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BOTSWANA
EXAMINATIONS
COUNCIL

Manual for:

MALEPA User Manual for BGCSE Centres

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Release

Version	Date Released	Pages Affected	Remarks
v1			

Approval - Document Sign off

Name	Role	Date	Signature
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Dorcas Morake	Director EAC	07-10-2015	Signed

Revision History

Change Made By	Description	Version	Date

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1. Introduction

This User Manual was developed to assist the Botswana General Certificate of Secondary Education centres as they use the MALEPA Application.

2. Scope

The manual will assist in the implementation of the following procedures;

- Logging in to the system and navigation
- Change your password
- Registration
- Entry Amendments
- Capturing of Forecast Grades
- Capturing of Coursework Marks

3. References

MALEPA System.

4. Terms and Abbreviations

4.1 Terms and Definitions

4.1.1 MALEPA


The BEC business system used for processing data for all national examinations that BEC conducts.

4.1.2 Series

A group of examinations in the range with the same closing date for entries and timetable period.

4.2 Abbreviations

BEC	Botswana Examinations Council
EAC	Examinations Administration and Certification
DP	Data Processing

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5. MALEPA Minimum Specifications

5.1 Internet

The user interface to the MALEPA application is web browser based, therefore you require internet access to use the application.


The minimum internet Speed/Bandwidth required to access MALEPA application is 512 kbps but a Speed/Bandwidth of 1Mbps is recommended.

5.2 User Interface

Currently to access the MALEPA application you need the following web browsers;

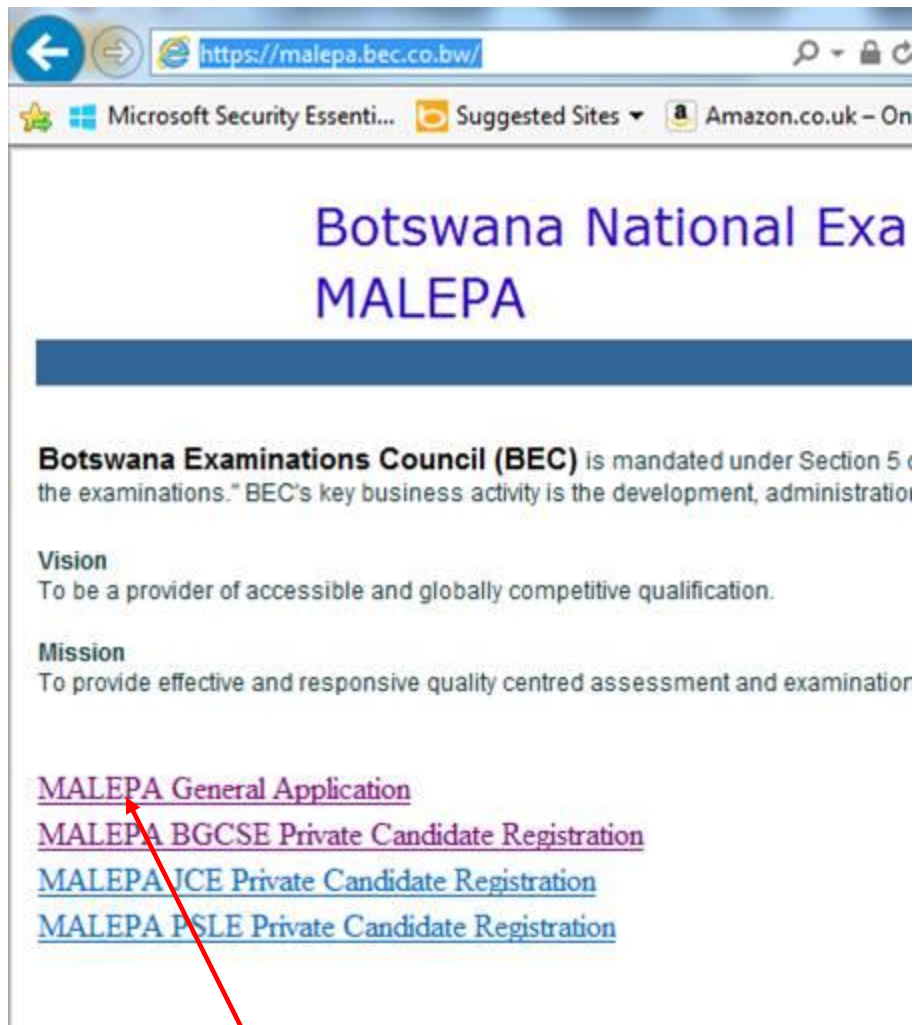
- Microsoft Internet Explorer version 5 and above
- Mozilla Firefox version 3.0 and above

When using Microsoft Internet Explorer version 8 and above ensure that the compatibility view is enabled.


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6. How to logon to MALEPA Application

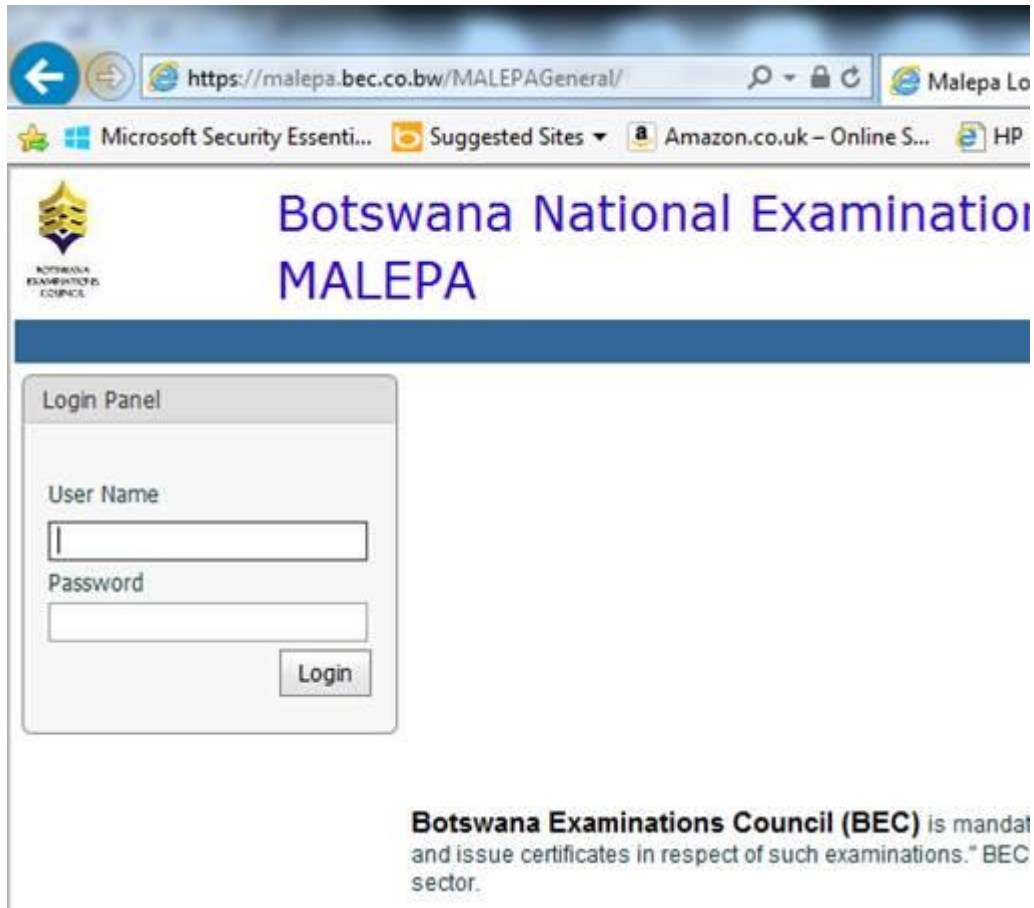
- Type the link below on the address bar of your browser (as shown in the screen below)
<https://malepa.bec.co.bw/>
- the following screen will appear,



- Click on the [MALEPA General Application](#) link to login

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- Enter your user name and password on the screen similar to the one below




- Then click on the **Login** button
- After successful login, select the series you want to work with.

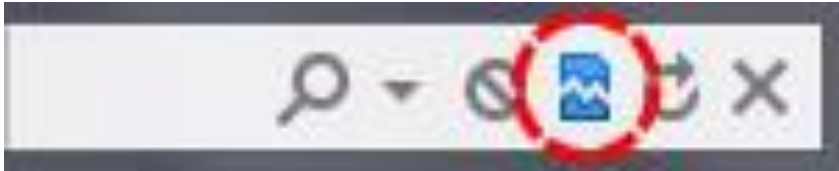
NOTE: COMPATIBILITY VIEW

There are two Options to make your browser compatible

Option 1

- ✓ If Internet Explorer recognizes that the webpage is not compatible, you will see the Compatibility View button on the Address bar. At this stage the series will not be available for selection.
- ✓ Click on it; It will take you back to the login panel

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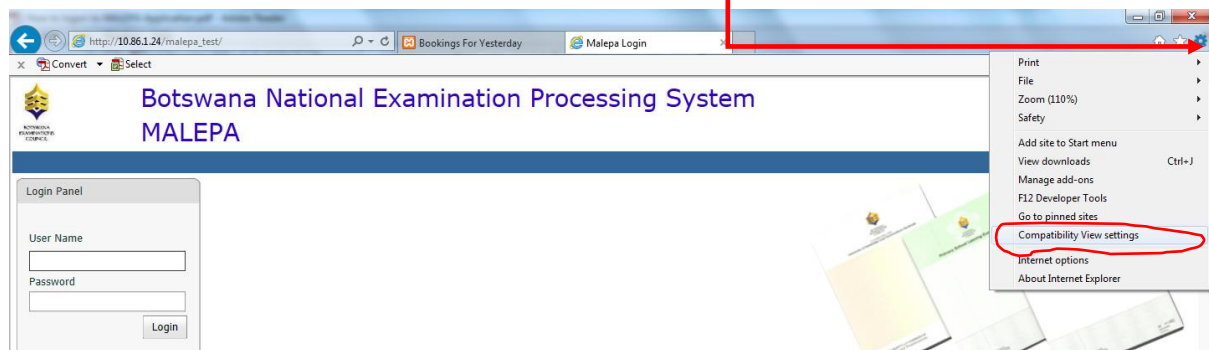


The Compatibility View button


- ✓ Login again
- Now the series will be available for selection.
- You should now be able to view your Menu on the left of your screen

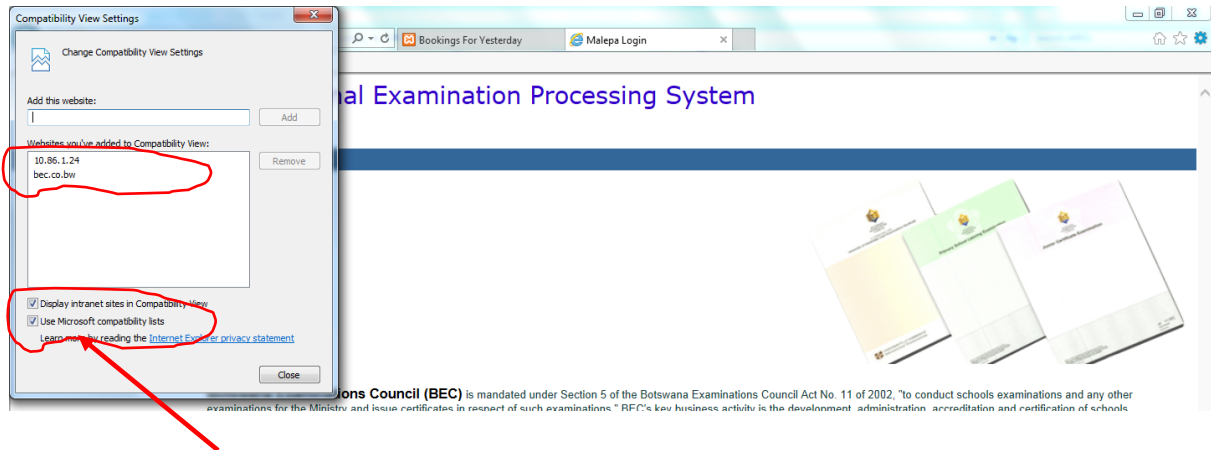
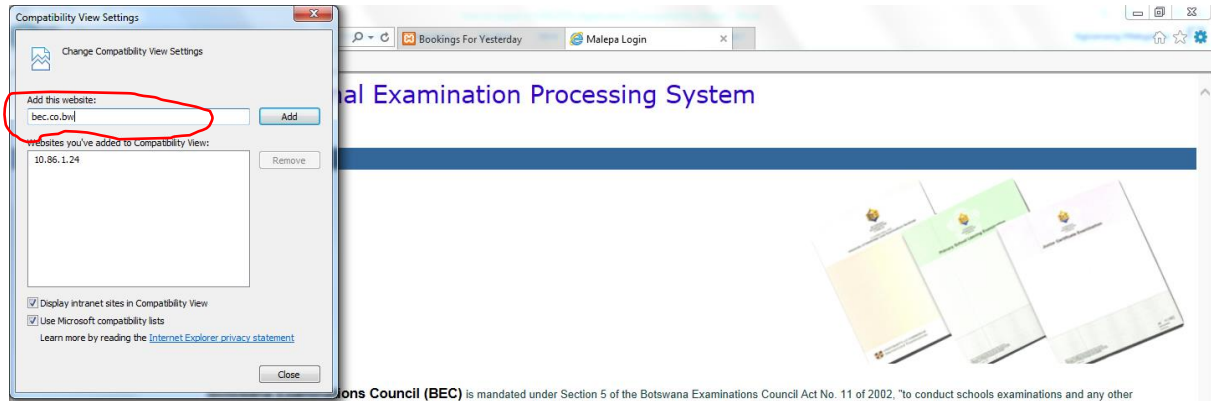
Option 2

Click on the **Tools** icon, then select **Compatibility View Settings** as shown below




On the **Compatibility View Settings** pop-up, type **bec.co.bw** under Add this website. Then click **Add** to add the BEC website to compatibility view.

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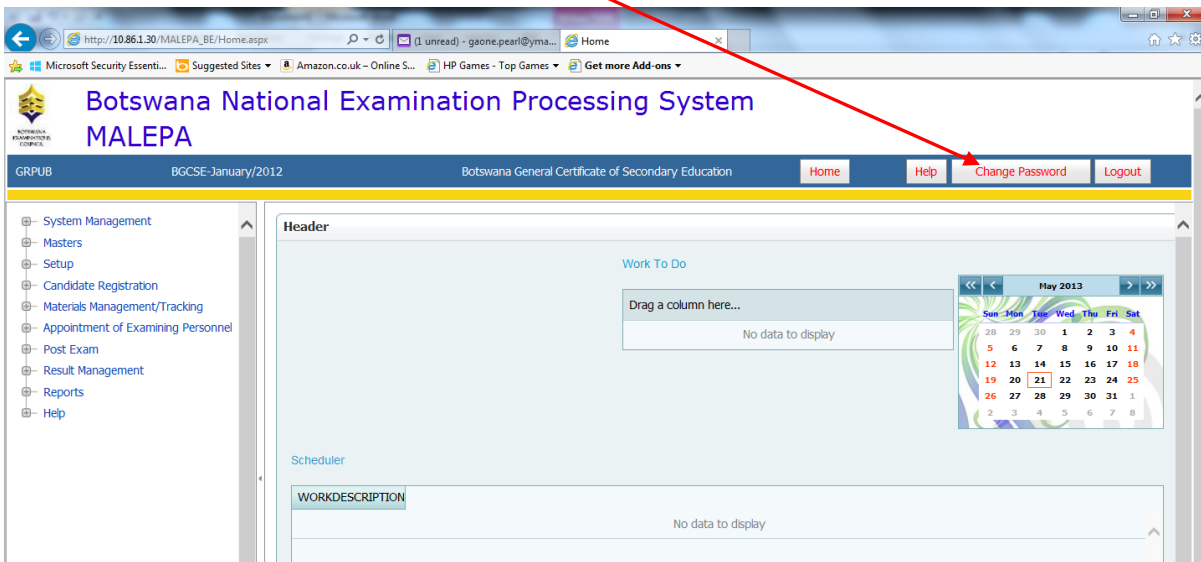
Check all **check-boxes**. Then click the close button.

Successful completion of these steps means your browser is now compatible with the MALEPA application.

