
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

Document Title:

Guidelines for Registration of BGCSE Private Candidates

Document Reference:

EA/RM/G05.v2

 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

DOCUMENT CONTROL SHEET

Preparation

	Name	Date
Prepared by:	Lesang Puddefoot Helgah Samu	2024-02-25

Approval - Document Sign off.

Name	Role	Date	Signature
Dr. Bathsheba Mbongwe	Deputy Chief Executive Officer – Examinations & Assessment	2025-03-19	Signed

Revision History

Change Made By	Description	Version	Date
Helgah Samu	Review of the document to align with the current structure.	2	20-01-2025


	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	


TABLE OF CONTENTS

1. ABBREVIATIONS, TERMS AND DEFINITIONS	4
1.1 ABBREVIATIONS	4
1.2 TERMS AND DEFINITIONS	4
2. INTRODUCTION.....	5
2.1 POLICY.....	5
2.2 BACKGROUND	5
2.3 PURPOSE	5
3. SCOPE	5
4. RESPONSIBILITY AND AUTHORITY	6
4.1. CHIEF EXECUTIVE OFFICER (CEO).....	6
4.2. DEPUTY CHIEF EXECUTIVE OFFICER-E&A.....	6
4.3. HEAD RELATIONS MANAGEMENT.....	6
4.4. EXAMINATIONS PERSONNEL EXECUTIVE	6
4.5. MANAGEMENT ACCOUNTANT	6
5. METHOD	6
5.1. HOW TO REGISTER.....	6
5.2. SYLLABUSES OPTIONS AND CARRY FORWARD	7
5.3. SETSWANA EXEMPTIONS.....	9
5.4. ENTRY AMENDMENTS.....	10
5.5. TRANSFERS	10
5.6. LATE REGISTRATION AND PENALTY FEES	10
5.7. PRIVATE CENTRES AND LOCATIONS	11
5.8. REGISTRATION FEES	12
5.9. REFUNDS.....	12
6. RISKS OF NON-COMPLIANCE	13


This document is the property of the Botswana Examinations Council (BEC). It is strictly confidential and may on no account be reproduced, copied or divulged to any third party without prior authorisation by BEC Management.

This document is only valid for the date and the time that it was printed.

© BEC 2025

 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

7. RECORDS.....	13
8. ASSOCIATED DOCUMENTS.....	13
9. REFERENCES	14

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

1. Abbreviations, Terms and Definitions

1.1 Abbreviations

BEC	Botswana Examinations Council
BGCSE	Botswana General Certificate of Secondary Education
CEO	Chief Executive Officer
DCEO-EA	Deputy Chief Executive Officer – Examinations & Assessment
DCEO-SS	Deputy Chief Executive Officer – Support Services
EA	Examinations & Assessment
EPE	Examinations Personnel Executive
FO	Finance Office
HRM	Head, Relations Management
MA	Management accountant
FNBB	First National Bank Botswana
LRO	Learner Registry Officer
SoE	Statement of Entry

1.2 Terms and Definitions

1.2.1 Provisional Statement of Entry


Temporary Statement of Entry showing the details about the candidate (name, date of birth, etc.) and the syllabus options for which the candidate has been entered. It also shows the banking details and the total fee the candidate must pay for the registration.

1.2.2 Statement of Entry

A report 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.

1.2.3 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.

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

1.2.4 Entry Amendments

Changes made or requested to the candidate's existing entry. This does not include new candidate entry.

2. Introduction

2.1 Policy

According to the Botswana Examinations Council Act, 2002 as amended in 2019, BEC is mandated among other things to develop and maintain standards for the conduct of examinations. These guidelines seek to provide standards in relation to the registration of private candidates.

2.2 Background

Registration guidelines are provided to guide the candidates with the registration process. This document contains information on how candidates are expected to submit their entries, pay for their registration and eligibility for available syllabus options.

Note that it is in the best interest of all interested parties for all candidates to register within the stipulated dates. Although a window may be provided late registration period, it may not be possible to provide for candidates who register late. BEC therefore reserves the right to accept or reject a late registration request.


2.3 Purpose

The purpose of these guidelines is to ensure that private candidates accurately capture and submit their entries on time to enable other BEC processes which are dependant of registration data to proceed without delays.

