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| H. Phometsi      | Despatch Notes                         | v3      | 22/05/17 |
| K.L. Sakarea     | Coursework and Moderation              | v3      | 22/05/17 |
| G.B. Hirschfeldt | Notice to Candidates                   | v3      | 22/05/17 |
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| K.L. Sakarea     | Invigilation of Practical Examinations | v3      | 22/05/17 |
| A. Lewanika      | Special Needs                          | v4      | 30/05/18 |
| K.L. Sakarea     | Coursework and Moderation              | v4      | 30/05/18 |
| H. Samu          | Preparation for Examinations           | v4      | 30/05/18 |
| G. Hirschfeldt   | Appeals process                        | v4      | 30/05/18 |

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| BGCSE Team of:<br>L. Puddefoot<br>L. Sakarea<br>G. Hirschfeldt<br>H. Samu         | Changes made as a result of the accreditation requirements by Cambridge International with regards to the following:<br>Introduction; Data Protection Regulations; Key Dates and calendar; Support for Chief Invigilator; Alternative Venues; Results; Key holding arrangements; Listening Examinations; Seating Arrangements; Invigilation Arrangements; At the beginning of the Examination; During the Examinations; Emergencies; At the end of the Examinations; Certification; Examination Malpractice; Appeals Process; Appendices.   | v5 | 28/05/19 |
| BGCSE Team of:<br>L. Puddefoot<br>L. Sakarea<br>G. Hirschfeldt<br>H. Samu         | Amendments made as a results of the on-going process reviews and Inspection report of the 2019 exam series. The amendments are found under the following sections:<br>5.2 - Supervising Coursework<br>6.0 - Conduct of Practical Examinations<br>8.0 - Preparations for the Examinations<br>10.0 - Preparing the Examination Room<br>12.2 - Completing the Attendance Register<br>17.0 - Publication of Results<br>18.0 - Enquiries about Results<br>19.0 - Certification<br>20.0 - Appeals process<br>Appendix A - A brief guide to the Invigilation of practical examinations<br>Appendix D - Checklist for Invigilators<br>Appendix E- Additional materials list<br>Appendix I - What to say to candidates | v6 | 12/06/20 |
| L. Puddefoot<br>L. Sakarea<br>G. Hirschfeldt<br>H. Samu<br>O. Lekoto<br>K. Mugabe | 4.2 -Position Requirements for Invigilation Personnel<br>7.16 -Submission of BGCSE French Speaking Test<br>7.22 -Coursework Remuneration<br>7.8 -Authenticating Examined Coursework<br>8.5 - Conducting listening examination<br>11.2 - Key times and full centre supervision<br>12.4 - - Seating arrangement illustration<br>14.3- Seating plan illustration<br>14.10 - checking and distributing question papers in the exam room<br>16.3 -Packaging of Scripts<br>16.7 – 72 hour security rule<br>16.9- Secure storage of scripts before Despatch<br>18.0- Examination Malpractice   | v7 | 15/05/21 |


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### IMPORTANT NOTE:

This document contains the Guidelines/Instructions on the conduct of the Botswana General Certificate of Secondary Education (BGCSE) Examinations. The Guidelines should be read in conjunction with other BEC documents e.g. Manual for Invigilators, Standards for Secure Storage of Examination Materials at Centres, Guidelines for Access Arrangements and Special Considerations, Assessment Syllabuses, Guidelines for Registration of Candidates and other related documents.

All correspondence relating to the contents of this document should be directed to the Chief Executive Officer, Botswana Examinations Council.

#### **Covid-19 Pandemic New**

**Appendix I - BEC/EAC/BGCSE/G01/A08-A Brief Guide to the Administration of Examinations under Contagious Diseases: Covid-19 Environment** is attached as a guide to curb the spread of COVID-19.

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### In this section:

- 1.0 Abbreviations, Terms and Definitions
- 1.1 Abbreviations
- 1.2 Terms and Definitions

## 1.0 Abbreviations, Terms and Definitions

### 1.1 Abbreviations

|              |  |
|--------------|--|
| <b>BEC</b>   | Botswana Examination Council                           |
| <b>BGCSE</b> | Botswana General certificate of Secondary Education    |
| <b>CCTV</b>  | Closed Circuit Television                              |
| <b>CD</b>    | Compact Disc   |
| <b>DEAC</b>  | Director Examinations Administration and Certification |
| <b>DVD</b>   | Digital Versatile Disc                                 |
| <b>EAC</b>   | Examinations Administration and Certification          |
| <b>GCE</b>   | General Certificate Education                          |
| <b>OMR</b>   | Optical Mark Readers                                   |

### 1.2 Terms and Definitions

#### 1.2.1 Head of Centre


The officer in a centre, responsible for all matters relating to the running of an institution including responsibility on all matters relating to examinations at the Centre.

#### 1.2.2 Chief Invigilator

Is the person in a Centre charged with the responsibility to make entries, administer examinations and issue out certificates to candidates.

#### 1.2.3 Senior Invigilator

Besides the Chief Invigilator the Head of Centre may assign one Senior Invigilator for every 250 or more candidates.

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#### 1.2.4 Invigilator

The invigilator is a person in the examination room, who is trained in the art of invigilation to ensure credible examination processes and is responsible for the actual conduct during an exam session.

#### 1.2.5 Rover

Is a special invigilator, whose duties are to ensure that invigilators and candidates get whatever assistance they may require during an exam session.

#### 1.2.6 Coursework

Coursework refers to any component specified by the syllabus that is assessed in the Centre by the Centre's teachers as a requirement of the Syllabus.

#### 1.2.7 Key Times

Are a defined points in a timetabled session when candidates must be in the exam room or under Full Centre Supervision. Candidates must take their exams in the correct Timetabled session. You can start the exam anytime within the session but you must follow our Key Times and Full centre Supervision.

#### 1.2.8 Full Centre Supervision

Is a defined type of supervision for candidates that is conducted by trained members of staff at your Centre. If candidates are not in their exams at the Key Time, they must be in a room under Full Centre Supervision until the Key Time has passed or until the exam starts.

#### 1.2.9 Access Arrangement

Pre-agreed arrangements made on examinations instruments during test development and also at centre level through accommodations.

#### 1.2.10 Centre

A school, organisation or institution approved and registered with BEC for the entry of candidates to BEC qualifications and to carry out related assessments.

#### 1.2.11 Component


Part of or a section of the syllabus examination, an individual syllabus usually has several components.

#### 1.2.12 Discrepancy

The inconsistency between the expected number and actual number of exam material received at a centre/BEC.

#### 1.2.13 Main Examination Room

The main hall in the case where candidates have to sit the examinations in multiple rooms.

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### 1.2.14 Preliminary Investigation

Involves checking and referring to documents to establish if indeed the purported constitutes malpractice

### 1.2.15 Main Investigation

Involves observation, question, questioning and discussion with representatives and or witnesses to establish facts.

### 1.2.16 Malpractice

It is an action by a candidate that breaks the BEC regulations and potentially threatens the integrity of BEC examinations.

### 1.2.17 Script

This refers to candidates' response to a whole or a part of question paper or a component in different formats.

### 1.2.18 Syllabus

A complete description of the content, assessment arrangement and performance requirements for a qualification.

### 1.2.19 Component


Part of or a section of the syllabus examination, an individual syllabus usually has several components.

### 1.2.20 Standardisation

A process to achieve consistency to ensure that all candidates are judged against the same

### 1.2.21 Special Consideration

Special Consideration is a post-examination adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

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### In this section:

- 2.0 Introduction
- 2.1 Policy
- 2.2 Background
- 2.3 Purpose

## 2.0 Introduction

The Botswana Examinations Council (BEC) has been tasked with overseeing the running of the national examinations on behalf of the Ministry of Basic Education. To this end, BEC has developed regulatory documents that assist the centres in the best practice administration of national examinations. BEC has developed, Guidelines and associated documents for use in the registration and conduct of examinations. These Guidelines and related procedures detailed herein apply to the examinations, assessments and qualifications provided by BEC.

There are many different activities that need to take place to successfully deliver an examination. Sometimes it can be challenging to remember what needs to be happening. Our processes are grouped into six phases to help you keep track of what you need to do and when. We call this the BEC Exam Cycle.

### BEC Exam Cycle


The cycle includes every phase of the process from the planning and preparation that take place before you make entries for your candidates, to issuing your candidates with their certificates. The six phases are:

- a) Preparation
- b) Entries - Registration of Candidates
- c) Teacher Assessment (Coursework)
- d) Before the Exams
- e) Exam Day
- f) Results and Certificates

### 2.1 Policy

The policies listed below are the cornerstone of the regulatory mechanisms in the administration of examinations in Centres registered with BEC.

- a) **BEC/EAC/PoI01** - *Certification Policy*
- b) **BEC/ES/PoI01** - *Quality Policy*
- c) **BEC/ES/PoI02** - *Whistle Blowing Policy*
- d) **BEC/CEO/PoI04** - *Risk Management Policy*
- e) **BEC/CEO/PoI05** - *Communication Policy*
- f) **BEC/CEO/PoI06** – *Anti-Fraud Policy*

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## 2.2 Background

- (i) The regulations and procedures detailed in these guidelines, apply to examination assessments and qualification provided by Botswana Examinations Council. They also reference regulations and guidelines provided by Cambridge Assessment International Education (Cambridge International), the Manual for invigilators and Standards for Secure storage of Examination materials at Centres.
- (ii) Throughout these Guidelines, ‘You’ and ‘Your’ refer to the Centre, ‘We’ and ‘Our’ refer to Botswana Examinations Council (BEC).
- (iii) By registering with us and submitting entries, you agree to be bound by the terms and conditions, processes and procedures set out in this guidelines and related documents.
- (iv) We reserve the right to alter the guidelines and any of our other documentations with any changes taking immediate effect unless otherwise stated. We will let you know about any changes. You must make sure you are using the current exam year’s version of guidelines and related documents.


All services we provide are conditional on the payment of all fees due, in accordance with our payment terms.

## 2.3 Purpose

This document is intended to guide and regulate the conduct of examinations at Senior Secondary school level. Heads of Centres are advised to ensure that the procedures in the guidelines are strictly complied with at all times. These guidelines ensure that the administration of the examination is standardised to ensure a fair and credible assessment for all candidates.

The Head of Centre, the Chief Invigilators, invigilators and rovers are advised to familiarise themselves with these Guidelines before the actual examination takes place. The Guidelines should be brought along to the main examination room for reference during the examinations.




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### In this section:

#### 3.0 Scope

### 3.0 Scope

These guidelines explain all the administrative duties you need to carry out before, during, and after the conduct of examinations. The guidelines also set out the regulations for running our exams and assessments. The guidelines detail out the responsibilities of centres and forms part of the legal contract between BEC and the Centre/Private candidates.

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### In this section:

- 4.0 Responsibility and Authority
- 4.1 Centre Responsibilities
- 4.2 Position Requirements for Invigilation personnel
- 4.3 Duties of the Head of Centre/Chief Invigilator
- 4.4 Duties of Senior Invigilator
- 4.5 Duties of Invigilators
- 4.6 Duties of a Rover
- 4.7 Inspections and Quality Assurance
- 4.8 Candidates
- 4.9 Examination Administration
- 4.10 Support and Communication with BEC
- 4.11 Ownership of Question Papers
- 4.12 Copyright in Exam Material
- 4.13 Ownership of Assessed Material
- 4.13 Key Dates and Activity Overview

## 4.0 Responsibility and Authority


### 4.1 Centre Responsibilities

The Head of Centre entering candidates for the BGCSE examinations is ultimately responsible for all matters relating to the examination at the centre. He/she may, at his/her discretion, delegate to a senior member of staff, responsibility for the running of the examinations. The term 'Chief Invigilator,' refers to the Head of Centre, or to the member of staff so designated by the Head of Centre. The Chief Invigilator shall appoint invigilators who will assist him in his duties and he/she will act as the overall roving invigilator. However, accountability for running our examinations at your centre remains with the Head of Centre and can never be delegated.

**Important Note:** We offer free training for all our Chief Invigilators through online/virtual/in-person training. We produce training slides for easy reference and to assist Chief Invigilators in training invigilators. The training slides, guidelines and manuals are essential resource for new Chief Invigilators, and are useful refresher for more experienced Chief Invigilators. **New**

These guidelines refer to the conduct of examinations in all syllabuses. Additional syllabus instructions for the conduct of examinations that are specific to some syllabuses are also issued where appropriate by us. All correspondence relating to the examinations should be sent directly to the Chief Executive Officer at BEC.

**4.1.1** Where a Centre for private candidates has been established by us, the Chief Invigilator will be appointed by the Director, Examinations Administration and Certification at BEC.

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**4.1.2** The Chief Invigilator must make him/herself fully conversant with these regulations and is responsible for ensuring that they are correctly observed and applied. A copy of the guidelines should be readily available throughout the examination series.

**4.1.3** The Chief Invigilator must satisfy him/herself that all candidates are fully conversant with Annexure 1 **BEC/EAC/BGCSE/G01/AN01 – Notice to Candidates** for both BGCSE and Cambridge International syllabuses and must ensure that they are fully observed.

**4.1.4** In any emergency not provided for in these regulations, the Chief Invigilator should use his/her discretion, and report the matter immediately to the Director, Examinations Administration and Certification at BEC and the Director, Regional Operations in their area.

## **4.2 Position Requirements for Invigilation personnel**

### **4.2.1 Qualifications**

To qualify as an Invigilator, Rover, Senior Invigilator or Chief Invigilator, one has to be in possession of a minimum of a Diploma from a recognized institution, its equivalent or a higher teaching qualification.

### **4.2.2 Experience**

#### **4.2.2.1 Invigilator and Rover**

- (i) No previous experience.
- (ii) Previous teaching experience serves only as an added advantage.

#### **4.2.2.2 Senior Invigilator**

- (i) At least three (3) years continuous experience as Invigilator.
- (ii) must have served in an examination committee for a period of 2 years
- (iii) Previous teaching experience will be an added advantage.

#### **4.2.2.3 Chief Invigilator**


Must have

- (i) Served as an invigilator for a minimum of five (5) continuous years.
- (ii) Must have served in an examination committee for a minimum of 3 years
- (iii) operated at the level of Head of Department or equivalent in a school or learning institution for at least two years

### **4.2.3 Competencies**

#### **4.2.3.1 Invigilator**

- (i) He/she must have the following competencies:
- (ii) Accuracy and attention to detail
- (iii) Cooperation and compliance
- (iv) Communication skills

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- (v) Procedural awareness and understanding
- (vi) Achievement of work targets
- (vii) Time management
- (viii) Initiative Level- 1.

#### 4.2.3.2 Senior Invigilator


He/she must have the following competencies:

- (i) Accuracy and attention to detail
- (ii) Cooperation and compliance
- (iii) Communication skills
- (iv) Procedural awareness and understanding
- (v) Achievement of work targets (results oriented)
- (vi) Time management
- (vii) Planning and organising
- (viii) Supervisory skills
- (ix) Customer focus
- (x) Use of technology
- (xi) Initiative Level- 2.

#### 4.2.3.3 Chief Invigilator

He/she must have the following competencies:

- (i) Accuracy and attention to detail
- (ii) Cooperation and compliance
- (iii) Initiative and innovative
- (iv) Communication skills
- (v) Procedural awareness and understanding
- (vi) Results oriented
- (vii) Time management
- (viii) Planning, organising and coordinating
- (ix) Customer focus
- (x) Team leadership
- (xi) Use of technology
- (xii) Decisiveness
- (xiii) Initiative Level- 2.

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#### 4.2.4 Initiative Description

##### a) Level 1

At this level the Invigilator should be able to demonstrate ability to anticipate possible problems and suggest appropriate corrective action to supervisor.

##### b) Level 2

At this level, the position holder should be able to identify opportunities for efficient and effective performance of assigned tasks and objectives. Must be able to supervise and guide subordinates for successful completion of assigned work.

The position holder should be able to provide leadership and direction for efficient and effective performance of invigilation at the assigned centre. He/she must be able to solve unusual or unique circumstances arising from invigilation at the centre.


#### 4.2.5 Remuneration

Remuneration will be paid in accordance with the BEC Invigilators Schedule of Fees at rates determined by Council from time to time.


#### 4.3 Duties of the Head of Centre/Chief Invigilator

The Head of Centre as the Chief Invigilator is responsible for:

- 4.3.1 Being the liaison person between BEC and the Examination Centre;
- 4.3.2 Confirm the candidate is entered for the examination being sat.
- 4.3.3 Ensuring that all candidates who end up sitting our examinations are eligible to sit the examinations.
- 4.3.4 Ensuring that the receipt and security of examination materials, the distribution of the examination papers to the candidates, the collection of scripts at the end of each examination and the delivery of the scripts to BEC are all carried out in accordance with these regulations;
- 4.3.5 Ensuring that candidates are provided with all of the materials specified on the question paper and any other additional materials indicated in the list provided by us;
- 4.3.6 The appointment of suitable invigilators and ensuring that they are familiar with the instructions contained in these guidelines;

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- 4.3.7** A day before the start of the examinations, the Chief Invigilator and Senior Invigilator should check that they have all the necessary materials for the examination and that packets containing question papers have not been tampered with;
- 4.3.8** Ensure the constant and effective supervision of the candidates;
- 4.3.9** The submission to BEC, in accordance with the instructions given when the information is requested, details of estimated and actual entries, marks for parts of the examination which are assessed in the centre, Forecast Grades and any other information that we may reasonably require in relation to examinations conducted at the Centre;
- 4.3.10** Ensuring that each candidate entered through the Centre receives details of the dates and times of his/her examinations, a Statement of Entry, Statement of Result and any certificate issued by us;
- 4.3.11** Ensuring that, in the case of candidates' work which is assessed by the centre, the work contained in every candidates' assessment is produced, marked, internally moderated and despatched according to the instructions issued by us;
- 4.3.12** The submission of any applications for changes to the venue or timetable in accordance with these guidelines;
- 4.3.13** Making applications for Access Arrangements and Special Consideration in accordance with the regulations and guidance;
- 4.3.14** Providing suitable accommodation for candidates to sit the examinations;
- 4.3.15** Ensuring that all candidates in the examination, including private candidates, are identified;
- 4.3.16** Providing us with reports of any suspected or alleged cases of malpractice by a candidate or malpractice/maladministration by a member of staff discovered by you. The Head of Centre is further required to assist any investigation which ensues from any alleged malpractice either reported by the Centre or suspected by us, and to provide such information and advice as we may reasonably require;
- 4.3.17** Submitting and processing of enquiries about results in accordance with the regulations;
- 4.3.18** Ensuring that we are notified when the centre changes premises and facilitating inspection and approval of the new premises;
- 4.3.19** Facilitating any inspection of the Centre by or on our behalf. We will carry out unannounced inspections when examinations are taking place and Centres must co-operate with the inspector, including allowing access to secure storage. We may also inspect the arrangements for the secure storage of confidential materials at times when examinations are not taking place.
- 4.3.20** Where required, remit examination fees at the time specified by us;

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**4.3.21** Distribute all certificates to candidates without undue delay with a record kept of those issued. Where certificates are not handed to candidates personally, the Head of Centre is responsible for obtaining acknowledgement of receipt from the candidate;

**4.3.22** Retain all unclaimed certificates under secure conditions for a minimum period of 24 (twenty four) months from the date of issue. At the end of this period, unclaimed certificates should be returned to us.

#### 4.4 Duties of Senior Invigilator

Besides the Chief Invigilator the Head of Centre may assign one Senior Invigilator for every 250 or more candidates as shown in the table below;

| Number of candidates | Chief Invigilator | Senior Invigilator | Invigilator/s                 | Rover |
|----------------------|-------------------|--------------------|-------------------------------|-------|
| Up to 250            | 1                 | 0                  | 1 invigilator : 35 candidates | 1     |
| 251 to 550           | 1                 | 1                  | 1 invigilator : 35 candidates | 2     |
| 551 to 880           | 1                 | 2                  | 1 invigilator : 35 candidates | 3     |
| 881 and above        | 1                 | 3                  | 1 invigilator : 35 candidates | 4     |

The Senior Invigilator will be tasked with the responsibility to supervise a group of invigilators. The Senior Invigilators assist the Chief Invigilator in carrying out day to day examination duties. Their duties will include the following:

**4.4.1** See to the preparation and readiness of the examination rooms including ensuring that:


- candidates are not seated two or more to a desk,
- candidates are seated at least 1.25 metres apart from the centre of one desk to the next in all directions,
- subject matter such as charts, drawings, maps etc. are removed from the walls,
- chalkboards are cleared of writing, formulae, drawing etc.,
- examination rooms are sufficiently ventilated and lit.

**4.4.2** Read the instructions to candidates before the commencement of the examination session and inform them that they could be disqualified from the examination should they contravene any of the instructions;

**4.4.3** Ensure that the question papers being opened and distributed to candidates is correct according to the time and date specified on the examination time table;

**4.4.4** Visit examination rooms frequently during each session to make sure a high standard of invigilation is maintained;

**4.4.5** Ensure that the seating plan is drawn, indicating the examination room(s) with the desk arrangement and candidate numbers;

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- 4.4.6** Ensure there are no unauthorised persons in or around examination room(s);
- 4.4.7** Ensure that all candidates are advised in time of requisites such as rulers, calculators, drawing instruments to be used in the examination of specific syllabus;
- 4.4.8** Ensure that invigilators complete the attendance register appropriately;
- 4.4.9** Assist with relief invigilation by escorting and supervising candidates on toilet breaks ensuring no unauthorised material is consulted;
- 4.4.10** Ensure that scripts are properly collected, accounted for, batched and packed according to candidates' examination number order once the session has ended;
- 4.4.11** Collect, check and sign all invigilation claim forms if applicable;
- 4.4.12** Submit written reports on all suspected and other cases of irregularities to the Chief Invigilator without delay.

## **4.5 Duties of Invigilators**

The invigilator is the person in the examination room, trained in the art of invigilation to ensure credible examination processes and are responsible for the conduct of examinations.

- 4.5.1** An invigilator is responsible for ensuring that:
- our regulations are complied with;
  - examinations start and finish at the specified times;
  - examination papers are secure whilst in their care;
  - attendance registers and seating plans are accurately completed;
  - no cheating/collusion takes place.
- 4.5.2** The invigilator must confirm that the candidates are entered for the examination being sat.
- 4.5.3** Invigilators are required to conduct the examination in accordance with instructions contained in these guidelines and any other instructions which may be issued by us.
- 4.5.4** Invigilators shall ensure that candidates understand and follow all instructions and regulations.
- 4.5.5** Where there is suspicion that any of the question paper packets could have been tampered with, the invigilator must inform the Chief Invigilator who should then notify us immediately.
- 4.5.6** Invigilators shall check in advance that the exam room and seating arrangements for the candidates are suitable and that materials provided by the Centre/candidates such as pencils, rubbers, rulers etc., are available in sufficient numbers.



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- 4.5.7** The Invigilators may not assist the candidates with answering examination questions. Once the candidate has begun answering the questions, the invigilator must **not** repeat instructions, nor explain difficult words, phrases or concepts contained in the questions. He/she should not in any way indicate to the candidate whether the question has been answered correctly or incorrectly. In short, s/he must never assist or encourage the candidate towards the choice of an answer.
- 4.5.8** Invigilators must give their full attention to invigilation during the exam and move around the exam room in order to have a clear view of all candidates.
- 4.5.9** Invigilators shall maintain silence throughout the examination as even whispered conversation may distract candidates.
- 4.5.10** Invigilators shall disengage from unnecessary conversation with non-invigilators outside or inside the examination room or anywhere nearby.
- 4.5.11** Invigilators must report any suspected cases of malpractice to the Chief Invigilator as soon as possible and submit a written report thereafter.

#### **4.6 Duties of a Rover**


Rovers are responsible for ensuring that invigilators and candidates get whatever assistance they require during the examination. The recommended number of additional rovers is suggested in the table under section 2.3 above.

The following are the duties of the rover:

- 4.6.1** Take up a suitable position outside the examination rooms in order to provide assistance to the invigilators. Rovers may not be in the examination room unless summoned by the invigilator during the period of the examination. In no circumstance should rovers distribute question papers or stationery nor assist with the collection of candidates answer books following each examination.
- 4.6.2** Ensure as far as possible that no disturbance occurs outside the examination room which could distract the candidates from their work.
- 4.6.3** Must not leave their position for any reason other than when they are requested by the invigilator to summon for assistance from the Head of Centre, Chief Invigilator or Senior Invigilator or accompany a candidate who has been given permission to leave the examination room temporarily.

#### **4.7 Inspections and Quality Assurance**

- 4.7.1** Inspections are conducted to ensure that Centres abide by the regulations and rules as set out in the guidelines to maintain the integrity of the examinations.

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**4.7.2** You must cooperate with and facilitate any visit of or an inspection we make, either arranged or unannounced, including giving our inspectors access to your secure storage area and examination area, even if exams are taking place when the visit or inspection takes place.

**4.7.3** You must cooperate with any quality assurance activities we may request. You must respond within the specified timeframes and your answers must accurately describe the Centres premises, systems and procedures. We reserve the right to photograph the premises and materials relating to assessments including candidate work, as part of the inspection process.

**4.7.4** We may carry out a re-inspection if a Centre changes premises or facilities, or requests to be approved to offer an additional qualification type or Science syllabus with a practical component.

**4.7.5** Usually our inspections are unannounced and take place during a series. However, we may inspect a centre outside the main exam period. We may inspect any part of a centre's premises or systems or procedures connected with the delivery of our assessment.

**4.7.6** We may withdraw your centre status if our inspection indicates that you are not meeting our standards or regulations.

**4.7.7** Inspectors must be accompanied by a member of the Centre staff at all times during their visit.

**4.7.8** In addition to Inspections, you must assist us in carrying out any reasonable monitoring activities necessary for the secure and effective delivery of assessment.

## **4.8 Candidates**

**4.8.1** We do not communicate directly with school candidates about administration of exams. You must communicate with candidates with respect to every aspect of our programmes, qualifications and assessments. However, we communicate directly with individual private candidates.


**4.8.2** You must provide your candidates with:

- the dates and times of their assessments including periods of Full Centre Supervision,
- confirmation and details of entry for each assessment,
- confirmation and details for their provisional results for each assessment, and
- every results and every certificate we issue for them.