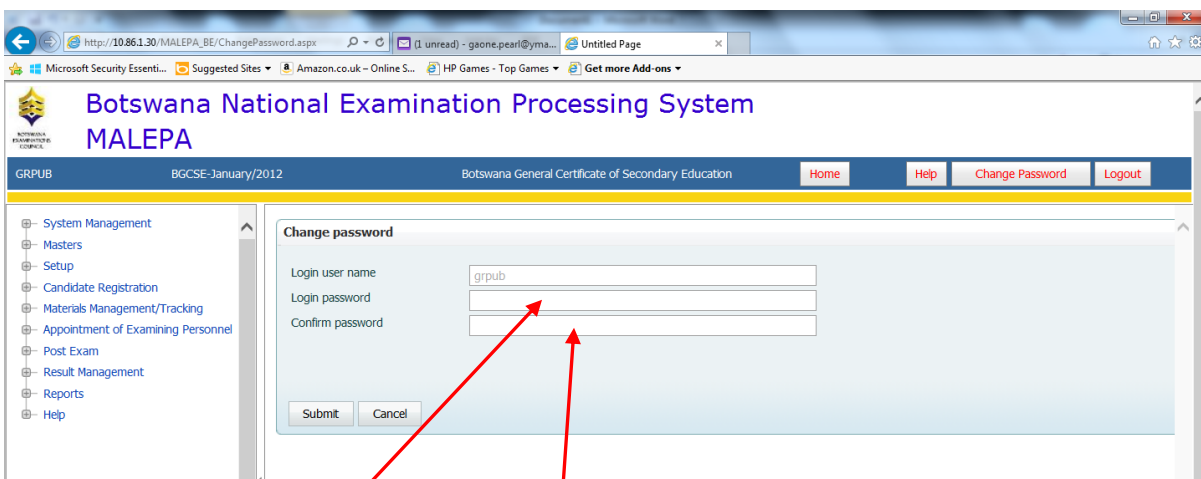
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
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7. Steps to change your MALEPA password


- Logon to MALEPA Application
- Select a **Series**
- Click on the **Change Password** button



The following window will open for you to enter your new password



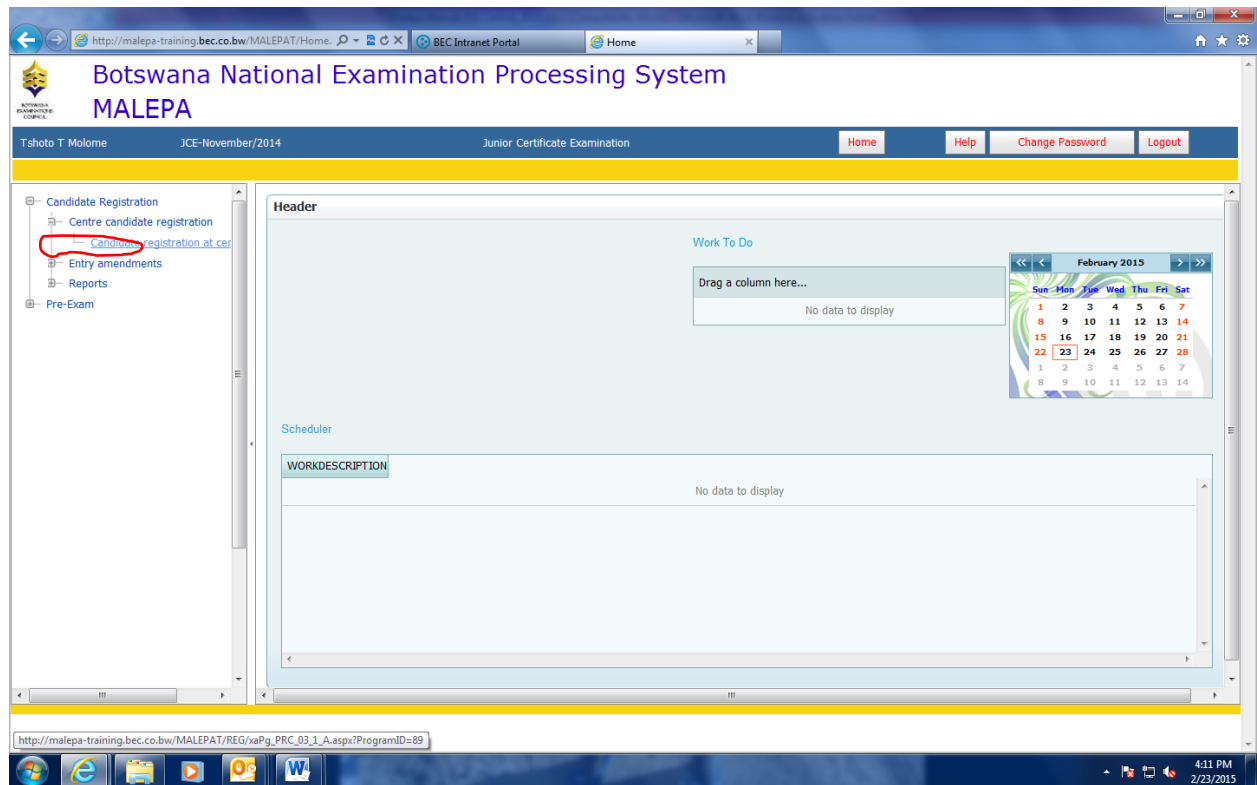
- Enter your **new** password, then **confirm** the new password by entering it again
- Click on the **Submit** button to save your new password
- If you have complied with the BEC **Password Policy** (BEC/ICT/Pol04), your password will be changed successfully, otherwise you will be advised to comply.

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8. Candidate Registration

8.1. Centre Candidate Registration

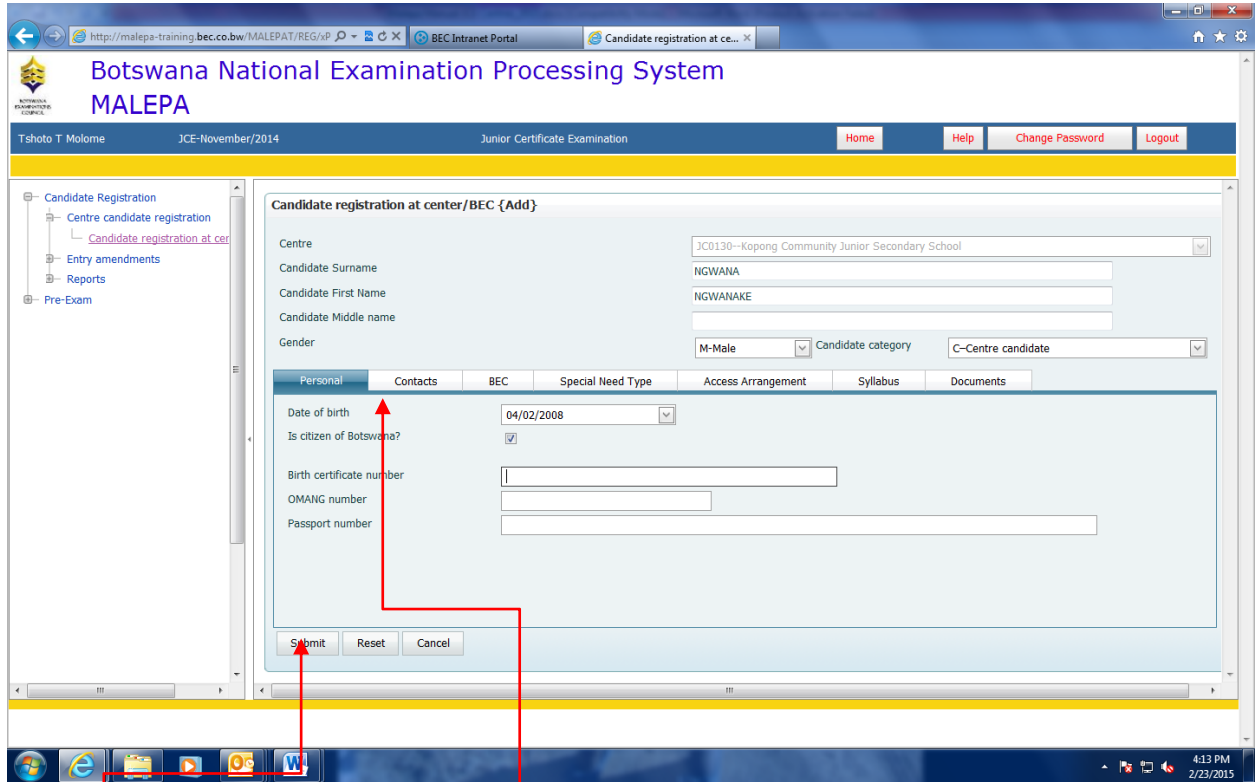
Navigation: candidate Registration ->Centre candidate Registration



Click candidate registration at Centre/BEC

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The screen like the one below will appear for you to fill candidate details

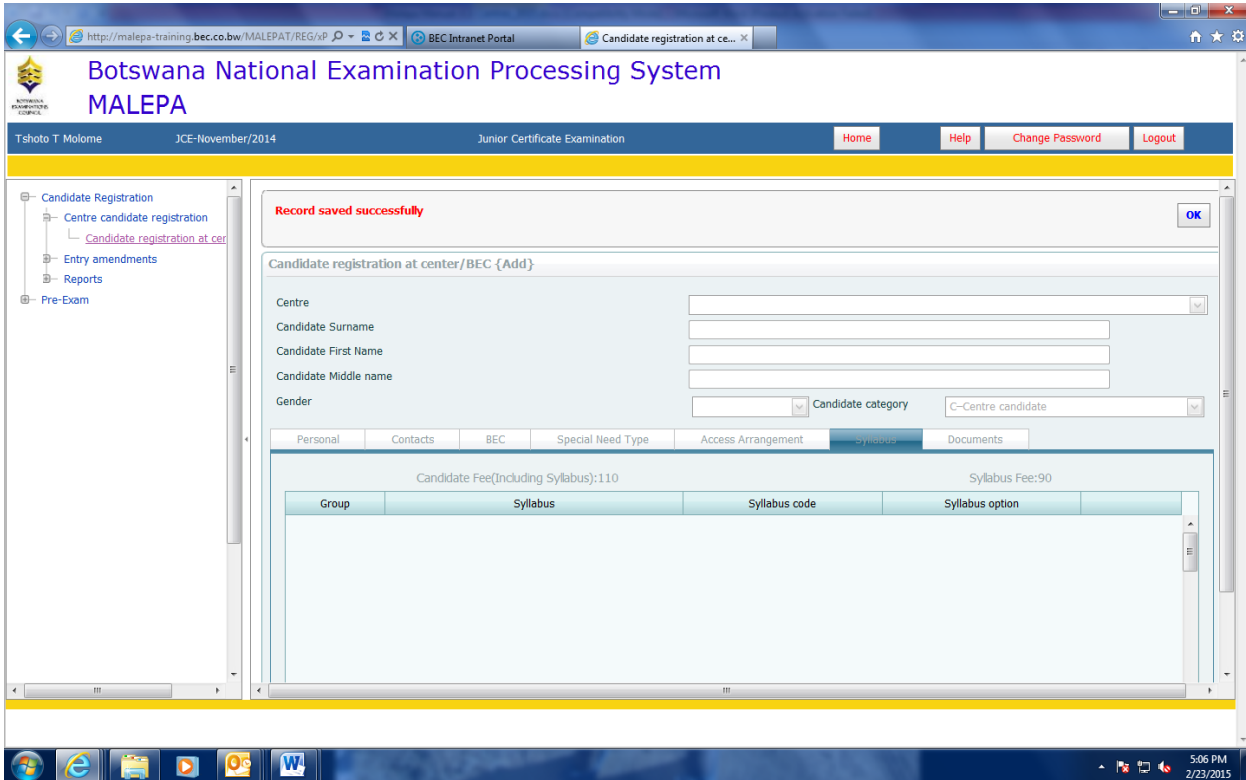


Click on different tabs(personal, special need type, syllabus) and fill candidate details

Click submit button

The screen like the one below will be displayed.


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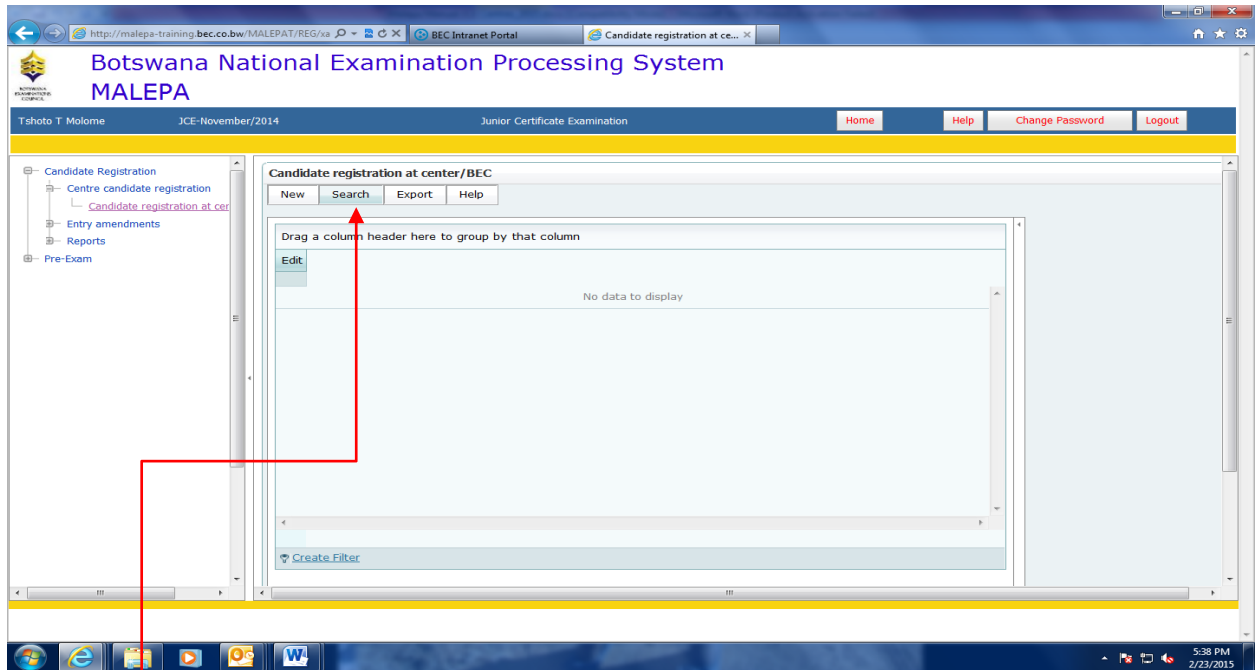


Click ok to complete the registration of the candidate.

8.2. Registration Corrections

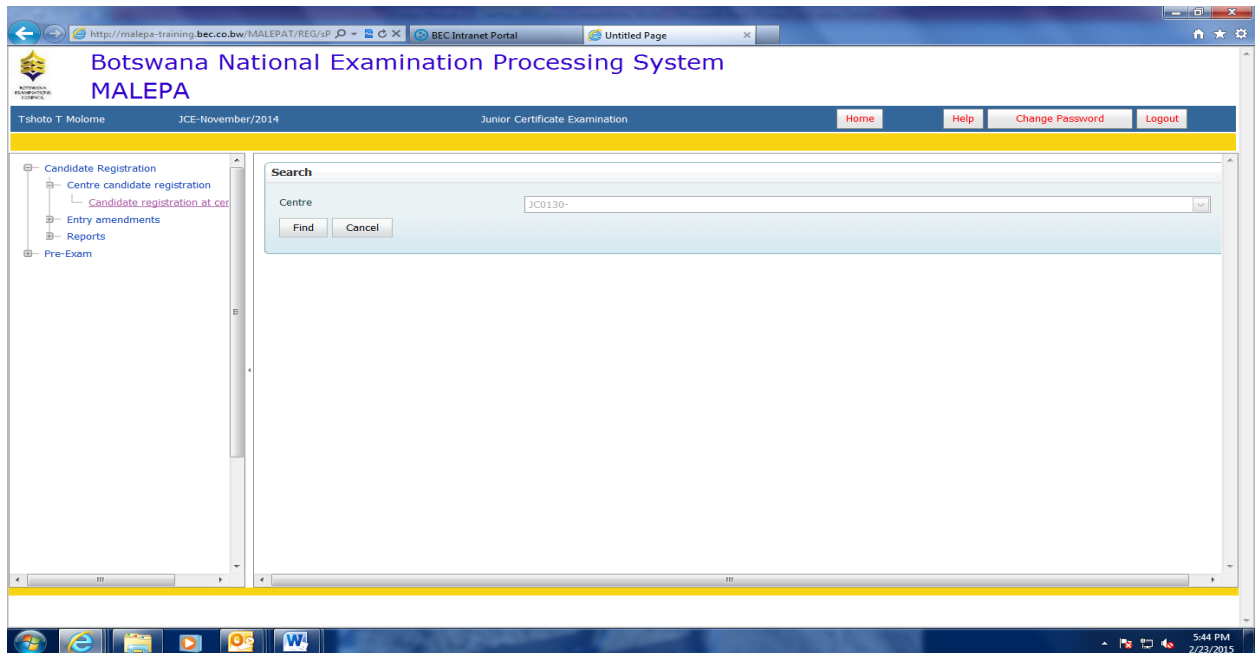
If we want to correct candidate details select by clicking candidate registration at centre/BEC

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Click search button

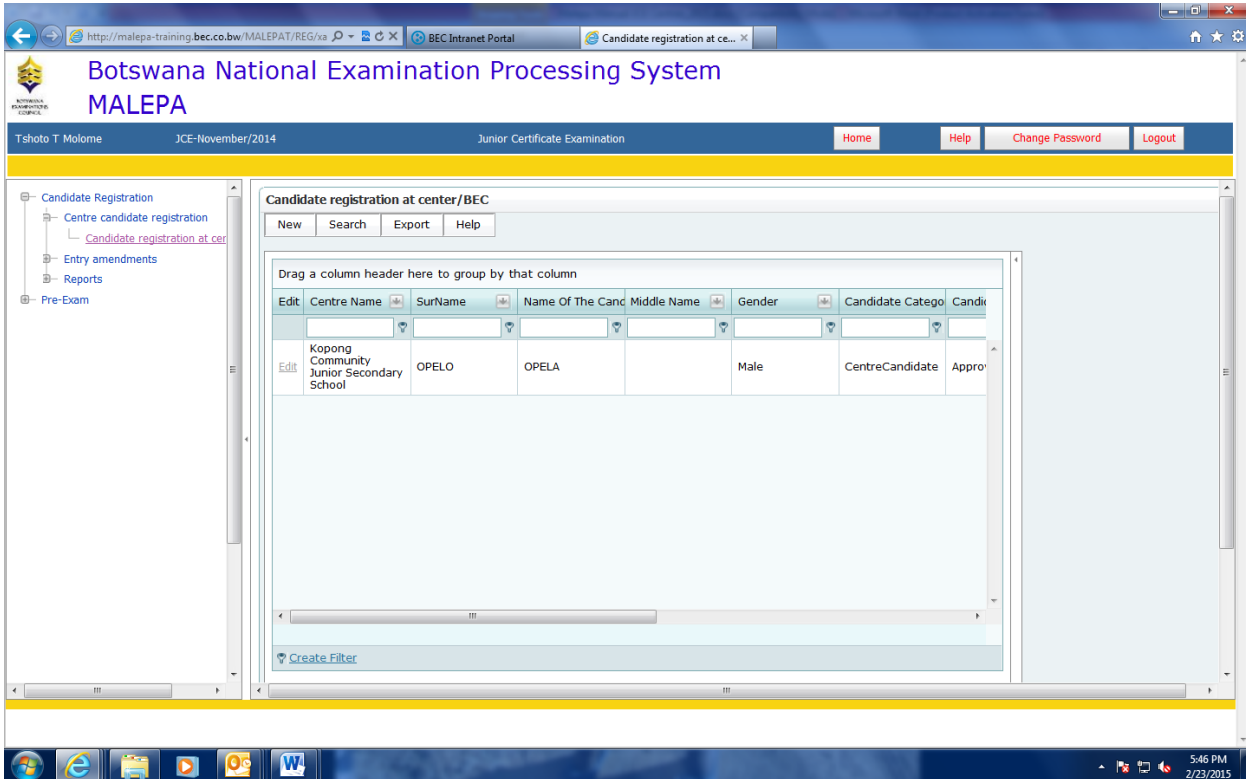
The screen like the one below will be displayed.



