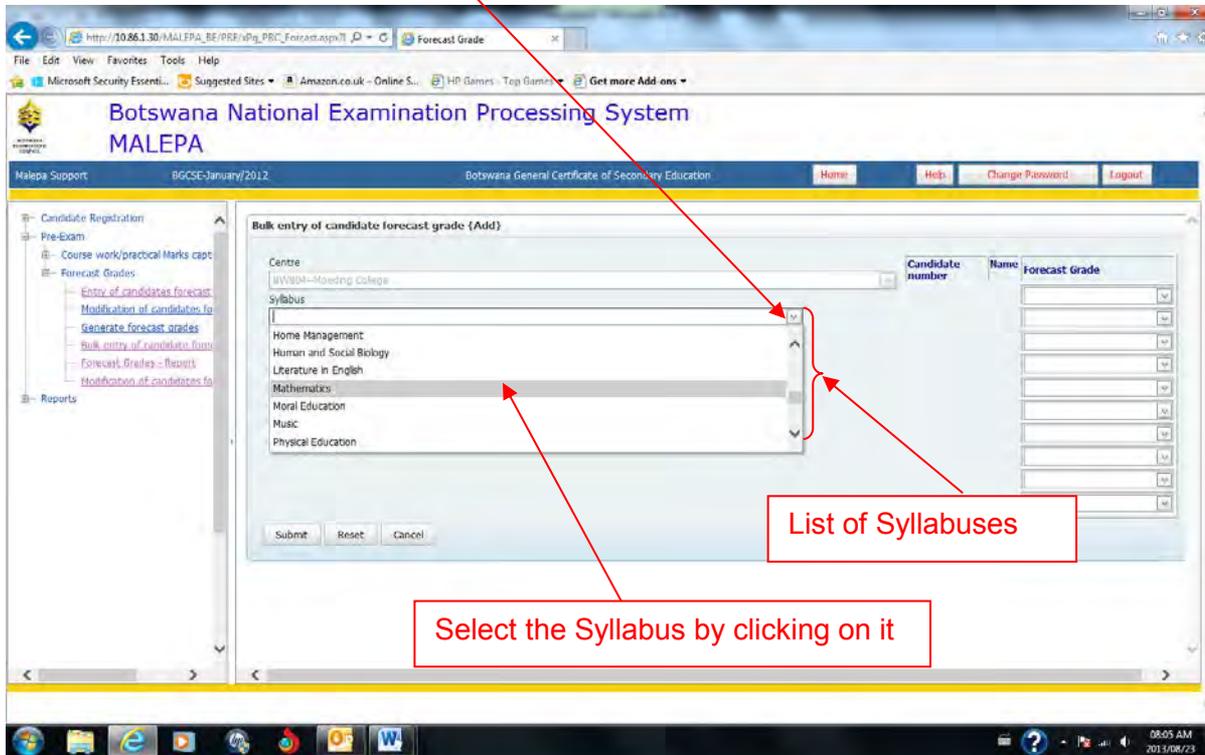


The screen below will appear, with Centre field already populated.

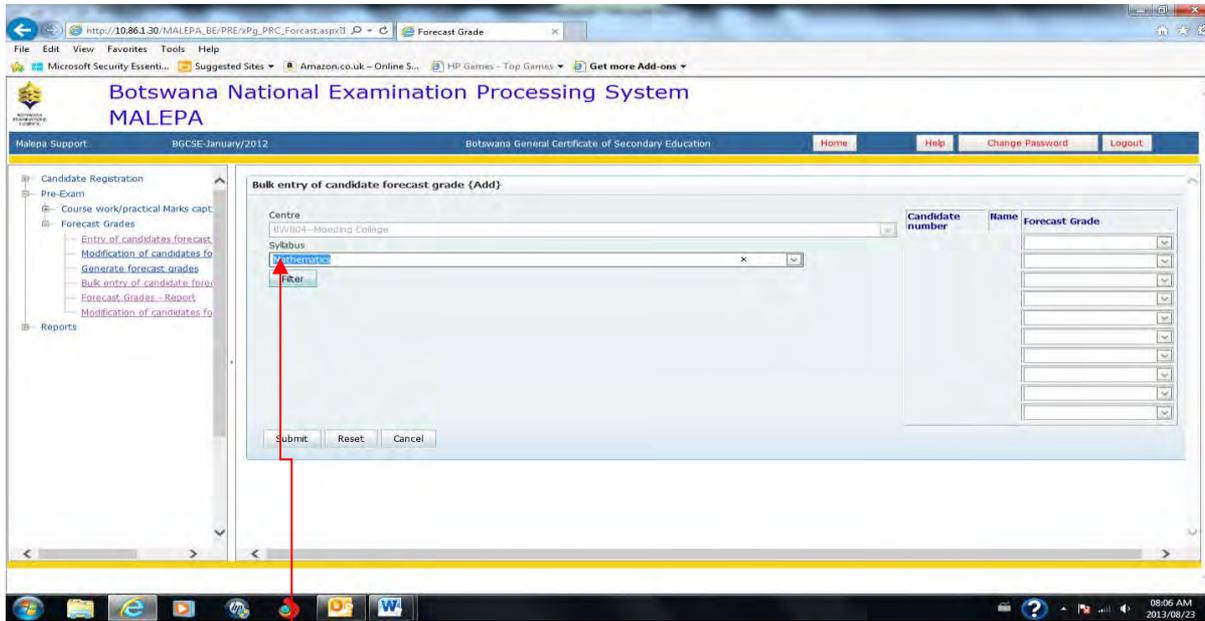


	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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