**4.8.3** You must make sure your candidates have access to suitable rooms and specified equipment and materials for their assessment that involve practical tests.

**4.8.4** Before the start of any of our assessments you must confirm the identity of all the candidates present.

**4.8.5** You are responsible for submitting your candidates work. As part of the responsibility you must make sure that:

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- the work in every candidate' s assessment submission meets the criteria in the syllabus for the series.
- candidates' work is produced, and, where appropriate, marked internally, moderated and despatched according to our instructions, and
- every piece of work you submit is the candidates' own work and is clearly identified as such. **New**


#### 4.8.6 General Data Protection

We take the protection of personal data seriously. In this section, processing personal data and sensitive personal data have the meaning referred to below.

(i) you must make sure that all your candidates (if sixteen (16) years or over) and their parents/guardians understand that we will use their personal data (for example, their names, candidate numbers and where relevant video evidence of candidate performance for the purposes of delivering our qualification through your centre, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice. You must also make sure that when applications for Access Arrangements, Special Consideration or the withdrawal of entries are made, candidates (if sixteen (16) years or over) and their parents/guardians understand that we will use their sensitive personal data for the purposes of processing these applications. You must also obtain their consent for such use. You must make sure you keep a record of the consent given, even if that consent is only given orally. That record must be made available to us when we ask for it.

(ii) you must make sure that all your candidates (if sixteen (16) years or over) and their parents/guardians understand that we will process their personal data for the following legitimate business purposes:

- To carry out research, standards setting and other activities that are related to the business of delivering qualifications (including assessments), all of which are aimed at ensuring delivery, as well as integrity of our qualifications and protection of candidates.
- To understand the needs of candidates and other users of our qualifications and to carry out marketing.
- To provide training to those involved in the provision of educational services in relation to our qualifications, for example, teachers and examining personnel.
- For internal business purposes, including management of risks, protecting the security of personal data in our possession and carrying out internal record-keeping and audits.
- To share the personal data with other parts of our organisation, including agents (e.g. Student Placement Department) and representatives which process the personal data on our behalf for the purposes described in these guidelines.

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- To share the personal data with universities and college admissions services and in order to facilitate the candidates' relevant application.
- To comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

(iii) you must make sure that candidates or their parents/guardians as appropriate, understand that we may use anonymised data (that is, data that does not identify a candidate) and pseudonymised data (that is, data that is anonymous to the people who receive it) for research purposes and may share that data with third parties also for research purposes. The third party recipients of candidate data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.

(iv) you must make sure that all candidates or their parents/guardians as appropriate understand that we may transfer candidate data outside of Botswana, for example, for the processing of entries and results.

## 4.9 Examination Administration

4.9.1 To make sure exams are administered effectively, you must, by the deadlines set out in these guidelines or related documents or otherwise communicated by us, send to us or capture in Malepa application:

- personal details of candidates.
- estimated entries for coursework syllabuses.
- marks for internally assessed components except for Agriculture Paper 3 (and any required moderation samples).
- any other information that we have asked for in our instructions for example Forecast Grades
- if you want to make any application for Special Consideration you must follow the regulations set out in section 15.8 of these guidelines.


4.9.2 You must keep the exam materials secure at all times after you have received them. You must check that you have received the correct version of materials for the series.

4.9.3 You must carry out the following in accordance with our guidelines:

- Secure storage of all exam materials.
- Distribution of exam papers to candidates.
- Collection of scripts, question papers and any other material at the end of each exam and secure return of scripts.

4.9.4 You must appoint suitable invigilators and must make sure exams are carried out in accordance with these Guidelines: You are responsible for costs associated with this.

4.9.5 You must make sure all staff directly involved with the administration of exam understands Key Time and Full Centre Supervision regulations. Candidates must be constantly and effectively supervised

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during any exam, or period of Full Centre Supervision, to ensure compliance with Key Time regulations.

**4.9.6** You will work with us to prevent malpractice and in particular, you must:

- make sure candidates are aware of restricted materials not allowed in the exam room
- immediately report any established suspected or alleged cases of malpractice
- assist in any investigation into suspected malpractice
- promptly provide information and advice regarding suspected malpractice
- promptly provide information and advice we may require to assist with any investigation

**4.9.7** You must submit and process any enquiries about results or appeals in accordance with the regulations set out in these guidelines.

**4.9.8** You must keep unclaimed certificates under secure conditions for a minimum of 24 months from date of issue and not destroy unclaimed certificates.


#### **4.10 Support and Communication with BEC**

- (i) All correspondence between you and us must be in English. This applies even when the assessments are offered in a language other than English.
- (ii) The Head of Centre or the designated Chief Invigilator may sign letters from the Centre to Botswana Examinations Council. Legal notices must be signed by the responsible person.
- (iii) When you receive a communication or an email from us, which requires a response, you must respond within the specified time frame.
- (iv) You must include the following in all your messages to us:
  - Centre Name and Centre Number
  - Name, position and title of the member of staff sending the message and for continuing correspondence.
  - The reference number included in our initial response should be reflected.

##### **4.10.1 Communication Method and details**

(i) Written communication

- For general administrative queries, we prefer you use formal written correspondence addressed to the Chief Executive Officer at:  
 Botswana Examinations Council  
 P/bag 0070, Gaborone

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- Where possible please supply and communicate with us using a specific email address that is connected to a particular role at your Centre, for example; tsotsoSchool@gov.bw or a web based email (ChiefInvigilator@gmail.com)

(ii) Telephone communication

Telephone: 3650700  
 Fax: 3164203/3185011  
 Toll Free No: 0800601025

#### 4.10.2 Software and Online Services

You must make sure that the user names and passwords we issue are only given to staff authorised to access the relevant online services or software. If you do not comply we may suspend all services with you or withdraw your access rights. For our Online Services, contact us at:

- (i) Malepa support  
 malepasupport@bec.co.bw  
 3650860/888/855
- (ii) Website: www.bec.co.bw  
 Facebook: Botswana Examinations Council  
 Twitter: @ Bots\_Exams

**Important Note:** We do not accept responsibility for any misinterpretation of information, advice or guidance given by telephone.

#### 4.11 Ownership of Question Papers

All our examination question papers remain our property. You can use the paper after the exam, in accordance with either:


- the 72 hour security rule **New**, refer to section 16.7 of these Guidelines or
- regulations specific to the conduct of a particular component.

We retain all intellectual property rights to the question papers.

#### 4.12 Copyright in Exam Material

We assert our ownership in the copyright and all other intellectual property rights in all the material which we deliver to you including syllabuses, question papers and other materials relating to the programmes and qualifications, except where we have attributed work to a third party.

You may reproduce copies of past question papers and other material including electronically for which we hold copyright, for your internal purposes only provided that copies are:

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**4.12.1** limited to one copy per candidate entered for the syllabus.

**4.12.2** used exclusively by candidates at the centre in connection with their class work or internal assessment.

**4.12.3** not offered for sale or distribution under any circumstance.

**4.12.4** reproduced with all our copyright symbols, trademarks acknowledgement and notices intact.

**4.12.5** not passed to any other third party.

**4.12.6** you must not distribute past question papers electronically, including websites, even if they are only accessible over your intranet.

**4.12.7** if staff at your centre wants to use material we own in any publications which they are developing, they must ask for permission to do so.


For Cambridge International syllabuses; General Certificate of Education (GCE) Ordinary Level Statistics, Additional Mathematics and BGCSE French syllabuses you must refer to the relevant sections (L1 – L4) of the Cambridge Handbook 2021 on page 15.

#### **4.13 Ownership of Assessed Material**

All material submitted for assessment will become our physical property. We do not return exam scripts to you.

#### **4.14 Key Dates and Activity Overview**

Refer to the copy of the BGCSE Calendar for Centres sent to you.

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### In this section:

#### 5.0 Declaration of Interest

### 5.0 Declaration of Interest

- 5.1** Heads of Centre, Chief Invigilators whose children or close relatives will be sitting for the examinations should declare their interest by completing **BEC/EAC/BGCSE/G01/F04 - Declaration of interest Form: Chief Invigilators** and submit it to the Chief Executive Officer, Botswana Examinations Council and copy the correspondence to your Regional Director.
- 5.2** All Senior Invigilators and Invigilators whose children or close relatives will be sitting for the examinations should declare their interest by writing to the Head of Centre.



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### In this section:

- 6.0 Cambridge International syllabuses
- 6.1 Cambridge International Regulations on Conduct of Examinations

## 6.0 Cambridge International syllabuses

### 6.1 Cambridge International Regulations on Conduct of Examinations

For Cambridge International syllabuses; General Certificate of Education (GCE) Ordinary Level Statistics, Additional Mathematics and BGCSE French, Cambridge Regulations are applicable and must be complied with fully. Members of staff responsible for the administration of Cambridge International Examinations must be familiar with the Cambridge Handbook 2021 especially the regulations relating to the Security and Conduct of Examinations in section 4 and 5. A copy of the Cambridge Handbook 2021 will be provided to each centre administering Cambridge International syllabuses.

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### In this section:

- 7.0 Coursework
- 7.1 Definition of Coursework
- 7.2 Centre Responsibilities in Coursework assessment
- 7.3 Supervision of Coursework at Centres
- 7.4 The role of BEC
- 7.5 Extent of Teacher Guidance on Student Assessment
- 7.6 Internally moderating your marks
- 7.7 Marking Coursework
- 7.8 Authenticating examined coursework **New**
- 7.9 Incomplete or Extra Coursework
- 7.10 Failure to submit work and absent candidates
- 7.11 Unsatisfactory Practice
- 7.12 Moderation of Coursework
- 7.13 How to complete the forms
- 7.14 Coursework Submission Requirements
- 7.15 Preparing Samples for Despatch
- 7.16 Submission for BGCSE French Speaking Test
- 7.17 What Materials do Centres Need to Keep
- 7.18 Moderation Report
- 7.19 Returning Candidates Work
- 7.20 Resubmitting Coursework in Later Series
- 7.21 Submitting Coursework for External Competitions
- 7.22 Coursework Remuneration

## 7.0 Coursework

### 7.1 Definition of Coursework

- 7.1.1** Coursework refers to assessment that is carried out by the Centre during the course of teaching and learning and contributing to the final certification of the learner in any component specified by the syllabus that is assessed in the Centre by the Centre's teachers as a requirement of the Syllabus. Coursework marks may be used for purposes of final grading, and when used in that manner, the marks are moderated by us.
- 7.1.2** Coursework marks remain your responsibility. You are responsible for the accuracy, quality and integrity of any marks or data submitted to us and agrees to pay our costs in correcting any errors you tell us need correcting. By submitting any marks or data you are confirming you have carried out all accuracy, quality or integrity checks necessary and you are solely responsible for any direct or indirect consequences of us using those marks or data. Revised marks will not be accepted after the release of results.

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**7.1.3** You are expected to make the necessary preparations for coursework assessment and the submission of coursework marks to us. We are responsible for the training of teachers on the application of the marking criteria. You must ensure that candidates' work has been marked in accordance with the assessment criteria provided by us. The marking criterion is intended to ensure standardised marking at a national level. It is essential that the marking criterion is adhered to in order to facilitate the moderation of centre scores by us. Where there are indications that the marking criteria was not being adhered to, Centres will be required to re-mark. Where a centre has been requested to re-mark its candidates work, the cost of transport, subsistence allowance and meal allowance for the teachers from the centre will be borne by the centre.

#### **7.1.4 BGCSE Syllabuses with coursework components**


| <b>Syllabus</b>       | <b>Code</b> | <b>Component</b> |
|-----------------------|-------------|------------------|
| Development Studies   | 0586        | 03               |
| Design and Technology | 0595        | 02               |
| Art and Design        | 0596        | 05               |
| Computer Studies      | 0597        | 03               |
| Agriculture           | 0599        | 03               |
| Fashion and Fabrics   | 0612        | 02               |
| Home management       | 0613        | 02               |
| Physical Education    | 0616        | 02               |
| Music                 | 0617        | 03               |

BGCSE French, Code 0618 Paper 3: This is a speaking test set by Cambridge International and assessed by teachers in accordance with the assessment criteria provided.

## **7.2 Centre Responsibilities in Coursework Assessment**

Centres are responsible for;

- 7.2.1** making the necessary preparations for coursework assessment
- 7.2.2** conducting an internal standardisation to ensure that marking at centre level is up to the expected standard
- 7.2.3** ensuring that candidates work has been marked in accordance with assessment criteria provided by us
- 7.2.4** ensuring that coursework marks are submitted to us
- 7.2.5** notifying us of any shortcomings related to coursework before the external moderation commences
- 7.2.6** facilitate remarking where there are indications that the marking criteria has not been adhered to
- 7.2.7** bearing the costs emanating from the remarking process
- 7.2.8** authenticating the work
- 7.2.9** liaising with us to obtain permission for candidates with Special Needs to present their work alternatively
- 7.2.10** informing us about candidates who are likely to require special consideration

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### 7.3 Supervision of Coursework at Centres

The overall supervision of coursework assessment lies with the School Management. The Head of Centre is the liaison person between us and the centre. Supervision of coursework assessment remains the responsibility of the Senior Teacher and the Subject teacher at your centre. The Senior Teacher oversees the whole process of internal moderation of coursework assessment at Centre level while the Subject Teacher supervises coursework assessment at classroom level.

#### 7.3.1 Duties of Senior Teacher Subject Specialist

The Senior Teacher is responsible for;

- (i) facilitating internal moderation at Centre through provision of the necessary materials
- (ii) ensuring that candidates work is marked in accordance to our marking criteria
- (iii) ensuring that standardisation is carried out prior to marking of learner scripts
- (iv) ensuring that Centre marks are moderated in preparation for external moderation
- (v) overseeing the transcription of learner marks into individual and summary mark sheets in preparation for submission to us
- (vi) submitting learner coursework marks to Chief Invigilator for safe keeping while awaiting external moderation and
- (vii) facilitating preparation for external moderation where there is need.

#### 7.3.2 Duties of a Subject Teacher


The subject Teacher is responsible for;

- (i) ensuring that the work of the learner is completed in accordance with the syllabus requirements
- (ii) taking part in the internal standardisation process to ensure uniformity in the application of the marking criteria
- (iii) marking of learner's coursework script in accordance to the marking criteria provided by us
- (iv) transcribing learner's coursework marks onto the individual and summary mark sheets
- (v) entering coursework marks into the Malepa application
- (vi) taking part in the preparation for external moderation at the Centre
- (viii) ensuring originality of the learners' work by distinguishing between deliberate copying and an innocent over-reliance on books or other published materials.

### 7.4 The Role of BEC

We are responsible for;

- 7.4.1 providing relevant documents such as assessment syllabuses, assessment guides, forms for recording of marks etcetera.
- 7.4.2 training of teachers on the application of the marking criteria as a support measure to ensure credibility of coursework outcomes

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- 7.4.3 develop guidelines for coursework assessment
- 7.4.4 ensuring adherence to set guidelines on coursework assessment
- 7.4.5 adapting assessment material to facilitate access.

## 7.5 Extent of Teacher Guidance on Student Assessment

- 7.5.1 Coursework must be a candidate's own unaided work. Unless where there is subject-specific guidance that says otherwise, teachers can support candidates by reviewing their work before it is handed in for final assessment. Teachers can do this orally or through written feedback. Their advice should be kept at a general level so that the candidate leads the discussion and makes the suggestions for any amendments.
- 7.5.2 Candidates must not use online tools which act as writing assistants in the production of their coursework. Online writing assistant tools identify specific sections of the candidate's work where a correction or improvement to style or tone should be made and may propose specific words that should be used instead
- 7.5.3 Teachers must not give detailed advice to individual candidates or groups of candidates on how their work can be improved to meet the assessment criteria.
- 7.5.4 Teachers must not amend candidates' work
- 7.5.5 Teachers must record full details of the nature of any assistance given to individual candidates beyond that specified above.
- 7.5.6 For BGCSE French, teachers must record full details of any other help they give to individual candidates, or any evidence that the candidate has received specific or detailed advice and correction to their work. They should record this information on their Individual Candidate Record Card, which is in the samples database ([www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)). Teachers must consider this help when they give marks for the work.

## 7.6 Internally Moderating your Marks

- 7.6.1 If more than one teacher is involved in the marking of coursework for a component, you must internally moderate the marking across teachers and teaching groups. This makes sure all candidates have been assessed against the same standards for a particular syllabus.
- 7.6.2 To complete internal moderation, each centre must select one teacher per component to act as an internal moderator. The internal moderator is usually a Senior Teacher (but can be a subject teacher). Their responsibility is to check that all teachers for each coursework component are marking consistently to the same standard. The internal moderator may move marks for some teaching groups up or down to make sure they are consistent for the whole centre.
- 7.6.3 For each moderated coursework component, the internal moderator must make sure that a valid set of marks is produced for candidates from your Centre. You must produce a list of all candidates in

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descending order of marks- we call this a rank order. Submit these marks and record them on the Centre order of Merit form and submit to us.


- 7.6.4** Standardisation within a centre is achieved by all teachers involved in assessing samples of work from across the mark range, coming to an agreement on the marks to be awarded. Marks from some teaching groups may be moved up and down to make sure they are consistent for the whole Centre. Round up all or any part marks to reach the final total.
- 7.6.5** If only one teacher is involved in the marking of a coursework component, you do not need to internally moderate your candidates' marks before you submit them to us.
- 7.6.6** You are required to ensure that the work presented is the candidate's own work and that the work is only carried out within the school premises.
- 7.6.7** You should not submit a candidate's mark and/or project if there is any doubt about the authenticity of the candidate's work. Where we are in any doubt of the originality of candidate's work, an investigation will be initiated.

## **7.7 Marking Coursework**

- 7.7.1** The teacher must award marks for coursework in line with the criteria specified in the syllabus. They must provide evidence of how they have awarded marks, using the documentation we have provided for that syllabus.
- 7.7.2** The teacher must apply the marking criteria to all pieces of work, without regard to the stage of the candidate's coursework at which they were produced.
- 7.7.3** We recommend you do not communicate marks for internally assessed components to candidates until they have been externally moderated. This is because it is possible for marks to be adjusted in this process. We do not require you to grant candidates the right to appeal these internally assessed marks before you submit them for external moderation.

## **7.8 Authenticating Examined Coursework. New**

- 7.8.1** We need to be confident that the work we assess is the candidate's own before we can award a grade. You are responsible for supervising candidates when they are completing coursework. By submitting coursework you are confirming that it is the candidate's own original work.
- 7.8.2** If you discover plagiarism in a candidate's work during the course, you should resolve this internally before you submit the work.
- 7.8.3** If you discover plagiarism when you come to submit work to us you must contact us. You should contact us if you are unsure whether to submit work or not.

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## 7.9 Incomplete or Extra Coursework

**7.9.1** In cases where the coursework component of a syllabus specifically requires candidates to produce several distinct pieces of work, you should credit a candidate who fails to complete all parts of the coursework only with the marks that he/she has earned for the work submitted, and no compensation should be made unless an application for shortfall in coursework has been made and accepted by us.

**7.9.2** If a candidate provides more than the prescribed number of pieces of coursework, the worst piece(s) should be disregarded in awarding the candidate's mark, always subject to the satisfaction of the requirements of the syllabus about the nature of the work.

## 7.10 Failure to Submit Work and Absent Candidates

**7.10.1** If a candidate is entered for a coursework component but fails to submit any coursework, they are not eligible for the award of a grade in that syllabus and will receive a 'NO RESULT' outcome.

**7.10.2** When completing Summary Mark Sheets and Attendance Register, the teacher must indicate with 'A' not "0" in both the Summary Mark Sheet and the Attendance Register against the candidate number and name in a row.

## 7.11 Unsatisfactory Practice

**7.11.1** Where individual teachers or Centres fail to meet our requirements for coursework, further guidance will be provided.


**7.11.2** When, in our sole judgement, a significant problem has occurred, we may ask you to find another person to assess coursework components in future exam series.

## 7.12 Moderation of Coursework

We will moderate all coursework marks to ensure that standards have been applied well by all Centres. To facilitate the moderation exercise, you are expected to record candidates' marks on to individual candidate mark sheets provided by us and Summary Mark Sheets generated from the Malepa application by the dates shown on the schedules at the back of the Timetable sent to you for the series. You are urged to capture the coursework marks in the Malepa application and submit the Summary Mark Sheets to the Chief Invigilator before the start of the moderation exercise. The only Coursework marks that you cannot capture into the Malepa application is for Agriculture.

**Important Note:** If you have not captured your coursework marks in the system by the start of the moderation you will not be moderated.

## 7.13 How to Complete the Forms

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Include the marks of all candidates entered for a component, not just the marks of the candidates in the sample.

**7.13.1** The total marks you enter on your forms must add up correctly and must not exceed the maximum mark.

**7.13.2** If only one teacher was involved in the assessment, enter the breakdown of the marks and fill in the “total mark” column of the summary mark sheet. The marks in this column must match the marks you submit to us through the Malepa application.

**7.13.3** If more than one teacher was involved in the assessment, you must also enter the standardised marks in the “centre mark” column of the Summary Mark Sheet. The marks in this column must match the marks you submit to us through Malepa application.

**7.13.4** If a candidate has not completed any work for the component, indicate that they were absent by filling the centre mark field in with an “A”.

## **7.14 Coursework Submission Requirements**

In order for Centres to be moderated, they are expected to submit the following to us for moderation:

**7.14.1** A well completed Summary Mark Sheet will have the following features;

- filled in black pen.
- have no blanks.
- have no X as a mark.
- have no zero (0) for an absent candidate.
- have no dash as a mark.
- be clean and neat.
- be signed by three people – Chief Invigilator, Senior Teacher for the syllabus and a Teacher who marked the candidate as indicated on the Individual Candidate Mark Sheet.

**7.14.2** Accurately completed Attendance Registers.

**7.14.3** Completed Centre Order of Merit form.


**7.14.4** Candidates’ projects, folios and cards where applicable.

**7.14.5** Individual candidates’ mark sheets.

**7.14.6** Completed Coursework Submission Check Form for Centres.

**7.14.7** Ensure that candidates present written coursework on A4 paper, unless stated otherwise in the syllabus;



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**7.14.8** For 0618, BGCSE French speaking test component, a single CD or DVD containing all the recordings in your sample. We also require the working mark sheet and the coversheet sending with the sample.

**7.14.9** For the Music Performing component, a CD or DVD containing all the recordings of your sample must be submitted to us.

**7.14.10** For 0616, Physical Education component where we require video evidence of candidates' performances, a full-sized DVD can be played on a standard DVD player. If you do not provide video evidence in the correct format we will not issue a result for the syllabus. Make sure the video evidence is stored securely until submitted.

## 7.15 Preparing Samples for Despatch

**7.15.1** Make sure each piece of work in your internally assessed sample is clearly identified with your centre number, the candidate number, the syllabus and component.

**7.15.2** We recommend you use the "Coursework Identification labels" we send in the early materials despatch.

**7.15.3** Each CD or DVD you send us must be clearly identified with your centre number, syllabus code and component code. Write this information on CDs and DVDs using CD/DVD marker, not a label.

**7.15.4** Please enclose a list of candidates' tests in order of recording. This list should include;

- Your centre number
- Syllabus and component code
- Candidate number and name of each candidate included

**Important Note:** Pack these items carefully so that they do not get damaged in transit. Avoid sending items of value, large, bulky or fragile items by post.


## 7.16 Submission of BGCSE French Speaking Test

We no longer provide printed Internal Assessment Mark Sheets (MS1s) in your pre-exam despatch. You must instead capture your marks into the Malepa Application.

If your candidate has used an access arrangement for their internally assessed coursework or non-coursework test, please fill in the Access Arrangements Cover Sheet (Exam Day – Form 4) and include this with your sample. You can find the Access Arrangements Cover Sheet (Exam Day – Form 4) on the samples database: [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples). **New**

## 7.17 What Materials do Centres Need to Keep

You must keep the following materials and information until after the results enquiries period:

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- a record of the work sent
- a record of marks awarded, for example, a print out of your Malepa internal marks report
- a summary of how marks were standardised if applicable
- all of the assessed coursework of all candidates not submitted to us
- copies of all the recordings of all candidates who took the speaking tests
- copies of attendance register of all candidates who did coursework.
- copy of each individual Candidate Marksheet for BGCSE syllabuses. These forms are an important part of the assessment process and we may need to refer to them for quality assurance.

**Important Note:** Store all projects securely until after enquiries about results has passed. Do not return the materials to candidates until after the enquiries about results period has passed.

### 7.18 Moderation Reports

We will send you a moderation report from the moderator which provides feedback on your assessment of an internally assessed component. This report will be sent to you with the principal examiner's report at the end of each exam series.

### 7.19 Returning Candidates Work

We do not return candidates coursework submitted to us.

**Important Note:** All work specified for the examinations is the property of the Botswana Examinations Council. However, at the discretion of the Council, some work such as artefacts and projects may be returned to the Centres and ultimately to the candidates.

### 7.20 Resubmitting Coursework in Later Series


Coursework is not submitted in later series. Marks from the previous series are carried forward in selected syllabuses of Development Studies, Design and Technology, Agriculture for private candidates only.

### 7.21 Submitting Coursework for External Competitions


**7.21.1** You may submit your coursework for external competitions. If you chose to do so, you must not state that the work is also being used for the purposes of coursework for examinations.

**7.21.2** This work will be judged against different criteria when being assessed as coursework from the criteria used for the purposes of the competition, and the outcome should not be assumed to be the same.

### 7.22 Coursework Remuneration

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The marking and submission of coursework marks for the final certification in any of the syllabuses will attract payments. Personnel involved in the standardisation, marking and submission of coursework marks will be remunerated based on their roles and responsibilities. Refer to the payment schedule attached on the **BEC/PDS/BGCSE/Man05- BGCSE Coursework Manual**.

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### In this section:

- 8.0 Conduct of Practical Examinations
- 8.1 For All Practical tests in Sciences, Food and Nutrition and Computer Studies
- 8.2 Science Practical Examinations
- 8.3 Food and Nutrition Practical Examinations
- 8.4 Computer Studies Practical Examinations
- 8.5 Conducting Listening Examinations


## 8.0 Conduct of Practical Examinations

### 8.1 For all practical tests in Sciences, Food and Nutrition and Computer Studies


- 8.1.1 Special care should be taken to prevent communication between the candidates, especially where the arrangements require candidates to move from one part of the room to another.
- 8.1.2 Centres should observe the seating arrangements rule. If the space allows for a greater distance between candidates then this is recommended.
- 8.1.3 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the invigilator/examiner.
- 8.1.4 Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the syllabus concerned.