Click the Find button


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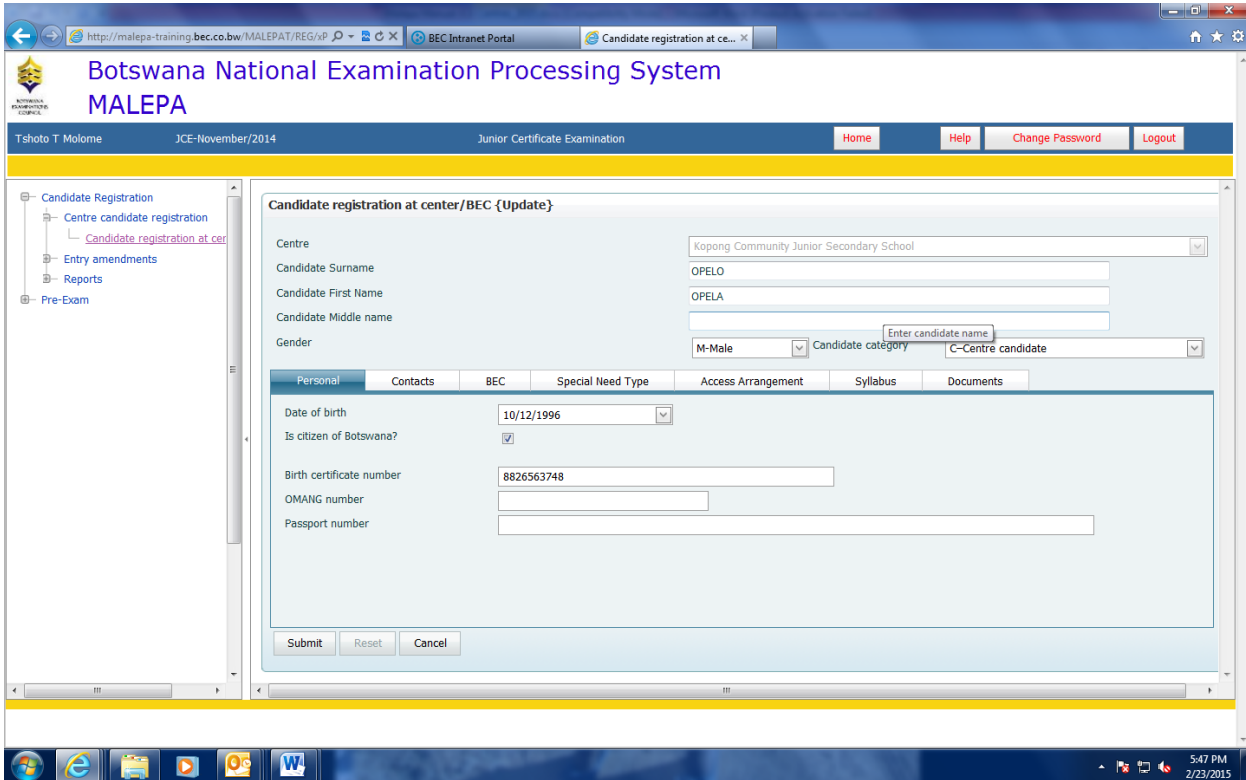
The screen like the one below will be displayed.



Click edit and the below screen will be displayed, then you will be able to make corrections


When you have completed effecting the corrections, click on the submit button to save the changes.

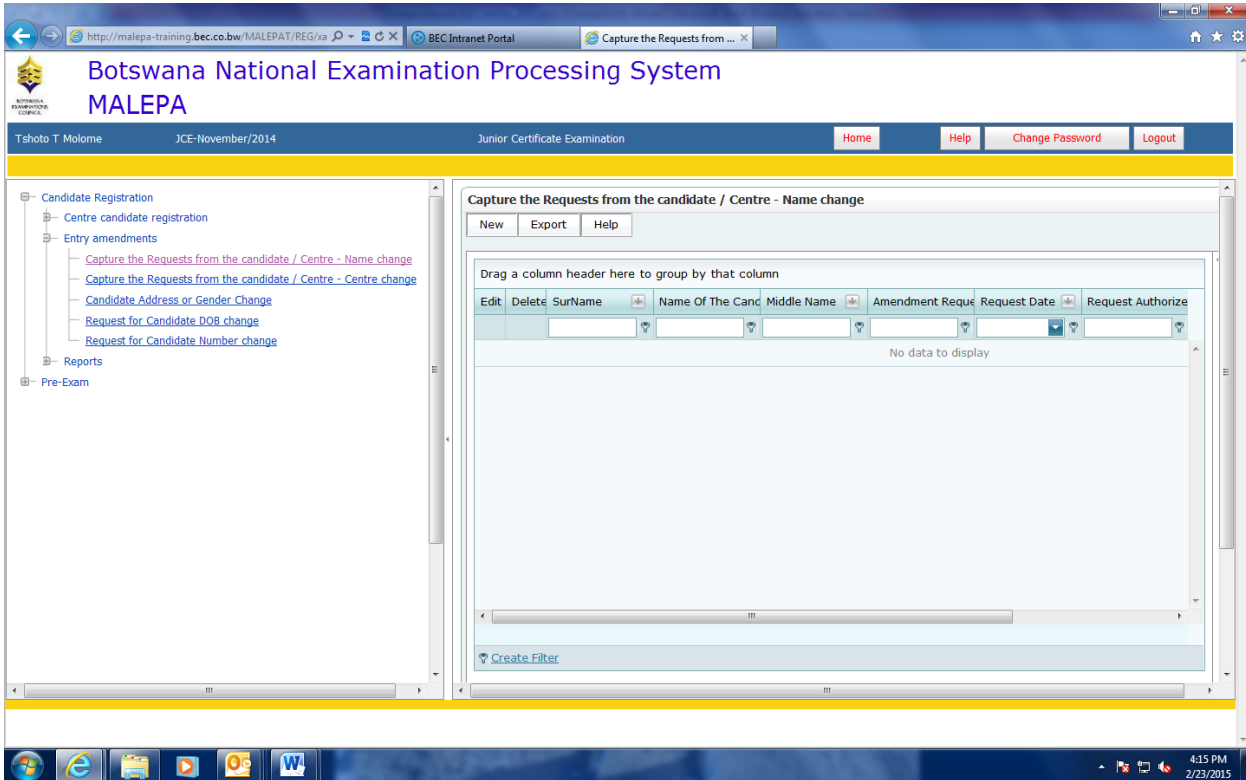
	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
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8.3. Entry Amendments

Navigation: Candidate Registration->Entry Amendments


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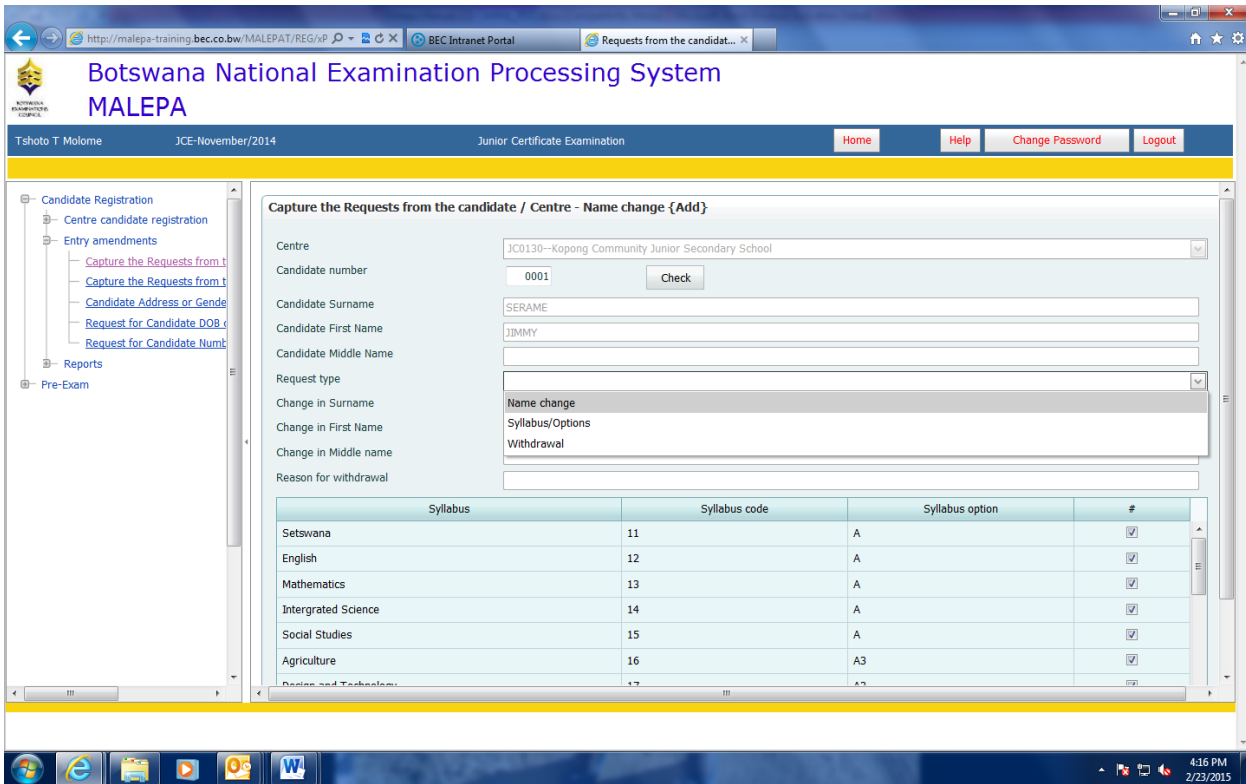
Under entry amendment you will be able to do the following

- Name change
- Centre change
- Candidate address or sex change
- Date of birth change
- Candidate number change


As displayed by the **screens** below

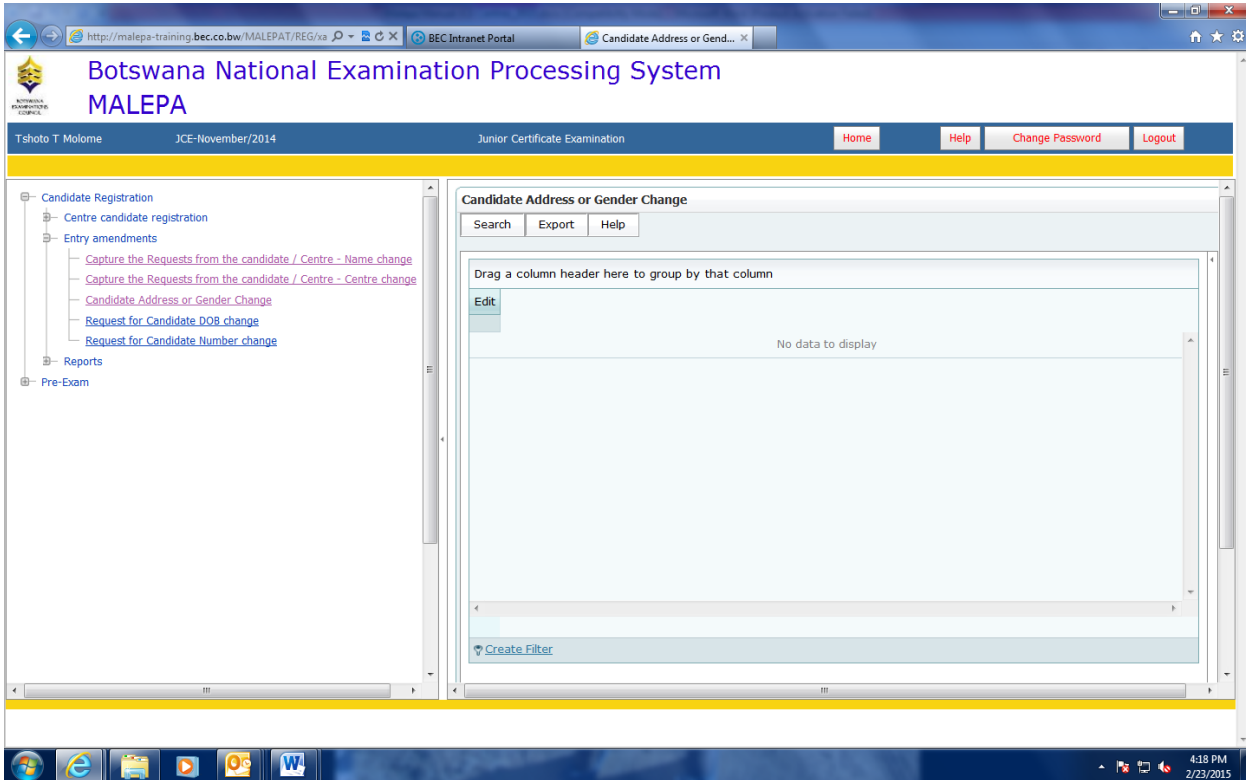
	Directorate	Examinations Administration and Certification
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Select the field “Request Type” if you want to make a name change, a syllabus option change or withdraw the candidate from the examination.

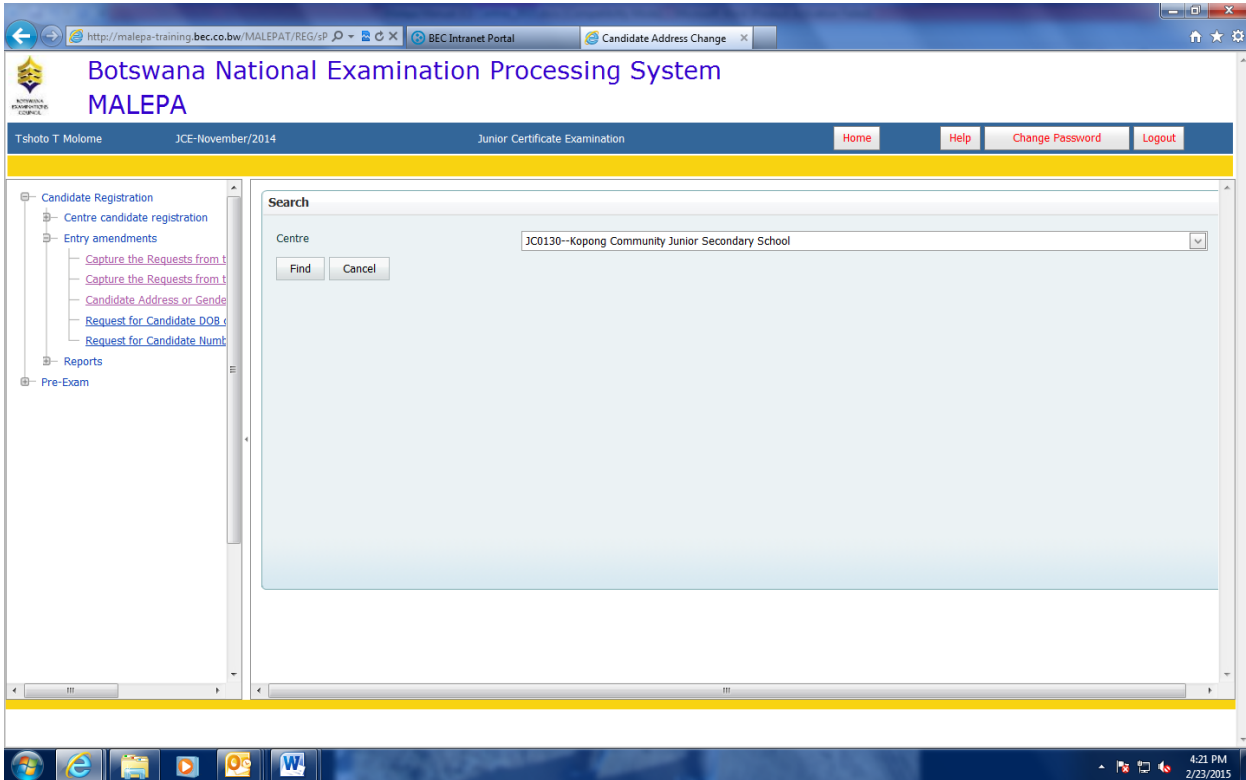



Click on Submit button to save the change.