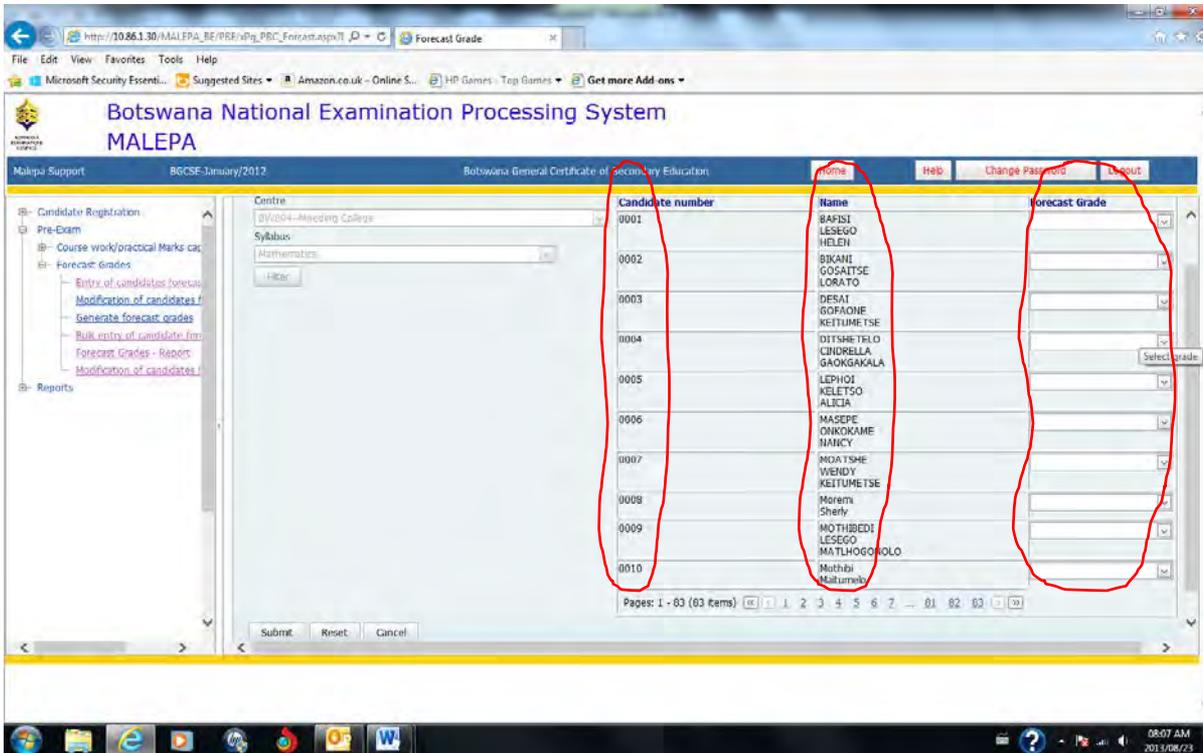


	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
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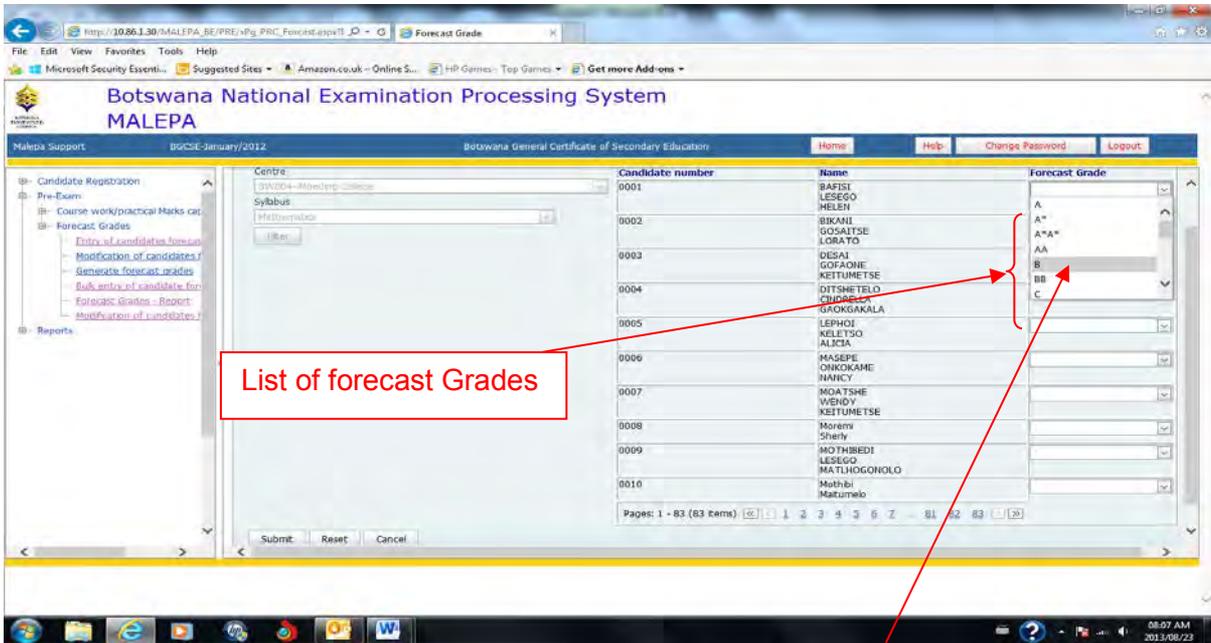
Then click on the **Filter** button, and the screen below will appear with a table populated with candidates' numbers, names and spaces for entering forecast grades.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
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Title	Malepa User Manual for JCE Centres	

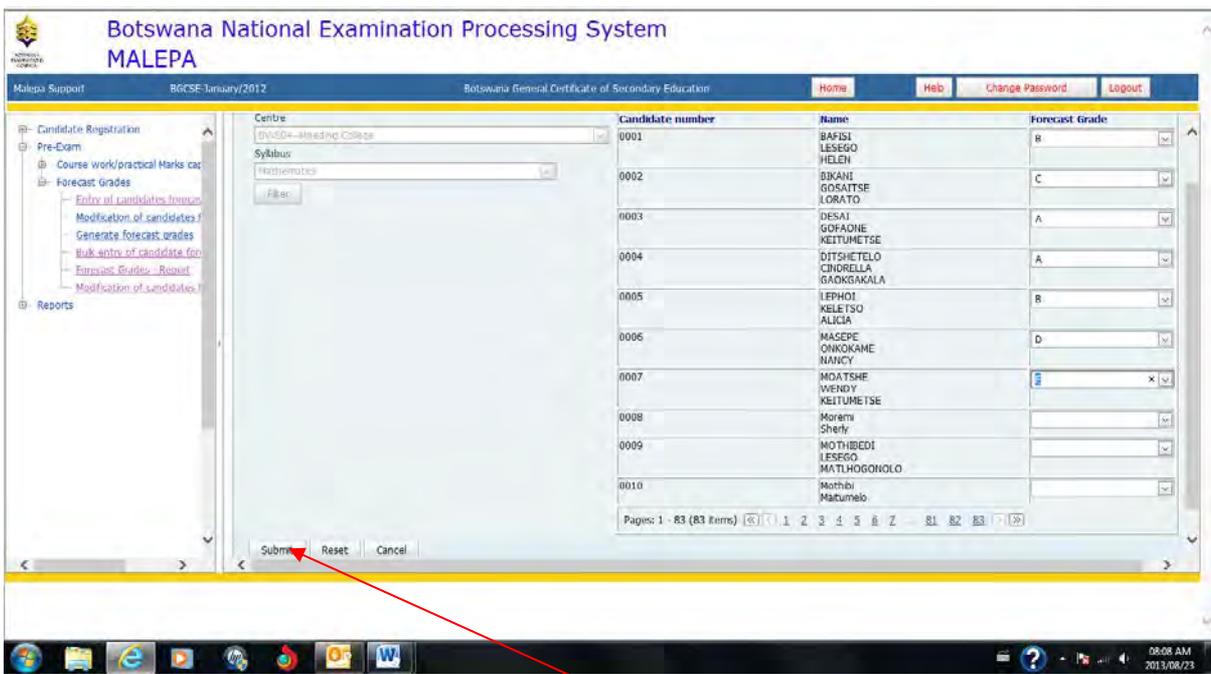


Select the forecast grade from the **Forecast Grade drop down** as shown below.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



Select the forecast grade by clicking on it

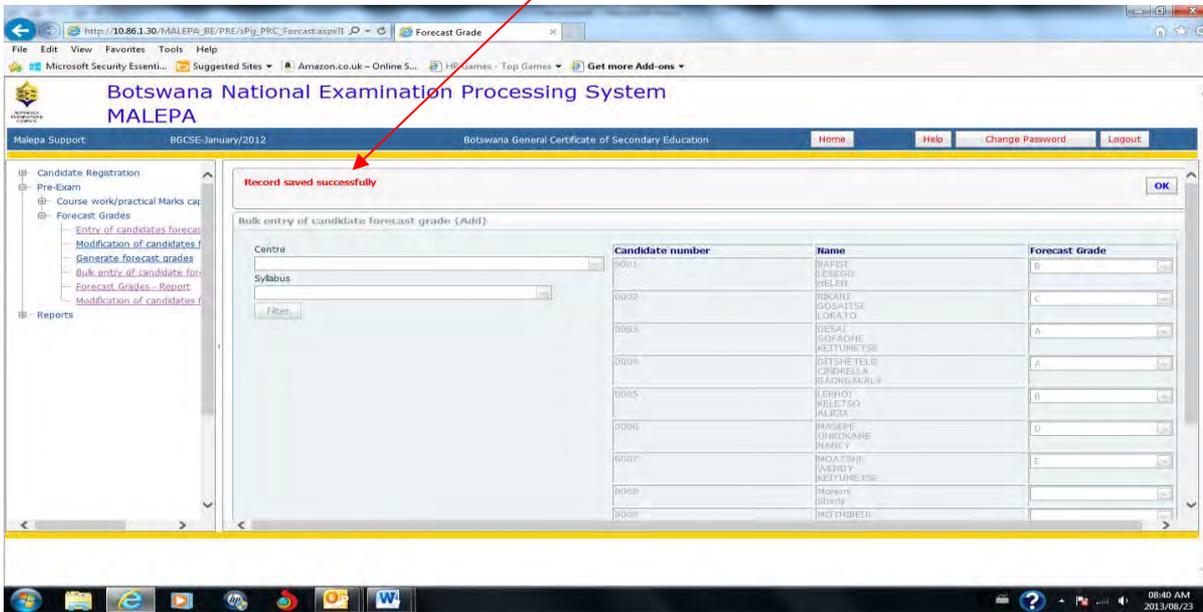


After selecting the forecast grades, click on the **Submit** button to save the information.

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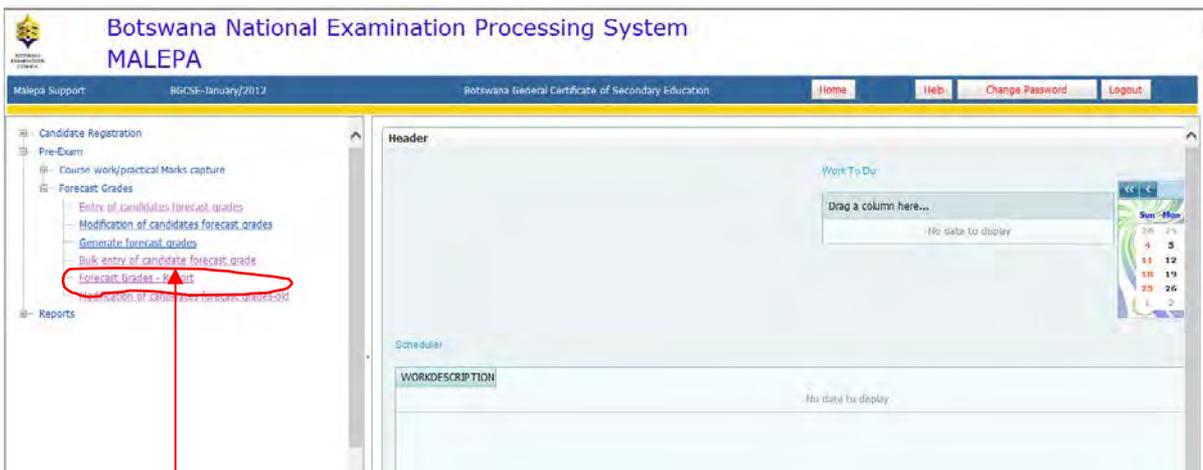
	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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