### 8.2 Science Practical Examinations

- 8.2.1 The requirements for science practical examinations in each syllabus are usually given in the Instructions to Supervisors for the series.
- 8.2.2 These instructions are sent to Centres about two months before the examinations starts.
- 8.2.3 These Instructions to Supervisors must be regarded as confidential and are intended to enable members of staff to make proper preparations for the examinations.
- 8.2.4 Where confidential materials such as instructions for practical examinations are required to be opened in advance of the examination, strict precautions must be taken to safeguard them after they have been opened.
- 8.2.5 They must not be removed from the secure storage facility; rather the Supervisor should jot down information needed and leave the instructions with the Chief Invigilator for secure storage until a day prior to the scheduled time of the practical examination where they are issued to the supervisor for preparation.

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- 8.2.6** No information contained in the instructions must reach the candidates, either directly or indirectly.
- 8.2.7** It is essential that the syllabus specialist or a technician who set up the room must be present in the examination room at the start of the examination and as necessary thereafter, to deal with technical difficulties that may arise including matters of safety
- 8.2.8** If the number of candidates for a practical test is larger than can be accommodated at one time, the candidates may be divided into manageable groups.
- 8.2.9** All groups must take the examination on the same day and there should be minimum possible delay between the sessions.
- 8.2.10** Arrangements must be made to keep the groups apart until all candidates have completed the examination. In particular, arrangements must be such that there is no contact between candidates who have completed the examination and others who are waiting to start the examination.
- 8.2.11** If equipment is limited, the invigilator, in consultation with the syllabus specialist/technician, may make arrangements for some candidates to begin their work with one question, and some candidates with another question.
- 8.2.12** Where candidates need to change between one set of apparatus and another, the syllabus specialist or technician must reset the equipment back to its original state each time unless the confidential instruction say otherwise. The changeover time is in addition to the time of the exam. Invigilators must make sure candidates must not communicate with each other during the change-over. The syllabus specialist and any invigilators should include any forms we ask for in the instructions with the answer scripts.
- 8.2.13** If there are any problems during the practical that disadvantage the candidates, for example, the equipment is faulty, the supervisor should record it in their report. They should then talk to the chief invigilator about applying for special consideration
- 8.2.14** For practical tests one invigilator must be present for every twenty (20) candidates and at least two (2) invigilators must be present when a test is being conducted even if you have fewer that twenty (20) candidates sitting the test.
- 8.2.15** A syllabus specialist should take responsibility for the Supervisor's Report.
- 8.2.16** The Supervisor should submit the report to the Chief Invigilator immediately at the end of the practical session.
- 8.2.17** When there are separate sessions of the examination, it may be necessary to complete a separate Supervisor's Report for each session.
- 8.2.18** **The Supervisor's Report varies for each syllabus as indicated below:**

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- (i) **Biology:** The report form is attached at the back of each candidate’s script. The report must be signed and dated as specified in the form. Only the first candidate script in the packet should be completed.
- (ii) **Chemistry:** The report form is attached at the back of the “Confidential Instructions”. The report must be signed and dated as specified in the form. It should be completed and submitted together with the scripts.
- (iii) In addition, the Supervisor should provide sample answers for **all** the questions for each session (or each laboratory where necessary). The Supervisor should perform the experiment at the same time with the candidates but in the preparation room out of sight of the candidates and answer the questions on the question paper. The Supervisor should indicate on each script of sample answers, the session time (the laboratory where necessary) and the candidates’ list for the session.
- (iv) **Physics:** The report form is attached at the back of the “Confidential Instructions”. The report must be signed and dated as specified in the form. It should be completed and submitted together with the scripts.

**Important Note:** For **Biology** and **Physics**, a detailed report of the materials provided for the experiment is adequate to assist the Examiners, while for **Chemistry**, the report must be accompanied by sample answers for the questions from the supervisor


**Important Note:** For **Chemistry** practical examinations at least two syllabus specialists should be available in the laboratory.

### 8.3 Food and Nutrition Practical Examination

Food and Nutrition Practical Examination is divided into two sections, namely: planning session and practical examination session.

#### 8.3.1 Planning Session

- (i) Planning session for this practical examination will take place on the 26 August 2021 at 8.00 am.
- (ii) Practical Examination question papers are sent to you about one month before the practical examination starts.
- (iii) The practical examination question papers must be locked away in a place of high security, ideally a strong room.
- (iv) Chief Invigilators should prepare for this examination in the same way they do for any other examinations. Sufficient invigilators must be appointed to ensure that the examination is conducted well.

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- (v) Syllabus specialists should be present in the examination room at the start of the planning session to assist with distribution of planning sheets and /or textbooks that may be requested by candidates.
- (vi) Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator.
- (vii) Syllabus specialists should be present at the end of planning session to assist the invigilator in collection of candidates' scripts to be stored by the Chief Invigilator.
- (viii) Only the shopping list duplicate should be given to the syllabus specialist for preparation of the practical examination.

### 8.3.2 Practical Examination Session

- (i) This usually takes place about a week from the planning session. Time is given to allow the Centres to compile the shopping list and be ready for practical examination.
- (ii) There must be one BEC examiner for every 6 to 8 candidates for practical examinations and one invigilator available.

## 8.4 Computer Studies Practical Examination


- 8.4.1 Where candidates sit an exam in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres.
- 8.4.2 If you cannot meet this requirement, candidates must sit at alternate monitors or in screened booths. Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.
- 8.4.3 If the number of candidates for a practical test is larger than can be accommodated at one time, the candidates may be divided into manageable groups.
- 8.4.4 All groups must take the examination on the same day and there should be minimum possible delay between the sessions.
- 8.4.5 Arrangements must be made to keep the groups apart until all candidates have completed the examination. In particular, arrangements must be such that there is no contact between candidates who have completed the examination and others who are waiting to start the examination.
- 8.4.6 There must be one invigilator for every twenty (20) candidates for practical tests.

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## 8.5 Conducting Listening Examinations


- 8.5.1** Check that you have good-quality recording equipment, for example, a digital voice recorder with a separate microphone. **New**
- 8.5.2** In a case where a Centre does not have recording equipment, the test may be recorded on a mobile phone as long as it doesn't belong to the candidate. The mobile phone should have notifications disabled, to avoid interrupting the recording. **New**
- 8.5.3** Before the test, you must check equipment for the quality of the recording in the room where the tests are being held. **New**
- 8.5.4** Where confidential material is pre-recorded on USBs, CDs and/or DVDs, they should have been tested before use. Refer to section 10.5.
- 8.5.5** Two members of staff must independently check they have the correct question paper packet before opening it. This includes checking the dates of the exam to make sure they are within the published window.
- 8.5.6** Make sure candidates are given time to write their name, candidate number and centre number on any work they want to hand in before the invigilator plays the CD.
- 8.5.7** Ideally a member of staff, who speaks the language of the listening examination, should be readily available to deal with technical difficulties. If the teacher prepared the candidates for the subject under examination, they must not be the sole invigilator.
- 8.5.8** Noise from the outside of the exam room does not constitute a serious emergency. The invigilator should warn candidates of this before the exam begins.
- 8.5.9** The invigilator must not stop the CD once started, except in case of emergency.
- 8.5.10** If the exam is stopped because of emergency, the invigilator should restart the CD at exactly the same place once they have dealt with the emergency.
- 8.5.11** The invigilator must include a report with the candidates' scripts, indicating at which point in the exam, the interruption took place, the nature of the incident and the length of the interruption.
- 8.5.12** If there is a good reason to doubt whether all candidates heard certain items, the invigilator must identify these items in the report and give the reason for doubt.
- 8.5.13** Contact us if equipment fails during the examination.
- 8.5.14** At the end of the exam, you must ensure that you undertake appropriate antivirus checks on any CD to be submitted to us.



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**8.5.15** Candidates taking French Listening exam should submit their answers on a multiple choice answer sheet. At the end of the exam candidates have six (6) minutes to transfer the answers from the question paper onto the multiple-choice answer sheet. Refer to page 95 of Cambridge Handbook 2021 for more instructions. **New**

**Important Note:** We have published a brief guide to invigilating practical and listening examinations. A copy of the guide has been provided as **Appendix A - BEC/EAC/BGCSE/G01/A01 - A Brief Guide to the invigilation of Practical and Listening Examinations**

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### In this section:

#### 9.0 Submission of Forecast Grades

## 9.0 Submission of Forecast Grades

**9.1** A Forecast Grade is the grade a teacher expects a candidate to achieve for the syllabus. Forecast grades provide us with important information during the grading and Special Consideration processes.

**9.2** The submission of Forecast grades by Centres is compulsory for school candidates. We do not expect to receive Forecast Grades for private candidates because it is not possible to make a reasonable forecast of their performance. We use forecast grades to:

- decide syllabus grade thresholds
- help adjust marks if you have applied for special consideration
- carry out checks before we release results


**Important Note:** If you do not submit forecast grades you will disadvantage your candidates. We cannot apply these quality assurance processes without them. **New**

**9.3** Centres are expected to input the Forecast Grades in to the Malepa application available on-line and reports generated for verification.

**9.4** Forecast Grades should be received at BEC by **30 September** of the examination year. The forecast grade should be a realistic prediction of the grade the candidate is expected to achieve in the examination. It is intended to be the teacher's assessment of the quality of the candidate's work during the course or some measure of the effort the candidate has made.

**9.5** The final grades issued to the candidates will depend only on the quality of their work in the examination (and any coursework), and Forecast Grades are not used as part of the assessment.

**9.6** We no longer provide printed forecast grade form for French, Statistics and Additional Maths in your pre exam despatch, you must submit marks using Malepa application. **New**

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### In this section:

- 10.0 Preparation for the Examination
- 10.1 Safe Custody of Question Papers and Other Examination Materials
- 10.2 Pre-Exam Question Paper Despatches
- 10.3 Checking of confidential Examination materials
- 10.4 Cambridge International GCE O Level and BGCSE French syllabuses
- 10.5 Testing of CD's

## 10.0 Preparation for the Examination

### 10.1 Safe Custody of Question Papers and Other Examination Materials

#### 10.1.1 Secure Strong Room Requirements

Examination question papers must be locked away in a place of high security, ideally in a fixed building where the walls, ceilings and floors are of solid construction. The room should preferably be windowless. If the room has windows then they must be burglar barred to the specification provided by us. The doors to the strong room must have robust locking system and burglar barred with robust burglar bars. The strong room should preferably be fitted with alarm system or CCTV cameras which must be switched on at all times.

#### 10.1.2 Strong Safe or Non-portable Re-enforced Steel Container Requirements


The secure container inside the strong room should be a strong safe or non-portable, lockable reinforced steel or metal cabinet or other similar container must be used. The cabinet must be securely fixed to the wall/ground and must be encased in sufficiently strong metal bars. The doors must have robust lockable bars. Robust locks like double throw 5-lever locks must be used to secure both the room and the cabinet.

Centres must ensure all the sharp edges inside the storage cabinets are blunted to reduce incidents of question paper packets and script packets been torn.

Centres must ensure they have enough space in their secure storage facilities before the question papers are delivered. This is to avoid question paper packets being packed too tightly or forced in and out of the cabinets/shelves which can lead to tearing or damaging of the packets and their contents. Refer to **BEC/EAC/BGCSE/Man01- Manual for Secure Storage of Exam Materials at Centres**

#### 10.1.3 Key Holding Arrangements

- (i) Access to the strong room or containers must be restricted to a minimum of two and a maximum of three key holders.
- (ii) Key holders do not need to be senior members of staff, but they should have a clear understanding of our question paper regulations. It is up to the head of centre to nominate an appropriate member of staff to be a key holder. Only key holders should have access to the

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secure room and to the secure container holding the question papers and confidential material.

- (iii) Each key holder should be able to access the examination material independently, in case the other key holders are not available for unexpected reasons.
- (iv) Keep the keys and any access code to both the secure container and the room in a safe place where unauthorised people cannot access them, for example, a small metal key safe with a combination lock.
- (v) When storing question papers and confidential materials, the secure container and the secure room must be securely locked at all times.
- (vi) When a candidate is entered for BGCSE or Cambridge Assessment International Education (Cambridge International) GCE O Level and BGCSE French examinations at a centre where a relative is employed, the Head of Centre must ensure that during the examination session the candidate's relative does not have unaccompanied access to examination materials, either before the examination (e.g. question papers) or after the examination (e.g. answer scripts).
- (vii) If the relative in question is acting as the centre's Chief Invigilator, they must complete a **BEC/EAC/BGCSE/G01/F04 - Declaration of Interest Form** which Chief Invigilators are provided with. If the relative is not Chief Invigilator they should write a letter of declaration to the Head of Centre. Appropriate arrangements must be made to ensure that other senior personnel in the centre are always present for all the administration relating to the candidate's examinations.

## 10.2 Pre-Exam Question Paper Despatches

**10.2.1** We send you the following despatches before the exams. Depending on your entries, these despatches contain all the materials that you need to administer our exams.

- (i) **Early material despatch:** This is based on your estimated entries. Question papers, confidential instructions and examination material for specific components, such as practical, project or speaking components where materials are needed before the main timetable period. Some early items are despatched using final entries only.
- (ii) **Main question paper despatch:** This is based on your final entries and contains the following:
  - All remaining question papers for the main timetable period.
  - **Despatch notice/advice notes from printers:** Documents confirming the details of your entries as reflected in the delivery note sent to your centre.
  - **Stationery:** Exam stationery, including multiple choice answer sheets, key administrative documents, scripts return envelopes and attendance registers for BEC Private Centres.

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**Important Note:** All examination material despatches must be checked and verified on receipt by the Chief Invigilator in the presence of Senior Invigilator.


### 10.3 Checking of Confidential Examination Materials

**10.3.1** The Chief Invigilator and Senior Invigilator should check and verify the items and the count listed in the delivery note from us and despatch notices/advice notes from the printers, against materials received and provide comments where necessary.

- (i) **Delivery Note:** is used to verify the list and count of boxes of question papers, stationery, including multiple choice answer sheets, key administrative documents and scripts return envelopes. The Chief and the Senior Invigilators must **sign** and **date** the form as provided at the bottom. A copy of the signed records of delivery notes should be sent to us within a week of receipt of examination materials, while the original notes are kept by the centre.
- (ii) **Despatch Notice/Advice Notes from Printers:** these are documents confirming the details of your entries. The Chief and Senior Invigilators must check and confirm with a **tick (✓)** the count of every syllabus component against the Total Syllabus Entries report from Malepa application and provide comments where necessary. The Chief and the Senior Invigilators should **sign** and **date** the form at the bottom of each page. A copy of the signed records of despatch notice/advice notes should be sent to us within a week of receipt of examination materials, while the original notes are kept by the centre.
- (iii) **Appendix E - BEC/EAC/BGCSE/G01/A05 - Additional Materials List** is to be used as a guide to check materials that are required for each component.
- (iv) **Checking of question papers** - Question paper packets and other confidential materials must remain unopened and in your secure storage until the time set for the relevant exam. The Chief and the Senior Invigilators must check they have the correct confidential materials before opening them. If you are not sure, contact us.
- (v) **Confidential instructions** – Confidential instructions for some practical exams are delivered with the early material despatch. You must open some confidential materials, such as instructions for practical exams, before the exam. The instructions on the front of the packet will tell you when to open it. Keep confidential instructions secure at all times and do not remove them from the building. When they are not being used, put them back in your secure storage. Do not make copies of them. The Chief Invigilator is responsible for making sure these materials stay confidential and that no information about them reaches candidates. Never discuss or share the confidential instructions with another centre. Contact us if you have any questions.

**Important Note: Do not photocopy confidential instructions**

- (vi) **Erratum notices** – Erratum notices must be opened as soon as they arrive, unless otherwise stated on the envelope. Once read they must be tied securely to the syllabus

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component they address to avoid forgetting them when the examinations are written. Store these in the secure storage until the timetabled date and time of the examination.

- (vii) **Erroneously registered candidates** - If you make entries for a component and then withdraw them all, you may still receive the question papers. If this happens, do not open them. Store them securely until we issue certificates.
- (viii) You must keep the confidential materials secure during these checks, until they are transferred to secure storage.
- (ix) Examination stationery and materials must be stored securely at all times so that no unauthorised person can have access to them.
- (x) Examination stationery must be opened and checked on receipt to ensure that enough quantities have been supplied. It is important to have the examination stationery stored in a secure lockable storage. **Appendix E - Additional Materials List** is to be used as a guide to checking materials that is required for each component


We must be informed immediately if the security of the question papers or confidential instructions is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances. The packets of question papers and other examination materials must not be opened until the time appointed for the examination concerned, except where we instruct that such material should be opened once received.

**Important Note:** Question paper packets must not be tied with an adhesive tape. **New**

### 10.3.2 We must be notified immediately about any discrepancies, for example if:

- (i) the question papers have not arrived within two (2) working days after despatch from us.
- (ii) the confidential despatch does not show the correct centre number and address. If this is the case, do not open the box/ outer courier packaging;
- (iii) the material does not relate to your entries;
- (iv) differences between the material received and the delivery note or advice note/despatch notice;
- (v) material that has been damaged in transit;
- (vi) the seal of any question paper packet is not intact, or if there is any indication of tampering;
- (vii) a question paper packet has been opened before the examination;
- (viii) shortage of material received against centre's requirements;
- (ix) faulty media on which pre-recorded confidential material is contained e.g. CDs;

**Important Note:** For Cambridge International GCE O Level and BGCSE French question papers follow the instructions on Section 4.3 (e) and (i), then complete and submit to us the “Before the exams – Form 2” (Missing Question Paper Packets) or “Before the exams – Form 3” (Damaged or Open Question Paper Packet). The forms should be accessed from the Cambridge International

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website: [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms). There are specific instructions on these forms which must be followed. **New**

### 10.3.3 In a case where the question paper packet is torn in transit or from storage cabinet

- (i) if a packet is discovered to be torn in transit or from the cabinet storage, the Chief Invigilator should take several pictures of the tear from different angles.
  - The pictures taken should be kept securely for investigative purposes
  - It is the responsibility of the Chief Invigilator to ensure that such pictures are not accessed by unauthorised personnel
- (ii) the torn packet with its contents should be placed in a script return envelope and sealed. The Chief Invigilator and a Senior Invigilator should both sign and date across the seal.
- (iii) the incident must be reported to us immediately. The script return envelope should be stored securely in the same secure storage.

## 10.4 Cambridge International GCE O Level and BGCSE French Syllabuses

For Cambridge International GCE O Level and BGCSE French question papers the following are provided:


**10.4.1 Question Paper Packets:** These must be checked against the despatch notes provided by Cambridge International and arranged in timetable date order so as to reduce the likelihood of opening a packet of question papers at the wrong time.

**10.4.2 Attendance Registers:** These are printed in duplicate by Cambridge International and these must be confirmed to be present during the checking and verification of materials. If not notify us immediately. If any of your candidates are not listed, add them to the bottom. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records.

**10.4.3 Notice to Candidates:** These must be posted both inside and outside of the examination room where a Cambridge International examination is taking place.

**10.4.4 Candidate Warning Poster:** Must be posted both inside and outside of an examination room where Cambridge International examination is taking place.


For Cambridge International GCE O Level and BGCSE French syllabus examinations centres must have a copy of the full Cambridge Handbook 2021 in the Main examination room and a copy of section 4 and 5, and the Key Times and Full centre supervision section in any other exam room.

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## 10.5 Testing of CD's

- 10.5.1** Where confidential material is pre-recorded on CD's or other media, arrangements must be made immediately, for such material to be spot checked on receipt (not played in full, but check the start, the middle and the end to ensure that the CD works) according to the instructions issued by us. Any defects must be reported to us immediately. To test for "Acoustics," the spot testing should be done at the appropriate volume in the same room that will be used for the live examination.
- 10.5.2** For Computer Studies CD: the CD is checked to establish whether it is able to be opened and run.
- 10.5.3** The testing of the CD's should be done by the Chief Invigilator and a Senior Invigilator. Syllabus' specialists are not allowed to test the CD's to avoid conflicts of interest **EXCEPT FOR MUSIC.**
- 10.5.4** Two members of staff must independently check they have the correct question paper packet before opening it. This includes the syllabus component and the dates of the exam to make sure they are within the published window. **New**



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### In this section:


- 11.0 Examination timetable and timetable deviations
- 11.1 Timetable
- 11.2 Key Times and Full Centre Supervision

## 11.0 Examination Timetable and Timetable Deviations

### 11.1 Timetable

To maintain the security of our examinations all Centres are issued a hard copy of the timetable. It is essential that you use the correct version of the timetable.

- (i) The timetable shows the date, session and the duration of each examination, including the range of dates for practical and oral examinations. You must also follow key time regulations for all Cambridge International GCE O Level and BGCSE French syllabuses. Refer to section 11.2 for the Key Times and Full Centre Supervision.
- (ii) All examinations must take place in the sessions stated on the final timetable. There should be no deviation from the timetable, unless otherwise stated by us.
- (iii) As soon as the timetable is available, work out how many examinations rooms you need. Decide how you are going to make sure your candidates know where and when their examinations will take place. You should display the timetable somewhere for all your candidates to see.
- (iv) The published timetable of examinations issued by BEC must be followed at all times except where there are deviations. If the Centre has not received a copy of the published timetable by May of the examination year the Centre should report to BEC immediately. The timetable can also be accessed through the BEC website at [www.bec.co.bw](http://www.bec.co.bw).
- (v) Examinations scheduled for the **morning** will start at **8.00 am**; examinations scheduled for the **afternoon** will start at **2.00 pm**. Any deviation from these starting times can only take place if a written consent of BEC has been obtained in advance of the examination.
- (vi) Centres must display copies of the timetable in the examination room/s including the room where the question papers are stored. This helps to avoid opening of the question papers at the wrong time.
- (vii) The timetable must be strictly adhered to. Any departure from the prescribed dates or times will, as a rule, invalidate the examination. The exact length of time allotted for each paper, as shown on the front cover of the question paper, and on the timetable, must be allowed.
- (viii) If the time duration on the question paper differs from that shown on the timetable, then the timetable duration should be followed.

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- (ix) If the number of candidates for a practical test is larger than can be accommodated at one time, refer to section 8.1.2.

## 11.2 Key Times and Full Centre Supervision

### Key Times and Full Centre Supervision, Cambridge International GCE O Level and BGCSE French Syllabuses

It is most important that all Centres understand and comply fully with the regulation relating to Key Times and Full Centre Supervision. It is recommended that staff watch the online video tutorial regarding key times that can be found on Cambridge International website as indicated below:

<https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-1-preparation/timetabling-exams/>


Centres which take Cambridge International GCE O Level Syllabuses and BGCSE French should observe that Cambridge International requires that at the Key Times stipulated below all candidates must be under Full Centre Supervision for security purposes. Syllabuses which are affected are 4037 Additional Mathematics, 4040 Statistics and 0618 French.

The Key Times are 11.00am local time for the morning sessions and 3.00pm local time for the afternoon session. In the November 2021 examination series all of the examination papers concerned are in the morning session.

The morning session for examinations will start at 8.00am and this includes Cambridge International Syllabuses. Candidates who will be writing Cambridge International examinations will finish before the Key Time. Since the Key Time is after the end of the examinations all candidates must remain under Full Centre Supervision until 11.00am.

Candidates can either be under Full Centre Supervision in the examinations rooms with their invigilators or when they leave the examinations rooms, they must be under Full Centre Supervision with their invigilators continuously until the Key Time.

During the period between the end of the examination and 11.00 am, candidates can have access to their printed books and notes, and they can talk to each other provided they do not cause any disturbance to other candidates who are still doing an examination. However, candidates must not look at books and notes on electronic devices, have access to telephones, cell phones, the internet or any means of external communications. **New** Candidates must not be allowed to communicate by any means whatsoever with anyone who is not under Full Centre Supervision. As soon as the Key Time has passed, the candidates may be released.

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### In this section


- 12.0 Preparing the Examination Room
- 12.1 Examination Venue
- 12.2 Alternative Venue
- 12.3 Notice to Candidates
- 12.4 Seating Arrangements

## 12.0 Preparing the Examination Room

You must follow these regulations when you prepare the exam room. This includes the exam rooms for practical exams e.g. Art & Design.

### 12.1 Examination Venue

- (i) All candidates must sit for the examination at the centre where they registered unless prior permission has been obtained from us for candidates to take the examination elsewhere. If you need some or all of your candidates to take some exams at a venue that is not your registered centre, refer to section 12.2 on alternative venues below.
- (ii) Any room in which an examination is conducted must provide candidates with appropriate physical conditions in which to take the examination. Due attention must be paid to such matters as lighting, ventilation, ceilings, cleanliness and the level of extraneous noise.
- (iii) Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the syllabus concerned. Centres should observe section 12.4 regarding seating arrangements.
- (iv) A reliable clock must be visible to each candidate in the examination room. All clocks must be synchronised before the start of the examination and monitored throughout the session to ensure that they are reporting the same time all the time. Regular checks should be carried out to ensure that all clocks are in good working condition. For candidates using a computer, checks must be made to make sure that the time is correct on each computer.
- (v) Centre number, Syllabus and Component code, the Start, Finish times and the duration of each examination must be displayed and should be visible to all candidates either on the board, a manila sheet or flipchart. The information must be clearly legible to all candidates in the examination room.
- (vi) No display material (e.g. maps, diagrams, wall charts) which might be helpful to candidates must be visible in the examination room unless the rubric expressly states that candidates are allowed to use reference materials during the examination. Particular care must be taken with examinations which are held in laboratories.

