

 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Guidelines
	Document No.	BEC/EAC/DP/G01.v1
	Effective Date	2019-06-24
Title	Registration of Primary School Leaving Examination for School Candidates	



BOTSWANA
EXAMINATIONS
COUNCIL

Document Title:

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DOCUMENT CONTROL SHEET

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Revision History

Change Made By	Description	Version	Date

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1. Scope

These guidelines explain the capturing and processing of registration entries for public and full time private schools for Primary School Leaving Examination (PSLE) to be taken in October of each year. These guidelines also contain syllabus information, which is provided in the *syllabus table T1*.

2. Responsibility and Authority

2.1 Senior Data Processing Officer

The Senior Data Processing Officer is responsible for ensuring that Data Processing Officers (DPO's) and centres adhere to these guidelines.

2.2 Manager, Data Processing

The Manager, Data Processing is accountable for the maintenance and implementation of these guidelines.

3. Abbreviations and Definitions

3.1 Abbreviations

AO	Accounts Officer
BEC	Botswana Examinations Council
DPO	Data Processing Officer
EAC	Examinations Administration and Certification
OMR	Optical Mark Recognition
PSLE	Primary School Leaving Examination
SDPO	Senior Data Processing Officer
SoE	Statement of Entry

3.2 Definitions

3.2.1 Head of Centre

The School Head, the School Principal or the Head of any institution approved by BEC as an Examination Centre.

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3.2.2 Posting

Posting of data is a process of moving data such as registration data from a temporary table to a permanent table in an examination processing system.

3.2.3 School Candidates

Candidates who are in full-time attendance at a school/institution, including both public and private schools/institutions.

3.2.4 Registration of Candidates

Registration of candidates refers to the capturing and submission of candidate registration entries through the use of Malepa system or OMR Entry Form. The registration process is dependent on the availability of the appropriate series, the approval of the examination timetable, Entry Forms and access to the system.

3.2.5 Malepa

Malepa is a web-based software system which BEC currently uses to capture and process candidate entry details and other data for all the National Examinations that BEC is responsible for.

3.2.6 Chief Invigilator

Chief Invigilator refers to the head of centre, or to any member of staff so designated by the head of centre to be responsible for the running of the examination and for all matters relating to the examination at the centre.

3.2.7 Statement of Entry

It is a statement showing the details about the candidate (centre, candidate number, name, date of birth, etc.), the syllabus and dates for the examinations for which the candidate has been entered.

3.2.8 Registration List

It is a report that shows the details about the candidate (name, date of birth, etc.) and the syllabuses for which the candidate has been entered.

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4. References

- BEC/EAC/DP/Man03.v1 - *Malepa User Manual for PSLE Centres*

5. Method

5.1 Eligibility

- 5.1.1 All candidates must meet the full requirements of the examination as stated in this guidelines in *Table T1*.
- 5.1.2 Centres must ensure that candidates who are to be registered have not been previously disqualified from the examination. In the case of candidates who have been disqualified in the past, centres must ensure that the candidates are eligible for registration for the current examination series.

5.2 School Candidates

- 5.2.1 School candidates must register for the PSLE through a registered institution of learning which would have registered as a BEC examination centre.
- 5.2.2 Syllabuses available to school candidates are shown in *Table T1* in these guidelines.

5.3 Transferred Candidates

- 5.3.1 In some cases, candidates may need to transfer from one Centre to another after entries have been submitted to BEC. Such transfers can be accepted provided the candidate is transferring to a Centre registered with BEC. The following regulations will apply:
- 5.3.1.1 The receiving Centre must complete form **BEC/EAC/DP/P02/F04 - Candidate Transfer Request Form** to confirm their acceptance of the candidate. The completed form should be submitted to BEC and must be received at least 30 days before the date of the first examination to be taken by the transferred candidate.
- 5.3.1.2 Once the request for transfer has been received and processed by BEC, the candidate becomes the responsibility of the receiving Centre. The candidate must take all assessments at the receiving Centre.
- 5.3.1.3 If the original Centre has paid fees for the candidate's entry, no refund will be made. No fees will be charged to the receiving Centre.