3. Scope

These instructions state the requirements for registering for the Botswana General Certificate of Secondary Education (BGCSE) private candidates. These guidelines are intended for use by individual private candidates. Candidates are expected to read and understand these instructions before they can register. The guidelines contain information about syllabuses and options which are available to Private Candidates and examination venues available for use. They also outline prohibited syllabus combinations. The registration process is done online. Candidates are advised to regularly check the BEC website, BEC Social media platforms and local newspapers as there may be announcements made about the examination.

These guidelines must read and used for guidance during registration. Candidates are responsible for their registration, and errors that occur because of their mistakes may attract penalties to amend after registration deadlines.

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

4. Responsibility and Authority

4.1. Chief Executive Officer (CEO)

The CEO is responsible and accountable for ensuring that this procedure and other applicable documents are implemented across all processes and activities of the BEC.

4.2. Deputy Chief Executive Officer-E&A

The DCEO-EA is responsible and accountable for ensuring that this procedure is implemented across all processes and activities in the Directorate.

4.3. Head Relations Management

The Head, Relations Management is accountable for the development, maintenance and implementation of the guidelines.

4.4. Examinations Personnel Executive

The Examinations Personnel Executive is responsible for supervising the implementation of these instructions.

4.5. Management Accountant

The Management Accountant is responsible for ensuring that the accounts office confirms payments for all candidates who have paid the examination fee.

5. Method


5.1. How to Register

5.1.1. Candidates are required to register online using the Malepa application at <https://malepa.bec.co.bw>

5.1.2. All candidates who intend to register for BGCSE **MUST** read these instructions and the **EA/RM/P02/A01 – Candidate Registration Fees Schedule** provided carefully before registering.

5.1.3. On completion of capturing the registration details, submit the registration and you will receive a notification stating the Application Number and the Fees to be paid. **It is the responsibility of the candidate to provide cell phone number/s that are reliable so that BEC will be able to reach them when the need arises. Candidates should report to BEC whenever they change their numbers.**

5.1.4. Generate the Provisional Statement of Entry and use it for payment using the **Application Number** as reference.

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

5.1.5. Proceed to make payment using the FNBB Payment Platforms.

5.1.6. Once your payment is confirmed by the BEC you will receive an SMS notification informing you to print your Statement of Entry which will be used during the examination as proof of registration.

5.1.7. Candidates should ensure that they keep the receipt and the SoE safely upon completion of their registration. **Candidates MUST bring their SoE to each session of the examination they sit in. No candidate will be allowed into the examination room without the Statement of Entry. The Provisional SoE will not be accepted during the examination as it indicates that payment has not been made.**

5.1.8. Candidates must bring some form of identification (Oming for citizens and Passport for non-citizens) into the examination room. Candidates who do not have an official identity document will not be allowed into the examination room.

5.2. Syllabuses Options and Carry Forward


5.2.1 Table 1 below shows the syllabuses and the options which are available to private candidates. Syllabuses or options which are not listed here are not available to private candidates.

5.2.2 Syllabus options with a practical or coursework component may not be available to private candidates.


5.2.3 For Agriculture, Development Studies and Design and Technology, the candidate may be entered for the syllabus if the coursework component was completed and assessed in the **immediate previous examination series**. The mark awarded to the candidate in the previous series will then be carried forward and credited to the same candidate in the current series.

Table 1: Available Syllabuses for BGCSE Private Candidates

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE
ENGLISH LANGUAGE	Paper 1: Continuous Writing	0561A
	Paper 2: Comprehension	
SETSWANA	Paper 1: Continuous Writing	0562A
	Paper 2: Comprehension, Summary and Translation	
	Paper 3: Literature etc.	
MATHEMATICS	Paper 1	0563Core
	Paper 2	
	Paper 1	0563

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE
	Paper 2 Paper 3	E-Extended
SCIENCE SINGLE AWARD	Paper 1: Multiple Choice	0568A
	Paper 3: Theory	
	Paper 4: Alternative to Practical	
SCIENCE DOUBLE AWARD	Paper 1: Multiple Choice	0569A
	Paper 3: Theory	
	Paper 4: Alternative to Practical	
CHEMISTRY	Paper 1: Multiple Choice	0570A5
	Paper 3: Theory	
	Paper 5: Alternative to Practical	
PHYSICS	Paper 1: Multiple Choice	0571A5
	Paper 3: Theory	
	Paper 5: Alternative to Practical	
BIOLOGY	Paper 1: Multiple Choice	0572A5
	Paper 3: Theory	
	Paper 5: Alternative to Practical	
HUMAN AND SOCIAL BIOLOGY	Paper 1: Multiple Choice	0573A
	Paper 2: Theory	
HISTORY	Paper 1	0583A
	Paper 2	
GEOGRAPHY	Paper 1	0584A
	Paper 2	
	Paper 3	
SOCIAL STUDIES	Paper 1	0585A
	Paper 2	
	Paper 3	
DEVELOPMENT STUDIES	Paper 1: Written	0586A
	Paper 2: Written	
	Paper 3: Coursework Carry Forward	
LITERATURE IN ENGLISH	Paper 1	0587A
DESIGN AND TECHNOLOGY	Paper 1: Written	0595A
	Paper 2: Coursework Carry Forward	
COMMERCE	Paper 1: Multiple Choice	0598A