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## 12.2 Alternative Venue

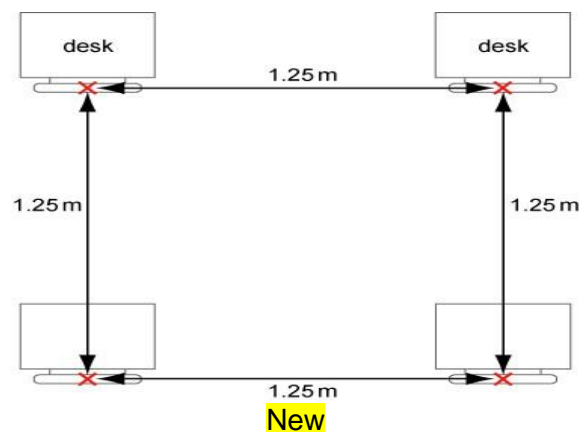
Alternative venues may be used where there is lack of facilities for all candidates to sit practical exams at the designated centre or lack of an examination room large enough to accommodate all the candidates. We may reject the application for an alternative venue if we think the security of the exam will be at risk. If approved we will provide guidance on how to conduct the exam. This must be given to the Chief Invigilator at the alternative venue. Failure to follow the guidance may be considered centre malpractice.

## 12.3 Notice to Candidates


**Annexure 1 - BEC/EAC/BGCSE/G01/AN01 - Notice to Candidates** provided for BGCSE syllabuses must be displayed both inside and outside of each examination room. If the Centre conducts examinations for GCE O Level and BGCSE French syllabuses it must strictly adhere to Cambridge International “Notice to Candidates” and “Candidates Warning Posters” provided for such syllabuses and these must be displayed both inside and outside of each exam room.

## 12.4 Seating Arrangements

**12.4.1** The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. In particular, the minimum distance from the centre of a candidate’s desk to centre of the next candidate’s desk must be 1.25 metres in all directions. See diagram below:



**12.4.2** Where candidates sit an exam in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres. If you cannot meet this requirement, candidates must sit at alternate monitors or in screened booths. Screened booths may restrict invigilators’ view of candidates. In this situation, increase the number of invigilators.

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**12.4.3** Where candidates sit an exam in a language laboratory, the minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres. If you cannot meet this requirement you must use screened booths instead. Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

**12.4.4** In cases where Centres use theatre style halls, make sure there is at least a free step between one row and the next to avoid one candidate overlooking the work of another candidate in the front.

**12.4.5** Where possible, Centres should avoid using desks with storage shelves. Where desks with storage shelves are used, Invigilators must check the shelves for unauthorised notes and other items before the beginning of the examinations.


**12.4.6** Invigilators must pay close attention during the course of the examination to ensure nothing is placed in the shelves before the start and during the course of the examination.

**12.4.7** Wherever possible, for written examinations:

- (i) all candidates should face in the same direction;
- (ii) each candidate should have a separate desk or table of sufficient size to accommodate question papers, maps (as appropriate) and answer booklets;
- (iii) if candidates are not working at individual desks, they must be sufficiently far apart so that their work cannot be seen by, and contact cannot be made with other candidates. The distance from the centre of one candidate's to the centre of the next candidates desk must be 1.25 metres in all directions;
- (iv) for multiple choice papers, if desks are spaced 1.25 metres apart, candidates may still be able to see other candidates' work, intentionally or otherwise. Where this is the case, the Invigilator must use an alternative method so that no candidates work may be overseen by any other candidates. This can be achieved by;
  - increasing the space between candidates desks
  - using extra invigilators


A copy of the guide has been provided as **Appendix B – BEC/EAC/BGCSE/G01/A02 Multiple Choice papers: Guidelines for Invigilators;**

- (v) when candidates are working on a drawing board set on an easel or other non-horizontal surface, they must, wherever possible, be arranged in an inward-facing circle or in some similar pattern;
- (vi) you may hold other examinations in the room at the same time, provided no disturbance is caused;

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(vii) candidates should be seated in candidate/index number order, with candidate numbers/indexes labelled on each desk except where variation is needed to support candidates with access arrangement. **New**

**12.4.8** Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all regulations can be applied. The candidate's script must be kept separate from other scripts from the centre and it must not be despatched until advice has been sought from us. This also applies to COVID19 for the 2021 series. Refer to **Appendix I - BEC/EAC/BGCSE/G01/A08 - A brief guide to the administration of examinations under contagious diseases: COVID-19 Environment.**

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## In this section

### 13.0 Invigilation Arrangements

## 13.0 Invigilation Arrangements


**13.1** The Head of Centre must ensure that invigilation is carried out by suitably qualified, experienced and trained adults. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole invigilator. The Invigilator is required to write a letter to the Head of centre declaring their Interest.

**13.2** The Head of Centre must ensure that invigilators are fully briefed and trained before carrying out the task of invigilation. Centres must keep records of trained invigilators which we can call upon if required.

**13.3** The Start and Finish times in the invigilation timetable should include Full Centre Supervision times for Cambridge International syllabuses.

**13.4** Sufficient invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- A ratio of 1:35 Invigilator to candidate must be maintained for BGCSE written syllabuses and 1:20 for practical examinations. For Food and Nutrition ratio refer to 6.3.2 that requires one BEC examiner for every 6 to 8 candidates.
- A ratio of 1:30 Invigilator to candidate must be maintained for Cambridge International GCE O Level and BGCSE French written syllabus examinations.
- For practical tests, one invigilator must be present for every twenty (20) candidates and at least two (2) invigilators must be present when a test is being conducted even if you have fewer than twenty (20) candidates sitting the test.
- Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.
- Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task in the examination room. Refer to **BEC/EAC/BGCSE/Man01 - Manual for invigilators**.
- The invigilator, technician, syllabus specialist or rover must not bring cell phones, books, newspapers, magazines or any other electronic devices to the examination room. The Invigilators must not attend to anything that is not connected to invigilation duties, while the examination is in progress. The Invigilator should be able to move quietly around the room

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and position themselves at strategic points where they will be able to observe all the candidates in the examination room.

- When only one invigilator is present, they must be able to summon assistance easily without leaving the examination room and without disturbing the candidates. That means rovers must be visible, attentive to invigilators and alert at all times.
- Where there are both male and female candidates, you must make sure both male and female invigilators are available to take candidates to the washrooms if required. Where there is a sole invigilator the rover must be of a different sex from the one invigilating.
- Invigilators may be changed during the examination, provided that the number present in the examination room does not fall below the prescribed ratio.
- A teacher who has prepared the candidates for the syllabus of the examination during the academic year of the examination must **not** be the sole invigilator at any time during a written examination in that syllabus.
- For listening exams a member of staff who speaks the language of the test should ideally be present to deal with any technical difficulties.
- A reader, scribe, or practical assistant **cannot** be counted as an invigilator.
- In Practical examinations, it is essential that a teacher of the syllabus or a technician should be present in the examination room at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety. Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the invigilator, refer to **Appendix A – BEC/EAC/BGCSE/G01/A01 - A Brief Guide to the Invigilation of Practical and Listening Examinations**.

**13.5** A copy of these Guidelines must be available in the Main Examination Room. The invigilators must be familiar with all appendices, the **BEC/EAC/BGCSE/Man01 – Manual for Invigilators** and any specific regulations relating to the syllabuses being examined.

- Main Examination Room here refers to the main hall in the case where candidates have to sit the examinations in multiple rooms. This document then acts as a reference material. The other rooms will each have the **BEC/EAC/BGCSE/Man01 – Manual for Invigilators** and **Annexure 2 - BEC/EAC/BGCSE/G01/AN02 - What to say to Candidates**. However, in the case where candidates sit the exam in just one room, the **BEC/EAC/BGCSE/G01 - Guidelines for Conduct of Examinations**, **BEC/EAC/BGCSE/Man01 - Manual for Invigilators** and **Annexure 2 - BEC/EAC/BGCSE/G01/AN02 - What to Say to Candidates** must be available in that room.




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- For Cambridge International GCE O Level and BGCSE French syllabus examinations centres must have a copy of the full Cambridge Handbook 2021 in the Main examination room and a copy of section 4 and 5, and the Key Times and Full centre supervision section in any other exam room.

**13.6** You must keep signed records of the seating plan and invigilation timetable for each examination session. We may require seating plan and invigilation records at any time up to the end of results enquiry period. You should keep the records securely at the centre until end of June following the examination series.

**Important Note:** Seating plans and invigilation timetables should not be sent to us unless requested.

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- 14.0 At the Beginning of the Examination
- 14.1 Identification of Candidates
- 14.2 Completing the Attendance Registers
- 14.3 Seating Plans
- 14.4 Unauthorised Entries
- 14.5 Authorised Personnel
- 14.6 Authorised and Unauthorised Material
- 14.7 Use of Calculators
- 14.8 Stationery, Material and other Equipment
- 14.9 Collecting Question Paper to Administer an Examination
- 14.10 Checking and Distributing Question Paper Packets in the Examination Room
- 14.11 Starting the Examination
- 14.12 Procedure to Follow in the Event a Wrong Question Paper Packet is Opened

## 14.0 At the Beginning of the Examination

Candidates must take their exams in the correct timetabled session. You must schedule exams within the appropriate timetable session in compliance with the relevant Key Time (if its Cambridge International GCE O Level and BGCSE French syllabus examinations).

### 14.1 Identification of Candidates

- 14.1.1 The invigilators must be satisfied as to the identity of every candidate attending each examination session. Identity checks must not disturb any candidates who are already taking their examinations.
- 14.1.2 The Head of Centre must ensure that appropriate arrangements are in place to enable all invigilators to carry out adequate checks on the identity of all candidates.
- 14.1.3 All candidates, including government school candidates must present their National Identity card (Omang) if they are citizens or a passport for non-citizens. Each candidate must also present a Statement of Entry. No candidate should be allowed in the examination room without any identification.
- 14.1.4 The evidence must be presented each time they attend an examination session.
- 14.1.5 Candidates should be seated in candidate/index number order, with candidate numbers/indexes labelled on each desk.

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## 14.2 Completing the Attendance Registers

**14.2.1** Attendance registers for all government Centres, private school Centres and BOU centres must be printed from the Malepa application in time. Attendance registers for BEC Private Centres will be sent to the respective Chief Invigilators during the distribution of question papers.

**14.2.2** The attendance registers must be completed in accordance with the instructions specified in these guidelines.

**14.2.3** Attendance registers are printed in date and session order for all components.

**14.2.4** Attendance registers for Cambridge International GCE O level syllabuses and BGCSE French are printed at Cambridge International and are in duplicate. If any of your candidates are not listed, add them to the bottom. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records

**Important Note:** Attendance registers provided by Cambridge International for those syllabuses should be used, instead of the BEC attendance registers. These attendance registers are delivered to Centres together with question papers.

**14.2.5** Candidate's names are printed on attendance registers exactly as they will appear on the Statements of Results and Certificates.


**14.2.6** Any errors in the names should be reported immediately using the **BEC/EAC/DP/P02/F03 - Candidate Entry Amendment Form**. Alternatively, the name can be amended directly on the Malepa application by the Centre.

**14.2.7** If a candidate's name is not shown on the attendance register, the candidate number and name of the candidate should be added in the space provided at the end of the attendance register. We should be informed of this discrepancy so that, if necessary, a formal entry can be made if this has not already been done. Again, the **BEC/EAC/DP/P02/F03 - Candidate Entry Amendment Form** or Malepa Application can be used for this purpose.

**14.2.8** At the end of the examination, the attendance register should be checked against the scripts collected, signed and dated by both the Invigilator and the Chief Invigilator.

**14.2.9** If you have candidates taking an examination in a different room from the main examination room, whether in a separate examination room at your centre or at an alternative venue, do not submit a separate attendance register for them. Mark them as "present" on the main attendance. For packaging of scripts refer to section 16.3.

**14.2.10** Due care must be taken to ensure that absent candidates are **not** marked present. Candidates should append their signatures against their names in the attendance register to verify their presence. An invigilator should append a signature against any candidate name marked absent as a form of verification

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**14.2.11** Please note that by signing on the script return envelope, the Chief Invigilator is verifying that they have checked and assured themselves of the accuracy of the contents of the envelopes.


### 14.3 Seating Plans

**14.3.1** You must produce a seating plan **before each examination**. A seating plan is a diagram that outlines how the examination room is set up, it shows the position of the tables in the room, the position of each chair and where each candidate is seated. It must also show the position of the invigilators desk and the direction the candidates are facing. **New**

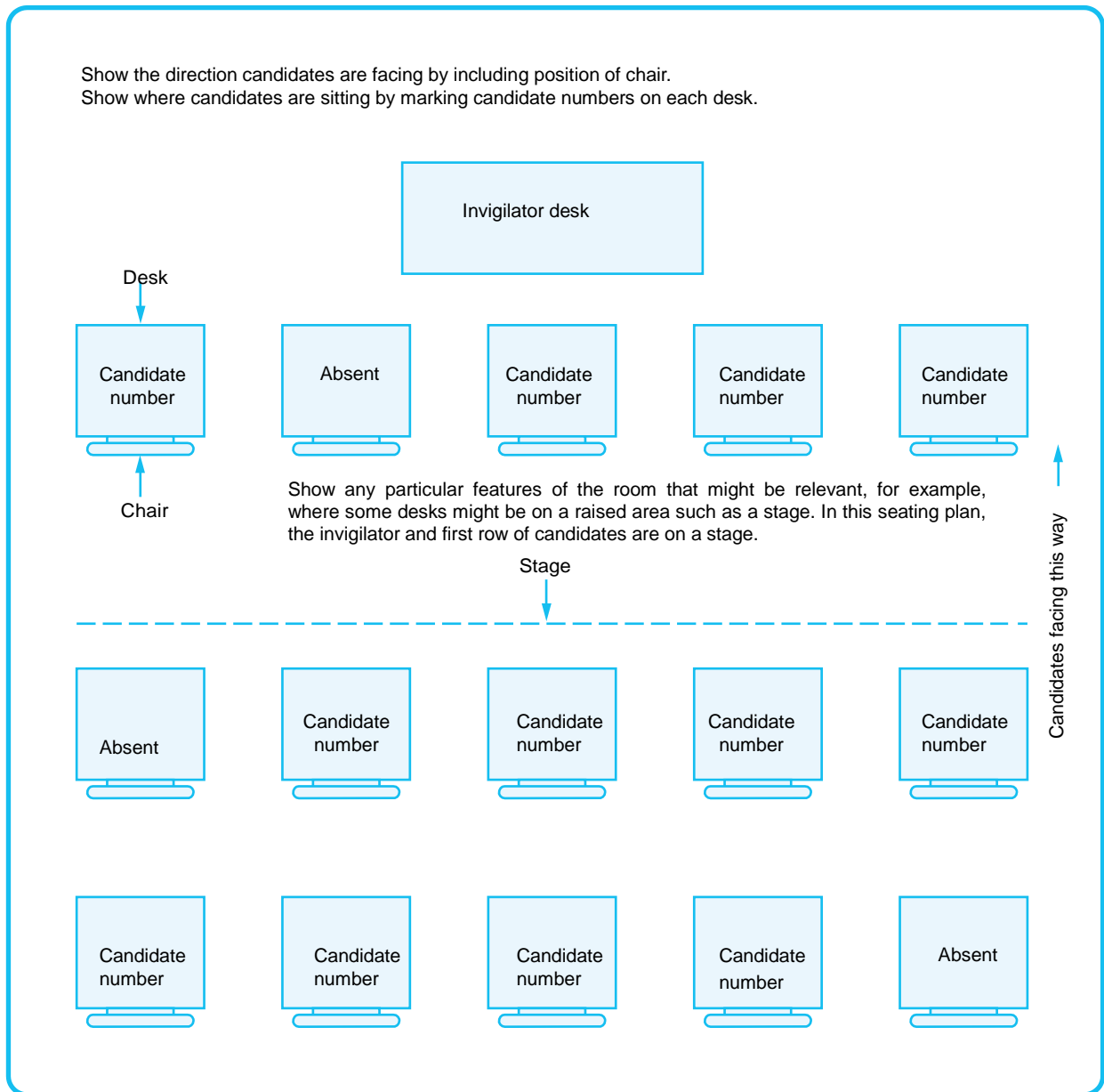
**14.3.2** During each exam, you must check your seating plan is accurate and update it if necessary. **New**


**14.3.3** Seating plans must not be produced after the exam has finished. **New**

**14.3.4** You must keep signed records of the seating plan for each examination session. We may ask to see the seating plan at any time until we issue certificates.

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**Example of a seating plan New**



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## 14.4 Unauthorised Entries

**14.4.1** If a candidate arrives for an examination they have not been entered for, you can allow them to take the examination providing that:

- The candidate is able to take all the components required for the syllabus option they wish to enter. This means you must have enough spare question papers so the candidates can sit all the components required for the syllabus option at the appropriate time, not just the specific examination.
- You add them to the attendance register for each component they take that they were not previously entered for. Once they have completed all the components required for the entry, contact us immediately.

**14.4.2** We will then mark the candidate's script, enter them for the entry option and issue a grade in the syllabus. You will be charged a late entry for any unauthorised entries.

**14.4.3** If you do not have enough spare question papers for each of the relevant components, contact us immediately and we may be able to send you extra question papers. Each request will be considered on a case by case basis.

**14.4.4** We reserve the right to decline any request received after the late entry deadline, if it is not possible for us to despatch the extra question papers in time for the examinations. In this case you must tell the candidate they cannot sit the examination as they have not been entered for it. You **must not** photocopy question papers.

## 14.5 Authorised Personnel


Only persons authorised by the Head of Centre are to be allowed in the examination room. **Appendix C - BEC/EAC/BGCSE/G01/A03 - Exam Room Entry Register** should be used to capture details of personnel that enter the exam room during a live exam session.

## 14.6 Authorised and Unauthorised Materials

It is essential that you make sure candidates do not bring unauthorised materials in the examination room.

### 14.6.1 Authorised Materials

Candidates may take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus booklet for the syllabus being examined.

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### 14.6.2 Unauthorised Materials

Unauthorised materials are those that potentially enable candidates to conceal or access information in the examination room. Having unauthorised materials in the examination room is a breach of examination regulations and may be considered malpractice. You and your invigilators must be alert to candidates attempting to bring unauthorised material in the examination room and must report all instances to us. Unauthorised materials include:

- calculator cases
- instruction leaflets
- dictionaries (except where the rubric specifies)
- bags
- non-transparent
- pencil cases
- mobile phones
- camera
- Bluetooth headsets
- Tablet
- computers
- smart wear (includes smart watches and smart glasses), or
- any watch capable of electronic storage or communication or
- any other electronic device that enables external communication or the storage and retrieval of data should not be brought into the examination room.

**14.6.3** Other watches can be worn at the discretion of the centre.


**14.6.4** If you allow watches, and it is not practical to check them before the examination, candidates can place their watches on their desks so invigilators can check them as they move around the examination room. This list does not include every possible item that will be considered “unauthorised”.

**14.6.5** You should use your judgement for any items not on the list above by asking yourself whether the item potentially enables a candidate to conceal or access information in the examination room or areas accessed by a candidate during an exam including the bathroom.

**New**

**14.6.6** All electronic items, including cell phones and blue-tooth devices, must be switched off and left outside the examination room.

**Important Note:** Other types of unauthorised material must either be left outside or handed to the invigilator before the examination begins. Materials handed to the invigilator must be placed out of reach and sight of the candidates.

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## 14.7 Use of Calculators

**14.7.1** Calculators can be used in all examinations except where their use is expressly prohibited in the syllabus or in the rubric of the question paper. Calculators must be checked before the start of the examination

When the use of calculators is allowed in examinations, candidates must be informed in advance that:

- the calculator must be of a size suitable for use on the desk at which the candidate will write the examination.
- the power supply for the calculator is their responsibility and must be integral to the calculator (e.g. batteries). The candidate may bring spare batteries into the examination room in a transparent package.
- the working condition of the calculator is their responsibility.
- the calculator must be silent, with a visual display only.
- a fault in a calculator will not normally be considered as justifying an application for special consideration on their behalf.

**14.7.2** Calculator cases, instruction leaflets or formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination. If calculator cases cannot be removed, they should be checked by an invigilator to ensure that it does not contain any unauthorised information.

**14.7.3** Calculators must not be borrowed from other candidates in the course of an examination for any reason, although the invigilator may provide a candidate with a replacement calculator;


**14.7.4** Candidates are responsible for clearing any information and/or stored programs from the calculator in advance of the examination. Retrieval of prepared information and/or programs during the examination, or removal of question paper content from the examination room is malpractice.

**14.7.5** Calculators must be reset before the start of the examination to remove helpful programmes/formulas. The invigilator should check a sample of the candidates' calculators before the start of the examinations to make sure they comply with regulations.

**14.7.6** Programmable calculators may be used. However, calculators with any of the following facilities are **prohibited** in the examination room, unless otherwise stated in the syllabus:

- (i) data banks
- (ii) Graphic Displays
- (iii) dictionaries
- (iv) language translators



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- (v) retrieval or manipulation of text or formulae
- (vi) QWERTY keyboards
- (vii) built-in symbolic algebra manipulations
- (viii) symbolic differentiation or integration
- (ix) Capability of remote communication with other machines.

We regard the use of any such calculator as malpractice. We do not recommend any particular brand of calculator.

## 14.8 Stationery, Materials and other Equipment

**14.8.1** Centres will be provided with an **Appendix E- BEC/EAC/BGCSE/G01/A05 -Additional Materials List** in advance of each examination session. The list specifies all the materials which are required for each examination and whether the items are to be provided by BEC/Cambridge International or by the Centre.

**14.8.2** From 2021, the ‘Additional materials’ section on the front cover of question papers will say ‘You will need’. This will list what the candidate needs and will include items we provide such as an answer booklet, an insert or a map. It will also include the extra exam materials that you need to provide to the candidates as well as the standard material that candidates need.  
**New**


**14.8.3** The invigilator must ensure that only the items specified are issued to the candidates. Only answer booklets/supplementary answer sheets, provided by the Invigilator should be used in the examination room.

**14.8.4** For multiple choice tests, individual pre-printed personalised answer sheets are provided for each candidate, and invigilators must ensure that each answer sheet is given to the candidate whose name appears on it and that the sheets refer to the correct component.

**14.8.5** BEC has published a brief guide to the administration of multiple choice tests, and a copy of the guide has been provided as **Appendix B - BEC/EAC/BGCSE/G01/A02 - Multiple Choice Papers: Guidelines for Invigilators**. See also **Annexure 2 - BEC/EAC/BGCSE/G01/AN02 - What to Say to Candidates** during multiple choice examinations.

**14.8.6** Candidates must:

- (i) Provide their own pens, pencils, drawing instruments and erasers.
- (ii) Write their answers legibly in black or dark blue ink.
- (iii) Soft pencil (2B or HB) must be used for multiple choice examinations.
- (iv) Use any other material listed in the confidential instructions for science papers.
- (v) Use protractor, pair of compasses, calculators, rulers, mathematical sets, tracing papers, mathematical tables

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**14.8.7** Candidate **must not** use:

- (i) Pencils or pens in other colours. These may only be used for maps and diagrams as specified in the rubric of the question paper.
- (ii) Red ink or green ink.
- (iii) Correction fluid or tape
- (iv) Highlighters pens on answer sheets, answer booklets or in the answer sections of combined questions and answer booklets

**14.8.8** Where a map is used as part of the question paper, the use of string or a magnifying glass is permitted but not essential.

## **14.9 Collecting Question Papers to Administer an Examination**

**14.9.1** You must collect the question paper packets from the secure storage as close to the start of the exam as possible. Once the question papers have been removed from secure storage they must not be left unattended at any time. **New**

**14.9.2** Chief Invigilator and Senior Invigilator check and confirm component to be written on the timetable in the secure storage room.

**14.9.3** The team agrees on the number of question paper packets to be picked for the particular date and time.

**14.9.4** Chief Invigilator collects the packets, check it is undamaged and checks that the details on the label are correct; this includes checking the centre number, exam date, session, syllabus title and component number. **New**

**14.9.5** Chief Invigilator passes the packets to the Senior Invigilator to verify.

**14.9.6** The Chief and Senior Invigilator should both sign on the timetable against the component to indicate that verification was done and that they have satisfied themselves that they have the right question paper before they leave the secure storage room.


**14.9.7** Date and time of verification should be next to the signature on the timetable.

**14.9.8** The Chief and Senior Invigilator take the packets to the examination rooms.

## **14.10 Checking and Distributing Question Paper Packets in the Examination Room**

**14.10.1** The invigilator using “What to say to Candidates” announces the following as indicated on the board, the manila sheet or flipchart that is clearly visible to all candidates.

- Date **New**
- Centre Number
- Syllabus Name
- Component Code
- Start and finish time

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- Duration of the paper

- 14.10.2** Before opening the question paper packet, two invigilators must check it is undamaged and check that the details on the label are correct; this includes checking the centre number, exam date, session, syllabus title and component number. **New**
- 14.10.3** The invigilator holds each packet of question papers out to the candidates to confirm that they have not been tampered with.
- 14.10.4** The invigilator gives the question paper packets to a number of candidates to verify that it is the correct component for the date and time and that the packets have not been tampered with.
- 14.10.5** The candidates verify and append their names, signatures and date against the component name.
- 14.10.6** The invigilator collects the question paper packets from the candidates.
- 14.10.7** The invigilator makes the final verification, signs and dates the question paper packet where indicated
- 14.10.8** The invigilator neatly cuts open the question paper packets using a pair of scissors.
- 14.10.9** Where a centre conducts examinations in the same syllabus in more than one room, it is permissible to open a packet of question papers in one of the rooms, in the presence of the candidates' representatives from other rooms, and to take some of the papers to the other room(s) on the same site. However, it is not permissible to open the packet of question papers earlier than the time appointed for the examination in order to take some of the papers to another site. Under these circumstances, the centre should make arrangements with us for separate packets of question papers to be supplied.
- 14.10.10** When all these checks have been completed, the invigilator distributes question papers according to candidate number order.

**Important Note:** It is the responsibility of the invigilator to open the question paper packet with a pair of scissors making sure not to cut the question papers contained in the packet. The invigilator should report to the Chief Invigilator any grounds for suspicion about the security of the question papers. In such cases, the Chief Invigilator must notify us immediately and submit a full written report.

### 14.11 Starting the Examination

An examination is deemed to be in progress from the time the candidates enter the examination room until all the scripts and question papers have been collected and accounted for. You must read out a set of instructions before candidates are allowed to start working. The instructions are in **Annexure 2 - BEC/EAC/BGCSE/G01/AN02 - What to Say to Candidates, Appendix D-**

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**BEC/EAC/BGCSE/G01/A04 - Invigilators Check List** provided with these guidelines, and **BEC/EAC/BGCSE/Man01 - Manual for Invigilators**.