5.4 Correspondence about Candidates

All correspondences on any aspect of a candidate's examination will be conducted between BEC and the Head of Centre. Only in exceptional circumstances will BEC, at its discretion, correspond directly with candidates or their parents.

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5.5 Disqualification of Candidates

Any candidate guilty of a breach of BEC regulations is liable to be disqualified from one or more syllabuses. The disqualification may extend to more than one examination series.

5.6 Estimated Entry Information

5.6.1 Estimated entries are a calculation of the number of candidates who will be entering for particular syllabus options in a given examination series. Centres will be required to submit the estimated entry information prior to the registration of their candidates. The estimated entry information may be used to provide estimated print quantities or examination materials before the finalisation of the registration period. Therefore, centres should note that failure to submit estimated entries may result in centres not having the right quantities of the necessary materials to administer assessments at the correct time.

5.6.2 BEC will specify the estimated entry information which is required, and centres will be expected to submit the data by November of every year before the year of the examination.

5.7 Final Entry Data

5.7.1 It is the responsibility of the Head of Centre to ensure that accurate and complete entry data is submitted to BEC. Entry details should be checked carefully before submission to BEC.

5.7.2 The candidate name shown on the Statement of Entry or the Registration List is the name which will be printed on all documents such as Statement of Results and Certificate. So, centres should give candidates an opportunity to check their names carefully.

5.7.3 Candidate Numbers are allocated during the capturing of candidates, so if the centre desires a particular order, then the centre should arrange the candidates in the preferred order before capturing.

5.7.4 There are two methods of capturing and submitting entry data which is through the Malepa system and use of the OMR Entry Form. All public and private schools/institutions will be given access to the Malepa system and provided with a detailed Malepa User Manual which can be downloaded at <http://www.bec.co.bw/psle/registration-documents/malepa-user-manual-for-psle-centres/view> .

5.7.5 Public schools/institutions are expected to use either of the two methods to capture their candidates' entries, but the Malepa system is preferred. However all private schools/institutions are required to use the Malepa system to submit their entries.

5.7.6 All centres using Malepa system are responsible for capturing the candidate entries of their candidates online. Once they have completed capturing and checking the registration entries, the centre informs DPO at Botswana Examinations Council to post the entries.

5.7.7 The DPO checks the records for duplicate errors before posting the data. When errors are

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identified, the DPO informs the centre to correct the data. Once the data is clean, then the entries are posted and the centre can generate reports such as Statements of Entries (SoE) and Registration List.

- 5.7.8** Once the entries have been posted, centres may start doing entry amendments online. The DPO will authorise the syllabus and withdrawal amendments as and when they are received from centres. Names, dates of birth, sex and ID amendments do not require authorisation by the BEC and can be done as and when they are noticed during the course of the year. It is important however, that all amendments to syllabus entries should be completed by 31 March of every year. Centres are expected to check that their amendments have been accurately implemented before the end of the amendments period.
- 5.7.9** Entries for private institutions are subject to payments. **However Centres will not be expected to pay for their entries for the 2020 examination.** When capturing and checking of the entries is completed centres generate the Transaction Report which is submitted to the AO at Botswana Examinations Council for payment. When fees are confirmed, the entries are automatically posted and centres can generate reports such as Statements of Entries and Registration List.
- 5.7.10** Centres are required to submit their entries by **28 February of the examination year.** BEC reserves the right to levy penalty charges on entries received after the deadline. BEC also reserves the right to refuse to accept entries received after the closing date.