10.4 Forecast Grades Report

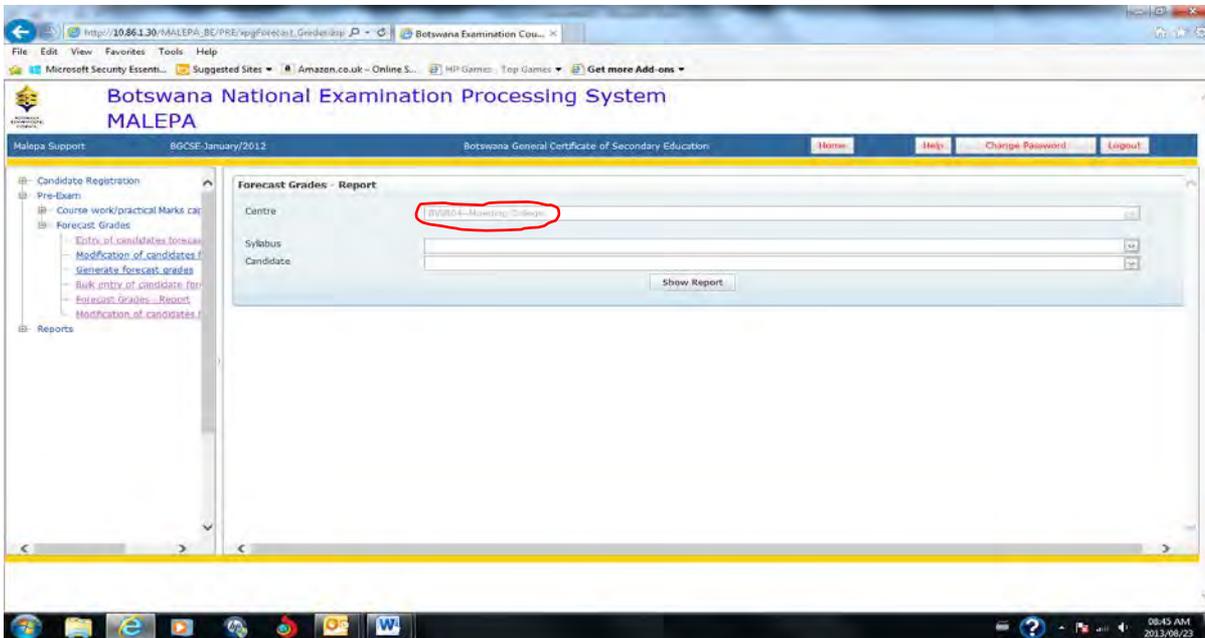
Navigation: Pre-Exam -> Forecast Grades ->Forecast Grade – Report



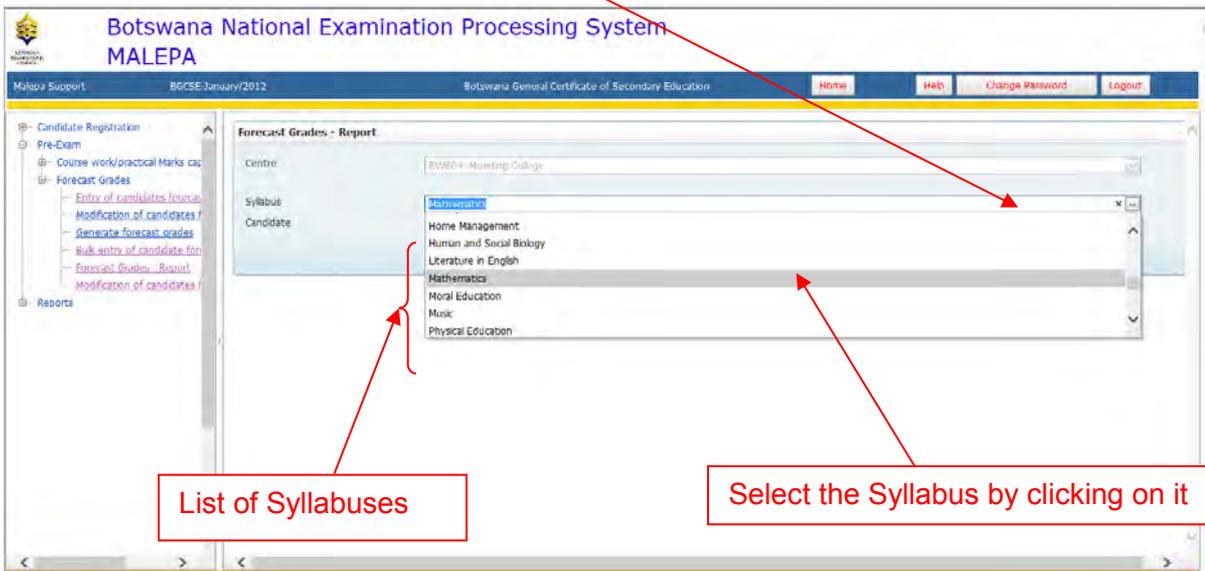
Click on the **Forecast Grades Report**

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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

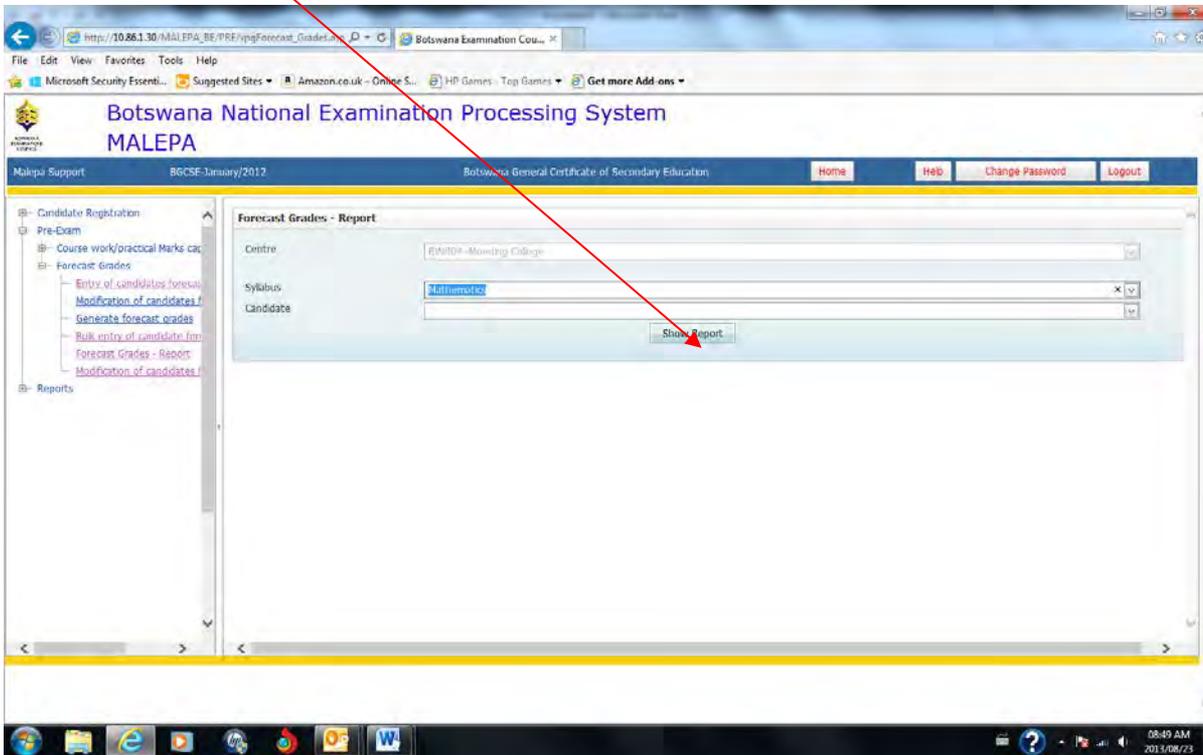


Select the syllabus from the **syllabus drop down** as shown below.



	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
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	Effective Date	2018-02-27
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Click on the **Show Report** button to display all candidates with forecast grades for the selected syllabus.



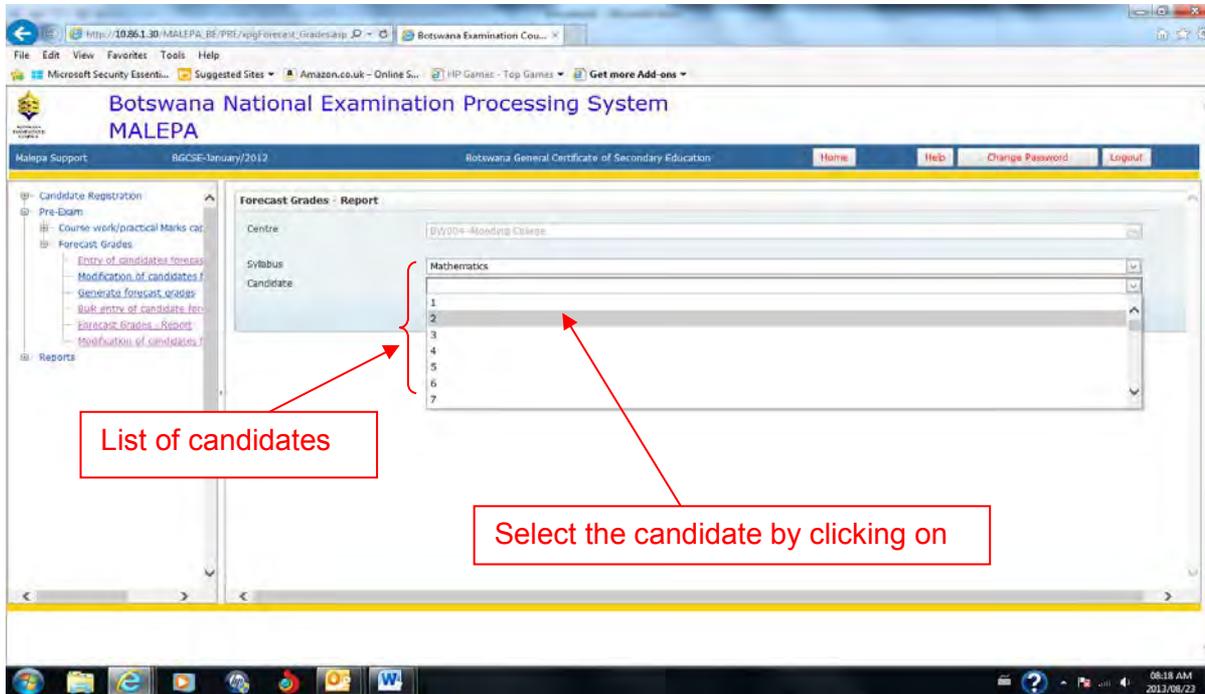
A report showing all candidates with forecast grades for the selected syllabus.