#### **14.12 Procedure to Follow In The Event a Wrong Question Paper Packet Is Opened**


No centre should ever have to issue the wrong question paper if the procedure as stipulated in these guidelines is adhered to. However, if a wrong question paper packet has been opened for BGCSE question papers, with the exception of BGCSE French, the following steps should be taken:

##### **14.12.1 If the error is discovered before the question papers are issued out:**

- Draw the attention of the candidates to the error and ask one of them to confirm that the wrong question paper packet has been opened.
- Seal the question paper packets in front of the candidates and ask one of them to sign across the seal of the question paper packet. The packet is then placed inside a large tamper evident envelope and it is sealed and signed by both the invigilator and one of the candidates.
- Apologise to the candidates and quickly replace the wrong question paper and get the examination started.
- The Chief Invigilator must take several pictures of the tear from different angles and this must be witnessed by the Senior Invigilator. **New**
  - The pictures taken must be kept securely for investigative purposes
  - It is the responsibility of the Chief Invigilator to ensure that such pictures are not accessed by unauthorised personnel.
- The Head of Centre/Chief Invigilator should immediately inform the Director, Examinations Administration and Certification and the Regional Director by phone, followed by a letter.

##### **14.12.2 If the error is discovered after the question papers have been distributed:**

- Draw the attention of the candidates to the error.
- Collect all the question papers and ensure that every question paper has been accounted for before you can return them into the question paper packets.
- Explain the seriousness of the situation to candidates and remind them of the consequences of sharing confidential information including electronically.
- Seal the packets in front of the candidates following the same procedure as in 14.12 (i) above.


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- In this case it is better to spend a bit more time ensuring that the security of the question papers and the integrity of the examination is maintained before issuing the correct question paper out.
- Issue the correct question paper and note the time when the exam started and when it ended but afford the candidates the full examination time.
- The Chief Invigilator must take several pictures of the tear from different angles and this must be witnessed by the Senior Invigilator. **New**
  - The pictures taken must be kept securely for investigative purposes
  - It is the responsibility of the Chief Invigilator to ensure that such pictures are not accessed by unauthorised personnel.
- The Head of Centre/Chief Invigilator should immediately inform the Director, Examinations Administration and Certification and the Regional Director by phone, followed by a letter.

#### 14.12.3 For Cambridge International GCE O Level and BGCSE French Question Papers

If a question paper packet is opened in error for Cambridge International GCE O Level or BGCSE French question paper, refer to section 5.1.8.1 of the Cambridge Handbook for Centres page 92 and follow the instructions. Complete and submit to us the Exam Day – Form 11 (Question Paper Packets Opened in Error) from the Cambridge International website <http://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/administative-forms/>.

**IMPORTANT NOTE:** This section (section 12) is referred to in the **BEC/EAC/BGCSE/Man01 - Manual for Invigilators**

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### In this section:

- 15.0 During the Examination
- 15.1 Supervision of the Candidates
- 15.2 Practical Examinations
- 15.3 Five (5) Minutes Warning
- 15.4 Late Arrival of Candidates
- 15.5 Leaving the Examination Room during the Examination
- 15.6 Irregular Conduct
- 15.7 Emergencies
- 15.8 Requests for Special Consideration
- 15.9 Examination Administration for Candidates with Special Needs

## 15.0 During the Examination

### 15.1 Supervision of the Candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty. They must not read through any question papers. Refer to **BEC/EAC/BGCSE/Man01 – Manual for Invigilators** for role of invigilators.

### 15.2 Practical Examinations

During a practical examination, it is recognised that some movement by candidates and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.

### 15.3 Five (5) Minutes Warning


You must tell candidates when there are five minutes of the exam left. The invigilator must read out the 'Five-minute warning' section from our **Annexure 2 - BEC/EAC/BGCSE/G01/AN02 - What to Say to Candidates**.

In listening exams, you should give a five-minute warning if it does not disturb candidates. **New**

For Cambridge International GCE O Level and BGCSE French, download the "What to Say to Candidates" documents from [www.cambridgeinternational.org/examday](http://www.cambridgeinternational.org/examday).

### 15.4 Late Arrival of Candidates

**15.4.1** A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and to sit the examination. A candidate who arrives after the start of the examination must not be allowed any time after the scheduled end of the examination and will finish at the same time as all other candidates. However, candidates who have valid reasons should be allowed the full time for the examination. You should warn the candidate

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that BEC reserves the right not to accept the script. For Cambridge International GCE O Level and BGCSE French, refer to section 5.1.9 – Late Arrivals in the Cambridge Handbook 2021.

**15.4.2** In determining whether any of the work completed by a candidate who arrives late can be accepted, we will pay particular attention to the extent **to which it can be regarded the security of the examination as having been maintained**, with particular regard to the time at which candidates leave the examination room.

**15.4.3** In all cases where a candidate is admitted late into the examination room, the following rules apply:

(i) the script must be sent to us in the normal way;

(ii) a full written report must be sent to us as soon as possible containing the following information:

- the reason for the late arrival of the candidate, including any details of Access Arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the examination;
- the time at which the candidate started the examination;
- a statement regarding any possible breach of examination security arising from the candidate's late arrival, including information about the extent to which the candidate was under staff supervision from the actual starting time of the examination.

**15.4.4** Where a candidate arrives late for the examination and after the scheduled finishing time, the candidate must be recorded as 'Absent'. In such cases, the candidate should be advised that 'NO RESULT' may be issued for the syllabus.


## **15.5 Leaving the Examination Room during the Examination**

**15.5.1** The invigilator must ensure that no candidate leaves the examination room until at least one hour after the published starting time if the exam lasts longer than one hour or the duration of the examination, if less than one hour.

**15.5.2** Candidates who leave the examination room temporarily to use the rest rooms must be accompanied by a member of the invigilation personnel of the same sex. Such candidates should normally not be allowed extra time on their return.

**15.5.3** However, in cases where there is an application for special consideration (e.g. illness) such candidates may be allowed extra time to compensate for their temporary absence (see section 15.9 on examination administration for candidates with special needs).

**15.5.4** The invigilator must ensure that a candidate who has finished work and has been allowed to leave the examination room early must hand in all their work. Such candidates must not be

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re-admitted into the examination room. A list of such candidates must be kept until after the end of the results enquiries period.

**15.5.5** For those candidates who have finished work for the Cambridge International GCE O Level and BGCSE French early, they must be kept under Full Centre Supervision until the local Key Time.

## **15.6 Irregular Conduct**

**15.6.1** Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate during examination. It is the duty of the Head of Centre to ensure that all cases of irregularity or misconduct in connection with the examination are reported to us as soon as possible. The Head of Centre is empowered to expel a candidate from the examination room but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to other candidates. Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with us. All candidates must be made aware that any attempt to cheat or disturb another candidate during an examination may lead to their disqualification.

**15.6.2** Where an invigilator suspects any kind of collusion or misconduct, he/she should warn the candidate and report the matter to the Chief Invigilator who should in turn immediately notify us in writing.


**15.6.3** Where an invigilator is reasonably sure that a candidate is being dishonest, he/she should confiscate the candidate's answer script and any other evidence available. At the bottom of the script he should write 'Confiscated at' (and quote the time and date). The candidate may then be given a fresh answer paper on which he/she may continue his answers.

**15.6.4** The invigilator should indicate at the top of the fresh paper the time at which the paper was given to the candidate. The confiscated and fresh answer scripts, any available evidence, a full report from the Chief Invigilator and report/statement from the candidate should be enclosed together with the Centre report. This should be sent to us in a separate envelope and **not enclosed with other scripts**.

**15.6.5** In the event of a candidate being deliberately disobedient or unruly, s/he may be expelled from the examination room and forbidden to sit that paper. The Chief Invigilator may use his/her discretion on whether to admit such a candidate to a subsequent examination. Full reports in all such cases must be forwarded to us.

**15.6.6** At the discretion of the Chief Executive Officer the candidate may be disqualified if that candidate introduced or tried to introduce unauthorised material into the examination room or the candidates has communicated, or tried to communicate in any way with another person during the examination, or if the candidate was wholly or partially responsible for any other kind of misconduct or disruption in connection with the examination which might affect his/her own results or the results of other candidates.



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**15.6.7** At the discretion of the Chief Executive Officer the candidate may be disqualified from all or part of the current examination, including papers written before and after the time at which the offence was committed.

**15.6.8** If the Chief Executive Officer is satisfied that breaches of regulations or any irregularity, misconduct or dishonesty whatsoever in connection with the examination have been widespread at any centre, or that the circumstances in which the examinations are held at any centre are unsatisfactory, s/he may at his discretion cancel the entire examination at that centre, or any one or more papers or the results thereof, in relation to all the candidates at that centre.

**15.6.9** If a candidate is expelled you cannot apply for special consideration.

## 15.7 Emergencies


In an emergency, the safety of candidates and staff is the most important aspect. If it is safe and practical to do so, the invigilator should take the following steps to make sure the examination remains secure:

- evacuate the examination room;
- ensure that all the question papers and examination scripts are left in the examination room, and that the room is secured so that no exam materials leave the room;
- ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion, or external communication;
- after the candidates have returned to the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates' work the point at which the interruption occurred;
- note the time and duration of the interruption;
- allow the candidates the full working time prescribed for the examination;
- in the event of there being only a small number of candidates, consider the possibility of taking the candidates with question papers and scripts to another room in order to complete the examination but ensure that the safety of the candidate is a priority;
- make a full report of the incident and of the action taken for direct submission to the Chief Executive Officer at BEC.

## 15.8 Requests for Special Consideration

**15.8.1** Where a candidate writes an examination under adverse circumstances, the centre should submit an application for special consideration. Such applications must be made by completing the form in **Appendix F - BEC/EAC/P14/F01 - Application for Special Consideration Form**.

**15.8.2** If a candidate falls sick some days before the examination starts and is admitted to a hospital, the Chief Invigilator must inform us and complete **Appendix F- BEC/EAC/P14/F01 - Application for Special Consideration Form**. Arrangements can be made with the hospital so that the candidate sits the examination at the hospital or at a nearby school.

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**15.8.3** The answer sheets for such a candidate must be sent separately (if the candidate sat the examination at the hospital) or together with the answer sheets of the school where the candidate sat for the examination but under a separate script return envelope.

**15.8.4** A report on the candidate should then be written providing details of the examination.

**15.8.5** For candidates who write the examination under adverse conditions like illness, bereavement, the **BEC/EAC/G01- Access Arrangements and Special Consideration; A Guide for Centres** should be consulted and procedures followed.

## **15.9 Examination Administration for Candidates with Special Needs**

**15.9.1** If you have requested for oral response format and the use of a scribe/amanuensis you must record the responses on a standard tape, CD/DVD but preferably on an external hard drive in addition to producing a written transcript. Furthermore, the writer coversheet must be completed and sent back to us.

**Important Note:** A transcript of an examination presented orally will not be accepted without a recording of the candidates' response.

**15.9.2** If the candidate's disability and/or the nature of the access arrangement might disturb other candidates during an examination, the candidate must take the examination in a separate room and be supervised according to the regulations governing the special conduct of such an examination.


**15.9.3** The candidate must be familiar with any special equipment authorised for use in an examination. If support from an amanuensis, a reader, prompter, practical assistant or communicator is required, the candidate must practice with the person acting in this capacity before the examination.

**15.9.4** You are responsible for ensuring that all equipment authorised for a candidate with special assessment needs functions correctly and that there is a member of staff who is familiar with its use.

**15.9.5** Any difficulties that arise from the nature of the access arrangements, or any unforeseen difficulties encountered by the candidate, should be reported to us.

**15.9.6** The Head of Centre is responsible for selecting a writer (scribe) or reader for approved candidates with special needs. The scribe must write answers exactly as dictated by the candidate.


**15.9.7** A writer and or reader must be a responsible adult who is able to produce an accurate record of the answers dictated by the candidate. The person must be able to write legibly. In the case of scientific, mathematical or technical subjects, the writer should have a good working knowledge of the subject being examined.

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**15.9.8** It is not permissible for the writer or reader to also act as the invigilator, so a separate invigilator must be provided.

**15.9.9** Sign language may be used to assist candidates to read the questions but must not be used to explain what the question is asking the candidate to do. The communication of answers (e.g. from a candidate to a writer) is not permissible.

**15.9.10** Assistive technology devices such as computers should be approved in advance by us. When used in an examination, we expect a computer to be used as a basic word processor. If other facilities are to be used, we will need to be made aware of the hardware and software which the candidate proposes to use. This must include details of the candidate's access to facilities such as thesauruses, calculators, etc. Before approval can be given, we must be able to determine what effect, if any, the use of the computer might have on the reliability of the assessment of the candidate in each syllabus for which the candidate is entered.

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### In this section:

- 16.0 At the End of the Examination
- 16.1 Finishing the Examination
- 16.2 Collection of Answer Scripts
- 16.3 Packaging of Scripts
- 16.4 Packaging of Special Needs
- 16.5 Labelling of Envelopes containing scripts of candidates with special need
- 16.6 Collection of Question Papers
- 16.7 72 hour Security Rule
- 16.8 Leaving the Exam Room
- 16.9 Secure storage of scripts before despatch **New**

## 16.0 At the End of the Examination

### 16.1 Finishing the Examination

At the end of the examination, candidates should be told to stop writing. Refer to **Annexure 2- BEC/EAC/BGCSE/G01/AN02 - What to Say to Candidates**.


The invigilator, using **Annexure 2- BEC/EAC/BGCSE/G01/AN02 - What to Say to Candidates** must instruct the candidates to:

- (i) ensure that all the required information has been entered on their scripts;
- (ii) check that their answers are correctly numbered;
- (iii) assemble any loose sheets in the order in which the questions have been attempted and fasten them and any supplementary answer sheets to the back of their answer booklets with the string or treasury tags provided. Paper clips or staples should **not** be used to hold papers together as they could get dislodged causing the scripts to be mixed up.

### 16.2 Collection of Answer Scripts

- (i) All answer scripts must be collected and accounted for before candidates are allowed to leave the room.
- (ii) Any sheets of extra paper a candidate wants to hand in to be marked should be fastened to the main script using a treasury tag or string provided.

**Important Note:** Answer Scripts must not be removed from the examination room by candidates or unauthorised persons. If this happens you must tell us immediately. The candidate should be warned we may not accept their script.

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### 16.3 Packaging of Scripts **New**

Invigilator must;

- 16.3.1** sort the answer scripts into the order shown on the attendance register in candidate number order;
- 16.3.2** check that all answer scripts are present and that candidates have used correct centre and candidate numbers;
- 16.3.3** For packaging multiple choice answer sheet refer to Appendix B-Multiple Choice Papers: Guidelines for Invigilators. **New**


**Important Note:** All scripts must be returned to us in the Pre-bar-coded script return envelopes that we will send to your Centre. The number of script return envelopes for each component is already pre-determined for each centre. All the bar-coded script return envelopes must be returned to us, even if they are empty.

#### **Example**

If your Centre has been issued with three script return envelopes for 150 candidates and you were supposed to put 50 scripts in each envelope but only 100 candidate actually turned up for the exam, the envelopes should be labelled as 1 of 3, with 50 scripts, 2 of 3 with 50 scripts and 3 of 3 with 0 scripts. You should also indicate the count on the outside of all the three envelopes. In this case, envelope 3 of 3 will have a count of zero (0) but must still be returned to us as it needs to be scanned into the system.

#### **Important Notes**

- **You must never tape scripts packets together which contain different components.** **New**
  - Scripts packets must not be tied with an adhesive tape. **New**
- 16.3.4** place the scripts in a script return envelope and seal the packet in front of the candidates. The invigilator and one candidate should sign and date the script return envelope;
  - 16.3.5** if the same examination is taking place in different rooms, invigilators from the different rooms should place the scripts in re-useable envelopes with no bar code (which does not need to be sealed) and take the scripts to be collated with the scripts from the other rooms at a central point. Scripts will then be checked, accounted for and then placed in bar-coded script return envelopes and sealed for storage before being returned to us. Candidates' representatives must witness the sealing of the scripts at the central collation point;
  - 16.3.6** mark the outside of the envelopes with the centre number, the syllabus and component code (e.g. 0561/01), the number of scripts enclosed and the range of candidate numbers in each packet. Absent candidates' numbers must be reflected on the packet that contains their range;

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**16.3.7** label the packets according to numbering indicated in the example below; e.g. if there are 5 packets they should be labelled as 1 of 5, 2 of 5, 3 of 5, 4 of 5 and 5 of 5.

## 16.4 Packaging of Special Needs Scripts

Specialised script return envelopes will be provided for Centres to package scripts of candidates who have been approved for the following arrangements:

- the use of a reader with extra time
- modified learning disability and hearing impairment scripts
- braille scripts
- extra time of 30% and above
- large print multiple choice answers indicated on the question paper

**Important Note:** Unnecessary separation of candidates' scripts should be avoided and clarity must be sought from our Special Needs office. Multiple Choice answer sheets should not be separated and if this cannot be avoided, the answer sheets must be packaged between hard boards, placed in the correct envelope and correctly labelled.

## 16.5 Labelling of Envelopes Containing Scripts of candidates with Special Needs

Special Needs scripts return envelopes containing scripts of candidates with special needs should be counted among the envelopes for the Centre for a particular syllabus component. These envelopes should NOT be labelled as 1 of 1, but rather as 1 of the total number of scripts return envelopes for the particular component. The scripts return envelopes for the Centre should be secured together and sent to us as one consignment. For further clarification, contact the Special Needs office @ 3650700 / 831 / 896 / 727.


## 16.6 Collection of Question Papers

**16.6.1** Before candidates can leave, the invigilator must:

- collect, count and verify that every question paper that was issued out has been accounted for and place them in the original packets.
- hand over the scripts and question papers to the Chief Invigilator for safe custody before despatch to us.
- dismiss the candidates ensuring that they leave the room in an orderly manner.

**16.6.2 Empty question paper packets** must be stored securely until the certificates are issued. We may need them for investigations into suspected malpractice.

**16.6.3** Question papers must not be removed from the examination room by candidates or unauthorised persons. If this happens you must tell us immediately. The candidate should be warned we may not accept their script.

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**Important Note:** Answer scripts are confidential between the candidate, BEC and Cambridge International. They should not be read or photocopied by any person prior to despatch. By signing the outside of each script return envelope the Chief Invigilator is verifying the contents of the envelope and therefore there should be no discrepancy at the opening and verification of contents before the start of marking.

## 16.7 72 Hour Security Rule **New**

**16.7.1** No copy of a question paper may be taken from the examination room.

**16.7.2** All question papers must be stored securely in the centre strong room until at least 72 hours after the published finishing time for the paper. (This means 72 hours not just the next day). The question papers that have been opened but have not passed the 72 hour security clearance are considered live and must be accounted for and locked away in the same high security safe or cabinet used for scripts storage.

**16.7.3** In the case of Cambridge International GCE O Level and BGCSE French examinations, the invigilator must collect all unused question papers at the end of the exam and store them securely until at least 72 hours has passed after the end of the exam or Key Time. After 72 hours has passed you can return question papers to candidates/centre staff at your discretion.

## 16.8 Leaving the Exam Room

**16.8.1** Candidates must remain under examination conditions and in the examination room until told otherwise by the invigilator.


**16.8.2** You must collect and account for all answer scripts, question papers and any other examination material before candidates leave the room.

**16.8.3** For Cambridge International GCE O Level and BGCSE French examinations, if an examination ends before the Key Time, candidates must be kept under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a required period of Full Centre Supervision, you must inform us and we will consider this as possible malpractice. See section 9.1 on Key Times and Full Centre Supervision.

**16.8.4** Whether or not they leave the examination room early, candidates must not remove any question papers or transcribed content of question papers. This includes writing questions on Statement of Entry, inserting question content into calculators etc. This is not an exhaustive list. You must apply the 72 hour rule for the security of question papers and their contents.

## 16.9 Secure Storage of Scripts before Despatch **New**

Examination scripts and answer sheets must be collected, count verified, sealed and, if you have to keep answer scripts in storage before despatching them, they must be sealed and stored under the same secure conditions as question paper packets and other confidential examination materials.

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### In this section:

- 17.0 After the Examination
- 17.1 Despatch of scripts
- 17.2 Despatch of Attendance Register

## 17.0 After the Examination

### 17.1 Despatch of Scripts

Scripts must be despatched to us in accordance with schedules provided by us.

### 17.2 Despatch of Attendance Register

There are different despatch modes for attendance registers for BGCSE and Cambridge International syllabuses.

#### 17.2.1 BGCSE Syllabuses

- (i) During the course of the examination period, attendance registers for BGCSE syllabuses must be filed in date and session order and then put together in a single envelope marked “ATTENDANCE REGISTERS” at the end of the examination series for despatch to BEC.
- (ii) This envelope should come with the last despatch of examination scripts submitted to BEC.
- (iii) A signed list of attendance registers, showing the specific component attendance registers should be included in the despatch and a copy should be left at the centre.
- (iv) Attendance registers for all BGCSE syllabuses should never be placed in the same returning envelope as the scripts.


#### 17.2.2 Cambridge International GCE O Level and BGCSE French Syllabuses

Attendance registers for all Cambridge International syllabuses; GCE O Level Additional Mathematics, Statistics and BGCSE French must be included in the scripts return envelope. Note that these are printed in duplicates. The top part must be enclosed with the scripts and the bottom part (copy) be kept at the centre.

#### 17.2.3 Despatch of Other Correspondences


All correspondence, including requests for special consideration, should not be included with the examination scripts despatch. All such correspondence should be sent separately to the Chief Executive Officer at BEC at the time when the last batch of scripts



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#### 17.2.4 Comments on the Conduct of Examinations

- (i) We are interested in centre's comments on all aspects of the examination, including written examinations, practical tests, the timetable and all aspects of the administration of the examination.
- (ii) The **Appendix G - BEC/EAC/BGCSE/G01/A06 - Report on Conduct of Examinations** provided in these guidelines should be used to provide comments on conduct of examination and submitted to us.

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### In this section:

- 18.0 Examination Malpractice
- 18.1 Definition
- 18.2 Candidate Malpractice
- 18.3 Centre Staff Malpractice
- 18.4 Suspected Malpractice you discover
- 18.5 Suspected Malpractice Investigations
- 18.6 Rights of Individuals Suspected of Malpractice
- 18.7 Making a Decision
- 18.8 Outcomes
- 18.9 Communicating outcomes to members of staff and candidates
- 18.10 Exchanging information with awarding bodies and other authorities
- 18.11 Appeals
- 18.12 Allegations of Malpractice

## 18.0 Examination Malpractice

### 18.1 Definition

Malpractice is any action that occurs which may threaten the integrity of our examinations and certificates. Malpractice can happen before, during or after timetabled exams or other assessments.

#### 18.1.1 Malpractice can be:

- intentional and aim to give an unfair advantage in an exam or assessment.
- caused by people being careless, forgetful or unaware of our regulations.
- beyond anyone's control and be a result of circumstance.

#### 18.1.2 A variety of people could be involved in malpractice, for example:


- candidates.
- centre staff, for example, exams officers, teachers, invigilators, management, consultants and people who help with access arrangements.
- other people, for example, the candidates' relatives or friends.

#### 18.1.3 The Head of Centre must:

- make sure candidates and centre staff know their individual responsibilities as set out in our regulations.
- tell us straight away about any potential malpractice you become aware of or that is reported to you.

### 18.2 Candidate Malpractice

The following are examples of candidate malpractice. The list is not intended to be exhaustive, and other examples of malpractice may be identified and considered at our discretion.


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- 18.2.1 altering, falsifying or misrepresenting any results information, including certificates
- 18.2.2 failing to follow the instructions or advice of an invigilator or other supervisor in relation to BEC regulations which apply to examinations and assessments
- 18.2.3 failure to abide by the conditions of invigilation or supervision which is intended to maintain the security of the examination or assessment.
- 18.2.4 collusion
- 18.2.5 plagiarism: not giving sources and/or submitting another person's work as if it is their own.
- 18.2.6 copying from another candidate.
- 18.2.7 allowing work to be copied by another candidate.
- 18.2.8 the deliberate destruction of another candidate's work.
- 18.2.9 seeking, obtaining, exchanging or passing on confidential or receiving (or attempting to obtain or receive) information which is examination related from another candidate in the examination room, or passing any such information to another candidate in the examination room. This includes communication by speech and in writing and other non-verbal communication.
- 18.2.10 looking for, getting, receiving, exchanging or passing on confidential or fake exam material in any way. **New**
- 18.2.11 making a false declaration of authenticity in relation to coursework.
- 18.2.12 either giving or receiving assistance in the production of coursework.
- 18.2.13 being in possession of confidential exam material in advance of an examination.
- 18.2.14 bringing into the examination room unauthorised materials such as notes, study guides, electronic dictionaries, cell phones, etc. refer to section 14.6 for unauthorised materials
- 18.2.15 disruptive behaviour in the exam room (including talking to or attempting to talk to other candidates and or using offensive language). **New**
- 18.2.16 including threatening, offensive or obscene material in scripts or coursework..
- 18.2.17 impersonation: pretending to be someone else, or arranging for another person to take one's place in an examination.
- 18.2.18 stealing another person's work.
- 18.2.19 behaving in such a way as to undermine the integrity of the examination.

### 18.3 Centre Staff Malpractice

The following are examples of malpractice by centre staff. This is not a complete list:

- 18.3.1 not keeping exam material confidential.
- 18.3.2 not storing exam material securely. **New**
- 18.3.3 not keeping candidates under Full Centre Supervision in relation to the Key Time.
- 18.3.4 not invigilating properly.
- 18.3.5 helping or prompting candidates with answers.
- 18.3.6 not keeping candidates' work confidential.

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**18.3.7** moving the session or date of a timetabled exam without telling us and getting our written permission.

**18.3.8** helping candidates with coursework more than the regulations allow.

**18.3.9** allowing candidates unsupervised access to coursework exemplar materials, whether this is the work of former candidates or material we have provided.