5.8 Entry Amendments

- 5.8.1** Centres are required to submit their entry amendments by **30 June of the examination year.** BEC reserves the right to levy penalty charges on entry amendments received after the deadline. BEC also reserves the right to refuse to accept syllabus entry amendments received after the closing date.
- 5.8.2** Centres without access to the Malepa system will receive printed Registration Lists of their Centres for them to check, correct where necessary and submit the amended reports to BEC to effect the corrections into the Malepa system. However, Centres with access to the Malepa system are expected to print a copy of their Registration List or Statements of Entries for them to check and effect the corrections into the system.
- 5.8.3** Syllabus amendments for private school centres are processed by the DPO in consultation with AO as and when they are received because Centres access on amendments is only limited to candidate names, date of birth, sex and ID. The access is limited because amendments on syllabuses may attract penalties depending on when they were submitted.

5.9 Statement of Entry and Registration List

- 5.9.1** Centres must ensure that the information on Statements of Entries and Registration Lists are

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verified.

5.9.2 The importance of accurate information about the candidates and their syllabuses cannot be over-emphasised.

5.9.3 Centres who have registered private candidates must issue Statements of Entries to these candidates. The candidates should be instructed to check the details recorded on the Statements of Entries and to report any inaccuracies to the Centre.

5.10 Fees

5.10.1 BEC reserves the right to charge fees for examination entries and for other services. The fees to be charged will be decided by BEC from time to time. Fees may include a flat registration fee, an entry fee for each syllabus for which the candidate is entered for and an administration fee. An approved schedule of fees **BEC/EAC/DP/P02/A01- Registration Fees Structure** will be provided for each series.

5.10.2 Private school centres which withdraw candidates from one or more syllabuses may apply for a refund of fees using **BEC/EAC/DP/P02/F05 – Registration Refunds Form** provided that any such application is received no more than one (1) month after the closing date for registration. Centres must provide proof of payment at the time of application.

5.10.3 Centres whose candidates are unable to take any examinations due to illness or some other medical condition may apply for a refund using the **BEC/EAC/DP/P02/F05 – Registration Refund Form**. The application should be made at the end of the written examination period and must be supported by a report from a registered medical practitioner.

5.10.4 All applications for refund will be processed at the end of the results enquiries period for each series.

5.10.5 When a refund is made, BEC reserves the right to withhold all or part of the fees paid by the Centre for the candidate. The proportion of the fees which will be withheld will be determined by BEC from time to time.

5.10.6 Fees paid for registration in one examination series may not be transferred to another examination series.

5.11 Available Syllabuses for PSLE 2020

5.11.1 The Table T1 below shows syllabuses and syllabus options which are available PSLE 2020.

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Available Syllabuses for Primary School Leaving Examination (PSLE) 2020

Syllabus Code	Syllabus Name	Syllabus Option	Notes
1	Setswana	A	Core for Botswana Citizens and optional for foreign Candidates, Components 1,2
2	English	A	Core for all Candidates, Components 1,2
3	Mathematics	A	Core for all Candidates, Component 1
4	Science	A	Core for all Candidates, Component 1
5	Social Studies	A	Core for all Candidates, Component 1
6	Agriculture	A	Core for all Candidates, Component 1
7	Religious and Moral Education	A	Core for all Candidates, Component 1

5.11.2 Setswana is a core syllabus for all citizens of Botswana and therefore all citizen candidates should register for it. However, centers who have candidates whose parents have obtained naturalisation or are citizens who have resided outside the country with parents (studying or working), should write to The Executive Secretary to request for exemption if they wish the concerned candidates should be considered for exemption from writing Setswana. **Normally the request for exemption should be made as soon as the candidate is received in the centre.**

5.11.3 Non-citizen candidates are not required to take Setswana but can do so if they so wish.

5.11.4 In all cases where application for exemption is made, documentation to support the application should be submitted to The Executive Secretary during the registration process. The exemption should be effected after approval from the Executive Secretary.

6. Records

➤ *Registration Reports*

7. Associates Documents

➤ BEC/EAC/DP/Man03 - *Malepa User Manual for PSLE Centres*