Botswana Examination Council		
Qualification : Botswana General Certificate of Secondary Education		
Series : BGCSE-January2012		
Centre : BWA04 Moeding College		
Forecast Grades		
0563 Mathematics		
Candidate Number	Name	Forecast Grade
0001	BATSI LESEGO HELEN	B
0002	BIKANI GOSAITSE LORATO	C
0003	DESAI GOFAONE KEITUMETSE	A
0004	DITSHETELO CINDRELLA GAOKGAKALA	A
0005	LEPHOI KELETISO ALICIA	B
0006	MASHEPE OIKOKAME HANCY	D
0007	MOATSHI WENDY KEITUMETSE	E
0008	Moremi Shery	
0009	MOTHIBEDI LESEGO MATLHOGONOLO	
0010	Mothibi Mantumelo	
0011	Oniretse Mathogonolo	
0012	PULE JESSICA SEGOPOTSO	
0013	SHOSHONG GORATA CANDY	
0014	THABANGANA BUSISIWE	
0015	TLHOWE OMBELE	
0016	TLHOWE KEDIBONE DIANA	
0017	BATSILE MODIREDI DIKGANG	
0018	FIKENG THABISO OGANEDITSE	
0019	Gakeloe Osego	
0020	Gashimwe Thotamo	
0021	Kaathlswé Erimanuel	
0022	LEKGABE NKARABENG LESEGO	
0023	Lesolotwane Abraham	
0024	LETSHOLO OLEBILE RATI	
0025	Maje Kagiso Donald	
0026	Marowane Otonye	
0027	Masae Tefo	
0028	MODIBEDI BARONA KIDEO	
0029	MOKAKEDI THABO	
0030	MOLEMETSI RESEGO	
0031	MOLOKWE KEITUME BEBUE	

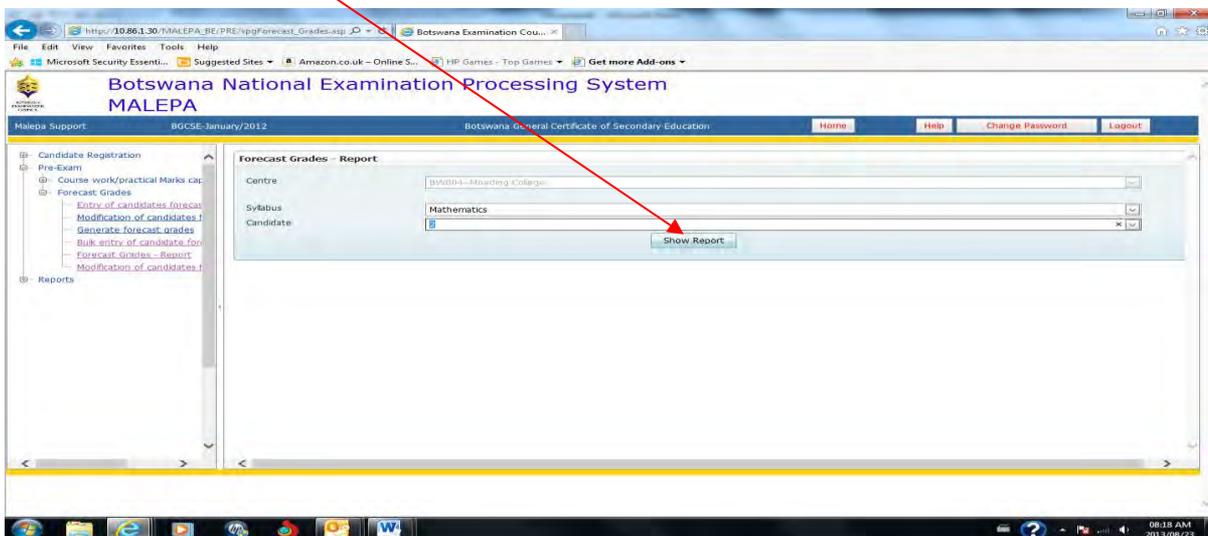
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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



