



BOTSWANA  
EXAMINATIONS  
COUNCIL

# **BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION**

## **INSTRUCTION FOR PRIVATE CANDIDATES REGISTRATION**

**(2012)**



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## 1.0 INFORMATION FOR PRIVATE CANDIDATES

You are advised to read this notice carefully. It contains information about the syllabuses and options which are available to Private Candidates and examination venues available. **You are responsible for your registration, and errors that occur as a result of mistakes on your part may not be corrected once the fees have been paid.** You must make sure that you leave the **Registration Form at the BGCSE counter when you have paid your entry fees.** You are advised to listen to Radio Botswana regularly and check news papers as there may be announcements about the examinations.

## 2.0 HOW TO REGISTER

**You must follow these instructions carefully.**

**Step 1.** Collect the instructions for Private candidates registration at the BGCSE counter and read before completing the registration form.

**Step 2.** Complete the registration form BEC 8/1 which can be obtained from the BGCSE counter.

**Step 3.** Check with the BGCSE officer that your form has been correctly completed and submit the form BEC 8/1 to the BGCSE counter with 2 passport size photos.

**Step 4.** Confirm your choice of subjects and options with BGCSE officers who will be available to help you.

**Step 5.** Pay the due fees at the Finance Counter. Note that you need to keep the receipt safe at all times for future reference.

**Step 6.** Leave the completed form BEC 8/1 with the BGCSE Counter. Collect your statement of entry and sign for the accuracy of your details OR,

**You will receive your Statement of Entry sometimes after your details have been captured in the system. Contact BEC by telephone (3650700) if you have not received your Statement of Entry by the end of June 2012. It is your responsibility to provide an address and telephone numbers that are reliable so that BEC will be able to reach you.**

### **3.0 SYLLABUSES AND OPTIONS**

The tables on pages 3,4, 5 and 6 show the syllabuses and the options which are available to you. You cannot register for a syllabus or an option which is not listed here.

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
<b>ENGLISH LANGUAGE</b>	1: Continuous Writing 2: Comprehension	<b>0561</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>A</b>	1,2
<b>SETSWANA</b>	1: Continuous Writing  2: Comprehension, Summary and Translation  3: Literature	<b>0562</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>A</b>	1,2,3
<b>MATHEMATICS</b>	1: Paper 1 2: Paper 2 3: Paper 3	<b>0563</b>	Core: C-G grades available Extended: A-G grades available
		<b>Option Code</b>	<b>Components</b>
		<b>C- Core</b>	1, 2
		<b>E- Extended</b>	1, 2, 3
<b>SCIENCE: SINGLE AWARD</b>	1: Multiple Choice 3: Theory (Extended) 4: Alternative to Practical	<b>0568</b>	Extended: A-G grades available <ul style="list-style-type: none"><li>May not be taken with 0569, 0570, 0571, 0572, 0573</li></ul>
		<b>Option Code</b>	<b>Components</b>
		<b>E4- Extended</b>	1, 3, 4
<b>SCIENCE: DOUBLE AWARD</b>	1: Multiple Choice 3: Theory (Extended) 4: Alternative to Practical	<b>0569</b>	<ul style="list-style-type: none"><li>Extended: A-G grades available</li><li>May not be taken with 0568, 0570, 0571, 0572, 0573</li></ul>
		<b>Option Code</b>	<b>Components</b>
		<b>E4 -Extended</b>	1, 3, 4

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
<b>CHEMISTRY</b>	1: Multiple Choice 3: Theory (Extended) 5: Alternative to Practical	<b>0570</b>	<ul style="list-style-type: none"> <li>Extended: A-G grades available</li> <li>May not be taken with 0568, 0569.</li> </ul>
		<b>Option Code</b>	<b>Components</b>
		<b>E5 - Extended</b>	1, 3, 5
<b>PHYSICS</b>	1: Multiple Choice 3: Theory (Extended) 5: Alternative to Practical	<b>0571</b>	<ul style="list-style-type: none"> <li>Extended: A-G grades available</li> <li>May not be taken with 0568, 0569</li> </ul>
		<b>Option Code</b>	<b>Components</b>
		<b>E5 - Extended</b>	1, 3, 5
<b>BIOLOGY</b>	1: Multiple Choice 3: Theory (Extended) 5: Alternative to Practical	<b>0572</b>	<ul style="list-style-type: none"> <li>Extended: A-G grades available</li> <li>May not be taken with 0568, 0569, 0573</li> </ul>
		<b>Option Code</b>	<b>Components</b>
		<b>E5- Extended</b>	1, 3, 5
<b>HUMAN AND SOCIAL BIOLOGY</b>	1: Multiple Choice 2: Theory	<b>0573</b>	May not be taken with 0568, 0569, 0572
		<b>Option Code</b>	<b>Components</b>
		<b>Leave Blank</b>	1,2

SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
<b>HISTORY</b>	1: Paper 1 2: Paper 2	<b>0583</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>A</b>	1,2
<b>GEOGRAPHY</b>	1: Paper 1 2: Paper 1 3: Paper 3	<b>0584</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>A</b>	1, 2, 3
<b>SOCIAL STUDIES</b>	1: Paper 1 2: Paper 1 3: Paper 3	<b>0585</b>	May not be taken with 2251 (Sociology)
		<b>Option Code</b>	<b>Components</b>
		<b>A</b>	1, 2, 3
<b>LITERATURE IN ENGLISH</b>	1: Set Texts	<b>0587</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>Leave Blank</b>	1
<b>COMMERCE</b>	1: Multiple Choice 2: Written 3: Alternative to Coursework	<b>0598</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>A</b>	1, 2, 3
<b>ACCOUNTING</b>	1: Multiple Choice 2: Core 3: Extended	<b>0614</b>	Core: C-G grades available Extended: A-G grades available
		<b>Option Code</b>	<b>Components</b>
		<b>C - Core</b>	1, 2
		<b>E - Extended</b>	1, 2, 3
<b>CHRISTIAN RELIGIOUS EDUCATION (GCE O Level)</b>	1: Written	<b>2045</b>	May not be taken with 2048 (Bible Knowledge)
		<b>Option Code</b>	<b>Components</b>
		<b>Leave Blank</b>	1
<b>RELIGIOUS STUDIES (BIBLE KNOWLEDGE) (GCE O Level)</b>	1: Luke and Acts Short Answers 2: Luke and Acts Essay Questions	<b>2048</b>	May not be taken with 2045 (Christian Religious Education)
		<b>Option Code</b>	<b>Components</b>
		<b>Leave Blank</b>	1, 2





SYLLABUS	COMPONENT INFORMATION	SYLLABUS CODE	NOTES
<b>ADDITIONAL MATHEMATICS (GCE O Level)</b>	1: Paper 12 2: Paper 22	<b>4037</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>Leave Blank</b>	12, 22
<b>STATISTICS (GCE O Level)</b>	1: Paper 12 2: Paper 22	<b>4040</b>	
		<b>Option Code</b>	<b>Components</b>
		<b>Leave Blank</b>	12, 22

#### 4.0 REPEATING SUBJECTS WITH A COURSEWORK COMPONENT

Syllabus with a Coursework Component are not normally available to Private Candidates. However, you can be entered for some of these syllabus if you were **a candidate for that syllabus in 2011 examination series**. The mark you were awarded for Coursework in 2011 will be carried forward, and **you will not do any Coursework in 2012**. This arrangement applies to the following syllabuses. Please note: **You can only Carry forward marks from the previous year (2011) and only for syllabuses that do not have an alternative paper to coursework.**

**Syllabuses available for Carry forward coursework marks include:**

- 0586      Development Studies
- 0595      Design & Technology
- 0599      Agriculture
- 0615      Business Studies

If you enter for one of these syllabuses, you must complete the **Section ‘Previous Candidate Details’** on the Entry Form. If you do not provide details of your previous centre number and candidate number, **your coursework mark will not be carried forward and you will not be graded.**

**Failure to Submit Accurate Information on the registration form:**

If you do not submit the correct information, it could lead to you failing to write the correct component and leading to the award of; **No result “ X” during grading.**

The arrangement for carrying forward coursework marks does NOT apply to the following syllabuses. These are not available to you as Private Candidates.

- 0596 Art & Design
- 0597 Computer Studies
- 0611 Food & Nutrition
- 0612 Fashion & Fabrics
- 0613 Home Management
- 0616 Physical Education
- 0617 Music

Note that you cannot be entered for any syllabus or option which is not listed on pages 3, 4, 5, or 6.

## 5.0 BGCSE PRIVATE CENTRES

The following list shows the locations of BGCSE Private Centres which are available to you. You are advised to choose a location which will be convenient for you. **Note that Transfer of candidates from one location to another after printing of question papers will only be done in exceptional cases on medical grounds. So choose your location wisely and register early to get a place in your first choice location.**

### List of locations:

- Lobatse
- Gaborone
- Mahalapye
- Palapye
- Selibe Phikwe
- Francistown
- Maun
- Kasane
- Kang
- Letlhakane

## 6.0 REGISTRATION FEES

The registration fees for the 2012 October/November examination are as shown below:

Fee	Fee Amount
Registration Fee	P 82.00
Syllabus Fee	P 245.00
Total fee for 1 syllabus	P 329.00
Total fee for 2 syllabuses	P 576.00
Total fee for 3 syllabuses	P 823.00
Total fee for 4 syllabuses	P1,070.00
Total fee for 5 syllabuses	P1,317.00
Total fee for 6 syllabuses	P1,564.00
Total fee for 7 syllabuses	P1,811.00
Total fee for 8 syllabuses	P2,058.00
Total fee for 9 syllabuses	P2,305.00
Total fee for 10 syllabuses	P2,552.00

Registration will start on 15 March 2012 and ends on 15 May 2012.

## 7.0 REFUNDS

Private Candidates who withdraw from one or more syllabuses may apply for a refund of examination fees **provided that any such application is received no more than one (1) month after the closing date for registration. Candidates must provide proof of payment (receipt).**

BEC reserves the right to withhold part of the fees paid by the candidate. The proportion of the fee which will be withheld will be determined by BEC from time to time.

**Fees paid for registration in one examination series may not be transferred to another examination series. So, for example, fees paid in 2011 may not be transferred to 2012.**

## 8.0 ENTRY AMENDMENTS

You will be allowed to make changes to your entry up to 15 May 2012. After that date, no candidates will be allowed to register. In exceptional circumstances, existing candidates may be allowed to change their entry, but penalty fees will be charged as follows:

A change of option will be charged at **P250.00** up to **30<sup>th</sup> July 2012**. No entry or option change will be made after 30<sup>th</sup> July 2012.

If a syllabus is added or changed, the charge will be **P245.00 for the syllabus and P250.00 for late registration** up to **30<sup>th</sup> July 2012**. From **1st August 2012**, There will be No new registration accepted

**Note that making late entries and late amendments after May of each examination year is costly for the organization, as printing requirements have already been sent to printers. So the cost of printing small batches is passed on to candidates through late entry charges.**