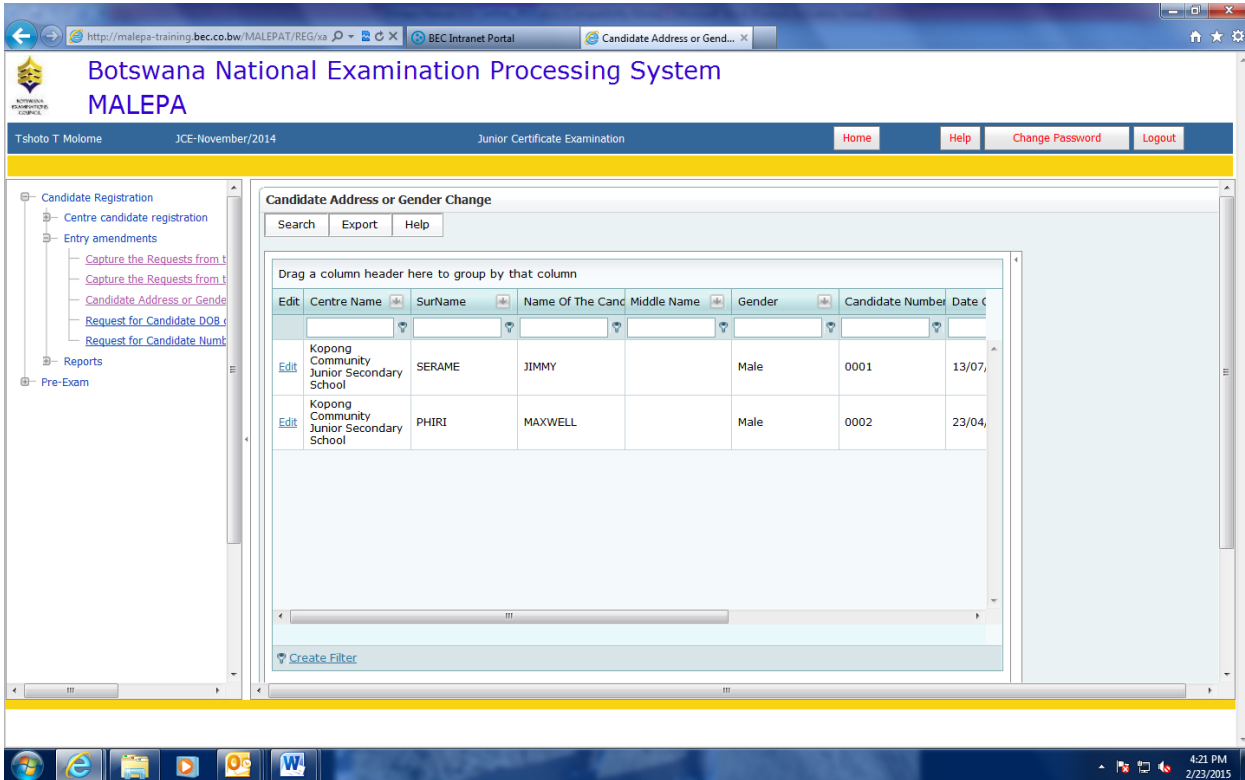
 <p>BOTSWANA EXAMINATIONS COUNCIL</p>	Directorate	Examinations Administration and Certification
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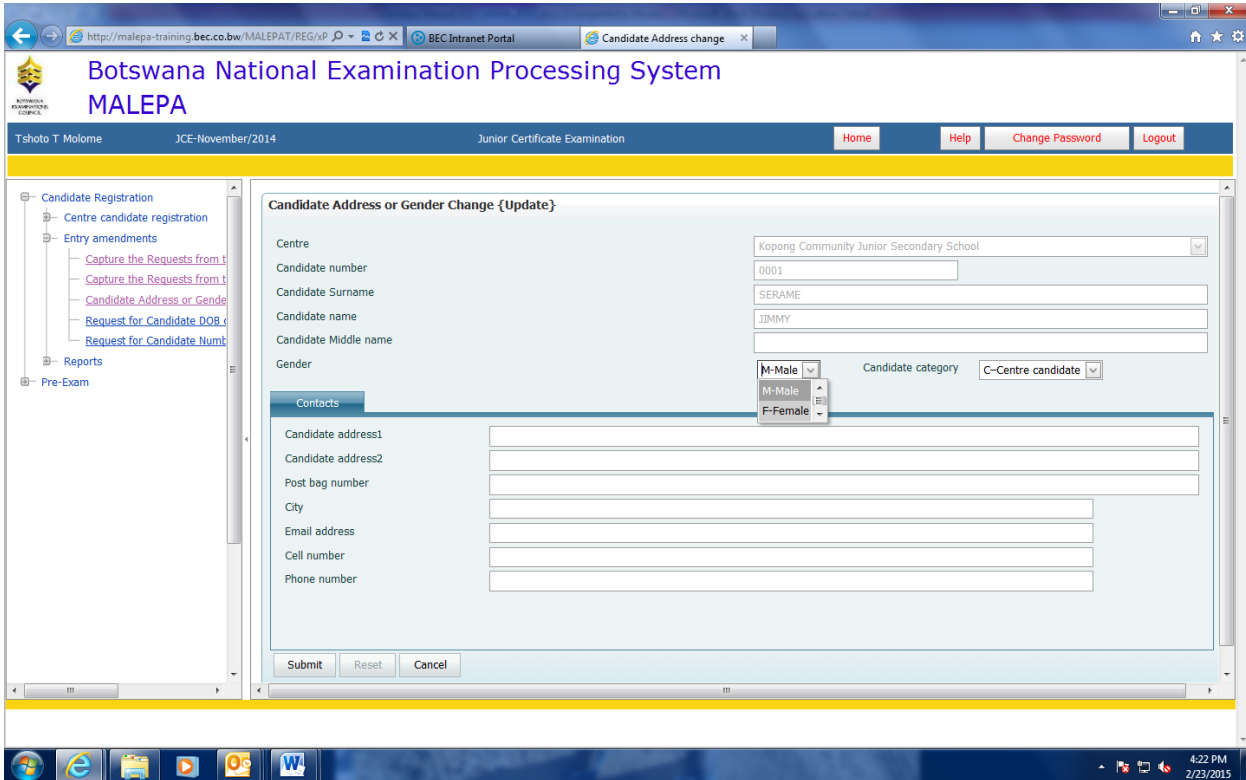
The screenshot shows the MALEPA web application interface. The browser address bar displays the URL: <http://malepa-training.bec.co.bw/MALEPAT/REG/xa>. The page title is "Botswana National Examination Processing System MALEPA". The user is logged in as "Tshoto T Molome" on "JCE-November/2014". The page is for the "Junior Certificate Examination".

The main content area is titled "Candidate Address or Gender Change" and contains a table with the following data:

Drag a column header here to group by that column							
Edit	Centre Name	SurName	Name Of The Cand	Middle Name	Gender	Candidate Number	Date
Edit	Kopong Community Junior Secondary School	SERAME	JIMMY		Male	0001	13/07,
Edit	Kopong Community Junior Secondary School	PHIRI	MAXWELL		Male	0002	23/04,

The interface also includes a sidebar with navigation options like "Candidate Registration", "Entry amendments", "Reports", and "Pre-Exam".

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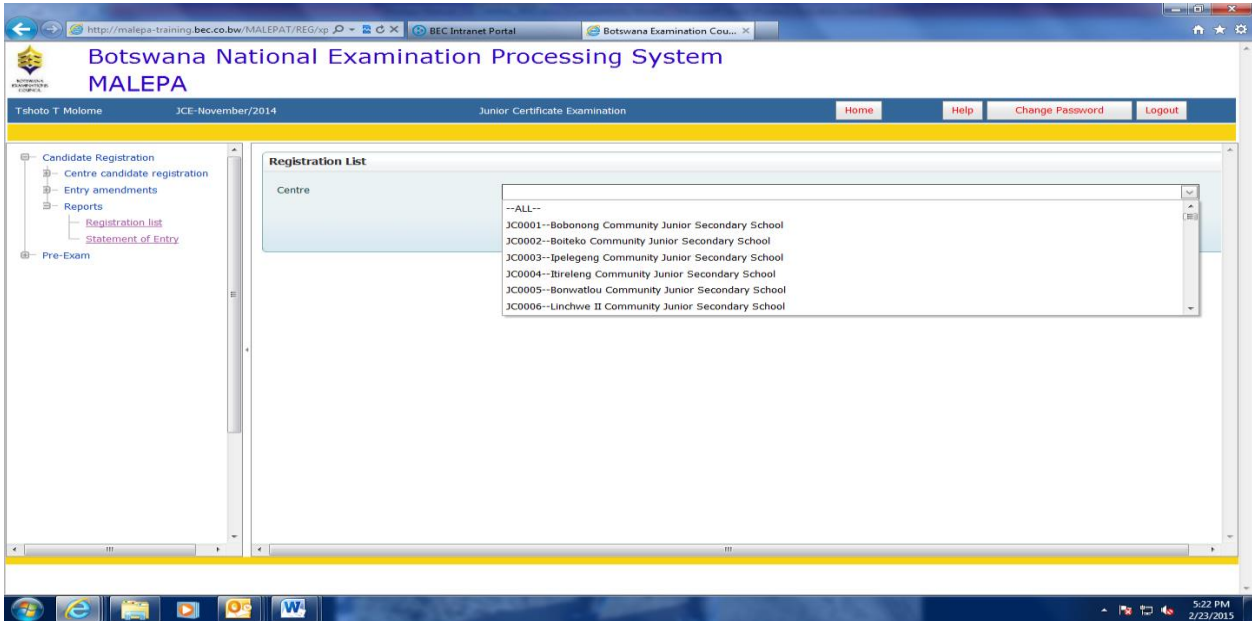
8.4. Reports

Generating the Registration List report

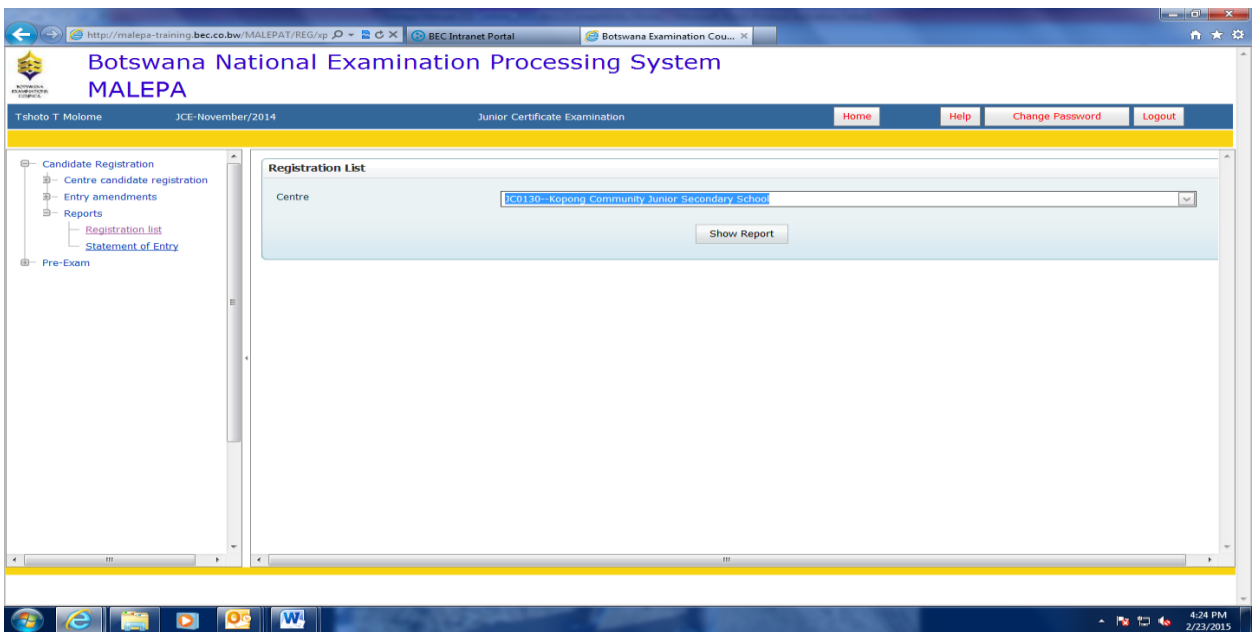
Navigate: Candidate Registration->Reports -> click registration List

The screen below will be displayed, select the centre from the drop down list


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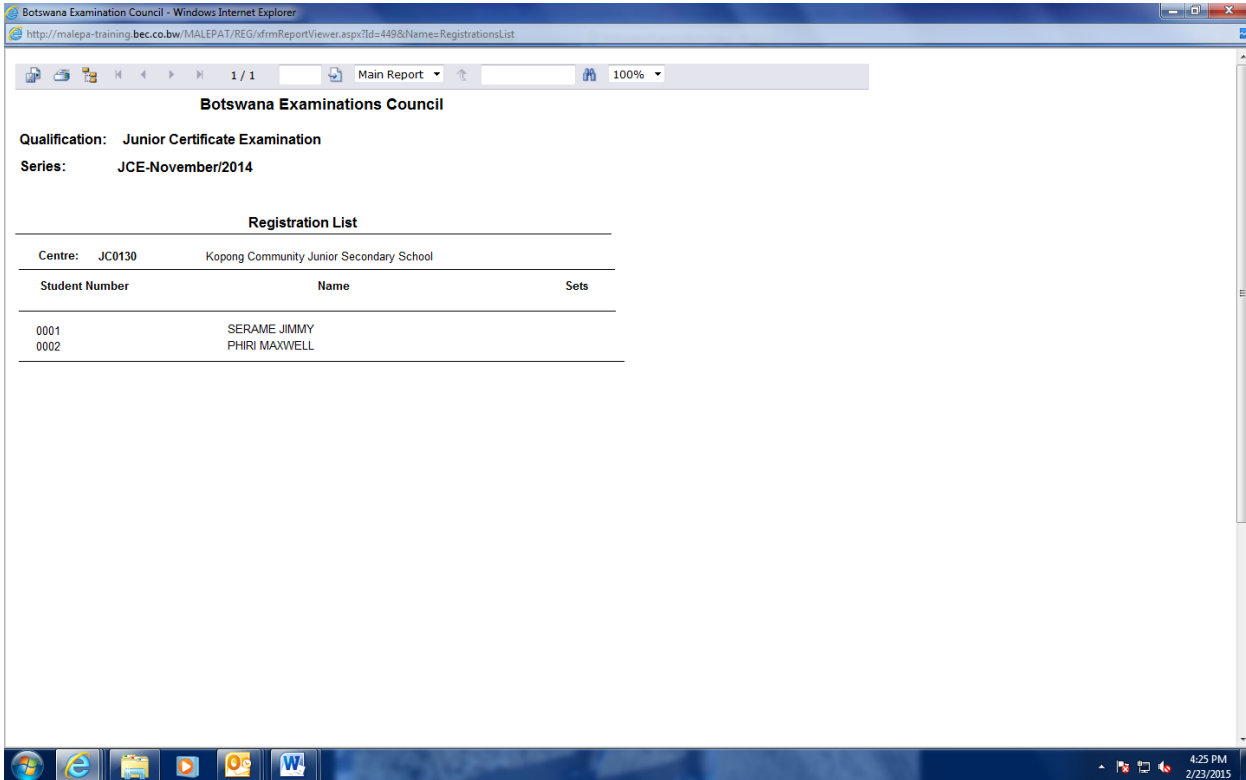


Click on show report button.



The registration list of the centre you have selected will be generated as shown in the screen below.


