



BOTSWANA  
EXAMINATIONS  
COUNCIL

**2020**

# **JUNIOR CERTIFICATE EXAMINATIONS**

## **T I M E T A B L E**

SEPTEMBER/NOVEMBER 2020

***FIRST AMENDED VERSION DATED  
25 MAY 2020***



## General Instructions and Guidelines

### 1. About this Timetable

This timetable contains

- instructions and guidelines about the examinations;
- practical examination and coursework moderation schedule;
- a full list, in date order, of all the examinations;
- the key to the timetable.

The timetable must be followed throughout. If there is any discrepancy between this timetable and any other documents such as Statements of Entry or labels on question paper packets, the Head of Centre should contact the JCE office at BEC.

### 2. About the Sessions

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

### 3. Time Allowance for Question Papers

Any time required for candidates to read through question papers, to study maps, etc., is already included in the duration of the examination as shown on the timetable and on the front cover of the question paper. No additional time should be allowed except for some Special Needs papers of which specific instructions will be enclosed.

### 4. Agriculture Paper 3

There shall be no Agriculture paper 3 moderation this year due to the Covid 19 Pandemic. This paper will be replaced with Agriculture Paper 4. Therefore, all centres are expected to administer Agriculture Paper 4 as per the scheduled date in the timetable.

### 5. Home Economics Paper 2

The **planning session** for this practical examination will take place on **22 September, 2020 at 08:00**.

The **practical examination** will take place from **12 to 23 October, 2020**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that has been sent to the centres.

### 6. Music Paper 1: Listening

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

### 7. Music Paper 3: Practical Examination

This practical examination will take place from **12 to 23 October 2020**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that has been sent to the centres.

### 8. Art Paper 2: Practical Examination

- This is a controlled practical examination that runs for 3 hours.
- The question papers must be distributed to the candidates on **21 September 2020 at 08:00** for preparation purposes.
- After the examination, the candidates' work must be packaged in the special boxes provided and stored securely until such time that they are despatched to BEC with other examination scripts.

### 9. French Paper 1: Listening Comprehension

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

### 10. For Private Candidates only

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

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

### 11. Submission of Coursework and Coursework Marks

Centres which have registered candidates for Coursework syllabuses should submit all coursework and coursework marks on the stipulated dates as indicated on page 6 JCE Practical Examination/Coursework Moderation Schedule of this Timetable. Coursework marks should be captured on Malepa application by Centres. **Centres who have not captured coursework marks at the time of moderation will not be moderated.**

### 12. General Notes

- **The Invigilator's manual should be in each examination room at all times.**
- The Invigilator should confirm with candidates before opening the envelope that the paper is the timetabled one.
- At the beginning of each examination session, sealed packets of the question papers should be opened by the Invigilator in the presence of candidates.
- At the end of each examination, scripts and answer sheets should be sealed in the presence of the candidates.
- The attendance register for each of the scheduled examinations should be completed before the candidates are dismissed from the examination room.
- Scripts and answer sheets will be collected from the centre twice, i.e during the written examination period and at the end. Communication will be made to centers on time regarding scripts collection arrangements..

# 22 September — 06 November 2020

Morning session starts at 08:00

Afternoon session starts at 14:00

Tuesday  
22 Sept

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

Syllabus	Time
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Thursday  
22 Oct

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

Syllabus	Time
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Monday  
02 Nov

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

Syllabus	Time
11/3 Setswana Paper 3	14:00 - 15:15

Tuesday  
03 Nov

Syllabus	Time
32/3 French Paper 3	08:00 - 10:00

Syllabus	Time
31/2 Religious Education Paper 2	14:00 - 16:00

Wednesday  
04 Nov

Syllabus	Time
25/2 Commerce & Office Procedures Paper 2	08:00 - 10:00
26/2 Commerce & Accounting Paper 2	08:00 - 10:00

Syllabus	Time
34/2 Music Paper 2	14:00 - 15:30

Thursday  
05 Nov

Syllabus	Time
12/2 English Paper 2	08:00 - 09:30

Syllabus	Time
14/2 Science Paper 2	14:00 - 16:00
43/2 General Science Paper 2	14:00 - 16:00