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



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

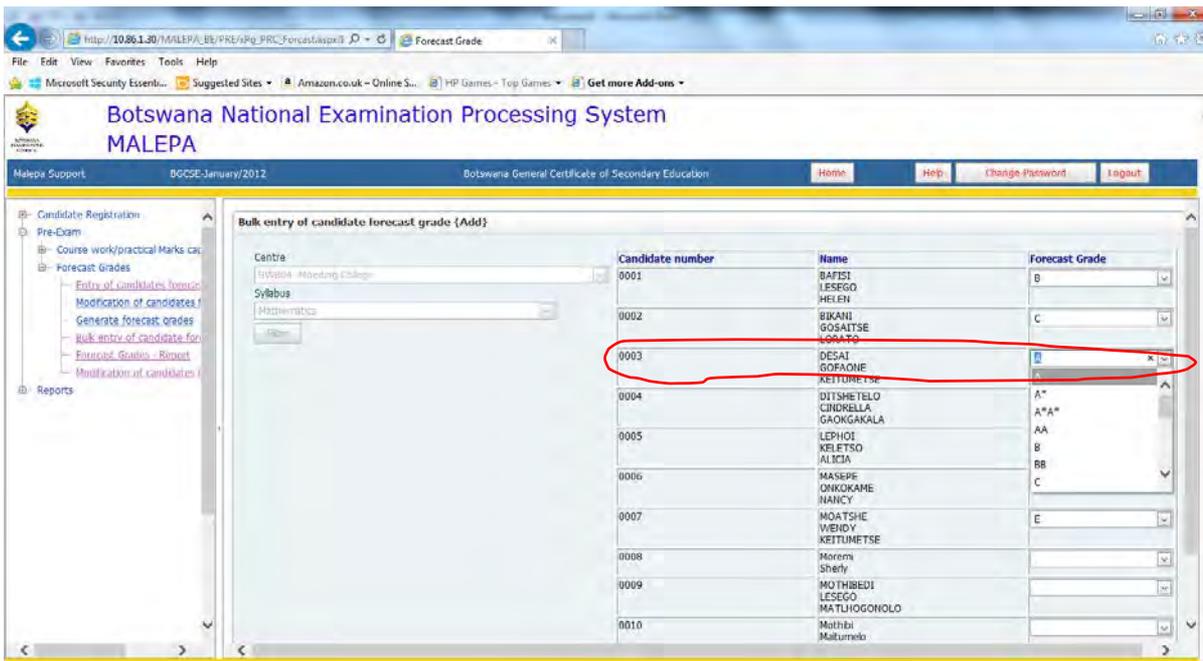


Candidate Number	Name	Forecast Grade
0002	BIKANI GOSAITSE LORATO	C

Total Candidates for 0563 Mathematics : 1

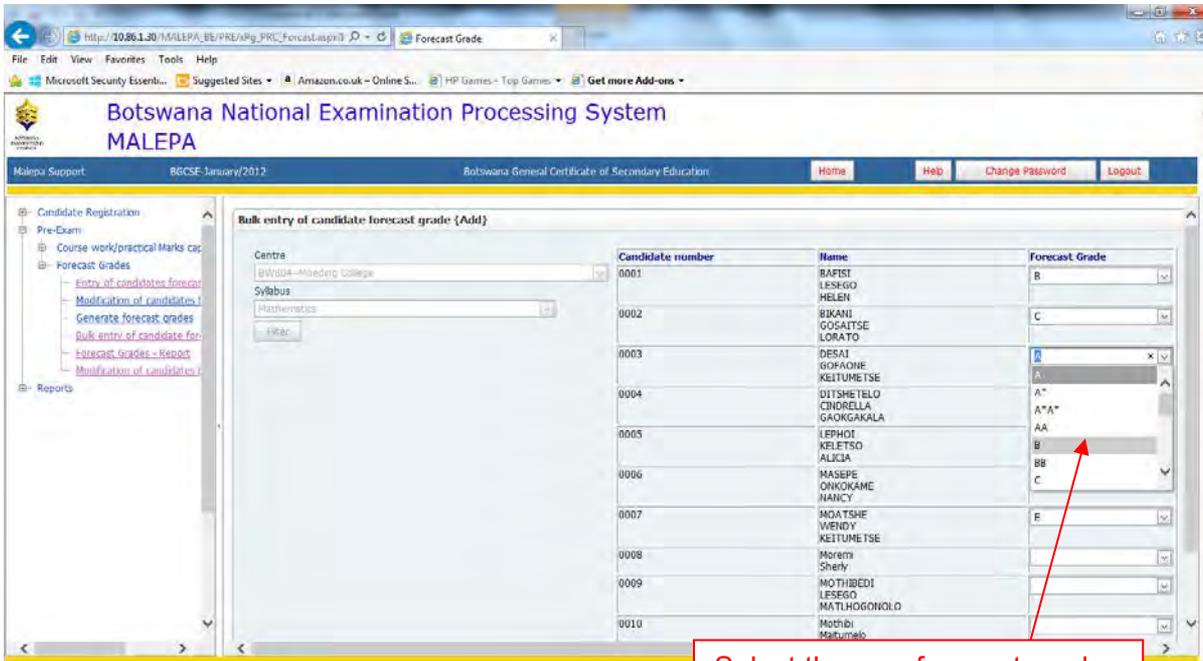
NOTE: For the modification/amendments of any Forecast Grade you have to follow the Bulk entry of candidate forecast grade process

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

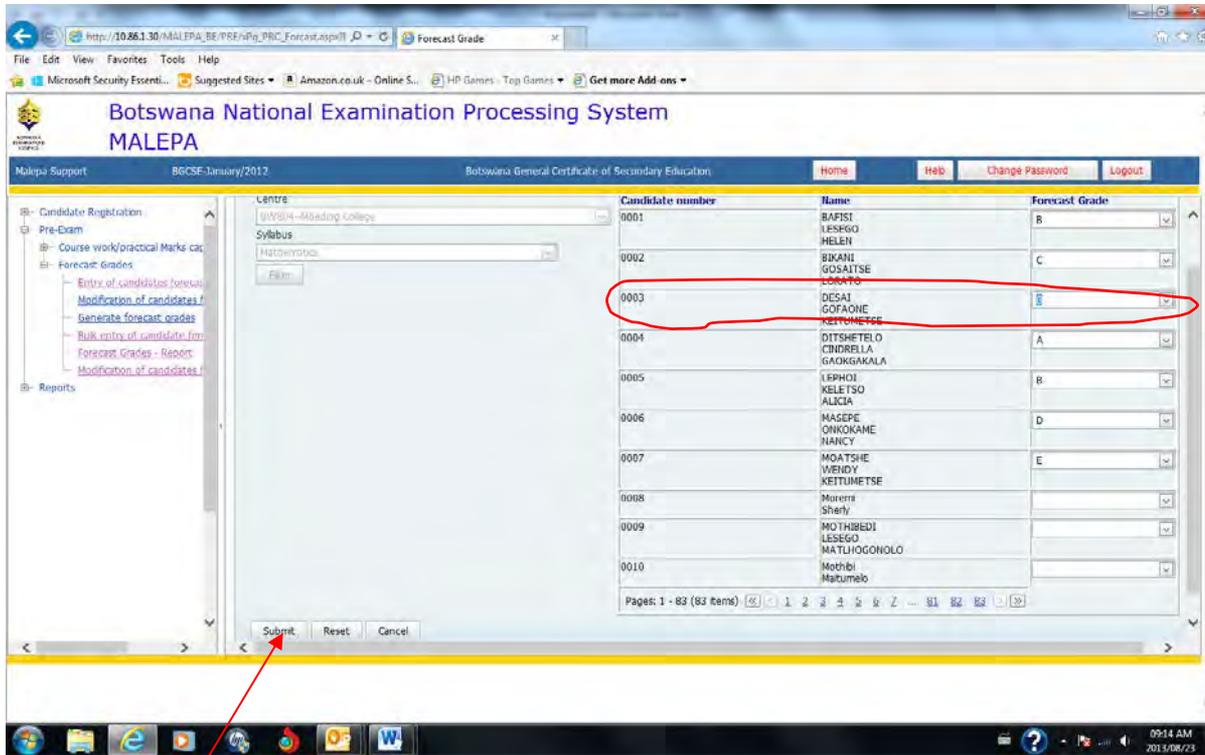


Candidate number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	B
0002	BIKANI GOSAITSE LORATO	C
0003	DESAI GOPHANE KETLUMETSE	B
0004	DITSHETLO CINDRELLA GAOKGAKALA	A*
0005	LEPHOI XELIETSO ALICIA	AA
0006	MASEPE ONKOKAME NANCY	BB
0007	MOATSHI WEINY KETLUMETSE	C
0008	Moremi Shefy	E
0009	MOTHIBEDI LESEGO MATLHOOGONOLO	
0010	Mathibi Maitumelo	

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	



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.

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

Botswana Examination Council - Windows Internet Explorer provided by Botswana Examinations Council

http://10.261.30/MA/EDA_B/P/S/Items/ReportView.aspx?ID=1695/Items/ForecastGrades

1 / 20 Main Report 100%

Botswana Examination Council

Qualification: Botswana General Certificate of Secondary Education
 Series: BGCSE-January/2012
 Centre: BW004 Moeding College

Forecast Grades
0663 Mathematics

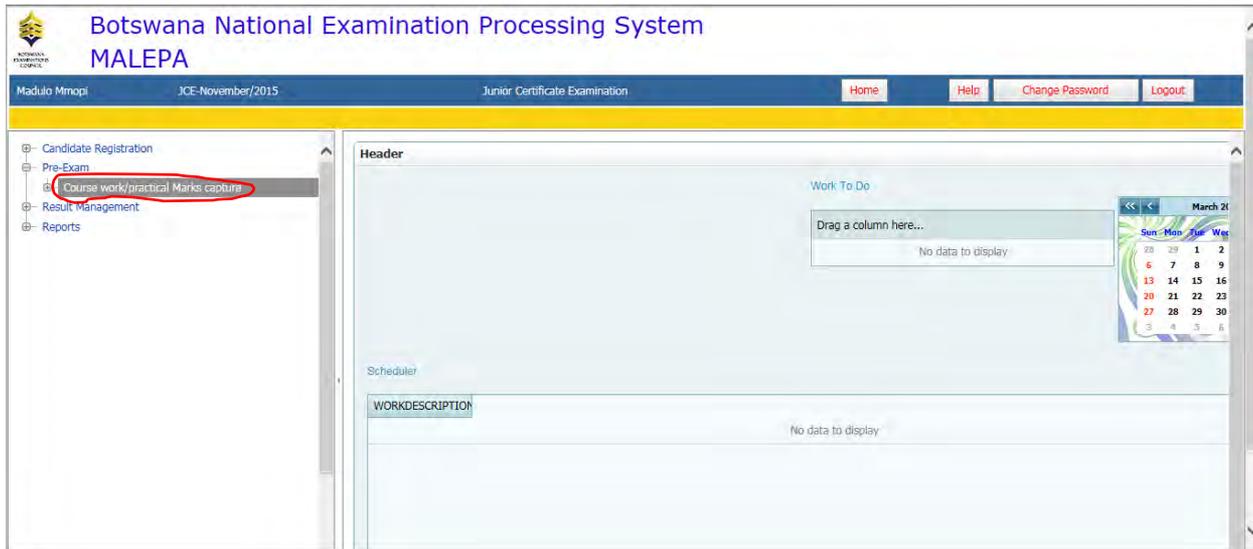
Candidate Number	Name	Forecast Grade
0001	BATISI LESEGO HELEN	B
0002	BIKANI COSAITSE LORATO	C
0003	DESAI GOFAONE KEITUMETSE	B
0004	DITSHETLO ONDRELLA GAOKGAKALA	A
0005	LEPHOI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	D
0007	MOATSHI WENDY KEITUMETSE	E
0008	Moremi Shery	
0009	MOTHIBEDI LESEGO MATLHOONOLO	
0010	Muthibi Maitumelo	
0011	Onkwetse Malthogonolo	
0012	PULE JESSICA SEGOPOTSO	
0013	SHOSHONG GORATA CANDY	
0014	THABANGANA BUSISIWE	
0015	TLHOWE ONNDELE	
0016	TLHOWE KEDIBONE DIANA	
0017	BATSILE MODIREDI DIKGANG	
0018	FIKENG THABISO OGANEDITSE	
0019	Gakelo Osego	
0020	Casennelwe Tlhamamo	
0021	Keathotswe Emmanuel	
0022	LEKGAGE NKARABENG LESEGO	
0023	Leslotlwane Abraham	
0024	LETSHOLO OLEBILE RATI	
0025	Maje Kagiso Donald	
0026	Marowane Obotye	
0027	Masae Telo	
0028	MODIBEDI BARONA KIDEO	
0029	MOKAKEDI THARO	
0030	MOIAMETSI RESEGO	