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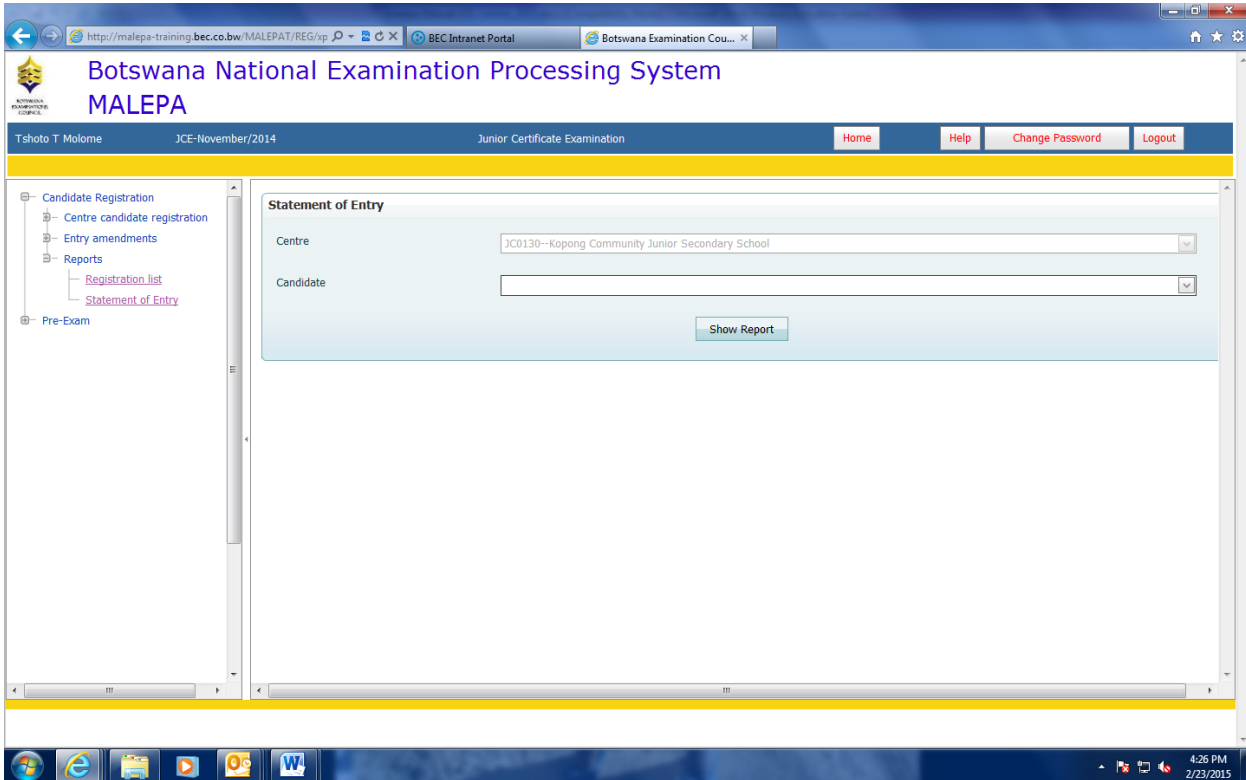


Generating the Statement of Entry report

Navigate: Candidate Registration->Reports -> click Statement of entry


The screen below will be displayed

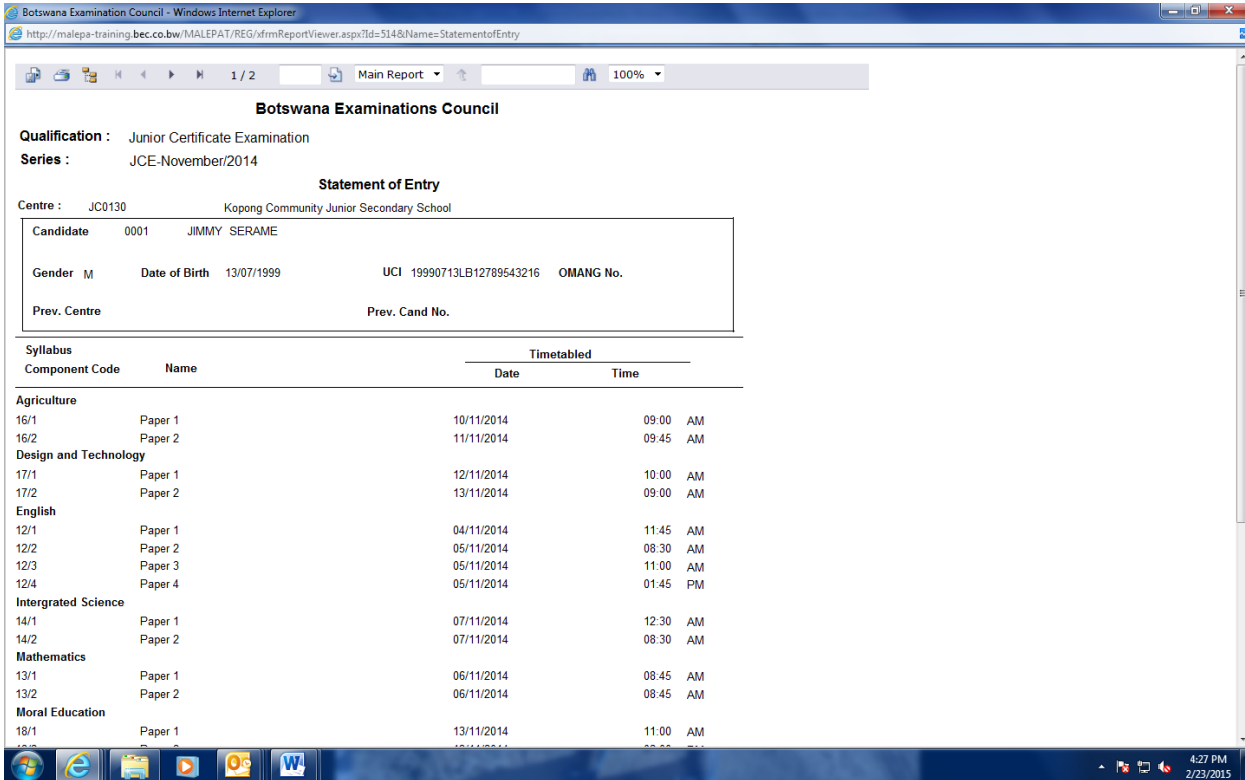
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Select Centre and candidate number from the drop down lists.

Click show report and the statement of entry report for the candidate selected will pop up. The report like the one in the screen below will be displayed.

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Botswana Examinations Council

Qualification : Junior Certificate Examination
Series : JCE-November/2014

Statement of Entry

Centre : JC0130 Kopong Community Junior Secondary School


Candidate	0001	JIMMY SERAME
Gender	M	Date of Birth 13/07/1999
		UCI 19990713LB12789543216 OMANG No.
Prev. Centre		Prev. Cand No.

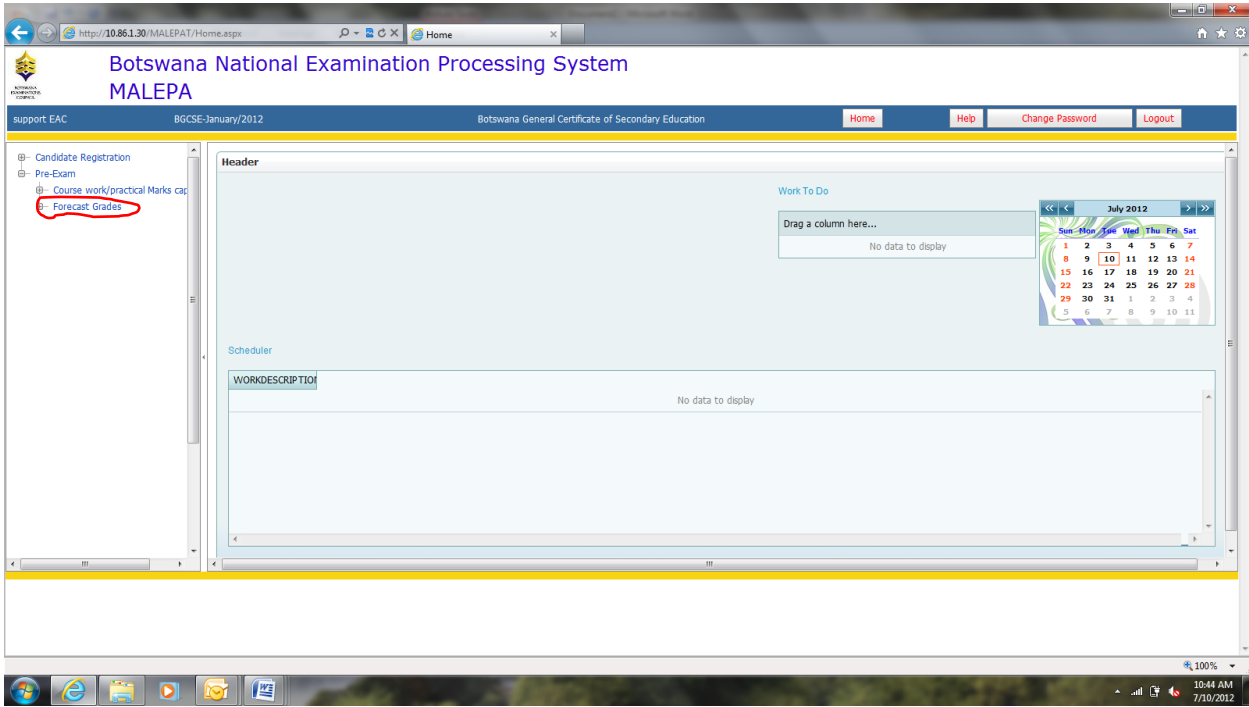
Syllabus Component Code	Name	Timetabled	
		Date	Time
Agriculture			
16/1	Paper 1	10/11/2014	09:00 AM
16/2	Paper 2	11/11/2014	09:45 AM
Design and Technology			
17/1	Paper 1	12/11/2014	10:00 AM
17/2	Paper 2	13/11/2014	09:00 AM
English			
12/1	Paper 1	04/11/2014	11:45 AM
12/2	Paper 2	05/11/2014	08:30 AM
12/3	Paper 3	05/11/2014	11:00 AM
12/4	Paper 4	05/11/2014	01:45 PM
Integrated Science			
14/1	Paper 1	07/11/2014	12:30 AM
14/2	Paper 2	07/11/2014	08:30 AM
Mathematics			
13/1	Paper 1	06/11/2014	08:45 AM
13/2	Paper 2	06/11/2014	08:45 AM
Moral Education			
18/1	Paper 1	13/11/2014	11:00 AM

9. Forecast Grades

Forecast grades are captured before the final examination.


Navigation: Pre-Exam -> Forecast Grades

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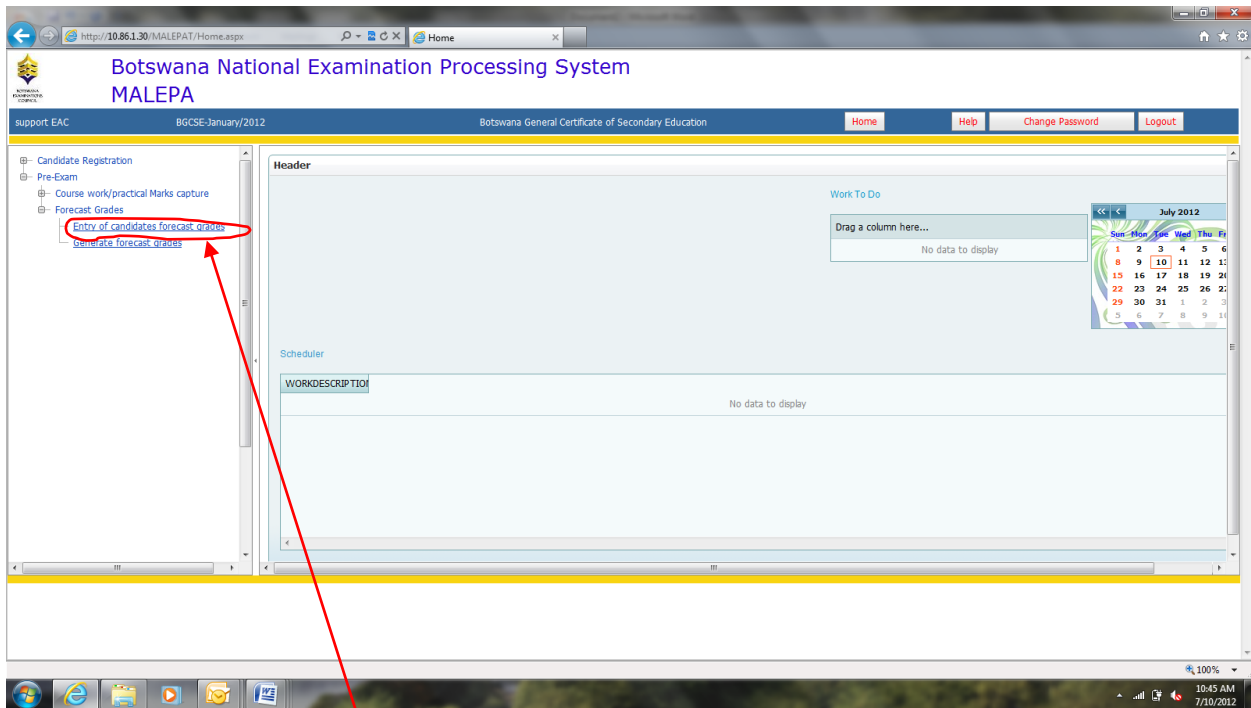
Under Forecast Grades, you will be able to do the following:

- a. Entry of candidates forecast grades
- b. Generate forecast grades
- c. Bulk Entry of Candidate Forecast Grade

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9.1. Entry of Candidates Forecast Grades

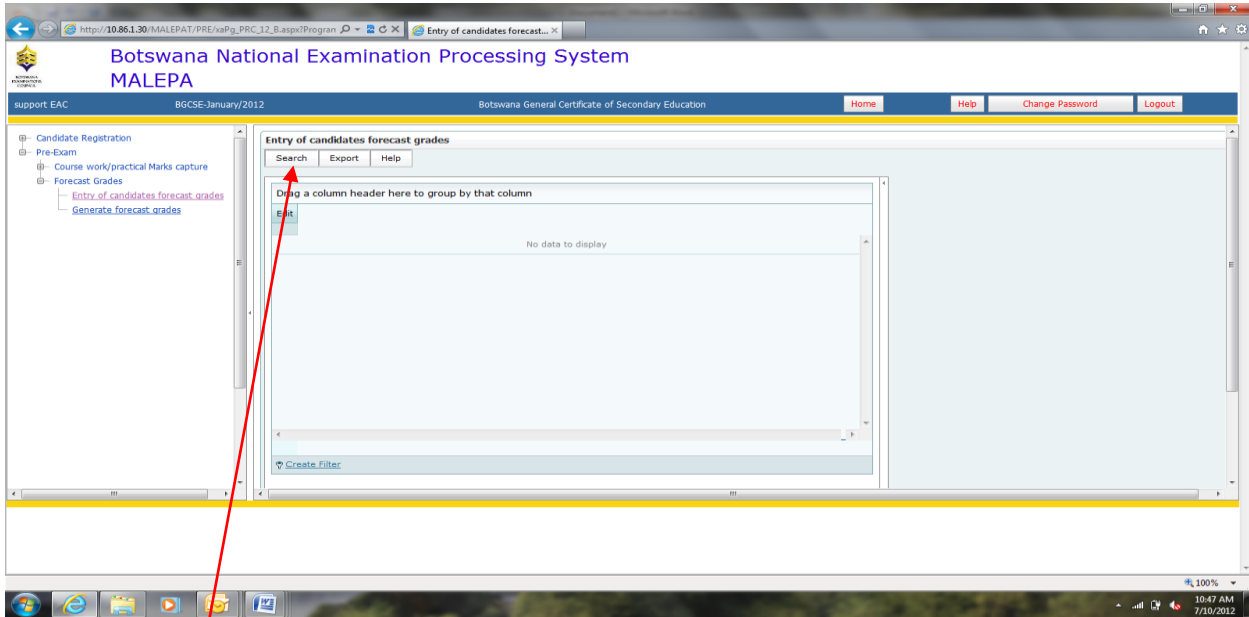
Navigation: Pre-Exam -> Forecast Grades -> [Entry of candidates forecast grades](#)



Click on the **Entry of candidates forecast grades**.

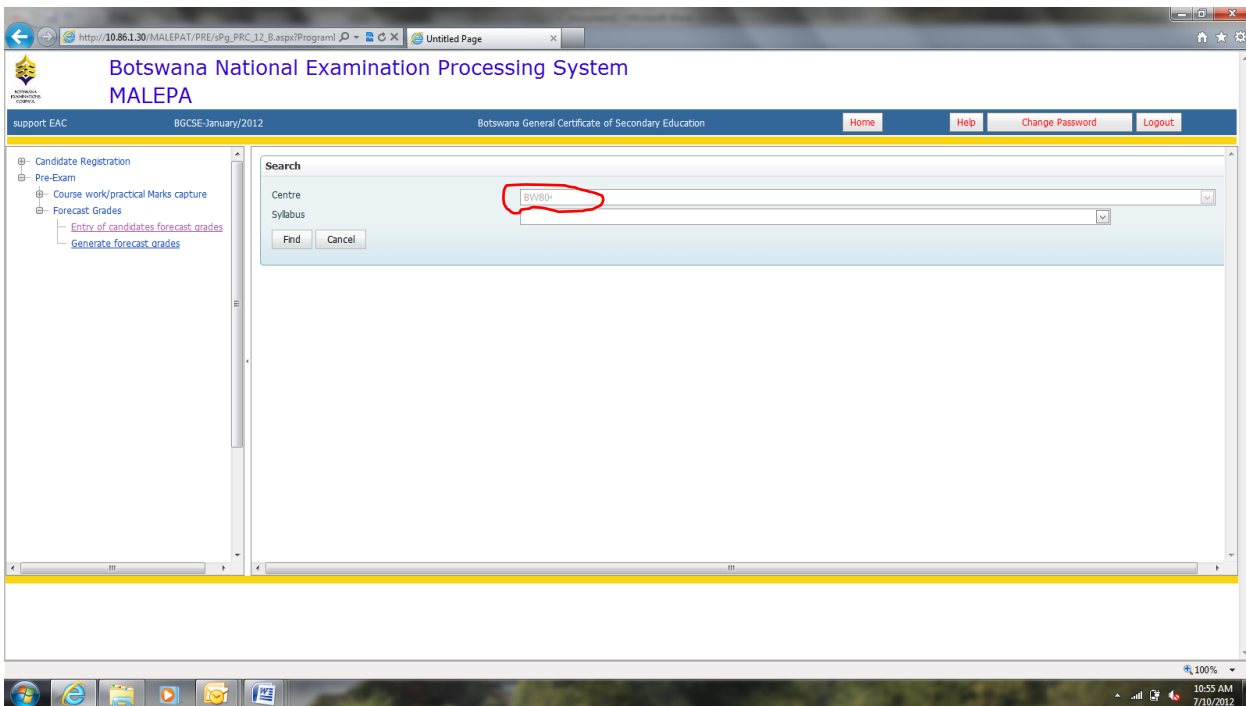
The screen below will appear.