**18.3.10** not keeping candidate computer files secure.

**18.3.11** behaving in a way that undermines the integrity of the exam.

## **18.4 Suspected Malpractice you discover**

The Head of Centre must report any suspected malpractice to us on the same day. Use the relevant malpractice forms.

The Head of Centre must:

**18.4.1** tell us straight away about suspected malpractice they become aware of or that is reported to them. If they do not do this it might be considered malpractice in itself.

**18.4.2** report suspected malpractice with all relevant information including:

- statements from relevant centre staff, for example, the Head of Centre, Chief Invigilator, invigilators or teachers. Statements should include a detailed account of the circumstances and any investigation the Head of Centre has carried out.
- statements from all candidates involved in the suspected malpractice, giving their account of events in their own words or confirmation that they do not want to give a statement.
- evidence of any unauthorised material the candidate had, e.g. a photograph of the unauthorised material.
- seating plans.
- any other relevant evidence or information.


**18.4.3** all statements must be in English or Setswana.

**18.4.4** we take all reports of suspected malpractice seriously. We will write to let you know we have received your report. In our response we will do one of the following:

- confirm that you do not need to do anything further.
- provide you with guidance on the next step.
- open a suspected malpractice investigation

## **18.5 Suspected Malpractice Investigations**

**18.5.1** when we open a suspected malpractice investigation, we will write to you with the details, including actions and instructions. We will try to find all relevant information to help us decide whether malpractice has happened or not.

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- 18.5.2** you must complete all actions and cooperate with all instructions in the timescales we give.
- 18.5.3** we oversee all investigations. We expect the Head of Centre to personally supervise and collect information for us.
- 18.5.4** if you do not do what we ask in suspected malpractice investigations this might be considered malpractice in itself.
- 18.5.5** we can withhold results during investigations. We will tell you if we do this.
- 18.5.6** we can deal directly with the candidate or the candidate's representative. In these cases, we will tell the Head of Centre.
- 18.5.7** we may extend an investigation if we have further concerns.
- 18.5.8** we may send representatives to your centre to investigate.
- 18.5.9** you must treat malpractice cases as confidential between your centre, the individuals involved and us.
- 18.5.10** you must treat correspondence about suspected malpractice as confidential between your centre and us.
- 18.5.11** the Head of Centre can share concerns and/or requests for information with the candidate(s) involved and their parents/guardians/carers.
- 18.5.12** if the Head of Centre is implicated in the suspected malpractice we may ask someone else to collect information, for example, the Regional Education Directors.
- 18.5.13** we may suspend your centre's ability to make entries while an investigation is ongoing.
- 18.5.14** candidates involved in a malpractice investigation cannot withdraw from the relevant syllabus.

## **18.6 Rights of Individuals Suspected of Malpractice**


If someone is suspected of malpractice the Head of Centre must tell them as soon as possible, preferably in writing. We may tell the Head of Centre to share relevant evidence with them.

If someone is suspected of malpractice you must:

- tell them what they are accused of.
- give them the opportunity to write a statement.
- tell them the possible consequences if it is decided that malpractice has occurred.
- tell them about our appeals procedure.

## **18.7 Making a Decision**

- 18.7.1** We will look at all available information and use a balance of probabilities to decide whether the suspected malpractice has occurred or not.
- 18.7.2** We may consider mitigating factors supported by suitable evidence.
- 18.7.3** We only base our decisions on the information we have and make no assumptions about the intended actions.

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## 18.8 Outcomes

**18.8.1** all outcomes will be justifiable and reasonable.

**18.8.2** We may:

- take no further action.
- give a warning to candidate(s) and/or the centre staff.
- deduct marks or award no marks for a component.
- disqualify candidates from the subject (in serious cases this may extend to all syllabus taken in the series).
- ban a candidate from entering our exams for up to five years. Imposition of special condition
- ban members of staff from any involvement in administering our exams for a specified period of time.
- not allow your centre to make entries for specific exams.
- remove your centre status and terminate our Agreement with you;

**18.8.3** we can apply outcomes not listed above.

**18.8.4** if we decide malpractice has occurred but cannot decide who was responsible, we may decide not to accept the work submitted and/or issue the relevant results.

**18.8.5** we will write to the Head of Centre with the outcome.

**18.8.6** when the Head of Centre has received our outcome they can decide whether to take further action with their candidate(s) and/or staff.

**18.8.7** some outcomes will mean that components do not qualify for enquiries about results. We will confirm this in our outcome letter.

**18.8.8** we will do our best to make sure candidates are neither advantaged nor disadvantaged by centre staff malpractice. In some cases we may not be able to issue results.


**18.8.9** centres should keep records of malpractice outcomes for future reference. **New**. These should be shared with new members of staff, including centre leadership and management, and exam teams, such as a new Head of Centre or Chief Invigilator, where appropriate.

## 18.9 Communicating Outcomes to Members of Staff and Candidates

The Head of Centre must tell the people concerned about the outcome(s). The Head of Centre is also responsible for telling them that we may share information as described in section 16.10.

## 18.10 Exchanging Information with Awarding Bodies and Other Authorities

We will treat malpractice cases as confidential. However, where serious malpractice may affect the integrity of other awarding bodies' assessments we may exchange information with them or other regulators. In cases of serious centre staff malpractice we can share information with professional organisations. We can tell the relevant police authorities if there are suspected criminal activity. For example, cases involving theft, impersonation or falsifying documents.


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### 18.11 Appeals

To appeal against a decision we have made in malpractice cases, please see section 22.5

### 18.12 Allegations of Malpractice

- (i) If we receive a report of alleged malpractice we will look at any available information. This may lead to a suspected malpractice investigation.
- (ii) We will only reveal the identity of the person making the allegation if we have to do this for legal reasons. During an investigation we will try to limit the risk of them being identified.

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### In this section:

- 19.0 Publication of Results
- 19.1 Online Results
- 19.2 Candidates Results Service
- 19.3 Provisional Results Despatch- Private Candidates
- 19.4 Syllabus Grades on Provisional Results Documents

## 19.0 Publication of Results

Results are published initially as provisional results until after the end of the results enquiries period.

### 19.1 Online Results

You can access your results from the Malepa application. The online results are available in the following formats:

**19.1.1 Result Broadsheet** - Is a summary of all the results for your candidates.

**19.1.2 Statement of Results** - It lists all the syllabuses each candidate entered for and the syllabus grades we have awarded.

**19.1.3 Candidates Results by Syllabus and Component** - This document shows all your results and component grades by syllabus, option and component. They let teachers compare a candidate's standard across different parts of an exam. They will not always exactly match the overall syllabus grade. You can share this information with candidates to help decide whether to retake a syllabus or apply for enquiries about results. If you do this please tell them they should not share this information with anyone else.

**19.1.4 6C's or better**

**19.1.5 Summary of results by Centre by Syllabus**

**19.1.6 Summary of results by Syllabus by Centre**

**19.1.7 Overall Summary of results by Centre**


### 19.2 Candidates Results Service

This service gives your candidate access to their results directly via a secure website [www.bec.co.bw](http://www.bec.co.bw) and "SMS" technology as advertised.

### 19.3 Provisional Results Despatch - Private candidates

- This arrangement is for BEC Private Centres only. We send this despatch by courier unless instructed otherwise.
- We do not email or fax results to you or anybody else.



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## 19.4 Syllabus Grades on Provisional Results Documents

19.4.1 We report syllabus grades on provisional results documents as follows:

19.4.2 A\*(a\*), A (a), B (b), C(c), D (d), E (e), F (f) or G (g).


A\*(a\*) is the highest grade and G (g) is the lowest grade.

19.4.3 “UNGRADED” shows that the candidate failed to reach the standard for grade G (g).

19.4.4 “NO RESULTS” or “X” means one of the following:

- We were notified that the candidate was absent or withdrawn from one or more components of the syllabus. The candidate is therefore not illegible for the award of a grade.
- We were not notified that the candidate was absent or withdrawn and there is no record of their mark in one or more components of the syllabus. The candidate is therefore not illegible for the award of a grade.
- We disqualified the candidate. Where this is the case we would have contacted the centre separately explaining the reasons for the disqualification.

19.4.5 “PENDING” or “Q” means that a result cannot be issued at present but will follow in due course once the reasons for withholding the results have been resolved.

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### In this section:

- 20.0 Enquiries about Results
- 20.1 Types of Enquiries about Results Offered
- 20.2 Enquiries on behalf of School candidates
- 20.3 Enquiries by Private candidates
- 20.4 Outcomes from enquiries about results

## 20.0 Enquiries about Results

The Enquiries about Results period starts immediately on the day of release of results and runs for six weeks after the release. All enquiries about results must be submitted to us within this period. The start and end dates is communicated with the results release.

We carry out extensive quality checks before results are issued. However, you can submit enquiries about results if you would like BEC to check the results for a particular candidate.

### 20.1 Types of Enquiries about Results offered

We offer four types of enquiries about results services and depending on the type of enquiry you would like us to carry out, there may be an administrative fee for some enquiries. We will refund the fee paid if the enquiry leads to a change to the syllabus grade. You can only submit enquiries at component level.


**20.1.1 No Results (X-enquiry)** - This service checks why a particular syllabus does not have a grade. This involves searching for a missing script. There is no fee charged for this service.

**20.1.2 Clerical check** - This service checks that all parts of the script were marked, that the marks were totalled correctly and that the marks were recorded correctly and shaded correctly on the mark sheet. There is a fee for this service.

**20.1.3 Review of marking** - This involves a review of the original marking to check that the agreed mark scheme was applied correctly. This also includes the checks applied in the clerical check service. There is a fee charged for this service. A valid explanation for requesting the review of marking given by a Head of Centre providing proof that the candidates could have done better is required. For private candidates no such proof is required.

**20.1.4 Review of Moderation of the Centres Coursework with report** - This involves a review of the Centres coursework for a component and a report on the assessment of the candidates' coursework. A valid explanation for requesting the review of moderation given by a Head of Centre providing proof that the candidates could have done better is required. This is not available for private candidates.

**20.1.5** You cannot request for any enquiry service for Multiple Choice components. **New**

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**Important Note:** You cannot request multiple services for the same candidate for one syllabus e.g. you cannot ask for clerical check in one component and a review of marking for another component if they are in the same syllabus. **New**

## 20.2 Enquiries on behalf of School Candidates


Enquiries on behalf of school candidates should be made to the Chief Executive Officer through the Head of Centre where the candidates sat for the examination. A Result Enquiry Form, and a letter indicating how to submit requests for results enquiries, is sent out to centres at the point of publication of results.

## 20.3 Enquiries by Private Candidates

Enquiries for private candidates may be made directly to the Chief Executive Officer by the candidate. A letter and a form indicating how to submit requests for results enquiries is sent to private candidates at the point of publication of results.

## 20.4 Outcomes from Enquiries about Results

Outcomes from Enquiries about Results will be communicated to the Head of Centre for School candidates and directly to the Private candidate through a letter including the new Statement of Results whether there is a grade change or not.

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### In this section:

- 21.0 Certification
- 21.1 Certificates
- 21.2 Incorrect Details of Certificates
- 21.3 Name Changes
- 21.4 Combining Grades from Different Examination series
- 21.5 Lost Certificates
- 21.6 Damaged Certificates
- 21.7 Certifying Statements
- 21.8 Verification of Results
- 21.9 Migration Certificate

## 21.0 Certification

### 21.1 Certificates


A certificate is and remains our property at all times and is issued subject to the following conditions:

- (i) this certificate must be returned to us on request;
- (ii) this certificate should be kept in a safe place;
- (iii) we will not issue a copy of this certificate;
- (iv) any alterations to this certificate invalidates the certificate and we do not certify any such alterations;
- (v) use of an altered certificate is a criminal offence and we may also take civil action for damages caused;
- (vi) ownership of all trademarks shown on the certificate are, and remains, the property of BEC or UCLES or their respective owners; copyright in the contents and layout of this certificate is and remains the property of UCLES.

All results issued by us are regarded as provisional until the results are confirmed by the issue of a certificate. Certificates will be sent to the Head of Centre/Private Candidates. It is the responsibility of the Head of Centre to forward certificates to all candidates entered by the Centre. Distribution should take place as soon as possible after receipt.

**Important Note:** In a case where certificates are not handed to the candidate personally, the Head of Centre is responsible for obtaining acknowledgement of receipt from the recipient.

Certificates are printed and distributed to Centres/Private candidates after conclusion of results enquiries, which is six (6) weeks after the release of the results. We are therefore, unable to despatch certificates before the deadline for submission of enquiries has elapsed, as candidate's marks and subject grades may be adjusted by the outcome of an enquiry about results. Certificates will be despatched as soon as this deadline has passed but the certificate for any candidate for whom an enquiry is still in progress will be withheld until the outcome of the enquiry about results is

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known. Once the outcome of the enquiry is known the certificate will be printed and sent to the Centre/Private Candidate.

You must store certificates in a safe place until they are distributed to candidates. You must retain unclaimed certificates for a period of 24 months from the date of issue. When that period has elapsed, you should return any unclaimed certificates to us. When certificates are returned, you should enclose a list which identifies the candidates. A copy of the list should be kept at the Centre. Once certificates are returned to us, candidates will be expected to claim them from us.

Where a Centre loses certificates before distributing to candidates, we should be notified in writing. We will use our discretion on how the matter will be treated basing on the merits of each case. Note that Centres may be required to pay for the replacement of the certificates.

**Important Note:** Under no circumstances must any certificate be destroyed.

## 21.2 Incorrect Details of Certificates

**21.2.1** Centre and candidate details such as the spelling of the candidate's name must be checked when Statements of Entries and Statements of Results are received. Any inaccuracies must be reported to us as soon as possible after the error has been identified and certainly before certificates are printed. We may replace such a certificate, but only at our discretion. If a replacement is to be provided, the following conditions will apply:

- (i) A letter of request from the centre for the centre candidates and from the candidate for a private candidate.
- (ii) A proof of identity for private candidates.
- (iii) The original Certificate must be returned to us before any replacement will be provided.
- (iv) A fee will be charged for issuing the corrected certificate. The fee to be charged will be determined by us from time to time.
- (v) We do not charge for replacing certificates where grades have changed


**Important Note:** Certificates can only be replaced within a period of 18 months from the date of issue of the original certificate. Thereafter, a Certifying Statement will be issued as in paragraph 19.7 below.

## 21.3 Name Changes

Certificates are issued in the name of the candidate at the time the award is made. Replacement certificates will only be provided to accommodate a subsequent change of name when imposed by a court of law.

## 21.4 Combining Grades from Different Examination Series

Certificates are issued for each separate examination series, and we cannot combine grades obtained in different examination series on to one certificate

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**Important Note:** We cannot delete selected syllabuses or grades from a certificate.

## 21.5 Lost Certificates

A Certifying Statement is an official document issued by us to a candidate whose certificate is lost or damaged. It shows all the grades awarded to the candidate in a given examination series.

A candidate who has lost a certificate may apply to us for a Certifying Statement of Results. All grades are shown on the certifying statement, including Ungraded. A Certifying Statement will be issued as in paragraph 21.7 below.

## 21.6 Damaged Certificates

In cases where Certificates have been damaged, BEC at its discretion reserves the right to issue replacement certificates to candidates upon satisfactory understanding of the circumstances leading to the damage, and proof of identity. The following conditions will apply:

**21.6.1** We will replace the damaged certificates within a period of 18 months from the date of issue of the original certificates. Thereafter, a certifying statement will be issued as in paragraph 21.7 below.


**21.6.2** The damaged certificate must be returned to us before any replacement will be provided.

**21.6.3** A fee will be charged for issuing a replacement certificate. The fee to be charged will be determined by us from time to time.

## 21.7 Certifying Statements

Conditions for application of a Certifying Statements:

- (i) A letter of confirmation for collection of original certificate is required from the centre.
- (ii) An Affidavit as proof of loss/damage of certificate.
- (iii) A fee determined by us from time to time will be charged for issuing certifying statements.
- (iv) Proof of Identity in the form of a National Identity Card for citizens and passport for non-citizens.
- (v) The names on the certificate are expected to be identical to the names on the Identity document otherwise proof of discrepancy to be provided. An Affidavit is required in the case of names while an official document from a Botswana Government institution is required for surname.
- (vi) When a person other than the owner of the certificate makes the request, the applicant is expected to produce an authorisation letter from the owner of the certificate to collect the certificate on their behalf.

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## 21.8 Verification of Results


A third party, such as a prospective employer, an educational institution, and or the Security Forces can make a request for a verification of results of a particular candidate at any time. The following conditions will apply:

- (i) A request letter or completed **BEC/EAC/DP/P11/F01 - Verification Request Form** for verification of a certificate from an institution or company.
- (ii) A copy of the certificate to be verified.

## 21.9 Migration Certificate

A Migration Certificate is a document issued to an individual who has sat our examinations, and wishes to pursue their education outside the country. It clarifies the qualification, the grading criteria and performance of the candidate. A candidate who wishes to pursue their education outside Botswana can make a request to us for a Migration Certificate. The following condition will apply:

- (i) A request for a migration certificate from client in the form of a written letter, or a completed **BEC/EAC/DP/P12/F01 - Migration Request Form**.

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### In this section:

- 22.0 Appeals Process
- 22.1 Appeals May be Made Against
- 22.2 Who can Appeal?
- 22.3 Appeals against the Outcome of an Enquiry about Results
- 22.4 Appeals against Access Arrangements, Special Consideration and Late arrival decisions
- 22.5 Appeals against Malpractice Decisions
- 22.6 Fees and Costs

## 22.0 Appeals Process

These Guidelines are intended to describe and explain the processes for appealing against certain decisions made by us. It is intended for use by Heads of Centres and Private candidates who wish to appeal against our decision.

The guidelines below specify the decisions against which appeals can be made and provide guidance on the procedures to be followed, both by the Head of Centre/Private candidate and by us.

- (i) The Head of Centre (or private candidate) who wishes to appeal against the outcome of a decision listed in paragraph 20.3 should submit any such appeal, in writing, to arrive at BEC within fourteen (14) days of the notification of the outcome of the enquiry or notification of the decision;
- (ii) The appeal will be considered by a senior officer from BEC and in some cases by the BEC Appeals Committee, and we will inform the Head of Centre (or private candidate) of the outcome within fourteen (14) days of receiving the appeal;

The outcome of the appeal is regarded as final, and we will not enter into further correspondence about an appeal once the outcome of the appeal has been notified to the Head of Centre (or Private Candidate).

### 22.1 Appeals May be Made Against


- (i) The outcomes of Enquiries about Results (see section 20.4).
- (ii) Decisions made in relation to Access Arrangements and Special Consideration.
- (iii) Making a Decision against a Malpractice case (see section 18.7).
- (iv) Late arrival decisions (see section 15.4).

### 22.2 Who can Appeal

Only the following can appeal against our decision:

- (i) A Head of Centre on behalf of individual candidates or groups of candidates in the centre.
- (ii) Private candidates.



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- (iii) Members of staff at a centre or, personnel contracted to a centre (e.g. invigilators) against who sanctions have been applied personally.
- (iv) Third parties who have been barred from our qualifications.
- (v) Appeals may not be made by School Candidates or their parents or guardians.

### 22.3 Appeals against the outcome of Enquiries about Results

This section applies to cases in which the Centres and/or Private candidates are dissatisfied with the outcome of the initial enquiries about results.

#### 22.3.1 Making a stage 1 appeal against the outcome of an enquiry about results

- (i) All appeals must be made by the private candidate or Centre the school candidate was registered with. We do not accept appeals directly from parents/Guardians or school candidates. Stage 1 appeal must be made in writing and signed by the Head of Centre or Private candidate. Centres/Private candidates may only submit a stage 1 appeal after receipt of the initial enquiry about results.


#### Example 1.

You have made enquiries about Results for two candidates. One has already received an outcome. You may appeal for the candidate who has already received their outcome. You must wait until the second candidate has received their outcome to make a stage one appeal. If you do not have the outcome for the second candidate by the appeal deadline and you wish to appeal for the first candidate, you will need to submit two separate appeals to meet the deadline for each candidate.

#### Example 2.

You have made enquiries about results for some, but not all, candidates entered for a syllabus component. You can only appeal against the outcome of candidates you have made enquiries about results for. You may not include the other candidates. You may only appeal for a whole group if you have made enquiries about results for all candidates in the group.


- (ii) Once a decision has been received, the Head of Centre or Private candidate may appeal against sanctions imposed on the centre and on candidates entered through the centre or a private candidate. Any such appeal must be received at BEC within fourteen (14) days of the receipt of the decision. The Appeal must be made in writing and signed by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians or Centre candidates. We will not accept late appeals submissions. When making an appeal, you must explain your reasons for appealing against the decision and in particular provide any extra information or evidence that you want to be considered. Centres and private Candidates should note that the appeals process will investigate the procedures which have been followed by us and is not concerned with making judgments about candidates' work. The procedures include all processes leading to

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the final award of marks and grades, and further consideration of candidates' work would only take place if it is found that procedures had not been properly followed by us.

- (iii) We reserve the right to reject an appeal if the criteria in paragraph 20.3.1(i) are not met or where we deem the grounds for the appeal to be inappropriate.
- (iv) Appeals can only be made against decisions where a sanction has been imposed.
- (v) You must show you have grounds for appeal. The grounds that we will consider are that either:
  - We did not use procedures which were consistent with the commitments made in our guidelines, or
  - We did not apply our internal procedures properly and fairly in arriving at our judgements.
- (vi) We will not consider appeals based on any other grounds. For example, the following are not sufficient on their own:
  - Disagreement with marking or moderation judgment made by markers and examiners, either originally or as part of an enquiry about results.
  - Disagreements with our judgements on thresholds at either a component or syllabus level.
  - Differences between candidates' results and their results in other assessments.
- (vii) On receipt of an appeal, we will send a letter of acknowledgement within seven working days of receiving it. The case will first be reviewed by a senior officer at BEC who has had no previous involvement with the case. The review will take into account the submission by the Head of Centre (or Private candidate) and will include a review of all relevant procedures and evidence that you sent and then we will consider whether we:
  - used the procedures which were consistent with the commitments made in our guidelines, and
  - applied our internal procedures properly and fairly in arriving at our judgement
- (viii) We will notify you in writing within fourteen days of receiving the appeal whether it was fully successful, partly successful or un-successful.
- (ix) You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.

### When to make Stage 1 appeals

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**Example 1.**

You receive the outcome of an enquiry about results for one candidate on 01 March. You have until 15 March to make a stage 1 appeal.

**Example 2.**

You have made Enquiries about Results for five candidates for the same syllabus component. You have received the outcome for all the five candidates but on different dates. Any appeals must be made within 14 days of the outcome letter for each individual candidate.

### 22.3.2 Making a stage 2 appeal against the outcome of enquiries about results

- (i) The stage 2 appeals process is designed to provide the Head of Centre or Private candidate the opportunity of presenting their case to an impartial body appointed from the senior committees of BEC identified as the Appeals Committee for the purposes of these guidelines.
- (ii) If the appeal is not fully successful at stage 1, you may choose to proceed to stage 2. Stage 2 appeals must be made in writing and signed by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians and school candidates.


**Example:** You made a stage 1 appeal against the outcome of an enquiry about results for candidate A and have received an outcome. Candidate B had an enquiry about results outcome, but you did not make a Stage 1 appeal. You may make a stage 2 appeal for candidate A but not for candidate B.

- (iii) When making a stage 2 appeal, you must fully and accurately explain your grounds for submitting a further appeal and arguments against the decision. You must also provide any extra information or evidence that you would like the panel to consider. You must make your stage 2 appeals within fourteen (14) days of receipt of stage 1 outcome letter. We will not accept late appeals submissions.

**Example 1.** You received the outcome of stage 1 appeal dated March 1 for one candidate. You have until 15 March to make your stage 2 appeal.

**Example 2.** You made stage 1 appeals for two groups of candidates for the same syllabus component. The stage 1 outcome letters are dated 1 March and 5 March respectively. If you wish to make a stage 2 appeal for both groups together, you need to submit it by 15 March, the deadline for the earliest outcome you received.

- (iv) As at stage 1 appeal, every effort will be made to establish whether or not we followed proper procedures in coming to our decisions. The Appeals Committee is not authorised to re-

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assess whether the grades issued are appropriate but instruct us to carry out further investigations. The hearing of the appeal will take the form of an examination of the evidence, comments and reports provided to us and the observations made by the Head of Centre (or Private candidate).

- (v) At the conclusion of the hearing, the Appeals Committee will decide whether to uphold the original decision made by us. The Committee may also make recommendations on any issues or concerns which arose during the hearing. In coming to its decision, the Appeals Committee will consider whether:
- it is satisfied that the procedures followed by us were appropriate,
  - the procedures were properly and fairly applied, and
  - the original enquiry, application or report from the Centre (or from some other source) was dealt with appropriately.
- (vi) The decision of the Appeals Committee will be communicated to the Head of Centre or Private candidate in writing within Five (5) working days of the conclusion of the hearing.
- (vii) The communication of the decision to the Head of Centre or Private Candidate concludes the appeals process. The outcome of the appeal is regarded as final and we will not enter into further correspondence about an appeal.

## 22.4 Appeals against Access Arrangements, Special Consideration and Late Arrival Decisions


If you are dissatisfied with the outcome of an access arrangement application, a request for special consideration or a late arrival decision, the Head of Centre/Private candidate may request an appeal.

### 22.4.1 Making A Stage 1 Appeal against an Access Arrangement, Special Consideration or Late Arrival Decision

- (i) Once a decision has been received, the Head of Centre or private candidate may appeal against sanctions imposed on the centre and on candidates entered through the centre or a private candidate. Any such appeal must be received at BEC within fourteen days of the receipt of the decision. The appeal must be made in writing by the Head of Centre/Private Candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians or Centre candidates. We will not accept late appeals submissions.

**Example:** You receive a letter dated 1 March, with our decision about the late arrival of a candidate, or your application for access arrangements or Special consideration. You have until 15 March to make your stage 1 appeal.


- (ii) When making an appeal, you must explain your reasons for appealing against the decision and in particular provide any extra information or evidence that you want to be considered. Centres and private Candidates should note that the appeals process will investigate the procedures which have been followed by us.