08:17 AM 2015/08/23

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

11. Coursework/Practical Marks Capture

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



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

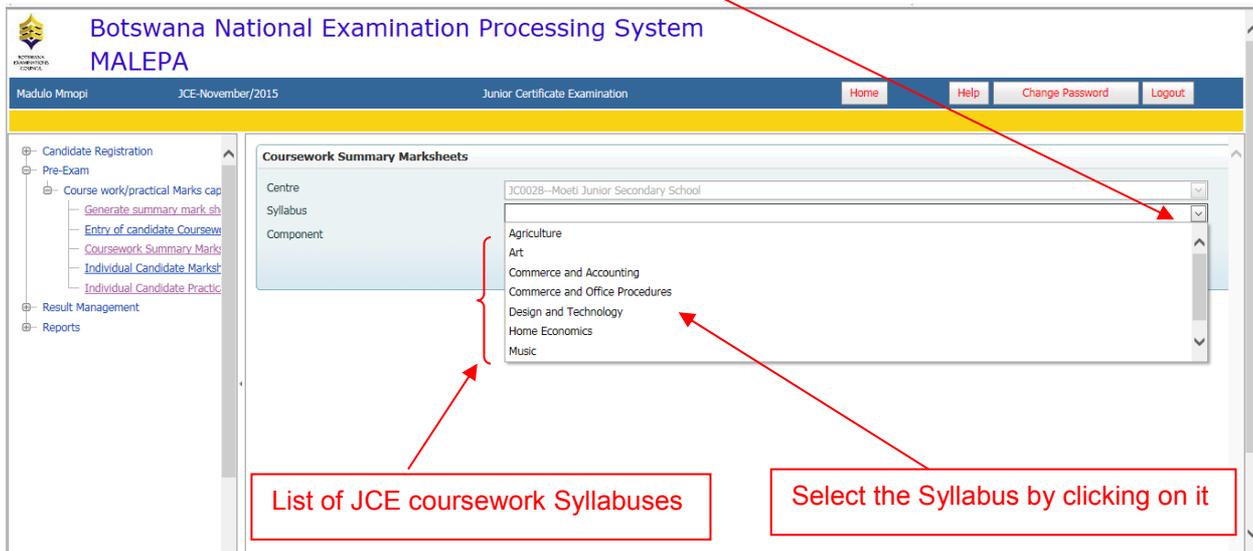
- Entry of candidate coursework marks (Teacher)
- Generate Coursework summary marksheet (Coursework)
- Generate summary marksheet (Practical)
- Generate Individual candidate coursework marksheet
- Generate Individual candidate practical marksheet

STEP 1: Coursework Summary Mark sheet

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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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



Coursework Summary Marksheets

Centre: JCO028--Moeti Junior Secondary School

Syllabus: [Dropdown Menu]

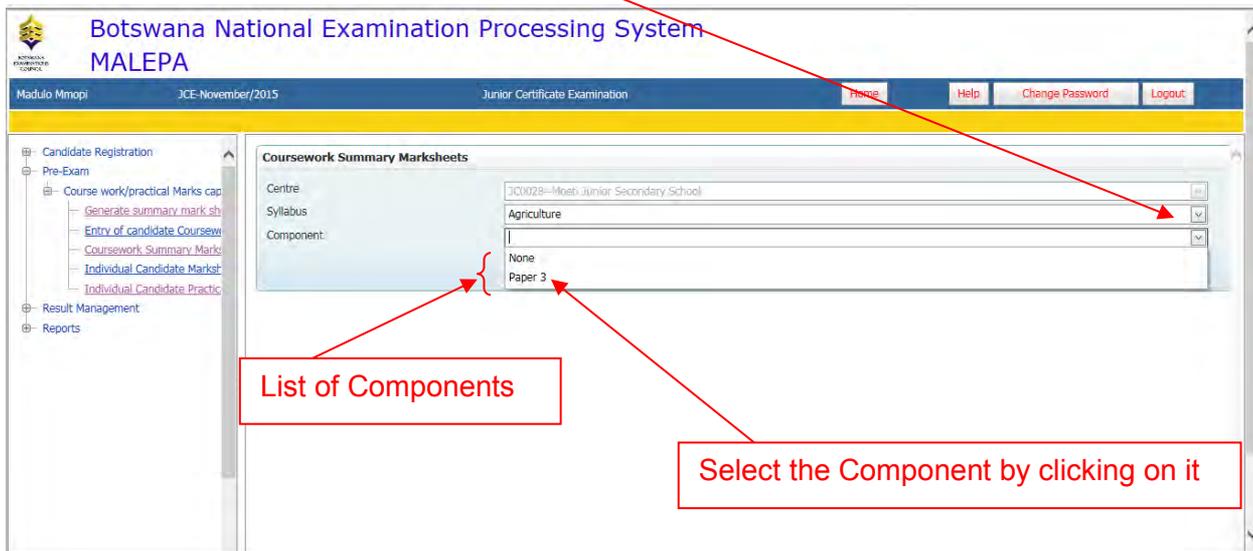
Component:

- Agriculture
- Art
- Commerce and Accounting
- Commerce and Office Procedures
- Design and Technology
- Home Economics
- Music

List of JCE coursework Syllabuses

Select the Syllabus by clicking on it

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



Coursework Summary Marksheets

Centre: JCO028--Moeti Junior Secondary School

Syllabus: Agriculture

Component: [Dropdown Menu]

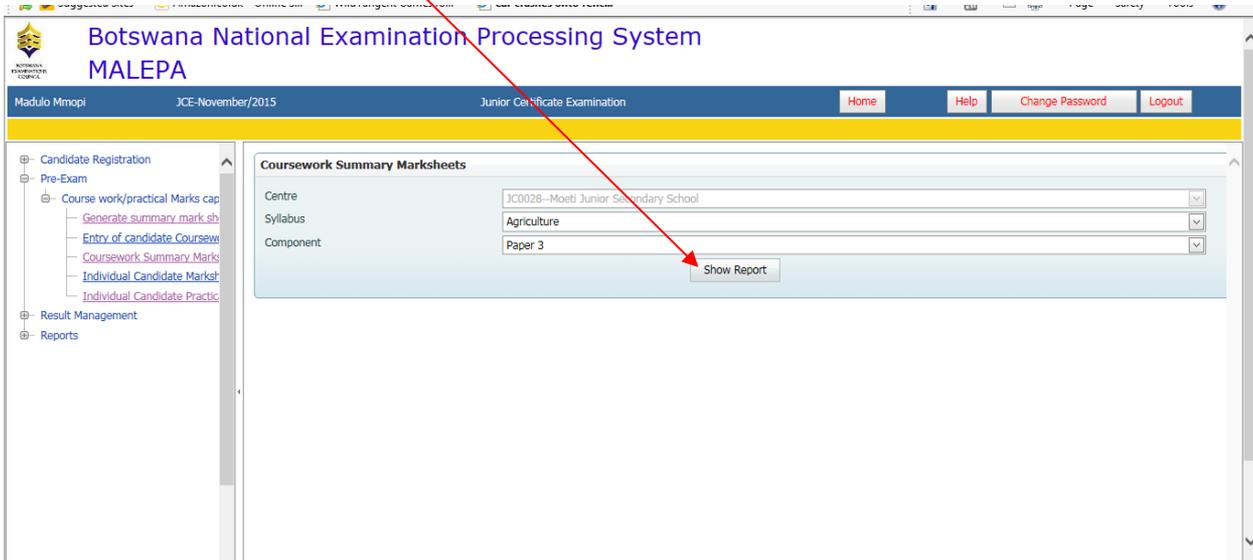
- None
- Paper 3

List of Components

Select the Component by clicking on it

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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



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.**

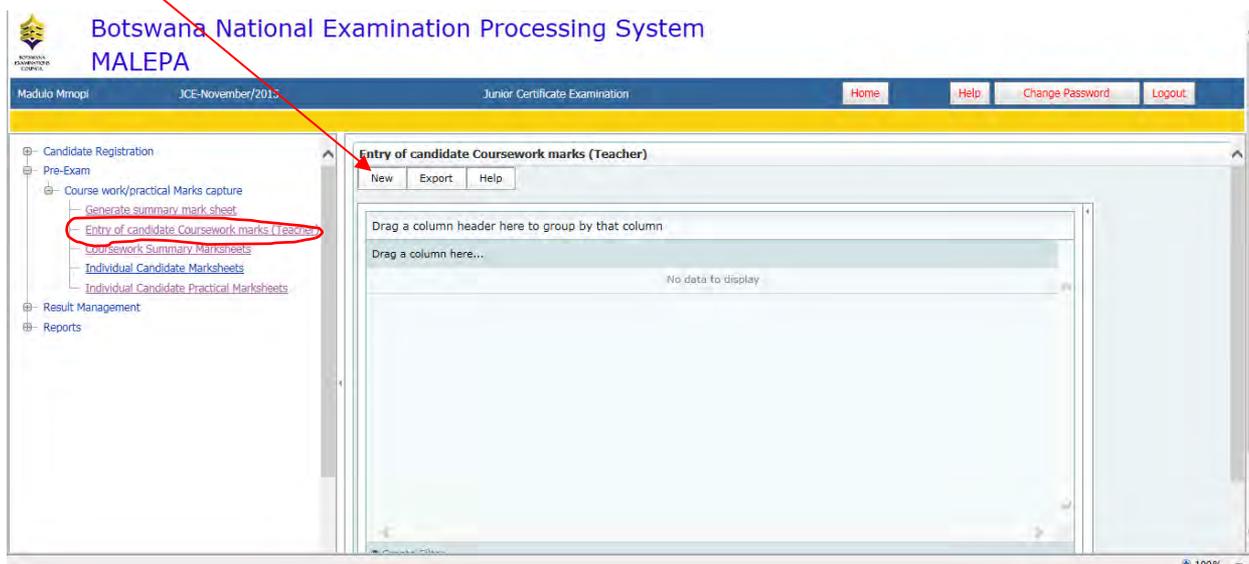
Candidate		Total mark (Centre mark)	Total mark (External moderation)
0002	BAHITI MOKAULENGWE LAWRENCE		
0003	BAIPHATHI RONALD		
0004	BAHUMA JESSICA THUTO		
0005	BAHUMISENG MOAGI		
0006	BALOYI NAMETSO LAURYN		
0007	BAROMA KESEGOFETSE		
0008	BATSHEGI MOMPLOKI		
0009	BAYEI THEO		
0010	BOIMA MOTSHEGETSI		
0011	BONTHUTENG PATIENCE		
0012	BOTSWANG LAONE INNOCENT		
0013	CHANDA GAAMANGWE JAMES		
0014	CHARLES ABELANANG		