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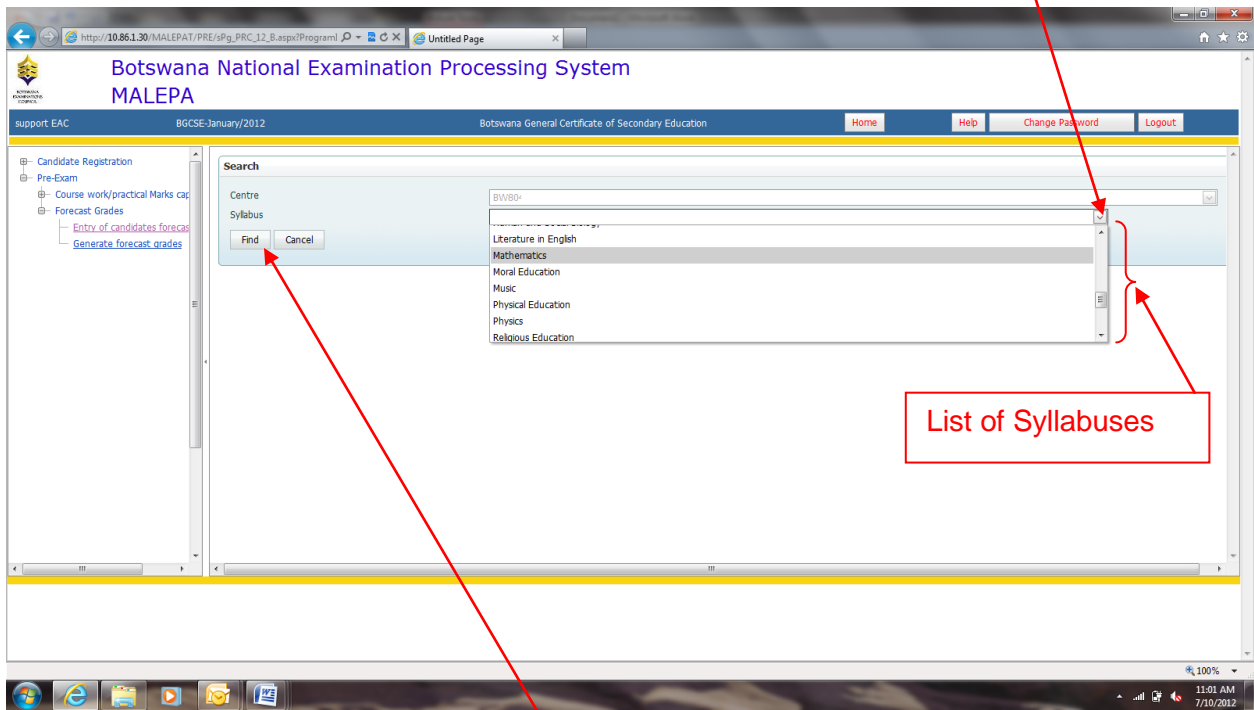
Click on the **Search** button.

The following screen will appear with the **Centre** field already populated.




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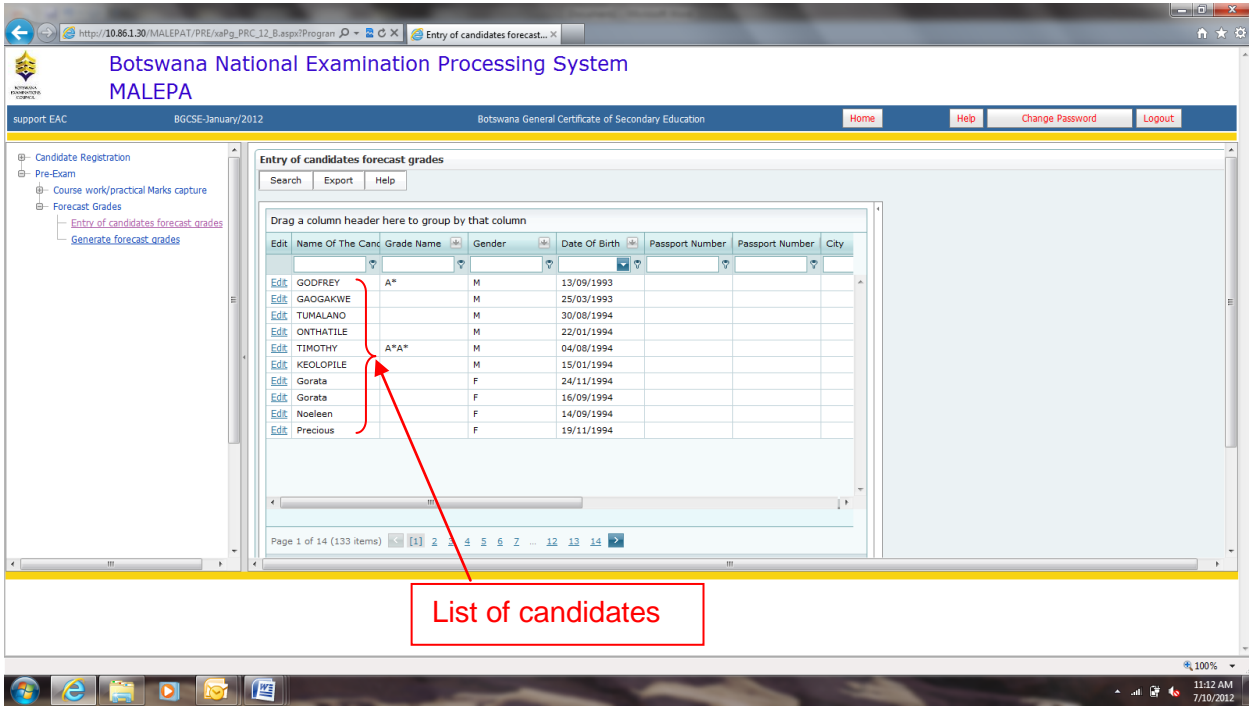
Select the syllabus you want to enter forecast grades for from the **syllabus drop down** as illustrated below.



After selecting the syllabus, then click **Find** button

The following screen will appear, showing a list of candidates who are registered for the syllabus selected.

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	Document No.	BEC/EAC/DP/Man02.v1
	Effective Date	01-10-2015
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The screenshot shows the MALEPA web application interface. The main content area displays a table titled "Entry of candidates forecast grades". The table has columns for Name Of The Cand, Grade Name, Gender, Date Of Birth, Passport Number, and City. A red box highlights the table, and a red arrow points to it with the text "List of candidates".

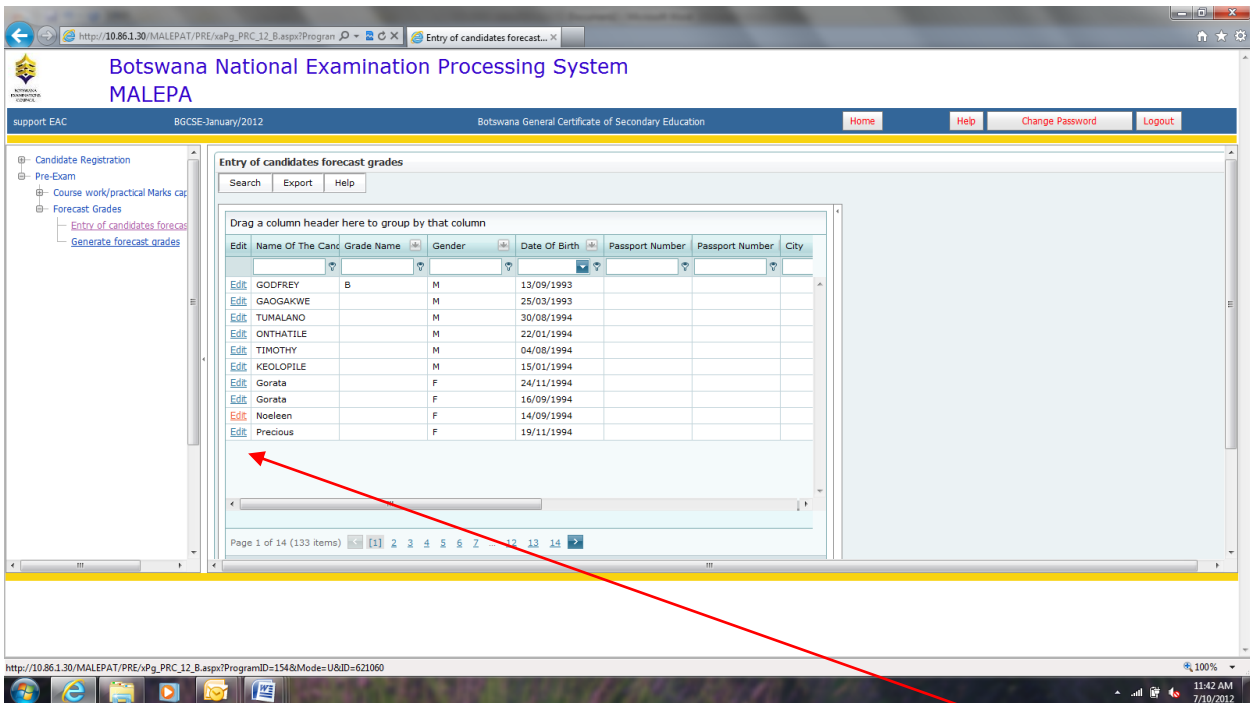
Edit	Name Of The Cand	Grade Name	Gender	Date Of Birth	Passport Number	Passport Number	City
Edit	GODFREY	A*	M	13/09/1993			
Edit	GAOGAKWE		M	25/03/1993			
Edit	TUMALANO		M	30/08/1994			
Edit	ONTHATILE		M	22/01/1994			
Edit	TIMOTHY	A*A*	M	04/08/1994			
Edit	KEOLOPILE		M	15/01/1994			
Edit	Gerata		F	24/11/1994			
Edit	Gerata		F	16/09/1994			
Edit	Noeleen		F	14/09/1994			
Edit	Precious		F	19/11/1994			

Searching for a candidate

You can use the following search methods to identify the candidate you want to enter forecast grades for:


- Select candidate from the list
- Type the candidate name on the 'Name of Candidate' field
- Navigate through the pages

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	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
	Effective Date	01-10-2015
Title	MALEPA User Manual for BGCSE Centres	

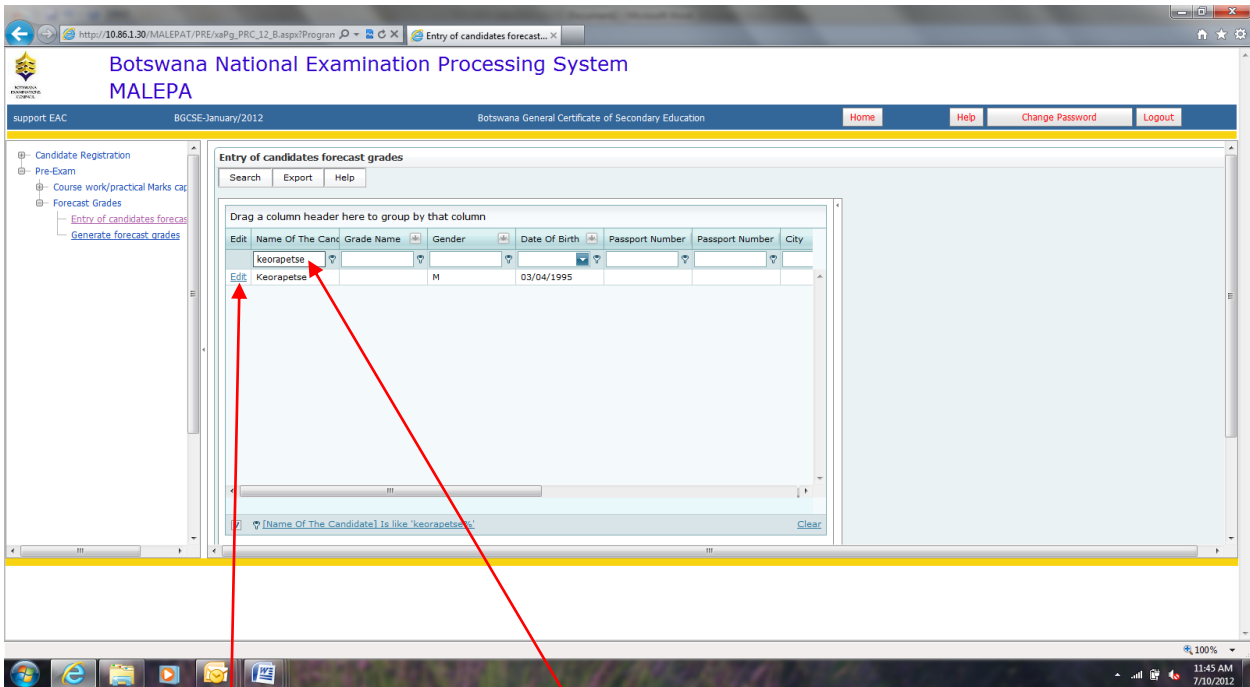


a. Select candidate from the list


You may select the candidate you may want to enter the forecast grade for by clicking **Edit** button next to the identified candidate.

 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
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	Document Type	Manual
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Title	MALEPA User Manual for BGCSE Centres	

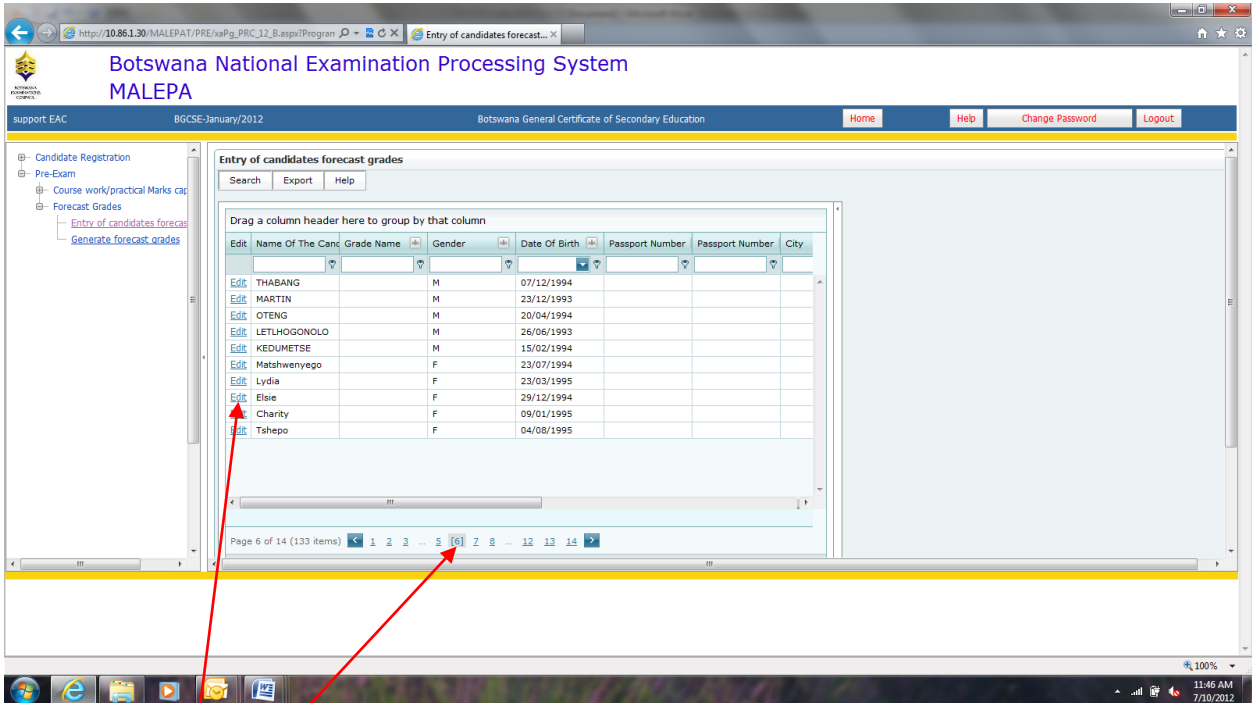
b. Type the candidate name on the 'Name of Candidate' field



Type the candidate name under the **Name of Candidate** field.
 Then click the **Edit** button to enter the forecast grade.