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE
AGRICULTURE	Paper 2: Written	0599A
	Paper 3: Case Study	
	Paper 1: Multiple Choice	
	Paper 2: Theory	
	Paper 3: Coursework Carry Forward	
ACCOUNTING	Paper 1	0614A
	Paper 2	
BUSINESS STUDIES	Paper 1	0615A
	Paper 2	
RELIGIOUS EDUCATION	Paper 1	0588A
	Paper 2	
ADDITIONAL MATHEMATICS (GCE O Level)	Paper 12	4037AY
	Paper 22	
STATISTICS (GCE O Level)	Paper 12	4040Y
	Paper 22	

5.3. Setswana Exemptions


5.3.1 Setswana is a core syllabus for all citizens of Botswana and therefore all citizen candidates should register for it. However, Centres who have candidates whose parents have obtained naturalization or are citizens who have resided outside the country with parents (studying or working), should write to The Chief Executive Officer (CEO) to request for exemption if they wish. The candidates concerned will be considered for exemption from writing Setswana.

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

5.3.3 In all cases where exemption is requested, proof should be submitted to the CEO at the time of the application for exemption. The exemption should be made during the registration period.

5.3.4 The following documents are a requirement for application of Setswana Exemption:

- Letter from Parents/ Guardian stating reason for Setswana Exemption request and the educational background of the candidate in terms of doing Setswana.
- Identity documents of the candidate such as copy of Birth certificate and copy of Passport.

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

- c) Identity documents of the Parents/ Guardians such as copy of ID, Copy of Passport and Copy of work permits.

5.4. Entry Amendments

Candidates will be allowed to make syllabus amendment and withdrawal requests provided the application is done **within the stipulated registration period**. Candidates are expected to check that their amendments have been accurately captured before the end of the registration period. After the closing date, no candidates will be allowed to register. In exceptional circumstances, existing candidates may be allowed to change their entry, but penalty fees will be charged.

Penalties are however not applied for changes made on candidate names, date of birth and ID number. The changes on candidate names, date of birth and ID number can be made until after the results are published. All entry amendments are requested using **EA/RM/P02/F02 – Entry Amendment Form**.

Note: Any submission of syllabus or option entry amendment made after the closing date will attract a penalty.

5.5. Transfers

Transfers are requested by candidates using the **EA/RM/P02/F03 - Candidate Transfer Request** and such requests should be done **no more than one (1) month after the closing date for registration**. After the closing date, no candidates will be allowed to request for transfers. In exceptional circumstances, registered candidates may be allowed to request for transfers and penalty fees may be charged.


5.6. Late Registration and Penalty Fees

5.6.1 BEC will determine if there is late registration in any given examination year. If that is the case the BEC will communicate the late registration dates and penalty fees to the public. An approved schedule of fees **EA/RM/P02/A01 – Candidate Registration Fees Schedule** will be provided by the BEC.

5.6.2 New entries or changes on syllabus entries requested after the registration process deadline demands significant extra work to carefully scheduled processes and therefore is liable to **penalty fees**. Penalty fees are therefore applied in addition to the normal syllabus fee to recover the costs of additional processing requirements. Penalties are however not applied for changes made on candidate names, date of birth, ID number.

5.6.3 In a case where BEC has approved late registration, the Centres will be required to apply for late registration and/or syllabus entry amendments in writing. BEC will then respond to the Centre and issue a quotation for the service if the application is accepted.

5.6.4 The syllabus entry amendments should be submitted to candidateregistration@bec.co.bw using **EA/RM/P02/F03 - Entry Amendment Form**. BEC will then respond to the candidate and issue a quotation for the service if the application is accepted.