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- (iii) We reserves the right to reject an appeal if the criteria in paragraph 20.4.1 (i) are not met or where we deem the grounds for the appeal to be inappropriate.
- (iv) Appeals can only be made against decisions where a sanction has been imposed.
- (v) You must show you have grounds for appeal. The grounds that we will consider are that either:
  - we did not use procedures which were consistent with the commitments made in our Guidelines for conduct of examinations, or
  - we did not apply our internal procedures properly and fairly in arriving at our judgements.
- (vi) We will notify you in writing within fourteen days of receiving the appeal whether it was fully successful, partly successful or un-successful.
- (vii) You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.
- (viii) We will not consider appeals based on any other grounds.

#### **22.4.2 Making A Stage 2 Appeal Against Access Arrangement, Special Consideration or Late Arrival Decision**

- (i) The Stage 2 Appeals process is designed to provide the Head of Centre or Private candidate the opportunity of presenting their case to an impartial body appointed from the senior committees of BEC identified as the Appeals Committee for the purposes of these guidelines.
- (ii) If the appeal is not fully successful at stage 1, you may choose to proceed to stage 2. Stage 2 appeals must be made in writing and signed by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeal directly from parents, guardians and school candidates. When making stage 2 appeals, you must fully and accurately explain your grounds for submitting a further appeal and arguments against the decision. You must also provide any extra information or evidence that you would like the panel to consider. You must make your stage 2 appeals within fourteen days of receipt of stage 1 outcome letter. We will not accept late appeals submissions.
- (iii) As at Stage 1 appeals, every effort will be made to establish whether or not we followed proper procedures in coming to our decisions. The Appeals Committee is not authorised to re-assess whether access arrangements, special consideration or late arrival ground have been dealt with appropriately but instruct us to carry out further investigations. The hearing of the appeal will take the form of an examination of the evidence, comments and reports provided to us and the observations made by the Head of Centre (or Private Candidate).

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- (iv) At the conclusion of the hearing, the Appeals Committee will decide whether to uphold the original decision made by us. The Committee may also make recommendations on any issues or concerns which arose during the hearing. In coming to its decision, the Appeals Committee will consider whether:
- it is satisfied that the procedures followed by BEC were appropriate,
  - the procedures were properly and fairly applied, and
  - the original enquiry, application or report from the Centre (or from some other source) was dealt with appropriately.
- (v) The decision of the Appeals Committee will be communicated to the Head of Centre or Private Candidate in writing within Five (5) working days of the conclusion of the hearing.
- (vi) The communication of the decision to the Head of Centre or Private Candidate concludes the appeals process. The outcome of the appeal is regarded as final, and BEC will not enter into further correspondence about an appeal.

## 22.5 Appeals against Malpractice Decisions


Decisions relating to cases of malpractice are based on the principles and procedures defined in section 16 of these guidelines.

### 22.5.1 Making A Stage 1 Appeal against Malpractice Decision

- (i) Once a decision has been received, the Head of Centre or private candidate may appeal against sanctions imposed on the centre and on candidates entered through the centre or a private candidate. Any such appeal must be received at BEC within fourteen days of the receipt of the decision. The Appeal must be made in writing by the Head of Centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians or Centre candidates. We will not accept late appeals submissions.

**Example:** You receive a letter, dated 1 March, telling you the outcome of the malpractice case. You have until 15 March to make your stage 1 appeal.


- (ii) When making an appeal, you must explain your reasons for appealing against the decision and in particular provide any extra information or evidence that you want to be considered. Centres and private Candidates should note that the appeals process will investigate the procedures which have been followed by us.
- (iii) We reserve the right to reject an appeal if the criteria in paragraph 22.5.1 (i) are not met or where BEC deems the grounds for the appeal to be inappropriate.
- (iv) Appeals can only be made against decisions where a sanction has been imposed.

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- (v) You must show you have grounds for appeal. The grounds that we will consider are that either:
- we did not use procedures which were consistent with the commitments made in our guidelines, or
  - we did not apply our internal procedures properly and fairly in arriving at our judgements.
- (vi) We will not consider appeals based on any other grounds. For example, the following are not sufficient on their own:
- The individual did not mean to commit Malpractice.
  - The individual has a good academic record.
  - The individual could lose a university place.
  - The individual regrets their action.
- (vii) On receipt of an appeal, we will send a letter of acknowledgement within five working days of receiving it. The case will first be reviewed by a senior officer at BEC who has had no previous involvement with the case. The review will take into account the submission of the Head of Centre (or Private candidate) and will include a review of all relevant procedures and evidence that you sent and then we will consider whether we:
- Used the procedures which were consistent with the commitments made in our Guidelines
  - Applied our internal procedures properly and fairly in arriving at our judgement
- (viii) We will notify you in writing within fourteen working days of receiving the appeal whether it was fully successful, partly successful or unsuccessful
- (ix) You must inform school candidates and parents/guardians of the outcome of the appeal as soon as it is received.

### 22.5.2 Making A Stage 2 Appeal against A Malpractice Decision

- (i) The Stage 2 Appeals process is designed to provide the Head of Centre or Private candidate the opportunity of presenting their case to an impartial body appointed from the senior committees of BEC identified as the Appeals Committee for the purposes of these guidelines.
- (ii) If the appeal is not fully successful at stage 1, you may choose to proceed to stage 2. Stage 2 appeals must be made in writing and signed by the head of centre/Private candidate and addressed to the Chief Executive Officer. We do not accept appeals directly from parents, guardians and school candidates. When making stage 2 appeals, you must fully and accurately explain your grounds for submitting a further appeal and arguments against the

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decision. You must also provide any extra information or evidence that you would like the panel to consider. You must make your stage 2 appeals within fourteen days of receipt of stage 1 outcome letter. We will not accept late appeals submissions.

- (iii) As at Stage 1 appeal, every effort will be made to establish whether or not we followed proper procedures in coming to our decisions. The Appeals Committee is not authorised to re-assess whether a malpractice has occurred but instruct us to carry out further investigations. The hearing of the appeal will take the form of an examination of the evidence, comments and reports provided to us and the observations made by the Head of Centre (or Private candidate).
- (iv) At the conclusion of the hearing, the Appeals Committee will decide whether to uphold the original decision made by BEC. The Committee may also make recommendations on any issues or concerns which arose during the hearing. In coming to its decision, the Appeals Committee will consider whether:
  - it is satisfied that the procedures followed by BEC were appropriate,
  - the procedures were properly and fairly applied, and
  - the original enquiry, application or report from the Centre (or from some other source) was dealt with appropriately.
- (v) The decision of the Appeals Committee will be communicated to the Head of Centre or Private Candidate in writing within five working days of the conclusion of the hearing.
- (vi) The communication of the decision to the Head of Centre or Private candidate concludes the appeals process. The outcome of the appeal is regarded as final, and BEC will not enter into further correspondence about an appeal.

## 22.6 Fees and Costs

We charge a fee for each stage 1 and 2 appeals against the outcome of enquiries about results. The charge is per appeal, not per candidate. If your appeal is upheld (successful), appeals fees will be refunded.



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**In this section:**

23.0 Risk of Non-Compliance

## 23.0 Risks of Non-Compliance

The following are risks of non-compliance to these guidelines;

- a) Loss of integrity
- b) Reputational damage to the organisation's image
- c) Loss of examination credibility
- d) Results being nullified
- e) Centre disqualification and or withdrawal of centre status
- f) Huge cost to replacement of question papers


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### In this section:

#### 24.0 Records

## 24.0 Records

- |                                       |  |
|---------------------------------------|--|
| a) Appendix C - BEC/EAC/BGCSE/G01/A03 | <i>Exam Room Entry Register</i>              |
| b) Appendix D - BEC/EAC/BGCSE/G01/A04 | <i>Checklist for Invigilators</i>            |
| c) Appendix F- BEC/EAC/P14/F01        | <i>Application for Special Consideration</i> |
| d) Appendix G - BEC/EAC/BGCSE/G01/A06 | <i>Report on Conduct of Examinations</i>     |


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25.0 Associated Documents

## 25.0 Associated Documents

- a) BEC/EAC/BGCSE/Man01      *Manual for Invigilators*
- b) BEC/EAC/BGCSE/Man01      *Manual for Secure storage of Examination Materials at centres*
- c) Annexure 1- BEC/EAC/BGCSE/G01/AN01      *Notice to Candidates*
- d) Annexure 2-BEC/EAC/BGCSE/G01/AN02      *What to say to Candidates*


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#### 26.0 References

## 26.0 References

- a) Cambridge International (2021) Cambridge Hand book 2021- *Regulations and Guidance for Administering Cambridge Exams*, United Kingdom.
- b) BEC (2021), BEC/EAC/BGCSE/Man01 -*Manual for Invigilators*, Gaborone.
- c) BEC (2021), BEC/EAC/BGCSE/Man01-*Manual for Secure storage of Examination Materials at centres*, Gaborone.

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**In this section:**

27.0 Annexures

27.1 **Annexure 1- BEC/EAC/BGCSE/G01/AN01- Notice to Candidate**

27.2 **Annexure 2- BEC/EAC/BGCSE/G01/AN02- What to Say to Candidates**

## 27.0 ANNEXURES


### 27.1 Annexure 1- BEC/EAC/BGCSE/G01/AN01- Notice to Candidate

This document is a guide to candidates on what is expected of them during the exam session. It should be issued to each candidate before the start of the exam. This document must also be placed inside and outside of each exam room.

### 27.2 Annexure 2- BEC/EAC/BGCSE/G01/AN02- What to Say to Candidates

This document is intended to standardise the experience of candidates taking the same exam. It guides the invigilator on what to say during certain period of the exam. Each invigilator should be in possession of this document to start an exam.

**Important Notice:** Annexures are not included as part of the Guidelines. They are provided to you separately.

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**In this section:**

**Appendix A - BEC/EAC/BGCSE/G01/A01 - A Brief Guide to the invigilation of Practical and Listening Examinations**

**Appendix B - BEC/EAC/BGCSE/G01/A02 - Multiple Choice Papers: Guidelines for Invigilators**

**Appendix C - BEC/EAC/BGCSE/G01/A03 - Exam Room Entry Register**

**Appendix D - BEC/EAC/BGCSE/G01/A04 - Checklist for Invigilators**

**Appendix E - BEC/EAC/BGCSE/G01/A05 - Additional Materials List**

**Appendix F- BEC/EAC/P14/F01- Application for Special Consideration**

**Appendix G - BEC/EAC/BGCSE/G01/A06 - Report on Conduct of Examinations**

**Appendix H - BEC/EAC/BGCSE/G01/A07 - A Brief Guide for the Administration of Computer Studies Practical Paper**

**Appendix I - BEC/EAC/BGCSE/G01/A08 - A Brief Guide to the Administration of Examinations under Contagious Diseases: COVID-19 Environment**

## 28.0 Appendices

## 1.0 Introduction

**Important Note:** Refer to section 6 for the regulations relating to the conduct of practical examinations

Practical examinations are not as easy to invigilate as most written examinations, mainly because the examinations take place in laboratories rather than halls or classrooms. Candidates have more items on the laboratory bench than they would have on the examination desk, and they often need to move around the laboratory. This can make malpractice more difficult to spot, and the following instructions are intended to help invigilators maintain both the security and the smooth running of the practical examination:

- i. Familiarise yourself with **Appendix D - BEC/EAC/BGCSE/G01/A04 - Checklist for Invigilators**, these instructions apply to both written and practical examinations.
  - ii. Before the first candidates arrive for the examination, look around the room and make sure that there are no posters, diagrams or anything else which might help or distract candidates. Any such items must be removed before the candidates arrive.
  - iii. When the candidates arrive, inform candidates that they are now subject to examination regulations and draw their attention to Notice to Candidates.
  - iv. Ensure that all unauthorised materials have been handed in. Certain types of calculators are allowed, but calculator cases and covers are not (see section 14.6.2. and 14.7 of these Guidelines). Cell phones are NOT allowed in the examination room.
  - v. Have candidates check that the question paper packets are the right question paper for the session and are still intact before opening them and:
    - open the question paper packet in the examination room in front of candidates.
    - instruct candidates to complete the details on the front of the answer booklet.
    - draw candidate attention to the instructions on the front of the question paper.
    - ensure that details of any erratum notices are brought to the attention of the candidates.
  - vi. If you are not a syllabus specialist, a teacher of the syllabus or technician should be available at all times to advice on technical difficulties or safety issues. However, they are not allowed to move around the room unless they are summoned for assistance by the Invigilator.
- Important Note:** For Chemistry practical at least two syllabus specialists should be available in the laboratory.
- vii. Make sure that you have access to a copy of the Instructions to Supervisors (included in the Early Material Despatch) and are familiar with the contents. This applies even if you are not a syllabus specialist since there may be special instructions dealing with the general administration of the examination and other relevant details
  - viii. During the examination, candidates may need to move around the laboratory. However, you should ensure that any such movement is essential to the examination and you must make sure this does not compromise the security and integrity of the exam in any way. Chemicals and equipment should be arranged in such a way as to minimise movement.

- ix. Be constantly vigilant, move around the laboratory and if you see any unauthorised article, remove it without causing disturbance to candidates. If you detect a breach of examination security (e.g. unauthorised material such as notes which have been prepared in advance or obvious collusion between candidates), confiscate any such note and inform the Chief Invigilator immediately. Candidates who are disruptive in any way should be removed from the examination room, and the Chief Invigilator should be informed immediately.
- x. If a candidate appears to be having problems with faulty equipment, inform the syllabus specialist. They will determine if there is a problem with the equipment. If the problem is with the equipment this should be replaced or fixed as soon as possible. If a candidate experiences difficulties during the exam, communicate directly with them. If it is something which affects all the candidates, you may make an announcement as long as the security or integrity of the exam is not compromised. The supervisor should make a note of this in their report. Any help given must be recorded on the Supervisor's Report which is sent to us with the scripts at the conclusion of the examination.
- xi. You should not comment on any aspect of the candidates' work,
- Only communicate with candidates on administrative and safety issues.
  - In some cases, you can give practical assistance to candidates (this will be detailed on the front of the question paper or in the confidential instructions). Keep a note if you give any assistance to candidates.
  - No assistance should ever be given with the analysis of data or other written work.

## 2.0 Science Practical Examinations

- 2.1 Syllabus Specialist should take responsibility for the Supervisor's Report. The supervisor submits the report to the Chief Invigilator and the report must be signed and dated as specified in the report template and a copy of the report should be placed in the packet(s) of scripts sent to us. When there are separate sessions of the examination, it may be necessary to complete a separate Supervisor's Report for each session. The supervisors report varies for each syllabus as indicated below: (Science)
- (i) **Biology:** The report form is attached at the back of each candidate's script. Only the first candidate script in the packet should be completed.
  - (ii) **Chemistry:** Sample answers for **all** the questions should be provided for each session (or laboratory **where necessary**). **The supervisor should perform the experiment at the same time with the candidates but in the preparation room out of sight of the candidates.**
  - (iii) **Physics:** The **report** form is attached at the back of the "Confidential Instructions". It should be completed and submitted together with the scripts.

## 3.0 Food and Nutrition Practical Examinations

- 3.1 For the planning session, Chief Invigilators should prepare for this examination in the same way they do for any other examinations. Sufficient invigilators must be appointed to ensure that the examination is conducted according to guidelines.
- 3.2 Syllabus specialists should be present in the examination room at the start of the examination to assist with the distribution of materials and then leave the examination room.
- 3.3 Syllabus specialists should then come **at the end of planning session** to assist the invigilator in collection of candidates' scripts to be stored by the Chief Invigilator. Only the shopping list duplicate should be given to the syllabus specialist for preparation.
- 3.4 During practical examination, there must be one External Examiner for every 6 to 8 candidates and one invigilator in the room.



#### 4.0 Computer Studies Practical Examinations

- 4.1 Where candidates sit an exam in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres.
- 4.2 If you cannot meet the requirement in 3.1 above, candidates must sit at alternate monitors or in screened booths.
- 4.3 Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

#### 5.0 Conducting Listening Examinations

- 5.1 Tell candidates to write their name, candidate number and centre number on any work they want to hand in. Ensure candidates are given time to do this before the invigilator plays the CD.
- 5.2 Two members of staff must independently check they have the correct question paper packet before opening it. This includes checking the dates of the exam to make sure they are within the published window.
- 5.3 Ideally a member of staff, who speaks the language of the listening examination, should be readily available to deal with technical difficulties. If the teacher prepared the candidates for the subject under examination, they must not be the sole invigilator.
- 5.4 Noise from outside the examination room does not constitute a serious emergency. The invigilator should warn candidates of this before the exam
- 5.5 The invigilator must not stop the CD once started, except in case of emergency.
- 5.6 If the exam is stopped because of emergency, the invigilator should restart the CD at exactly the same place once they have dealt with the emergency. The invigilator must include a report with the candidates' scripts, indicating at which point in the exam the interruption took place, the nature of the incident and the length of the interruption. If there is a good reason to doubt whether all candidates heard certain items, the invigilator must identify these items in the report and give the reason for doubt.
- 5.7 Contact us if equipment fails during the examination.
- 5.8 At the end of the exam, you must ensure that you undertake appropriate antivirus checks on any CD to be submitted to us.
- 5.9 Candidates taking French Listening exam should submit their answers on a multiple choice answer sheet. At the end of the exam candidates have **six (6) minutes** to transfer the answers from the question paper onto the multiple choice answer sheet. Refer to page 95 of Cambridge Handbook 2021 for more instructions. **New**

## APPENDIX B – 2021 BGCSE: MULTIPLE CHOICE PAPERS: GUIDELINES FOR INVIGILATORS

### 1. Answer Sheets

Multiple-choice answer sheets are supplied pre-printed with personalised details of the candidate names, syllabus name, component code, and Centre name and centre number. Supplementary answer sheets are also pre-printed with details of the syllabus name, component code, Centre number and Centre name and are intended to be used for candidates for whom a fully personalised answer sheet has not been provided. These are normally candidates who were registered late or had late amendments to their entries.

### 2. Before the Examination Starts

Make sure candidates are seated according to the seating plan in candidate number order. The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. In particular, the minimum distance from the centre of a candidate's desk to centre of the next candidate's desk must be 1.25 metres in all directions. Check that they all have the items required for the examination. Refer to **Appendix E - BEC/EAC/BGCSE/G01/A05 - Additional Materials List**. Once the candidates are seated, they should be asked to check the pre-printed details to confirm that the information is correct. Note that this is also a good opportunity to remind candidates that their name appears on the answer sheet exactly as it will appear on their Statement of Results and Certificates. They should inform the invigilator if the name is not exactly as it should be. The invigilator should capture the amendments and inform the Chief Invigilator. Candidates should then be reminded of the correct method of recording their answers by referring them to the instructions on the Multiple-Choice Answer Sheet. Invigilators should also make sure that all candidates have a soft pencil (2B or HB).

### 3. Additional Candidates

Any candidate who does not have a fully personalised answer sheet should be issued with a supplementary answer sheet. Note that only supplementary answer sheets which show the correct component details should be used. The invigilator should make sure that the candidates are able to provide the details required. Assistance should be given if required. The examination should not start until the invigilator is sure that all supplementary answer sheets have been completed correctly. If it is not possible to provide an additional candidate with a supplementary answer sheet, the candidate should be told to answer on the question paper by putting a pencilled ring around the letter (A, B, C or D) alongside their chosen response for each question. At the end of the examination, the question paper should be placed in the same packet as the answer sheets of other candidates. Please check to make sure that the candidate's name, centre number and the candidate number are shown clearly on the front of the question paper.

The additional candidates may appear on the attendance registers since the registers are printed much later than the answer sheets. If this is the case, the candidates should be marked present, and no further action is required. However, if the candidate has not been provided with an answer sheet and does not appear on the attendance register then their name should be added in pen at the bottom of the attendance register. The Chief Invigilator should then be informed and if the candidate's entry has been omitted in error, the Chief Invigilator should inform BEC immediately.

### 4. Absent Candidates

Absent candidates should be recorded as ABSENT in the usual way on the attendance register.

### 5. Return of Answer Sheets

**5.1** All answer sheets should be counted and arranged in candidate number order. Any supplementary answer sheets which have been used should be placed after the answer sheet of the last candidate, followed by any answer sheets for absent candidates. They should then be placed between two hard boards provided by BEC and tied neatly with a rubber band to ensure the OMR form does not get damaged in transit.



The attendance register should be kept and packaged with other attendance registers at the end of the series. It is not necessary to return Supplementary Answer Sheets which have not been used. Answer sheets should be flat at all times. They should not be stapled or folded in any way.

## 5.2 Multiple Choice Answer sheets for Foreign language Listening exams **New**

Candidates taking the BGCSE French syllabus will submit their answers for the listening component on a multiple-choice answer sheet. They will not submit them on the question paper.

**Important notice:** At the end of the test, candidates have six minutes to transfer their answers from the question paper.

There is more information about multiple-choice answer sheets on the Cambridge International website which you can share with your teaching colleagues, candidates and invigilators so they know what to expect on exam day: [www.cambridge.org/multiple-choice](http://www.cambridge.org/multiple-choice).

For French multiple choice, refer to page 95 of Cambridge Handbook for Centres 2021 for instructions. **New**



### APPENDIX C – EXAM ROOM ENTRY REGISTER

|                             |              |                   |           |                                 |  |                 |  |
|-----------------------------|--------------|-------------------|-----------|---------------------------------|--|-----------------|--|
| <b>QUALIFICATION/LEVEL:</b> | <b>BGCSE</b> | <b>CENTRE NO.</b> | <b>BW</b> | <b>EXAMINATION YEAR/SERIES:</b> |  | <b>ROOM NO:</b> |  |
|-----------------------------|--------------|-------------------|-----------|---------------------------------|--|-----------------|--|

*NOTE: This form is to be completed by every personnel who goes into the examination room during a live exam*

| Date | Name of the Visiting Personnel | Exam Component Taking Place | Purpose of the Visit | Time In | Time Out | Visitor's Signature | Entry Authorised By (Invigilator's Name) | Invigilator's Signature |
|------|--------------------------------|-----------------------------|----------------------|---------|----------|---------------------|--|-------------------------|
|      |                                |                             |                      |         |          |                     |  |                         |
|      |                                |                             |                      |         |          |                     |  |                         |
|      |                                |                             |                      |         |          |                     |  |                         |
|      |                                |                             |                      |         |          |                     |  |                         |
|      |                                |                             |                      |         |          |                     |  |                         |
|      |                                |                             |                      |         |          |                     |  |                         |
|      |                                |                             |                      |         |          |                     |  |                         |
|      |                                |                             |                      |         |          |                     |  |                         |

Name of Chief Invigilator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form may be required as evidence during investigations of alleged malpractice cases. You should keep it securely in the Centres secure storage until after the end of the Enquiry about Results period which is six weeks after the release of results. Thereafter it can be disposed of like any other exam materials that the centres needs to dispose. However, if the Centre is still under investigation six (6) weeks after release of results, the record should be kept until the investigations are completed.**

## APPENDIX D – 2021 BGCSE: CHECKLIST FOR INVIGILATOR

This checklist summarises the essential actions for the invigilation of examinations. A copy of this document must be in the exam room. Invigilators must be familiar with the Instructions for the Conduct of Examinations and should refer to this booklet for detailed instructions and guidance.

| A Arrangement of the examination rooms - the invigilator must:  | Tick | C Identification of Candidates  | Tick |
|---|------|---|------|
| 1. Check that any charts, diagrams, etc have been cleared from the walls.   |      | i. Identity all candidate using ID and statement of Entry   |      |
| 2. Check the following;   |      | <b>D. Checking of question papers by candidates</b>   |      |
| i. Question papers were checked against timetable, and the component is correct   |      | i. Is the question paper packet sealed  |      |
| ii. Notice to candidates and Candidates warning signs are displayed both inside and outside the exam room   |      | ii. Is the Date, Time, Syllabus and component correct   |      |
| iii. Desks are correctly placed and spacing between is 1.25 metres apart.   |      | iii. Signature by candidates to confirm the above   |      |
| iv. Clocks are working, clearly visible to all candidates and synchronised.   |      | iv. systematic distribution of question papers  |      |
| v. A board/Manila sheet/Flip chart with legible writing showing;  |      | <b>E. During the Examination, the Invigilator must:</b>   |      |
| • Centre number   |      | 1. Complete the sitting plan and the attendance register according to instructions.   |      |
| • syllabus and component for the examination session  |      | 2. Be vigilant and supervise the candidates at all times to prevent cheating, and distractions.   |      |
| • starting time, finishing time and duration of the examination.  |      | 3. Not give any information to the candidates about;  |      |
| 3. Required Regulatory Documents- Check that you have:  |      | i. suspected errors in the question paper, unless an erratum notice has been issued,  |      |
| i. A copy of the current  |      | ii. any question on the paper or the requirements for answering particular questions.   |      |
| • <b>BEC/EAC/BGCSE/G01-Guidelines for the Conduct of Examinations if you are in the main examination room.</b>  |      | 4. List all candidates who leave the examination room before scheduled end examination  |      |
| • Cambridge Handbook 2021 for (Cambridge International syllabuses and BGCSE French) in the main room  |      | 5. Not remove any question papers from the exam room  |      |
| ii. a copy of section 4 and 5 of Cambridge Handbook 2021 and Key Times and Full centre supervision section in any other exam room for Cambridge syllabuses & BGCSE French |      | 6. Make the Chief Invigilator aware of any suspected malpractice that takes place during the exam   |      |
| iii. an Invigilators Manual in the main room and other rooms  |      | 7. Follow instructions on Warnings in "What to say to candidates"   |      |
| iv. "What to say to Candidates" document in the main room and other rooms   |      | <b>F At the end of the Examination, the invigilator must:</b>   |      |
| v. any syllabus-specific instructions issued by us in the main room and other rooms   |      | 1. Follow instructions on finishing the examination in "What to Say to Candidates"  |      |
| vi. attendance registers in the main room and other rooms   |      | i. Systematically collect all scripts and all unused stationery and balance the question papers and scripts before the candidates leave the examination room.           |      |
| vii. seating plan of the examination room in the main room and other rooms.   |      | ii. arrange scripts in Attendance Register order.   |      |
| <b>B Before the Examination the Invigilators should:</b>  |      | iii. Seal scripts and sign the envelope in front of candidates or a representative of candidates, and submit them to the Chief invigilator for secure storage.          |      |
| i. Check that the ratio of candidate to invigilator is as stipulated in the guidelines and a rover is readily available.  |      | iv. Collect, count and verify the number of Question papers after the exam. The number collected should tally with the original number brought to the examination room. |      |
| ii. Verify that scripts return envelope and any other required items for collating and packing the answer scripts are in the exam room.                                   |      | v. All question papers should be returned to their original packets and submitted to the Chief invigilator for secure storage.  |      |
| iii. Refer to the "Additional Materials List" for required materials  |      |   |      |
| iv. Follow instructions on "What to say to candidates" to start the examination   |      |   |      |
| v. neatly cut open the question paper packets using a pair of scissors.   |      |   |      |
| vi. Ensure that details of any erratum notices are brought to the attention of the candidates if any  |      |   |      |

## APPENDIX E – 2021 BGCSE: ADDITIONAL MATERIAL LIST

### Important Note:

- i. Information in this Appendix is available to the invigilator in the examination room
- ii. Information relating to the equipment necessary for practical examinations is detailed in the relevant Syllabus Booklet or in the Confidential Instructions, as appropriate.