 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
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	Document No.	BEC/EAC/DP/Man02.v1
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c. Navigate through the pages

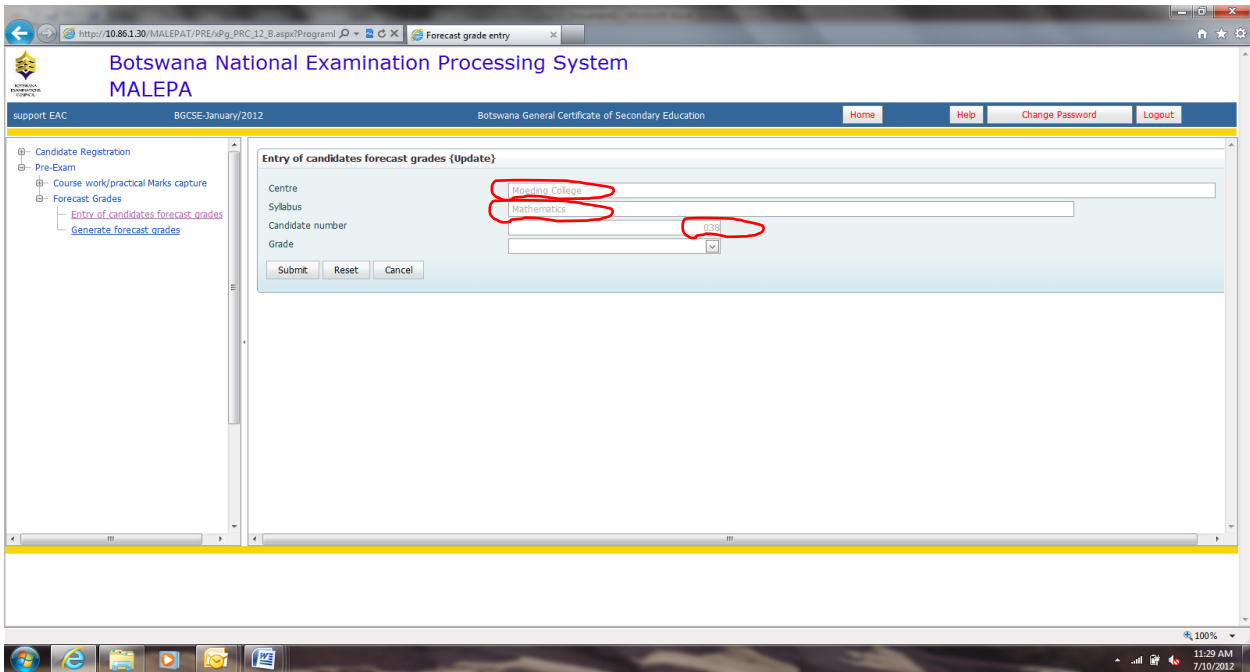


Select the page by clicking on any of the pages at the bottom of the candidate list to identify the candidate you want to enter the forecast grade for.


Click **Edit** button to enter the forecast grade.

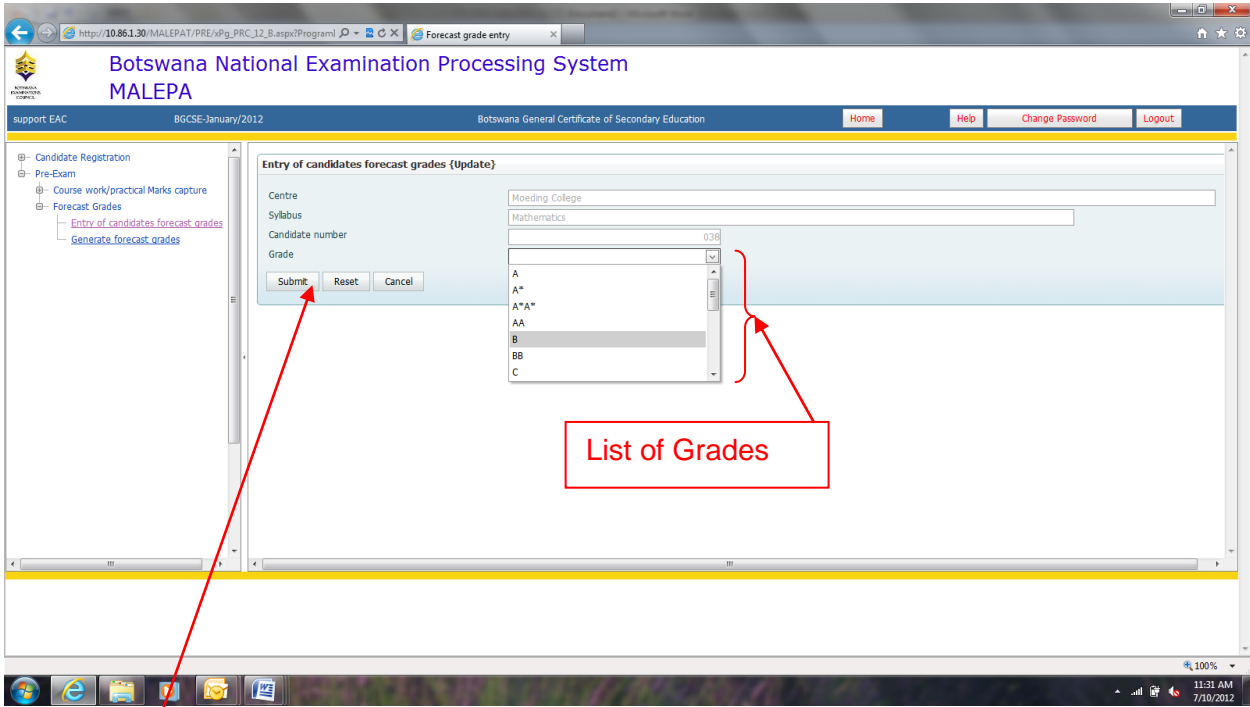
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
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After selecting the candidate you want to enter the forecast grade for using either one of the above search methods, the screen below will appear with the centre, syllabus and candidate fields already populated.




Select the **Grade** you want to enter for the candidate from the **Grade** drop down as illustrated below.

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Click **Submit** to save the information.

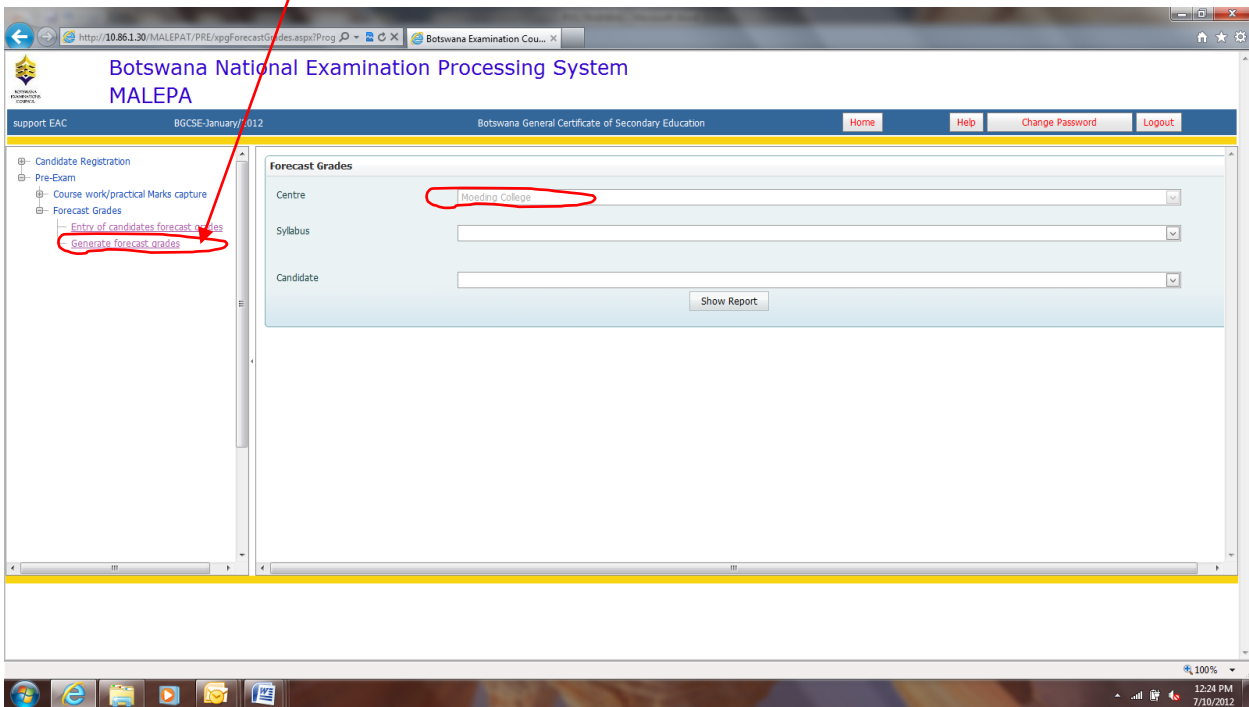
Note: For the modification/amendments of any forecast grade, you have to follow the Entry of Forecast Grades process.

 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
	Effective Date	01-10-2015
Title	MALEPA User Manual for BGCSE Centres	


9.2. Generate Forecast Grades Report

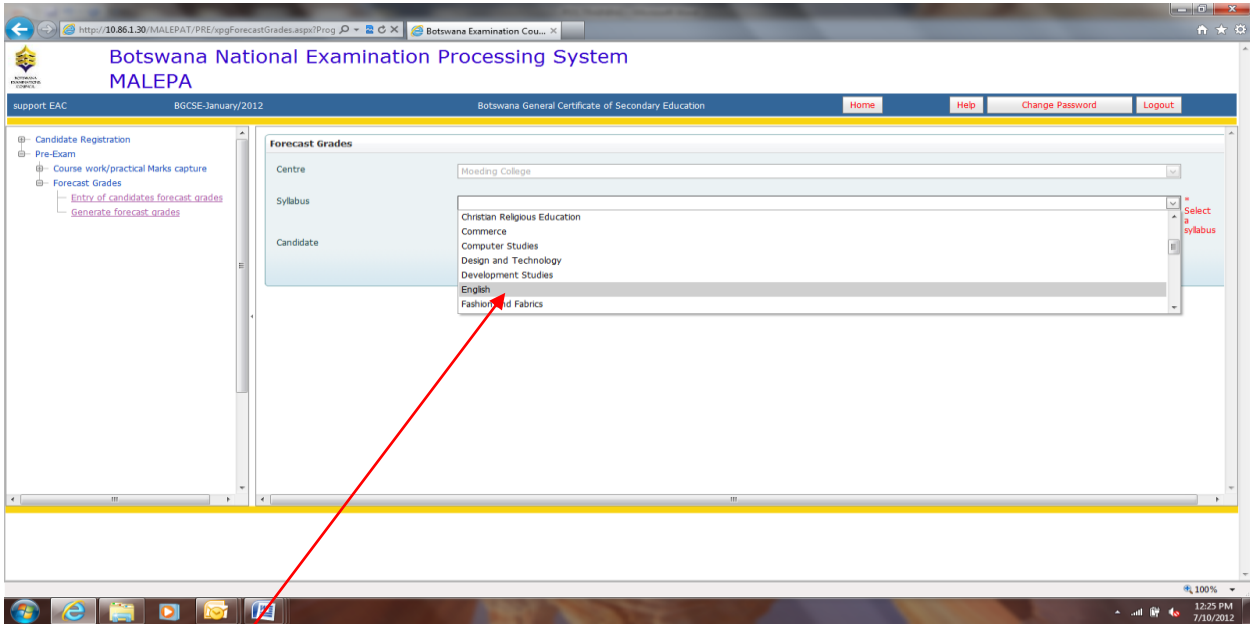
Navigation: Pre-Exam -> Forecast Grades -> [Generate forecast grades](#)

Click on the **Generate forecast grades** link and the next screen will appear with the centre field already populated.



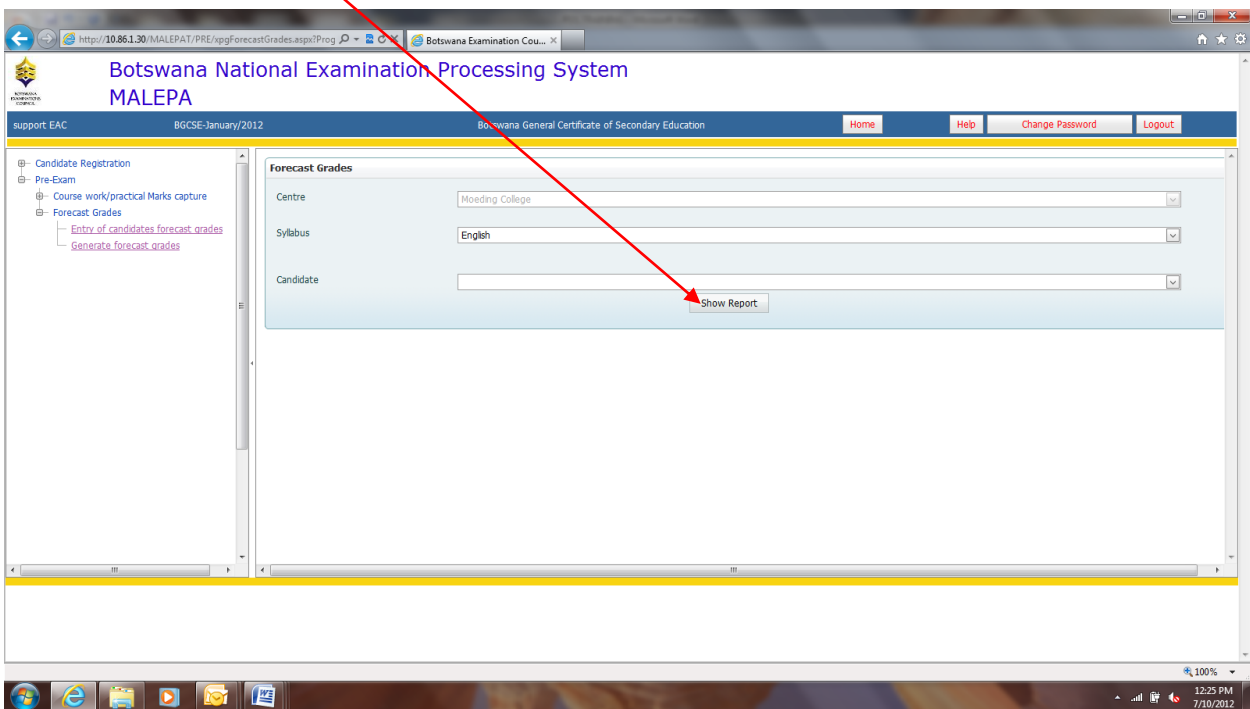
To select the syllabus you want to view forecast grades for, click the **Syllabus** drop down.

	Directorate	Examinations Administration and Certification
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Select the **syllabus** by clicking on it

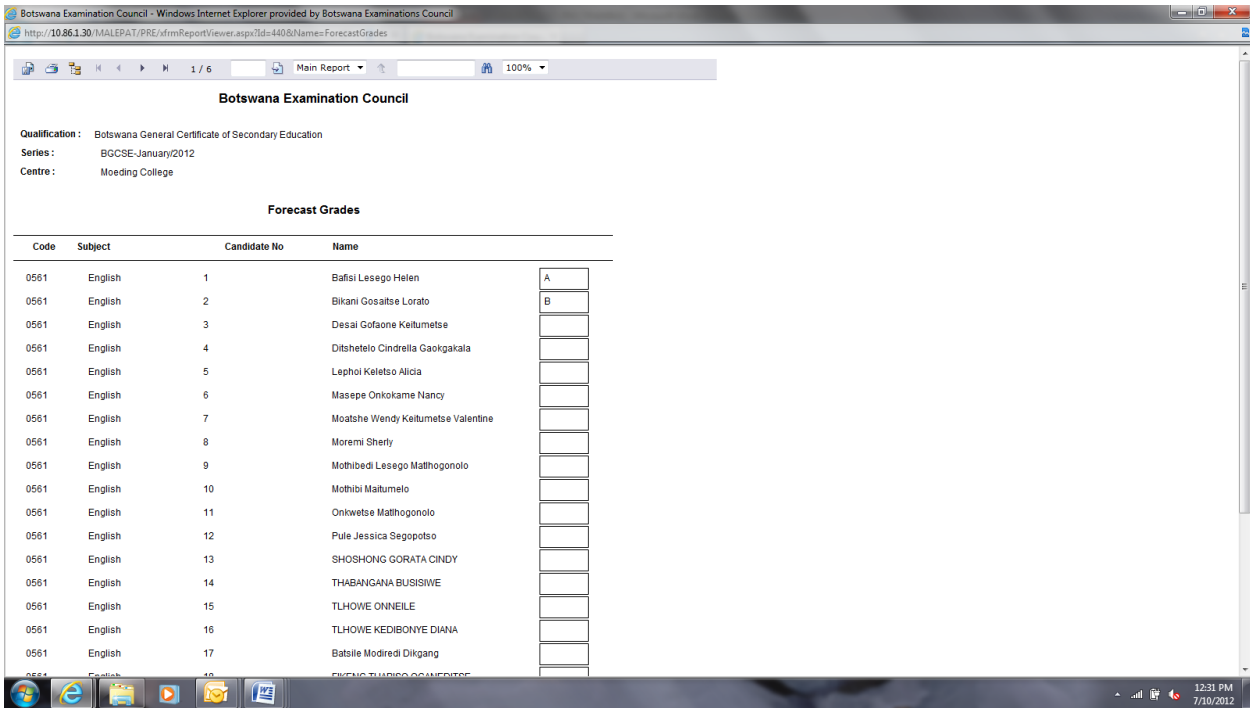
Then click on the **Show Report** button




The following report will appear.