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

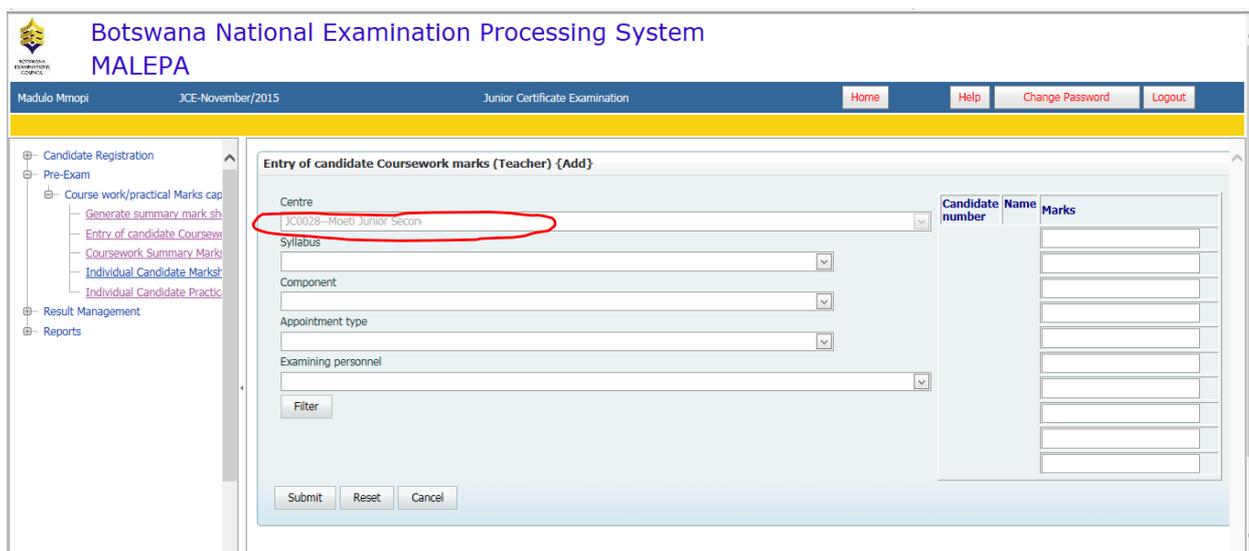
STEP 2: Entry of candidate coursework marks (Teacher)

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.

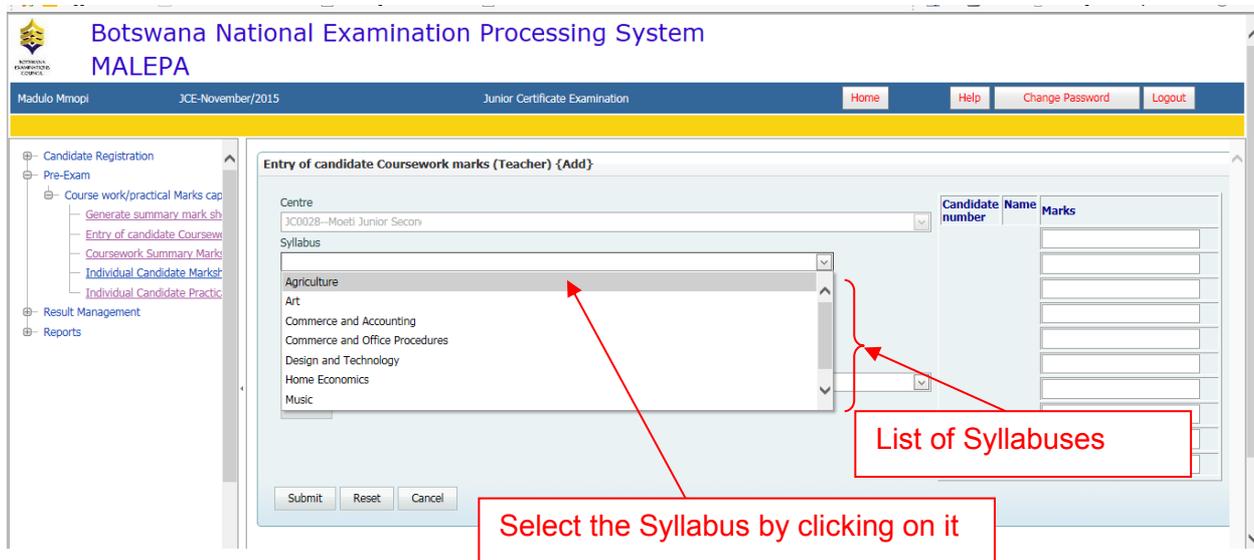


The screen below will appear, with Centre field already populated.



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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

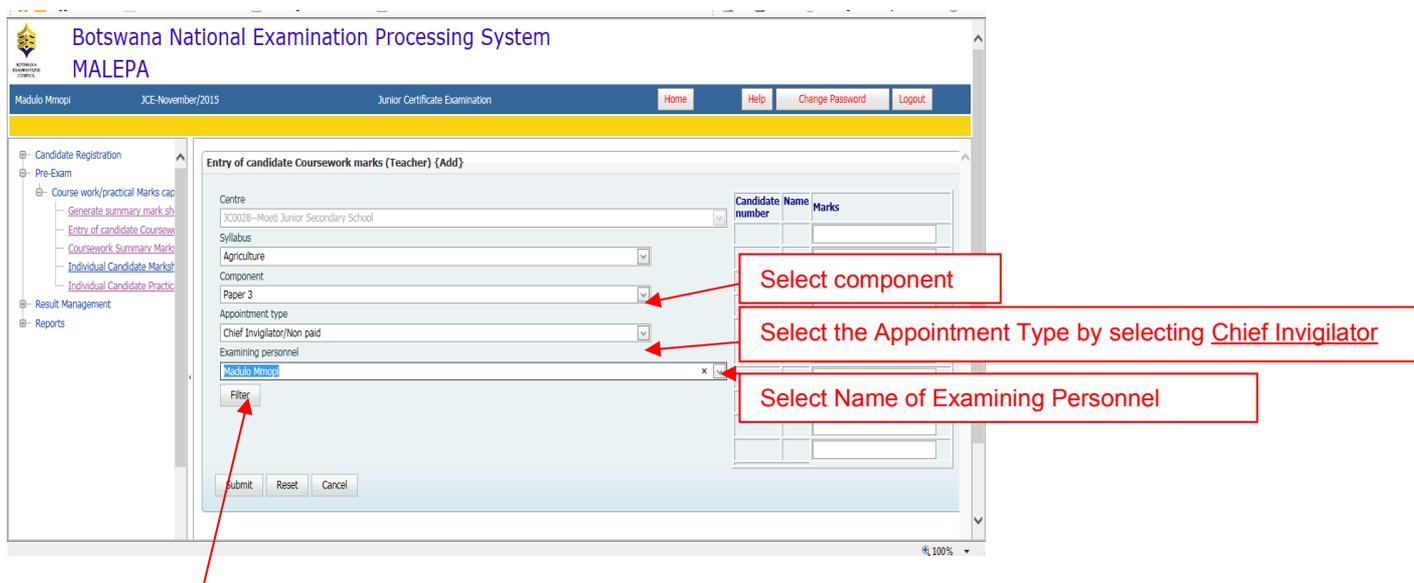
Select the **Syllabus** from the **syllabus drop down** as shown below,



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.