1. This Additional Materials List details materials which, according to the question papers, will be required by the candidates in the examination room.
2. For Multiple Choice components, candidates must answer on the personalised Multiple Choice Answer Sheets for all syllabuses. If personalised Answer Sheets are not available for some candidates, the Supplementary Multiple Choice Answer Sheets provided should be used. If it is not possible to provide an additional candidate with a Supplementary Answer Sheet, the candidate should be told to answer on the question paper by putting a pencilled ring around the letter (A, B, C or D) alongside their chosen response for each question. At the end of the examination, the question paper should be placed in the same packet as the answer sheets of other candidates. Please check to make sure that the candidate's name, centre number and the candidate number are shown clearly on the front of the question paper.
  - For some examinations components we require candidates to write their answers in spaces provided on the question paper. This is clearly stated on the front of the question paper. In these examinations, candidates can be provided with additional stationery if required.
  - Where candidates are not answering on Multiple Choice Answer Sheet or the question paper, answer booklets provided should be used. Answer booklets are lined and have ruled margins. There is no limit to the number of sheets a candidate may use.
  - Tracing paper must be provided by the Centre if required.
3. General rules and assumptions:
  - a) It is assumed that **all candidates** will have a pen, pencil, ruler (300mm) and a soft clean eraser for all written papers.
  - b) For question papers involving technical drawing, candidates should have standard drawing equipment.
  - c) The following should be available to all candidates for all science papers: calculator, ruler (300mm), protractor, set square, pair of compasses and graph paper. Where any difficulties with the availability of calculators are anticipated or encountered, mathematical tables should be made available.
  - d) All work (including any rough work) must be done on the examination stationery provided by the centre. Any rough work should be neatly crossed through, but not so that it is illegible, and must be kept securely until six weeks after the release of results. Where candidates write their answers on the question paper itself or on Multiple Choice Answer Sheets, the answer paper may be used for any rough working.
  - e) Dictionaries are not allowed in examination except where specified.
4. Materials such as graph paper may be issued on request for those papers where their use is not specifically stated.
5. For some Mathematics papers, candidates may have been taught using tracing paper for transformations. In such cases, the centre should make tracing paper available to candidates.



| Syllabus/<br>Paper No.    | AM/<br>PM | Syllabus Name                      | Additional Materials<br>provided by BEC/CIE | NOT | Additional Materials<br>provided by BEC/CIE |
|---------------------------|-----------|------------------------------------|---|-----|---|
| <b>04/10/21 Monday</b>    |           |                                    |   |     |   |
|                           |           |                                    |   |     |   |
| <b>05/10/21 Tuesday</b>   |           |                                    |   |     |   |
|                           |           |                                    |   |     |   |
| <b>06/10/21 Wednesday</b> |           |                                    |   |     |   |
| 4040/12                   | AM        | Statistics<br>Paper 12             | Protractor / Pair of Compasses              |     | Mathematical<br>(Optional) Tables           |
| <b>07/10/21 Thursday</b>  |           |                                    |   |     |   |
|                           |           |                                    |   |     |   |
| <b>08/10/21 Friday</b>    |           |                                    |   |     |   |
|                           |           |                                    |   |     |   |
| <b>11/10/21 Monday</b>    |           |                                    |   |     |   |
| 4037/12                   | AM        | Additional Mathematics<br>Paper 12 |   |     | Graph Paper                                 |
| <b>12/10/21 Tuesday</b>   |           |                                    |   |     |   |
|                           |           |                                    |   |     |   |
| <b>13/10/21 Wednesday</b> |           |                                    |   |     |   |
|                           |           |                                    |   |     |   |
| <b>14/10/21 Thursday</b>  |           |                                    |   |     |   |
| 4040/22                   | AM        | Statistics<br>Paper 22             | Protractor / Pair of Compasses              |     | Mathematical<br>(Optional) Tables           |
| <b>15/10/21 Friday</b>    |           |                                    |   |     |   |
| 4037/22                   | AM        | Additional Mathematics<br>Paper 22 |   |     |   |

| Syllabus/<br>Paper No.  | AM/<br>PM | Syllabus Name                          | Additional Materials<br>provided by BEC/CIE | NOT | Additional Materials<br>provided by BEC/CIE |
|-------------------------|-----------|--|---|-----|---|
| <b>18/10/21 Monday</b>  |           |  |   |     |   |
| 0597/02                 | AM        | Computer Studies<br>Written            |   |     | 8 Page Answer Booklet                       |
| <b>19/10/21 Tuesday</b> |           |  |   |     |   |
| 0595/01                 | AM        | Design and Technology<br>Written Paper |   |     |   |
| 0611/01                 | AM        | Food and Nutrition<br>Theory           | Calculator(Optional)                        |     |   |



|                           |    |                                       |  |  |
|---------------------------|----|---------------------------------------|--|--|
| 0612/01                   | AM | Fashion and Fabrics<br>Written        |  |  |
| 0613/01                   | AM | Home Management<br>Written            |  |  |
| 0572/01                   | PM | Biology<br>Multiple Choice            | - Soft Pencil (Type B or HB<br>must be used<br>- Eraser<br>- Calculator(Optional)    | Multiple Choice Answer Sheet             |
| <b>20/10/21 Wednesday</b> |    |                                       |  |  |
| 0614/02                   | AM | Accounting<br>Paper 2                 |  | Supplementary Answer sheet<br>(Optional) |
| 0583/02                   | PM | History<br>Paper 2                    |  | 8 page Answer Booklet                    |
| <b>21/10/21 Thursday</b>  |    |                                       |  |  |
| 0599/02                   | AM | Agriculture<br>Theory                 | Calculator   | 8 Page Answer Booklet                    |
| 0571/01                   | PM | Physics<br>Multiple Choice            | - Soft Pencil (Type B or HB)<br>- Eraser<br>- Electronic Calculator                  | Multiple Choice Answer<br>Sheets         |
| <b>22/10/21 Friday</b>    |    |                                       |  |  |
| 0570/04                   | AM | Chemistry<br>Practical Test           | - As listed in the Confidential<br>Instructions<br>- Calculator                      |  |
| 0570/05                   | AM | Chemistry<br>Alternative to Practical | Calculator   |  |
| <b>25/10/21 Monday</b>    |    |                                       |  |  |
| 0587/01                   | AM | Literature in English<br>Paper 1      |  | 12 page Answer Booklet                   |
| 0617/01                   | PM | Music Written<br>Listening            | CD Player  | Pre Recorded CD (1 per 30<br>Candidates) |
| <b>26/10/21 Tuesday</b>   |    |                                       |  |  |
| 0618/02                   | AM | French<br>Reading                     |  | Pre-recorded CD (1 per 30<br>candidates) |
| 0585/03                   | PM | Social Studies<br>Paper 3             | - Calculator<br>- Ruler  |  |
| <b>27/10/21 Wednesday</b> |    |                                       |  |  |
| 0615/02                   | AM | Business Studies<br>Paper 2           |  |  |
| 0586/02                   | PM | Development Studies<br>Paper 2        |  | 8 Page Answer Booklet                    |
| <b>28/10/21 Thursday</b>  |    |                                       |  |  |
| 0571/04                   | AM | Physics<br>Practical Test             | - As listed in the Confidential<br>Instruction<br>- Electronic Calculator<br>- Ruler |  |
| 0571/05                   | AM | Physics<br>Alternative to Practical   | - Ruler<br>- Calculator  |  |
| <b>29/10/21 Friday</b>    |    |                                       |  |  |
| 0583/01                   | AM | History<br>Paper 1                    |  | 8 Page Answer Booklet                    |
| 0585/01                   | PM | Social Studies<br>Paper 1             |  |  |





| Syllabus/<br>Paper No.    | AM/<br>PM | Syllabus Name                    | Additional Materials<br>provided by BEC/CIE                            | NOT | Additional Materials<br>provided by BEC/CIE |
|---------------------------|-----------|----------------------------------|--|-----|---|
| <b>01/11/21 Monday</b>    |           |                                  |  |     |   |
| 0618/04                   | AM        | French Writing                   |  |     |   |
| 0570/01                   | PM        | Chemistry Multiple Choice        | - Soft Pencil (Type B or HB)<br>- Eraser<br>- Calculator(Optional)     |     | Multiple Choice Answer Sheet                |
| <b>02/11/21 Tuesday</b>   |           |                                  |  |     |   |
| 0614/01                   | AM        | Accounting Paper 1               |  |     |   |
| 0586/01                   | PM        | Development Studies Paper 1      | Calculator   |     | 8 Page Answer Booklet                       |
| <b>03/11/21 Wednesday</b> |           |                                  |  |     |   |
| 0615/01                   | AM        | Business Studies Paper 1         |  |     |   |
| 0570/03                   | PM        | Chemistry Theory                 | Calculator   |     |   |
| <b>04/11/21 Thursday</b>  |           |                                  |  |     |   |
| 0584/02                   | AM        | Geography Paper 2                |  |     | 12 Page Answer Booklet                      |
| 0598/01                   | PM        | Commerce Multiple Choice         | - Soft Pencil (Type B or HB)<br>- Eraser<br>- Calculator(Optional)     |     | Multiple Choice Answer Sheet                |
| <b>05/11/21 Friday</b>    |           |                                  |  |     |   |
| 0572/04                   | AM        | Biology Practical Test           | - As listed in the confidential Instructions<br>- Calculator(Optional) |     |   |
| 0572/05                   | AM        | Biology Alternative to Practical | Calculator(Optional)   |     |   |
| 0573/02                   | AM        | Human and Social Biology Theory  | - Ruler<br>- A pair of compasses<br>- Protractor                       |     | Supplementary Answer Sheets                 |



| Syllabus/<br>Paper No.    | AM/<br>PM | Syllabus Name                                    | Additional Materials<br>provided by BEC/CIE | NOT | Additional Materials<br>provided by BEC/CIE |
|---------------------------|-----------|--|---|-----|---|
| <b>08/11/21 Monday</b>    |           |  |   |     |   |
| 0598/02                   | AM        | Commerce<br>Written                              |   |     | 8 Page Answer Booklet                       |
| 0584/01                   | PM        | Geography<br>Paper 1                             | - Calculator<br>- Mathematical Instruments  |     | 8 Page Answer Booklet                       |
| <b>09/11/21 Tuesday</b>   |           |  |   |     |   |
| 0616/01                   | AM        | Physical Education<br>Paper 1                    |   |     |   |
| 0568/04                   | PM        | Science Single Award<br>Alternative to Practical | Calculator                                  |     |   |
| 0569/04                   | PM        | Science Double Award<br>Alternative to Practical | Electronic Calculator                       |     |   |
| <b>10/11/21 Wednesday</b> |           |  |   |     |   |
| 0585/02                   | AM        | Social Studies<br>Paper 2                        |   |     | 12 Page Answer Booklet                      |
| 0599/01                   | PM        | Agriculture<br>Multiple Choice                   | - Soft Pencil (Type B or HB)<br>- Eraser    |     | Multiple Choice Answer<br>Sheets            |
| <b>11/11/21 Thursday</b>  |           |  |   |     |   |
| 0562/01                   | AM        | Setswana<br>Continuous Writing                   |   |     | 8 Page Answer Booklet                       |
| 0571/03                   | PM        | Physics<br>Theory                                | - Electronic calculator<br>- Ruler          |     |   |
| <b>12/11/21 Friday</b>    |           |  |   |     |   |
| 0597/01                   | AM        | Computer Studies<br>Practical Paper              |   |     | Pre-recorded CD (1 per 30<br>candidates)    |



| Syllabus/<br>Paper No.    | AM/<br>PM | Syllabus Name   | Additional Materials<br>provided by BEC/CIE                         | NOT | Additional Materials<br>provided by BEC/CIE                                     |
|---------------------------|-----------|---|---|-----|---|
| <b>15/11/21 Monday</b>    |           |   |   |     |   |
| 0588/02                   | AM        | Religious Education<br>Paper 2                        |   |     | 12 Page Answer Booklet  |
| 0563/01                   | PM        | Mathematics<br>Paper 1                                |   |     |   |
| <b>16/11/21 Tuesday</b>   |           |   |   |     |   |
| 0561/02                   | AM        | English Language<br>Comprehension                     |   |     |   |
| 0584/03                   | PM        | Geography<br>Paper 3                                  | - Calculator<br>- Mathematical set                                  |     | - 8 Page Answer Booklet   |
| <b>17/11/21 Wednesday</b> |           |   |   |     |   |
| 0618/01                   | AM        | French Listening<br>Multiple                          |   |     |   |
| 0561/01                   | PM        | English Language<br>Continuous Writing                |   |     | 8 Page Answer Booklet   |
| <b>18/11/21 Thursday</b>  |           |   |   |     |   |
| 0562/02                   | AM        | Setswana<br>Comprehension, Summary<br>and Translation |   |     | 8 Page Answer Booklet   |
| 0568/01                   | PM        | Science Single award<br>Multiple Choice               | - Soft Pencil (Type B or HB)<br>- Eraser<br>- Calculator            |     | Multiple Choice Answer<br>Sheet   |
| 0569/01                   | PM        | Science Double Award<br>Multiple Choice               | - Soft Pencil (Type B or HB)<br>- Eraser<br>- Electronic Calculator |     | Multiple Choice Answer<br>Sheet   |
| <b>19/11/21 Friday</b>    |           |   |   |     |   |
| 0563/02                   | AM        | Mathematics<br>Paper 2                                | - Electronic Calculator<br>- Geometrical Instrument                 |     |   |
| 0572/03                   | PM        | Biology<br>Theory                                     | Calculator  |     | 8 Page Answer Booklet   |
| 0573/01                   | PM        | Human and Social Biology<br>Multiple Choice           | - Soft Pencil (Type B or HB)<br>- Eraser<br>- Calculator(Optional)  |     | Multiple Choice Answer<br>Sheet   |
| <b>22/11/21 Monday</b>    |           |   |   |     |   |
| 0563/03                   | AM        | Mathematics<br>Paper 3                                | - Electronic Calculator,<br>- Geometrical Instrument                |     | - Graph Paper<br>- 12 Page Answer Booklet<br>- Mathematical<br>Tables(optional) |
| 0588/01                   | PM        | Religious Education<br>Paper 1                        |   |     |   |
| <b>23/11/21 Tuesday</b>   |           |   |   |     |   |
| 0568/03                   | AM        | Science Single Award<br>Theory                        | Calculator  |     |   |
| 0569/03                   | AM        | Science Double Award<br>Theory                        | Electronic Calculator   |     |   |
| 0598/03                   | PM        | Commerce<br>Case Study                                |   |     |   |
| <b>24/11/21 Wednesday</b> |           |   |   |     |   |
| 0562/03                   | AM        | Setswana<br>Literature                                |   |     | 8 Page Answer Booklet   |

## APPENDIX F – 2021 BGCSE: APPLICATION FOR SPECIAL CONSIDERATION

Please read the notes overleaf before completing this form. This form must be accompanied by supporting evidence.

1. Examination (PSLE, JCE, or BGCSE/ GCE O level)  Year

### 2. Candidate Details

Centre Number  Centre Name

Candidate Number  Candidate Name

### 3. Syllabus and Components Affected

| Date of Examination | Syllabus Title | Syllabus Code | Component number | Did not sit component | Sat component but was disadvantaged |
|---------------------|----------------|---------------|------------------|-----------------------|-------------------------------------|
|                     |                |               |                  |                       |                                     |

4. **Reasons for Application** (enter the details below of perceived adverse circumstances that may affect the candidate's performance in the examination or coursework)

5. **Comparable Candidates within the Teaching Group** (please list in order of merit two candidates who are immediately above and two immediately below the affected candidate in terms of performance)

| Candidate Number | Candidate Name | Forecast Grade |
|------------------|----------------|----------------|
|                  |                |                |
|                  |                |                |
|                  |                |                |
|                  |                |                |

Name of Applicant

Designation

Head of Centre

Signature

Date

Tel/Cell no.

Fax Number



## Guidance Notes

### Background

Special Consideration is a post-examination adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

### Completing the Form

#### The Centre

- Must complete a separate form for each syllabus.
- Should list all the components affected.
- May submit one form in cases where a group of candidates has been disadvantaged by a particular event (for example, fire outbreak). A clearly titled list of the candidates' names and numbers should be submitted along with this form together with a detailed report.
- Should, where medical/psychological evidence is required, submit a clearly titled document with the application.

#### Deadline

Applications for Special Consideration should be submitted within **seven** days of the last examination.

### Application for Special Consideration

A candidate is eligible for special consideration if there is perception that performance in an examination is affected by circumstances beyond the candidate's control, such as illness, accident, bereavement or some disturbance during the examination. A candidate may also be eligible for special consideration if a paper is missed in similar circumstances. Application should also be made if the centre believes that access arrangements in respect of a permanent or long-term disability proved inadequate.

Application for Special Consideration must be made through this form by providing the details specified. Applications must be signed by the Head of Centre. Completed forms should be sent to the Chief Executive Officer at BEC. It is acceptable for a Centre to send all applications in a single batch at the end of the examination period.

The Centre should enter details of the examination and the candidate in sections 1 and 2.

In section 3 provide details of the syllabus/subject and components. Enter the Syllabus/subject code, and the syllabus/subject name, and list the components which were affected. Tick one box alongside each component to indicate whether the candidate was absent from the examination, partially absent after being taken ill during the examination, or present for the entire examination although disadvantaged.

In section 4 provide a brief description of the circumstances which led to this application for Special Consideration.

In section 5, identify 4 candidates whose ability in the subject is similar to that of the candidate. List the forecast grade previously supplied to BEC for each candidate at PSLE/JCE and BGCSE.

The Head of Centre should sign the form to confirm the accuracy of the information provided on the form and to confirm his/her support for the application.

## APPENDIX G – 2021 BGCSE: REPORT ON CONDUCT OF EXAMINATIONS

We are interested in receiving comments from your centre on all aspects of the examination. Comments might be made, for example, on the written papers, practical tests in the Separate Sciences and Computer Studies, the moderation of coursework, etc. Comments about any aspect of the administration of the examination such as the Timetable, the delivery of materials (stationery, mark sheets, question papers, etc.) would also be welcomed.

A separate form should be used for comments on different topics (e.g. different question papers, different aspects of the administration) so that comments can be passed on to relevant offices. In case of comments on question papers (including Practical Tests), the component concerned should be specified.

Comments should be sent to us as soon as possible after the end of the examination and before the end of the year. All comments will be carefully considered, and we will provide responses where appropriate.

|               |  |             |  |
|---------------|--|-------------|--|
| Centre Number |  | Centre Name |  |
|---------------|--|-------------|--|

Comments:

|            |  |           |  |
|------------|--|-----------|--|
| Name:      |  | Position: |  |
| Signature: |  | Date:     |  |

## APPENDIX H – 2021 BGCSE: A BRIEF GUIDE TO THE ADMINISTRATION OF COMPUTER STUDIES PRACTICAL PAPER

This document is intended for use the chief invigilator, the Computer Studies Senior teachers and the invigilators.

The Computer Studies Practical Paper (0597/01) is an exercise in which candidates are required to demonstrate practical skills in word-processing, spread sheets and databases. The duration of the paper is 90 minutes, during which time each candidate will require exclusive use of a PC installed with word processing, spread sheet and data base applications and access to a printer.

Where candidates sit an exam in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres. If you cannot meet the 1.25m spacing requirement candidates must sit at alternate monitors or in screened booths. The screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

**The examination should be conducted in an isolated network, without access to the internet.**

The files required for the examinations will be provided on a CD ROM as part of the main question paper despatch to Centres. The file will be provided as MS Office document. If a centre intends to use a different package from MS Office, We should be informed so that the relevant file format can be provided. At the start of the examination, candidates should be instructed to open all the files. Accessing the files is not a skill which is being tested, and so candidates may be given help at this stage. Centres can decide the best way of providing candidates with access to the files.

At certain points during the examination, there are instructions on the question paper which require candidates to print their work. It follows that candidates may require access to a printer at any point during the test. The question may require candidates to add their name and candidate number to the document they are working on. So, assuming that they manage to do so, these printouts will be identified. Other printouts will carry no such identification, and Centres need to add the candidate's name and candidate number to each printout as it is produced. Centres should decide how this can be achieved most conveniently. The printouts should be returned to the candidates during the course of the examination (or perhaps at the end). Candidates should be instructed to write their name and candidate number on the question paper and to attach their printouts onto the question paper.

In the case of a technical problem which is beyond the control of the candidate, staff should give whatever help is necessary to enable the candidate to continue. In the event of the accidental deletion of files, it may be necessary for candidates to repeat some of the work. If the deletion is not the fault of the candidate, then extra time should be given to ensure that the candidate is not disadvantaged, otherwise no further help should be given and all of the usual examination regulations should be applied. Centres may consider reserving one PC for use in emergencies. For example, in the case of a technical problem on one PC which cannot be resolved quickly, the candidate could be moved to the spare PC and then given time to repeat the work which was lost.

In most Centres, it will be necessary to arrange more than one session of the examination. You may operate as many consecutive sessions as necessary, so long as the security of the examination is maintained throughout. In particular, the arrangements must ensure that candidates who have completed the examination do not come into contact with those who have still to do the examination. This becomes difficult if more than two or three sessions are required. The simplest solution is to require all candidates to arrive in the Centre at the usual time for a morning examination. The candidates are then supervised while they wait for the start of the session of the examination to which they have been allocated. Candidates can be released at the end of their examination, but you must ensure that they cannot communicate with candidates who are about to start the examination. Centres are free to make their own arrangements, but all such arrangements are subject to our scrutiny.

## **APPENDIX I – 2021 BGCSE: A BRIEF GUIDE TO THE ADMINISTRATION OF EXAMINATIONS UNDER CONTAGIOUS DISEASES: COVID-19 ENVIRONMENT**

This document is intended for use by the Chief Invigilator and Invigilators in an environment where an examination is being conducted under the COVID-19 environment.

COVID-19 is a highly infectious disease and as such, the possibility of candidates carrying the virus into the examination rooms is heightened in the 2021 examinations. At all times the health protocols as prescribed by the COVID-19 task team for the entire country must be strictly adhered to. This includes wearing of masks, temperature checks, social distancing and sanitising. Notwithstanding the provisions of the National COVID-19 task team, for examination purposes the following guidance is provided to help Chief invigilators and invigilators to handle administration of examinations under COVID-19 environment.

1. It is already a requirement in the examination set up that the sitting arrangement from the centre of one candidate's desk to the next must be maintained at 1.25m in all directions. This distance already satisfies the COVID-19 social distancing protocol of 1 to 2m.
2. The exam room, candidates' desks and chairs must be disinfected before the start and at the end of each exam sitting as different candidates use different desks and chairs at each sitting.
3. Candidates and invigilators should have their temperatures checked before they enter the examination room.
4. Any candidate that records a temperature of 37.4 degrees Celsius or above should be isolated and supervised separately so that Centres can then report to the COVID-19 office.
5. All candidates must pull down the mask for a short period for identification before they enter the exam room.
6. The Chief Invigilator and the Senior Invigilators who collect question papers packets from the exam storage must wash their hands with water and soap or sanitise before they collect the papers for the session.
7. Candidates must wash their hands with water and soap or sanitise before they enter the exam room.
8. Invigilators must wash their hands with water and soap or sanitise before they enter the exam room.
9. Invigilators can wear masks while in the exam room. It is important that candidates still receive all the instructions and information they need, and can hear the invigilator. Candidates must not miss out on important information about their exam because your invigilators are wearing masks. If they do wear masks, make sure candidates can hear them clearly.
10. All equipment used by candidates with special needs including Perkins brailers (candidates with visual impairment), assistive technology devices and recorders for other disabilities such as Learning disabilities should be sanitised before and after use.
11. Provide face shields for candidates with special needs where possible/appropriate for oral responses. Provide face shields too for scribes, readers and sign language interpreters as the use of face masks may render the examination inaccessible for certain disability types. Sign language interpreters may not be required to wear face masks and therefore a safe distance of minimum 1.25 metre may be maintained between the interpreter and the candidate.



12. Since candidates' needs are different, only when it's appropriate and when candidates are comfortable with special arrangements being made in response to COVID-19 should these measures be enabled as some candidates with special needs may be averse or sensitive to having material on their skin such as face masks or face shields (sensory issues, e.g. Autism).

The use of such must be backed up by evidence and approved in advance by us. The approval letter should be produced during centre inspection. Care should be taken though to ensure that the safety of candidates with special needs is not compromised.

13. Candidates who verify that the question paper packets are still intact and are the right question papers for the session must sanitise before they handle the packets.
14. Invigilators must sanitise before distributing exam materials to candidates.
15. Invigilators must sanitise before collecting scripts from candidates.
16. On the day of despatch, the invigilators who hands over exam boxes to the Courier Company personnel must wash their hands with water and soap or sanitise before pulling the packets out of the secure storage.
17. The Courier company personnel should wash their hands with water and soap or sanitise before receiving exam boxes.

**Important Note:** Candidates under self-isolation or in isolation camps should be allowed to sit the examinations provided the Doctors have certified them fit to sit the exam. Centres must seek advice from the national COVID-19 team on how to handle such candidates.

If your centres require help or advice, either during the preparation of the examination or whilst the examination is taking place, they should telephone: **3650768, 3650729 and 3650759.**