Friday  
06 Nov

Syllabus	Time
35/1 Physical Education Paper 1	08:00 - 09:30

Syllabus	Time
17/2 Design & Technology Paper 2	14:00 - 16:00

Morning session starts at 08:00

Afternoon session starts at 14:00

# 09 November — 13 November 2020

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday  
09 Nov

Syllabus	Time
11/2 Setswana Paper 2	08:00 - 10:00

Syllabus	Time
16/2 Agriculture Paper 2	14:00 - 15:15

Tuesday  
10 Nov

Syllabus	Time
13/2 Mathematics Paper 2	08:00 - 10:00

Syllabus	Time
15/2 Social Studies Paper 2	14:00 - 16:15

Wednesday  
11 Nov

Syllabus	Time
12/3 English Paper 3	08:00 - 10:00

Syllabus	Time
18/2 Moral Education Paper 2	14:00 - 16:00

Thursday  
12 Nov

Syllabus	Time
33/1 Art Paper 1	08:00 - 09:00
16/4 Agriculture Paper 4	11:00 - 12:00

Syllabus	Time
25/1 Commerce & Office Procedures Paper 1	14:00 - 15:00
26/1 Commerce & Accounting Paper 1	14:00 - 15:00

Friday  
13 Nov

Syllabus	Time
34/1 Music Paper 1	08:00 - 09:00

Syllabus	Time
21/1 Home Economics Paper 1	14:00 - 15:30

Morning session starts at 08:00

Afternoon session starts at 14:00

# 16 November - 20 November 2020

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday 16 Nov	Syllabus		Time
	14/1	Science Paper 1	08:00 - 09:00
	43/1	General Science Paper 1	08:00 - 09:00

Syllabus		Time
15/1	Social Studies Paper 1	14:00 - 15:00

Tuesday 17 Nov	Syllabus		Time
	18/1	Moral Education Paper 1	08:00 - 09:00
	31/1	Religious Education Paper 1	11:00 - 12:00

Syllabus		Time
13/1	Mathematics Paper 1	14:00 - 15:30

Wednesday 18 Nov	Syllabus		Time
	11/1	Setswana Paper 1	08:00 - 09:30
	25/4	Commerce & Office Procedures Paper 4	11:00 - 12:00
	26/4	Commerce & Accounting Paper 4	11:00 - 12:00

Syllabus		Time
17/1	Design & Technology Paper 1	14:00 - 15:00

Thursday 19 Nov	Syllabus		Time
	12/1	English Paper 1	08:00 - 09:15
	16/1	Agriculture Paper 1	11:00 - 12:00

Syllabus		Time
32/2	French Paper 2	14:00 - 15:00

Friday 20 Nov	Syllabus		Time

Syllabus		Time

Morning session starts at 08:00

Afternoon session starts at 14:00

## JCE 2020 Practical Examinations / Coursework Moderation Schedule

Activity	Description	Syllabus	Submission Date / Month	Deliverables
Submission of coursework	1. All centrally moderated components	Music 34/4 Commerce & Office Procedures 25/3 Commerce & Accounting 26/3 Physical Education 35/2	07 August 2020 09 October 2020 09 October 2020 09 October 2020	<ul style="list-style-type: none"> <li>◆ Coursework Submission registers,</li> <li>◆ Projects,</li> <li>◆ Individual and summary marksheets.</li> </ul> <b>(Should be delivered to BEC)</b>
	2. All externally moderated components	Home Economics 21/3 Design & Technology 17/3 Art 33/3	31 July 2020 25 September 2020 25 September 2020	<ul style="list-style-type: none"> <li>◆ Individual and summary marksheets</li> <li>◆ Projects.</li> </ul> <b>(Should be handed to Chief Invigilator)</b>

Syllabus	Moderator/Examiner Standardisation Dates		Moderation/Examination Date		Post Moderation/ Examination Evaluation
	Team Leaders	Moderation Team	Start Date	End Date	
21/3 Home Economics	09 - 11 August	12 - 14 August	17 August	28 August	30 August - 01 September
34/4 Music	24 - 26 August	27 - 29 August	30 August	08 September	09 - 11 September
33/3 Art	18 - 20 October	21 - 23 October	26 October	06 November	08 - 10 November
17/3 Design & Technology	18 - 20 October	21 - 23 October	26 October	06 November	08 - 10 November
25/3 Commerce and Office Procedures	02 - 04 November	05 - 07 November	08 November	20 November	21 - 23 November
26/3 Commerce and Accounting	02 - 04 November	05 - 07 November	08 November	20 November	21 - 23 November
35/2 Physical Education	02 - 04 November	05 - 07 November	08 November	20 November	21 - 23 November