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

5.6.5 The candidate is expected to make the payment prior to the provision of the service.

5.6.6 BEC will then confirm the payment, effect the request and update the candidate.

5.6.7 It must be noted that failure by the candidate to make the payment may result in the service not being provided.


5.7. Private Centres and locations

The following list shows the locations of BGCSE Private Centres, which are available to Private Candidates. Candidates are advised to choose three (3) locations which will be convenient for them.

Note that Transfer of candidates from one location to another after the closing date will only be done in exceptional cases. Therefore, candidates should choose centres wisely and register early to get a place in their first-choice location.

Table 2: List of Available Examination Centres for BGCSE

CENTRE NUMBER	BEC BGCSE PRIVATE CENTRE	Location
BW860	Gaborone Private Centre	Gaborone
BW861	Tsholofelo Private Centre	Gaborone
BW862	Lobatse Private Centre	Lobatse
BW863	Palapye Private Centre	Palapye
BW864	Serowe private Centre	Serowe
BW865	Selibe Phikwe Private Centre	Selibe Phikwe
BW866	Tlokweng Private Centre	Gaborone
BW882	Francistown Private Centre	Francistown
BW883	Lesedi Private Centre	Gaborone
BW889	Mahalapye Private Centre	Mahalapye
BW892	Naledi private Centre	Gaborone
BW895	Woodhall Private Centre	Lobatse
BW898	Babusi Private Centre	Gaborone
BW900	Kasane Private Centre	Kasane

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	


CENTRE NUMBER	BEC BGCSE PRIVATE CENTRE	Location
BW915	Maun Private Centre	Maun
BW927	Gaborone West Private Centre	Gaborone
BW936	Bobonong Private Centre	Bobonong
BW974	Ghanzi Private Centre	Ghanzi
BW975	Letlhakane Private Centre	Letlhakane
BW976	Kang Private Centre	Kang
BW977	Tsabong Private Centre	Tsabong
BW978	Gaborone North Private Centre	Gaborone
BW979	Francistown South Private Centre	Francistown
BW980	Maun Central Private Centre	Maun
BW981	Mogoditshane Private Centre	Gaborone
BW982	Gaborone Central Private Centre	Gaborone
BW983	Kanye Private Centre	Kanye

5.8. Registration Fees

BEC reserves the right to charge fees for examination entries and for other services. The fees to be charged will be determined by BEC from time to time. An approved **EA/RM/P02/A01 – Candidate Registration Fees Schedule** will be provided for each series.

5.9. Refunds

- 5.9.1** Private candidates who withdraw from one or more syllabuses may apply for a refund of fees using **EA/RM/P02/F05 – Candidate Registration Refunds Form** provided that any such application is received **no more than one (1) month after the closing date for registration**. Candidates must provide proof of payment.
- 5.9.2** Candidates who are unable to take any examinations due to illness or some other medical condition may apply for a refund using the **EA/RM/P02/F05 – Candidate Registration Refunds 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.

	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

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

5.9.4 Fees paid for registration in one examination series may not be transferred to another examination series. For example, fees paid in one year may not be transferred to the following year.

5.9.5 The processing of the applications pertaining to refunds will be done by 30 June of the next examination year

6. Risks of Non-Compliance

Below are risks of non-compliance to these guidelines:

- a) Eligible candidates will not be able to sit for the examinations.
- b) Examination material count might not be accurate because of the wrong registration data
- c) Candidates might sit for the syllabuses they have not registered for, creating challenges in the processing of results

7. Records

The following forms, when completed shall be maintained as records;

7.1 Registration Reports

7.2 EA/RM/P02/F03.v1 Entry Amendment Form

7.3 EA/RM/P02/F04 Candidate Transfer Request Form

7.4 EA/RM/P02/F05 Candidate Registration Refunds Form


8. Associated Documents

8.1 EA/RM/P14 *Registration of Government and Private Schools Candidates*

8.2 EA/AT/Man02 *Malepa User Manual for BGCSE Centres*

8.3 EA/RM/P02/A01 *Candidate Registration Fees Schedule*

8.4 EA/AA/G01 *Guidelines for Conduct of Examinations-BGCSE*

 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations & Assessment
	Function	Relations Management
	Document Type	Guidelines
	Document No.	EA/RM/G05.v2
	Effective Date	2025-02-28
Title	Registration of BGCSE Private Candidates	

9. References

- 9.1 Botswana Examinations Council (2024), *EA/RM/G03.v1 Guidelines for Registration of Botswana General Certificate of Secondary Education School Candidates*, Gaborone