



BOTSWANA  
EXAMINATIONS  
COUNCIL

**2021**

# **JUNIOR CERTIFICATE EXAMINATIONS**

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

SEPTEMBER/NOVEMBER 2021

**REVISED FINAL VERSION DATED  
30 AUGUST 2021**



## General Instructions and Guidelines

### 1. About this Timetable

This timetable contains

- instructions and guidelines about the examinations;
- practical examination and coursework submission 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. Home Economics Paper 2

The **planning session** for this practical examination will take place on **23 September, 2021 at 08:00**.

The **practical examination** will take place from **18 to 29 October, 2021**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

### 5. Music Paper 1: Listening

- This is a listening examination that requires a CD which 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 **1 day before the examination**.

### 6. Music Paper 3: Practical Examination

- This practical examination will take place from **11 to 22 October 2021**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

### 7. 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 **23 September, 2021 at 11:00** 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.

### 8. French Paper 1: Listening Comprehension

- This is a listening examination that requires a CD 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.

### 9. 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 & 43/2)

### 10. Submission of Coursework and Coursework Marks

Centres which have registered candidates for coursework syllabuses should submit all projects, artefacts, folios and their marks on the stipulated dates as indicated on page 6 of this Timetable. The coursework marks submitted should also be captured on Malepa application by Centres by the dates shown on page 6.

**Centres who would not have entered marks in Malepa at the time of moderation will not be moderated.**

### 11. General Notes

- **The Invigilator's manual and the timetable should be in each examination room at all times for the duration of the examinations period.**
- 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.
- Candidates should individually append their signature against their names on the attendance register for each of the scheduled examinations before being dismissed from the examination room. The Chief Invigilator must also indicate absent candidates and sign at the bottom of each page of the attendance register to confirm the information provided.
- Projects, scripts and answer sheets will be collected from centres. Communication will be made to centres regarding collection arrangements.

# 23 September — 05 November 2021

Morning session starts at 08:00

Afternoon session starts at 14:00

Thursday  
23 Sept

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

Syllabus	Time
----------	------

Thursday  
21 Oct

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

Syllabus	Time
----------	------

Monday  
01 Nov

Syllabus	Time
12/4 English Paper 4	08:00 - 08:55
32/1 French Paper 1	11:00 - 11:45

Syllabus	Time
34/1 Music Paper 1	14:00 - 15:00

Tuesday  
02 Nov

Syllabus	Time
21/1 Home Economics Paper 1	08:00 - 9:30

Syllabus	Time
11/2 Setswana Paper 2	14:00 - 16:00

Wednesday  
03 Nov

Syllabus	Time
15/2 Social Studies Paper 2	08:00 - 10:15

Syllabus	Time
13/2 Mathematics Paper 2	14:00 - 16:00

Thursday  
04 Nov

Syllabus	Time
18/2 Moral Education Paper 2	08:00 - 10:00

Syllabus	Time
35/1 Physical Education Paper 1	14:00 - 15:30

Friday  
05 Nov

Syllabus	Time
16/2 Agriculture Paper 2	08:00 - 09:15

Syllabus	Time
12/3 English Paper 3	14:00 - 16:00

Morning session starts at 08:00

Afternoon session starts at 14:00

# 08 November — 12 November 2021

Morning session starts at 08:00

Afternoon session starts at 14:00

	Syllabus	Time
Monday 08 Nov	31/2 Religious Education Paper 2	08:00 - 10:00

	Syllabus	Time
	32/3 French Paper 3	14:00 - 16:00

	Syllabus	Time
Tuesday 09 Nov	14/2 Science Paper 2	08:00 - 10:00
	43/2 General Science Paper 2	08:00 - 10:00

	Syllabus	Time
	12/2 English Paper 2	14:00 - 15:30

	Syllabus	Time
Wednesday 10 Nov	17/2 Design and Technology Paper 2	08:00 - 10:00

	Syllabus	Time
	25/2 Commerce and Office Procedures Paper 2	14:00 - 16:00
	26/2 Commerce and Accounting Paper 2	14:00 - 16:00

	Syllabus	Time
Thursday 11 Nov	12/1 English Paper 1	08:00 - 09:15
	34/2 Music Paper 2	11:00 - 12:30

	Syllabus	Time
	33/1 Art Paper 1	14:00 - 15:00

	Syllabus	Time
Friday 12 Nov	11/3 Setswana Paper 3	08:00 - 09:15

	Syllabus	Time
	16/4 Agriculture Paper 4	14:00 - 15:00

Morning session starts at 08:00

Afternoon session starts at 14:00

# 15 November - 19 November 2021

Morning session starts at 08:00

Afternoon session starts at 14:00

	Syllabus	Time
Monday 15 Nov	25/1 Commerce and Office Procedures Paper 1	08:00 - 09:00
	26/1 Commerce and Accounting Paper 1	08:00 - 09:00

Syllabus	Time
31/1 Religious Education Paper 1	14:00 - 15:00

	Syllabus	Time
Tuesday 16 Nov	15/1 Social Studies Paper 1	08:00 - 09:00
	25/4 Commerce and Office Procedures Paper 4	11:00 - 12:00
	26/4 Commerce and Accounting Paper 4	11:00 - 12:00

Syllabus	Time
16/1 Agriculture Paper 1	14:00 - 15:00

	Syllabus	Time
Wednesday 17 Nov	11/1 Setswana Paper 1	08:00 - 09:30

Syllabus	Time
14/1 Science Paper 1	14:00 - 15:00
43/1 General Science Paper 1	14:00 - 15:00

