



BOTSWANA
EXAMINATIONS
COUNCIL

ONLINE REGISTRATION AND PAYMENT

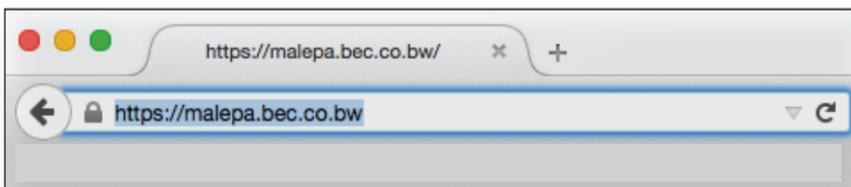
ONLINE REGISTRATION AND PAYMENT FOR JCE AND BGCSE EXAMINATIONS FOR PRIVATE CANDIDATES

Botswana Examinations Council (BEC) wishes to inform its stakeholders and the public that the 2018 JCE and BGCSE registration and payment for private candidates can be done online.

To be able to register and pay online, private candidates will require Internet access and sufficient network coverage. Payment can be made online with the aid of Orange Money, VISA Card (Debit or Credit), Master Card and through FNB Online banking, FNB Cellphone banking, FNB ATM with deposits, FNB App, and through FNB Branches or BEC Accounts Office.

Below are the steps to follow to complete the registration form using the Malepa system before proceeding with payment.

Step 1



Open the web browser (Internet Explorer or Mozilla Firefox or Google Chrome) and type the URL **https://malepa.bec.co.bw** to open the Malepa webpage.

Step 2

Click on **Malepa JCE Private Candidate Registration** or **BGCSE Private Candidate Registration** hyperlink.

Step 4

Complete the Online Registration by filling your details.

Step 3

The login panel will appear as shown below.

Please download and Read Instructions Before Registering.

Tab J Create Your password.

The password must be at least 8 characters long and have one of the following combinations:

1. Must be at least 8 characters long
2. Uppercase and lowercase e.g. (B b M m)
3. A number/numbers e.g. (0 1 2 3 4 5 etc)
4. Special characters e.g. (% , @ , - , * , \$, # , e.t.c)

Step 5

Continue Completing the Online Registration by filling your details on the **Tabs A to J** as indicated by arrows below.



Please ensure that you have completed all the relevant fields before submitting your registration. Check for errors and verify all the information entered.

Step 6

Upon submitting your registration you will receive a notification similar to the one below. This means you have successfully submitted your registration and you can now proceed to make payment using online payment or other payment methods (Orange Money, BEC and FNB platforms). After paying using Orange Money, BEC Accounts Office or FNB branches you will receive sms notification within two working days informing you to print your Statement of Entry.

Click on **OK** and A Provisional Statement of Entry pops out showing all the data you entered. It also shows the application number and amount to pay.

The application number and password must be kept in a safe place. You will need them to print your Statement of Entry. Please note that this facility is available from the 26th of March 2018 to the 16th of April 2018 for **JCE** and 26th March 2018 to the 18th of May 2018 for **BGCSE**.

The Provisional Statement of Entry CANNOT be used for the examination. After making payment you can print your **Statement of Entry** to be used for your final examinations. It will show the centre number, candidate number, candidate's details, syllabuses registered for and the timetable.

For more information and technical assistance please contact the BEC on **3650824, 3650809, 3650826, 3650700**

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Botswana Examinations Council



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