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

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

- System Management
- Masters
- Pre-Exam
 - Course work/practical Marks
 - Generate coursework Inc
 - Generate summary mark
 - Generate coursework lab
 - Mark candidates absent/
 - Entry of candidate Course
 - Validation of Coursework
 - Generate error list for co
 - Modification of coursewo
 - Entry of candidate practi
 - Import practical marks fr
 - Validation of practical ma
 - Generate error list for pra
 - Modification of practical r
 - PRC 14 A Generation of f
 - PRC 14 C Generation of f
- Post Exam

Entry of candidate Coursework marks (Teacher) {Add}

Centre: JCO005--Bonwatlou Junior Secondary

Syllabus: Agriculture

Component: Paper 3

Appointment type: Chief Invigilator/Non paid

Examining personnel: Paul Onamile

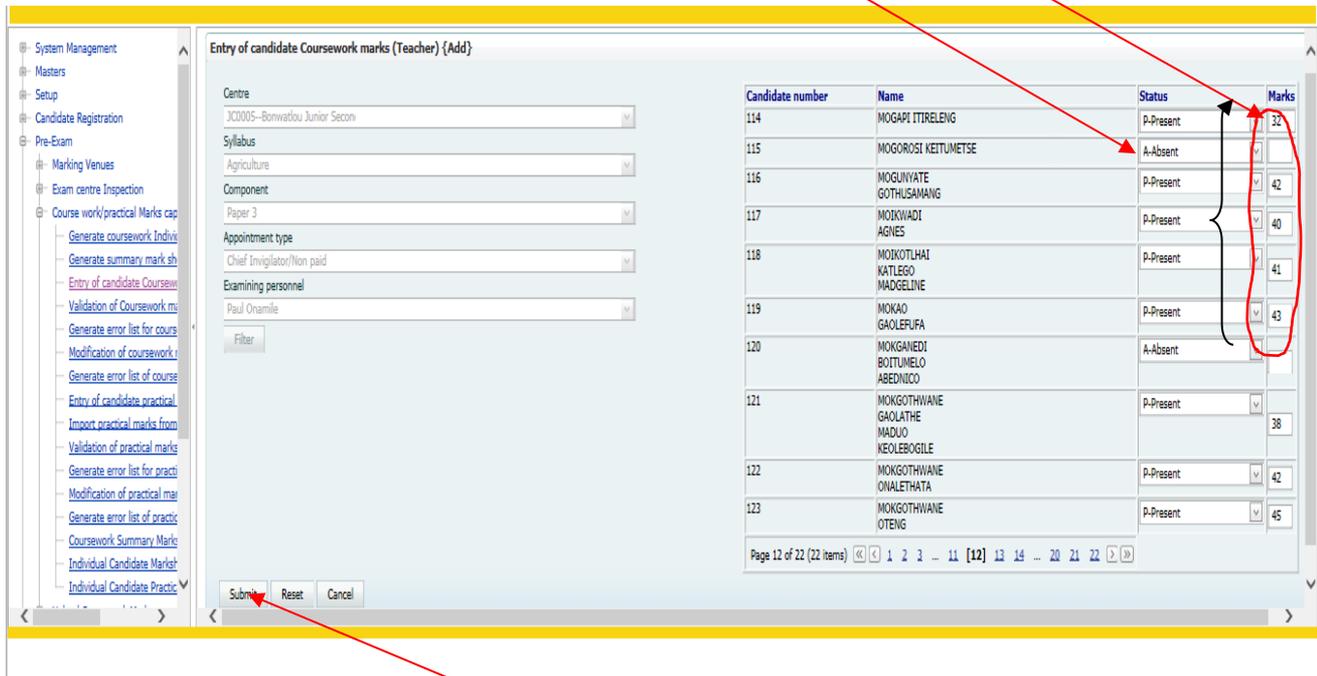
Candidate number	Name	Status	Marks
1	BAILE OABONA	P-Present	
2	BASAAGO KEFILWE	P-Present	
3	BASAAGO OMPHILE	P-Present	
4	BASUPL OTENG RONALD	P-Present	
5	BATEMEGI GOITSEONE GOFAONE BOFELO	P-Present	
6	BATLUGETSWI VIRGINIA	P-Present	
7	BERNARD OTSOGILE ADAM	P-Present	
8	BOSHOMANE EMMAH MARTHA	P-Present	
9	BOTSOGILE BOEMO BESTO	P-Present	
10	CHAENDA LEBOGANG GALALETSAANG	P-Present	

Page 1 of 21 (21 items) << < [1] 2 3 4 5 6 7 ... 19 20 21 >>

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
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Enter the candidate marking the space provided as indicated below.

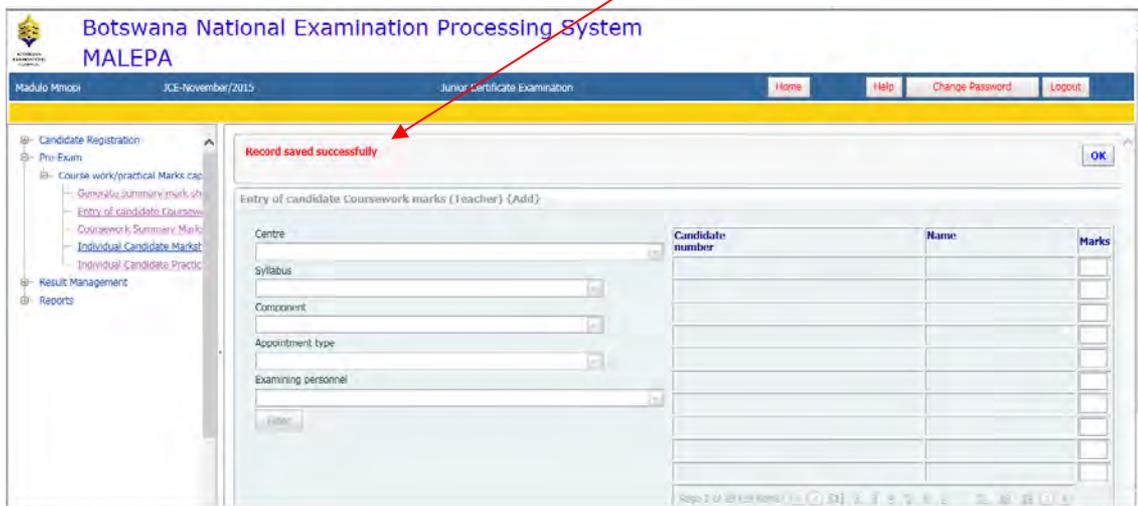
While you are entering marks you are also able to capture **absent** candidates as indicated below.



Candidate number	Name	Status	Marks
114	MOGAPI ITIRELENG	P-Present	32
115	MOGOROSI KEITUMETSE	A-Absent	
116	MOGUVATE GOTHUSAMANG	P-Present	42
117	MOKWADI AGNES	P-Present	40
118	MOKOTLHAI KATLEGO MADGELINE	P-Present	41
119	MOKAO GAOLEFUFA	P-Present	43
120	MOKGANEDI BOITUMELO ABEDNICO	A-Absent	
121	MOKGOTHWANE GAOLATHE MADUO KEOLEBOGILE	P-Present	38
122	MOKGOTHWANE ONALETHATA	P-Present	42
123	MOKGOTHWANE OTENG	P-Present	45

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

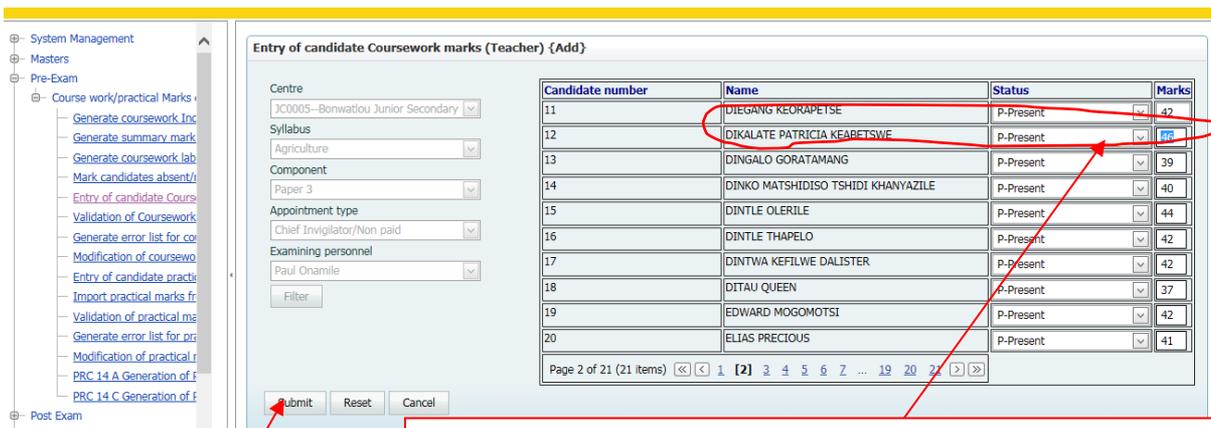
The following screen will appear with the **confirmation** message.



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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man01.v2
	Effective Date	2018-02-27
Title	Malepa User Manual for JCE Centres	

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,



Candidate number	Name	Status	Marks
11	DIEGANG KEORAPETSE	P-Present	42
12	DIKALATE PATRICIA KEABETSWE	P-Present	42
13	DINGALO GORATAMANG	P-Present	39
14	DINKO MATSHIDISO TSHIDI KHANYAZILE	P-Present	40
15	DINTLE OLERILE	P-Present	44
16	DINTLE THAPELO	P-Present	42
17	DINTWA KEFILWE DALISTER	P-Present	42
18	DITAU QUEEN	P-Present	37
19	EDWARD MOGOMOTSI	P-Present	42
20	ELIAS PRECIOSUS	P-Present	41

Select by highlighting the mark and press delete (or backspace)

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