	Syllabus	Time
Thursday 18 Nov	17/1 Design and Technology Paper 1	08:00 - 09:00
	32/2 French Paper 2	11:00 - 12:00

Syllabus	Time
18/1 Moral Education Paper 1	14:00 - 15:00

	Syllabus	Time
Friday 19 Nov	13/1 Mathematics Paper 1	08:00 - 09:30

Syllabus	Time
----------	------

Morning session starts at 08:00

Afternoon session starts at 14:00

## JCE 2021 Practical Examinations / Coursework Submission Schedule

### COURSEWORK DELIVERABLES

Activity	Syllabus	Submission Date / Month	Deliverables
Submission of coursework	Music 34/4 Commerce & Office Procedures 25/3 Commerce & Accounting 26/3 Physical Education 35/2	05 October 2021 25 October 2021 25 October 2021 25 October 2021	<ul style="list-style-type: none"> <li>◆ Coursework Submission registers,</li> <li>◆ Projects,</li> <li>◆ Individual and summary marksheets.</li> </ul>
	Agriculture 16/3	04 June 2021	<ul style="list-style-type: none"> <li>◆ Individual and summary marksheets</li> <li>◆ Projects.</li> </ul>
	Home Economics 21/3 Art 33/3 Design & Technology 17/3	05 October 2021 05 October 2021 25 October 2021	

### COURSEWORK SUBMISSION AND MARKS CAPTURE IN MALEPA BY CENTRES

Syllabus	Submission of Projects and Marksheets to the Chief Invigilator	Deadline for Capturing of Marks in Malepa by Centres
16/3 Agriculture	04 June 2021	04 June 2021
33/3 Art	05 October 2021	08 October 2021
21/3 Home Economics	05 October 2021	08 October 2021
34/4 Music	05 October 2021	08 October 2021
35/2 Physical Education	25 October 2021	28 October 2021
17/3 Design and Technology	25 October 2021	28 October 2021
25/3 Commerce and Office Procedures	25 October 2021	28 October 2021
26/3 Commerce and Accounting	25 October 2021	28 October 2021

### PRACTICAL EXAMINATIONS

Syllabus	Examiner Standardisation Date		Examination Date		Post Examination Evaluation
	Team Leaders	Examining Team	Start Date	End Date	
34/3 Music	04 - 05 October 2021	06 - 08 October	11 October	22 October	24 - 26 October
21/2 Home Economics	08 - 10 October	12 - 15 October	18 October	29 October	31 October - 02 November

# Key to the Timetable

Syllabus	Code	Date	Session	Duration	Syllabus	Code	Date	Session	Duration
Setswana	11/1	17 Nov	Morning	1 hr 30 min	Art	33/1	11 Nov	Afternoon	1 hr
	11/2	02 Nov	Afternoon	2 hrs		33/2	21 Oct	Morning	3 hrs
	11/3	12 Nov	Morning	1 hr 15 min		33/3	08 Oct	Afternoon	Marks Capture
English	12/1	11 Nov	Morning	1 hr 15 min	Music	34/1	01 Nov	Afternoon	1 hr
	12/2	09 Nov	Afternoon	1 hr 30 min		34/2	11 Nov	Morning	1 hr 30 min
	12/3	05 Nov	Afternoon	2 hrs		34/3	11 Oct - 22 Oct 2021		10 mins (Practical)
	12/4	01 Nov	Morning	55 min		34/4	08 Oct	Afternoon	Marks Capture
Mathematics	13/1	19 Nov	Morning	1 hr 30 min	Physical Education	35/1	04 Nov	Afternoon	1 hr 30 min
	13/2	03 Nov	Afternoon	2 hrs		35/2	28 Oct	Afternoon	Marks Capture
Science	14/1	17 Nov	Afternoon	1 hr	General Science	43/1	17 Nov	Afternoon	1 hr
	14/2	09 Nov	Morning	2 hrs		43/2	09 Nov	Morning	2 hrs
Social Studies	15/1	16 Nov	Morning	1 hr					
	15/2	03 Nov	Morning	2 hrs 15 min					
Agriculture	16/1	16 Nov	Afternoon	1 hr					
	16/2	05 Nov	Morning	1 hr 15 min					
	16/3	04 June	Afternoon	Marks Capture					
	16/4	12 Nov	Afternoon	1 hr					
Design and Technology	17/1	18 Nov	Morning	1 hr					
	17/2	10 Nov	Morning	2 hrs					
	17/3	28 Oct	Afternoon	Marks Capture					
Moral Education	18/1	18 Nov	Afternoon	1 hr					
	18/2	04 Nov	Morning	2 hrs					
Home Economics	21/1	02 Nov	Morning	1 hr 30 min					
	21/2	23 Sept	Morning	1 hr 30 min (Planning)					
	21/2	18 Oct	29 Oct 2021	2 hrs (Practical)					
	21/3	08 Oct	Afternoon	Marks Capture					
Commerce & Office Procedures	25/1	15 Nov	Morning	1 hr					
	25/2	10 Nov	Afternoon	2 hrs					
	25/3	28 Oct	Afternoon	Marks Capture					
	25/4	16 Nov	Morning	1 hr					
Commerce & Accounting	26/1	15 Nov	Morning	1 hr					
	26/2	10 Nov	Afternoon	2 hrs					
	26/3	28 Oct	Afternoon	Marks Capture					
	26/4	16 Nov	Morning	1 hr					
Religious Education	31/1	15 Nov	Afternoon	1 hr					
	31/2	08 Nov	Morning	2 hrs					
French	32/1	01 Nov	Morning	45 min					
	32/2	18 Nov	Morning	1 hr					
	32/3	08 Nov	Afternoon	2 hrs					