

Form G CANDIDATE TRANSFER REQUEST

For BEC Use Only

New Centre No.

New Candidate No.

DP Officer: _____ Sign: _____ Date:

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F. Candidate Transfer Request Notes

Candidate Transfer Request

- 1 This form should be completed by a candidate who wishes to transfer from one centre to another.
- 2 In the event that the candidate belongs to a Private School, this form should be completed when a candidate transfers from one centre (*the Original Centre*) to another centre (*the Accepting Centre*) after the first centre has submitted the entry to BEC.
- 3 The form should be completed by the Original Centre once it is known that the Accepting Centre is willing to accept the candidate.
- 4 Once completed, this form should be sent to BEC either by mail or by fax. Completed forms should be received no later than July 30 of each year.
- 5 Once the transfer has been made, the candidate will use the centre number of the Accepting Centre and will be issued with a new candidate number. The new centre number and candidate number must be used on all scripts, coursework, etc.
- 6 The candidate must take all examinations at the Accepting Centre. Requests for partial transfers will **not** be accepted.
- 7 The Original Centre should note that the transfer is only regarded as complete once the acceptance form has been received by the Accepting Centre.
- 8 The Accepting Centre is responsible for completing any assessment of coursework. The Original Centre is required to facilitate this assessment by providing the Accepting Centre with the candidate's coursework and the outcome of any assessments which have been completed.
- 9 The candidate's Statements of Results and Certificate will be sent to the Accepting Centre only.

Once completed, this form should be sent by mail or fax or hand delivered:

Mail or Fax to:	Or hand delivered at:
The Executive Secretary, Botswana Examinations Council, Private Bag 0070, Gaborone Tel: 3650700 Fax: 3185011	Botswana Examinations Council, Plot 54864 KT Motsete Road Gaborone