Syllabus	Examiner Standardisation Date		Examination Date		Post Examination Evaluation
	Team Leaders	Examining Team	Start Date	End Date	
21/2 Home Economics	02 - 04 October	05 - 09 October	12 October	23 October	25 - 27 October
34/3 Music	04 - 05 October	06 - 09 October	12 October	23 October	25 - 27 October

# Key to the Timetable

Syllabus	Code	Date	Session	Duration
<b>Setswana</b>				
	11/1	18 Nov	Morning	1 hr 30 min
	11/2	09 Nov	Morning	2 hrs
	11/3	02 Nov	Afternoon	1 hr 15 min
<b>English</b>				
	12/1	19 Nov	Morning	1 hr 15 min
	12/2	05 Nov	Morning	1 hr 30 min
	12/3	11 Nov	Morning	2 hrs
	12/4	02 Nov	Morning	55 min
<b>Mathematics</b>				
	13/1	17 Nov	Afternoon	1 hr 30 min
	13/2	10 Nov	Morning	2 hrs
<b>Science</b>				
	14/1	16 Nov	Morning	1 hr
	14/2	05 Nov	Afternoon	2 hrs
<b>Social Studies</b>				
	15/1	16 Nov	Afternoon	1 hr
	15/2	10 Nov	Afternoon	2 hrs 15 min
<b>Agriculture</b>				
	16/1	19 Nov	Morning	1 hr
	16/2	09 Nov	Afternoon	1 hr 15 min
	16/4	12 Nov	Morning	1 hr
<b>Design and Technology</b>				
	17/1	18 Nov	Afternoon	1 hr
	17/2	06 Nov	Afternoon	2 hrs
	17/3	26 Oct - 06 Nov 2020		
<b>Moral Education</b>				
	18/1	17 Nov	Morning	1 hr
	18/2	11 Nov	Afternoon	2 hrs
<b>Home Economics</b>				
	21/1	13 Nov	Afternoon	1 hr 30 min
	21/2	22 Sept	Morning	1 hr 30 min (Planning)
	21/2	12 Oct - 23 Oct 2020		2 hrs (Practical)
	21/3	17 Aug - 28 Aug 2020		
<b>Commerce &amp; Office Procedures</b>				
	25/1	12 Nov	Afternoon	1 hr
	25/2	04 Nov	Morning	2 hrs
	25/3	08 Nov - 20 Nov 2020		
	25/4	18 Nov	Morning	1 hr
<b>Commerce &amp; Accounting</b>				
	26/1	12 Nov	Afternoon	1 hr
	26/2	04 Nov	Morning	2 hrs
	26/3	08 Nov - 20 Nov 2020		
	26/4	18 Nov	Morning	1 hr
<b>Religious Education</b>				
	31/1	17 Nov	Morning	1 hr
	31/2	03 Nov	Afternoon	2 hrs
<b>French</b>				
	32/1	02 Nov	Morning	45 min
	32/2	19 Nov	Afternoon	1 hr
	32/3	03 Nov	Morning	2 hrs

Syllabus	Code	Date	Session	Duration
<b>Art</b>				
	33/1	12 Nov	Morning	1 hr
	33/2	22 Oct	Morning	3 hrs
	33/3	26 Oct - 06 Nov 2020		
<b>Music</b>				
	34/1	13 Nov	Morning	1 hr
	34/2	04 Nov	Afternoon	1 hr 30 min
	34/3	12 Oct - 23 Oct 2020		10 mins (Practical)
	34/4	30 Aug - 08 Sept 020		
<b>Physical Education</b>				
	35/1	06 Nov	Morning	1 hr 30 min
	35/2	08 Nov - 20 Nov 2020		
<b>General Science</b>				
	43/1	16 Nov	Morning	1 hr
	43/2	05 Nov	Afternoon	2 hrs