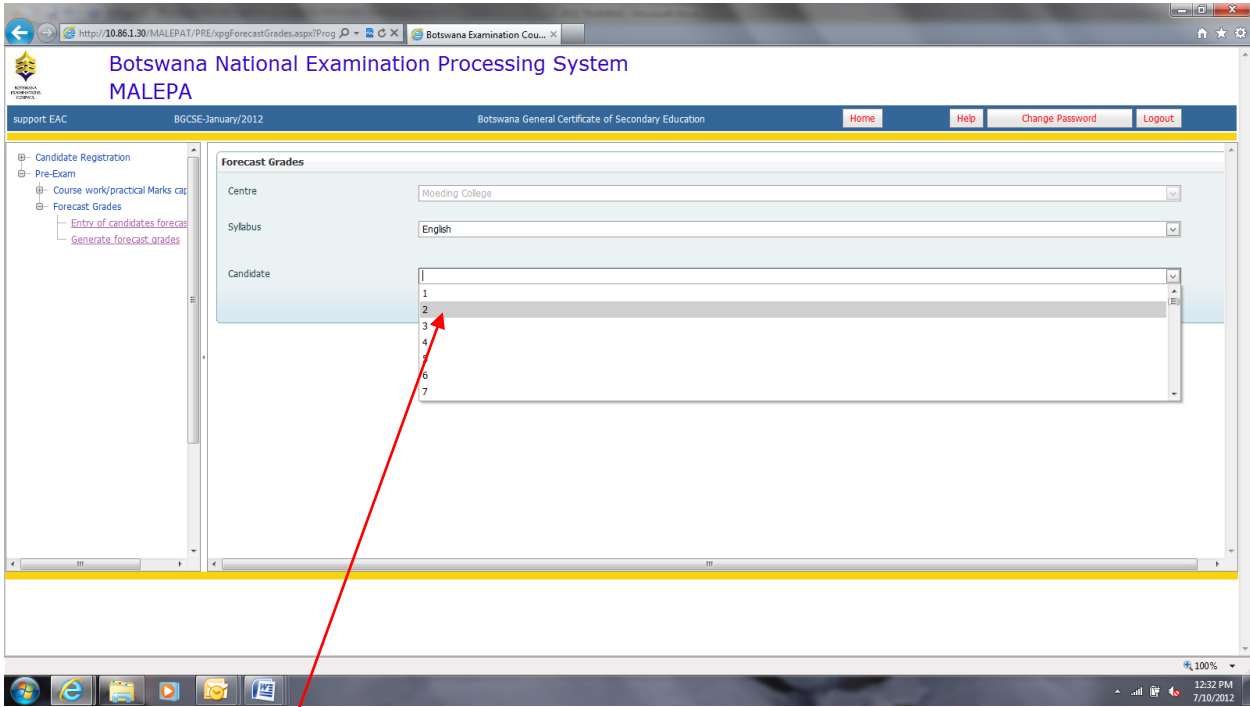
	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
	Effective Date	01-10-2015
Title	MALEPA User Manual for BGCSE Centres	

NOTE: The report allows you to view the forecast grades for all candidates doing the selected syllabus.



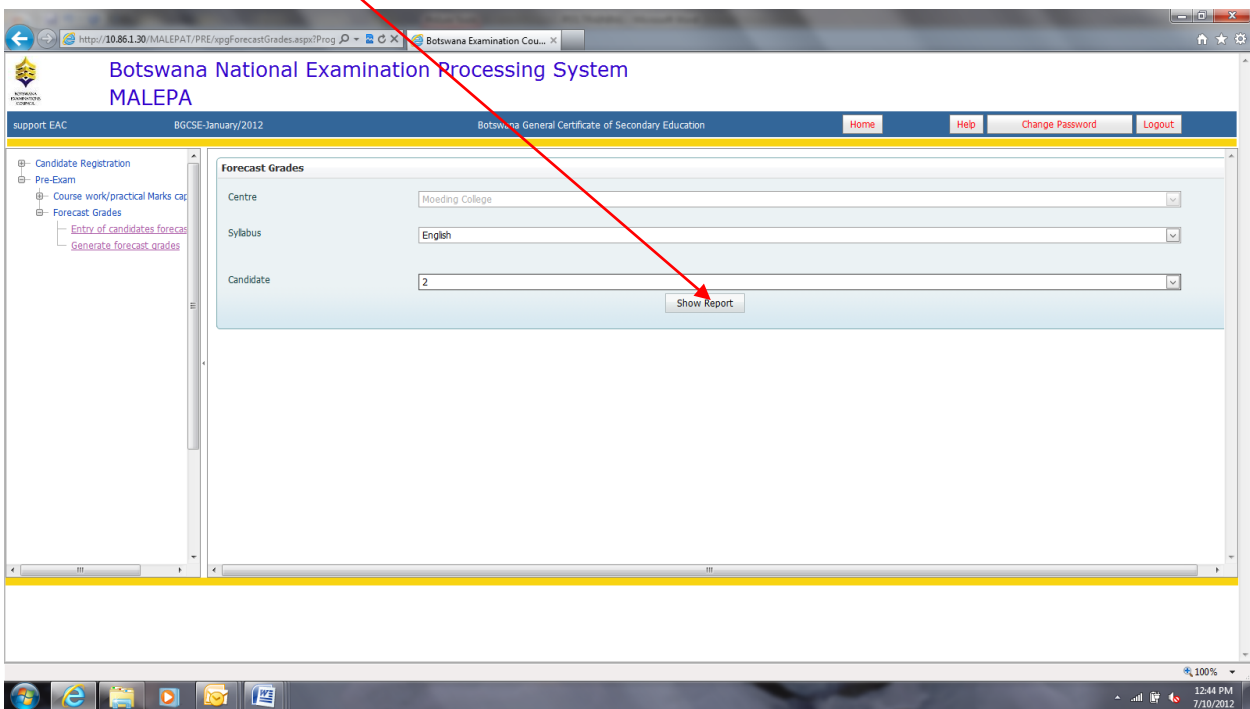
To select the candidate you want to view forecast grade for, click the **Candidate** drop down.


	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
	Effective Date	01-10-2015
Title	MALEPA User Manual for BGCSE Centres	



Select the **Candidate Number** by clicking on it

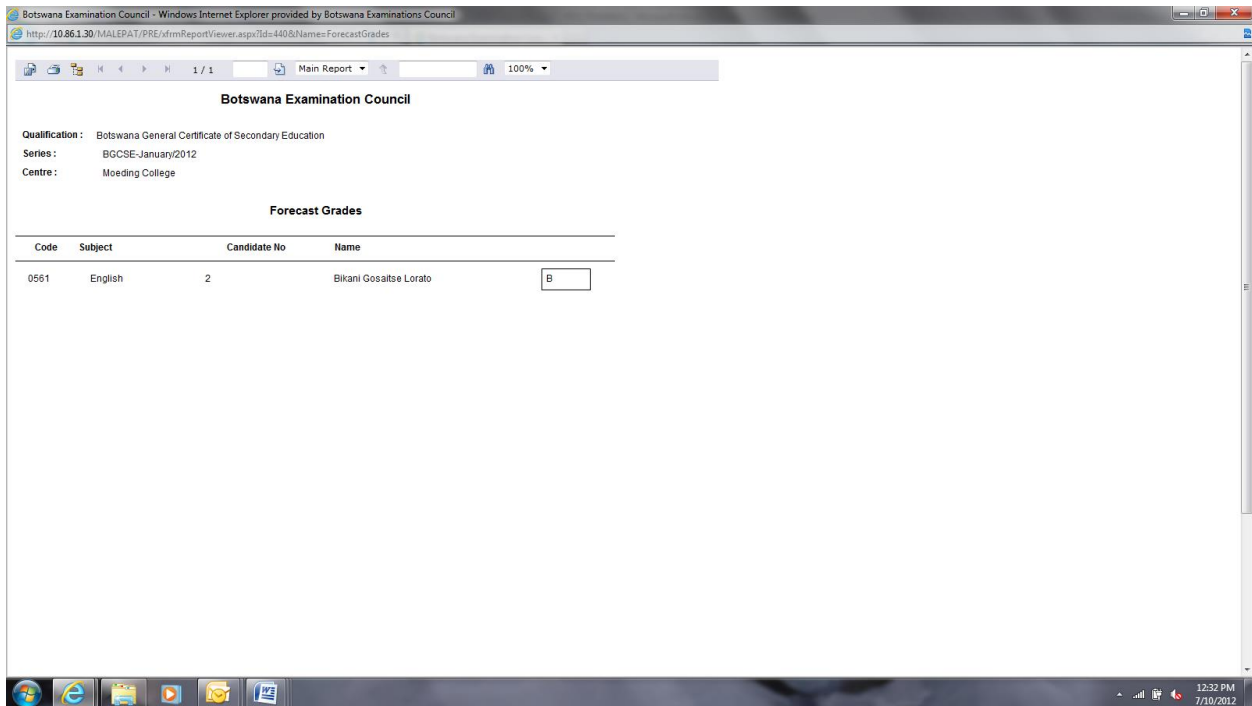
Then click on the **Show Report** button




 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
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The following report will appear.

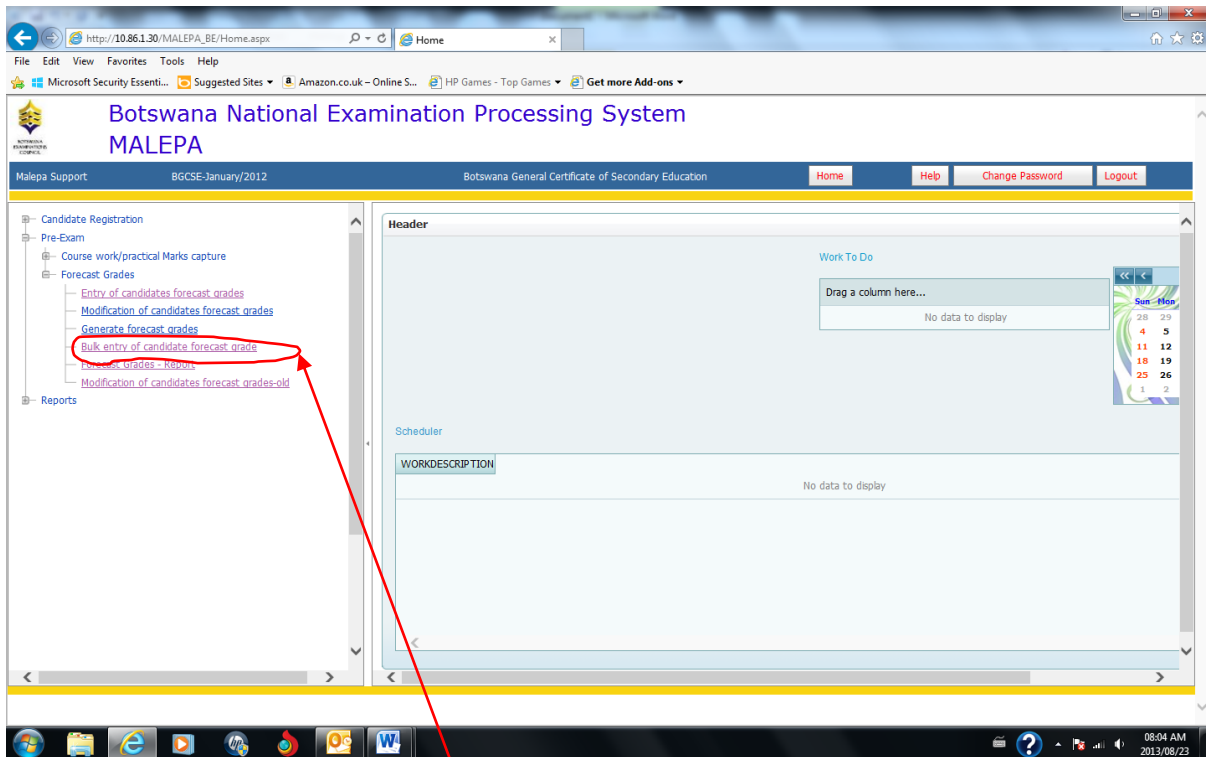
NOTE: The report allows you to view the forecast grade for the candidate doing the selected syllabus.




 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
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Title	MALEPA User Manual for BGCSE Centres	

9.3. Bulk Entry of Candidate Forecast Grades

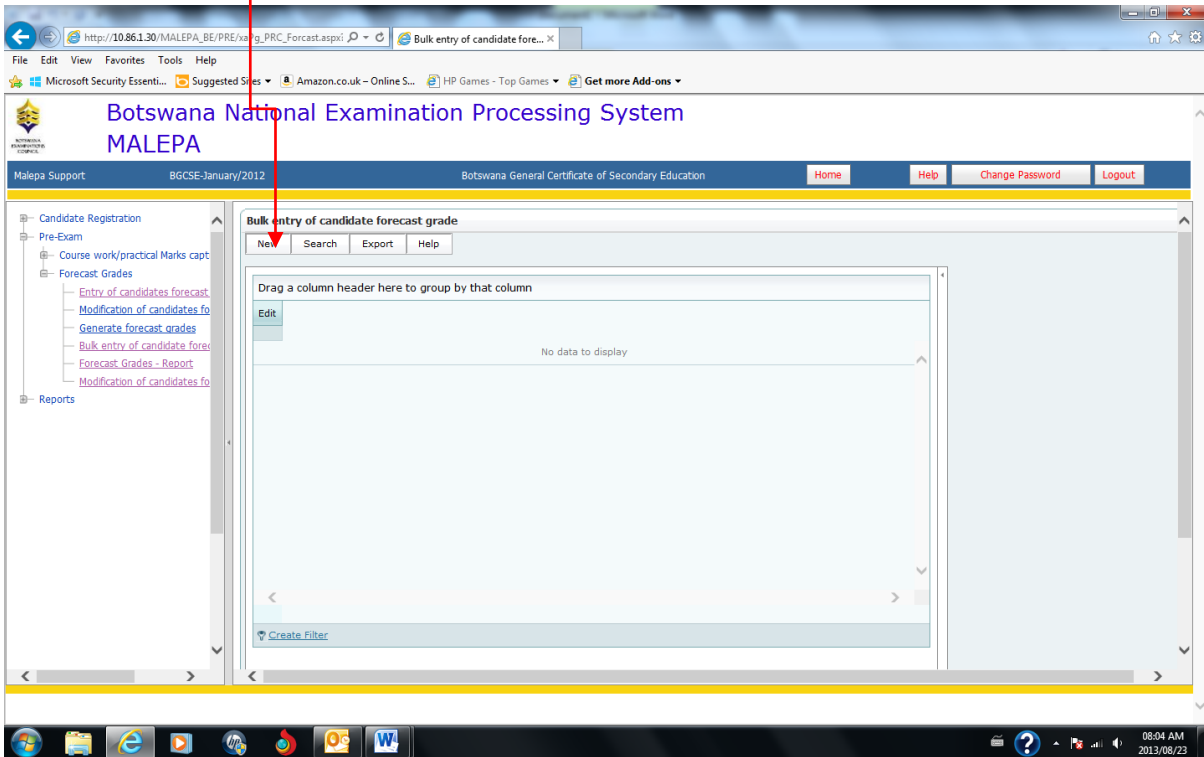
Navigation: Pre-Exam -> Forecast Grades -> [Bulk Entry of Candidate Forecast Grade](#)



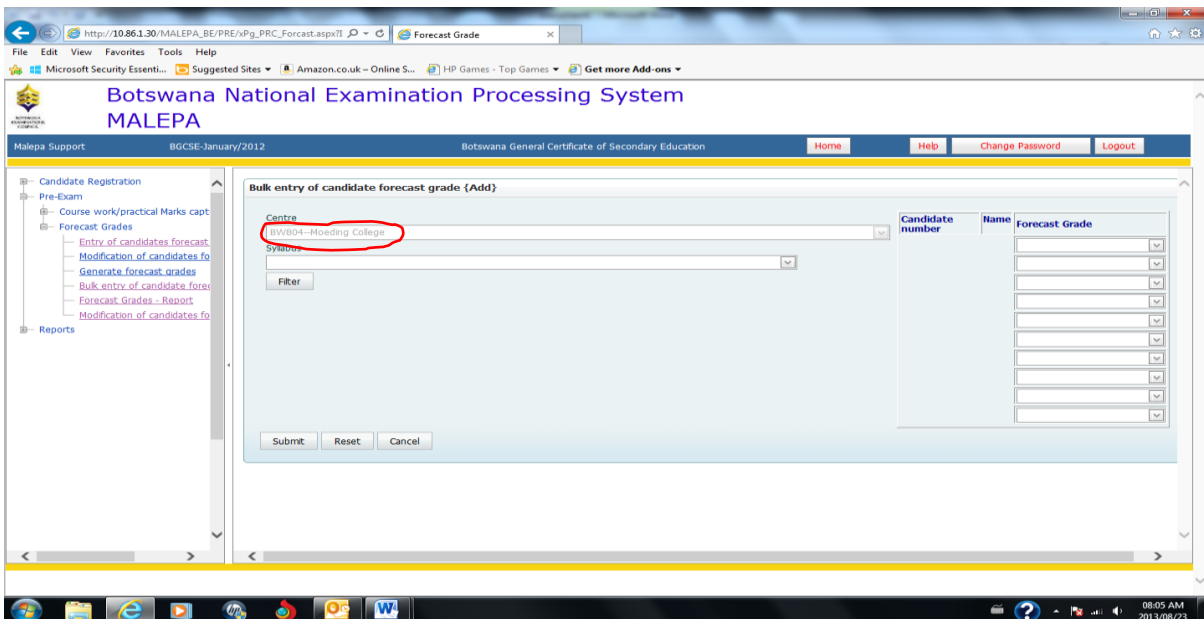
Click on the **Bulk entry of candidates forecast grade**


 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
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Then click on the **new** button on the next screen.

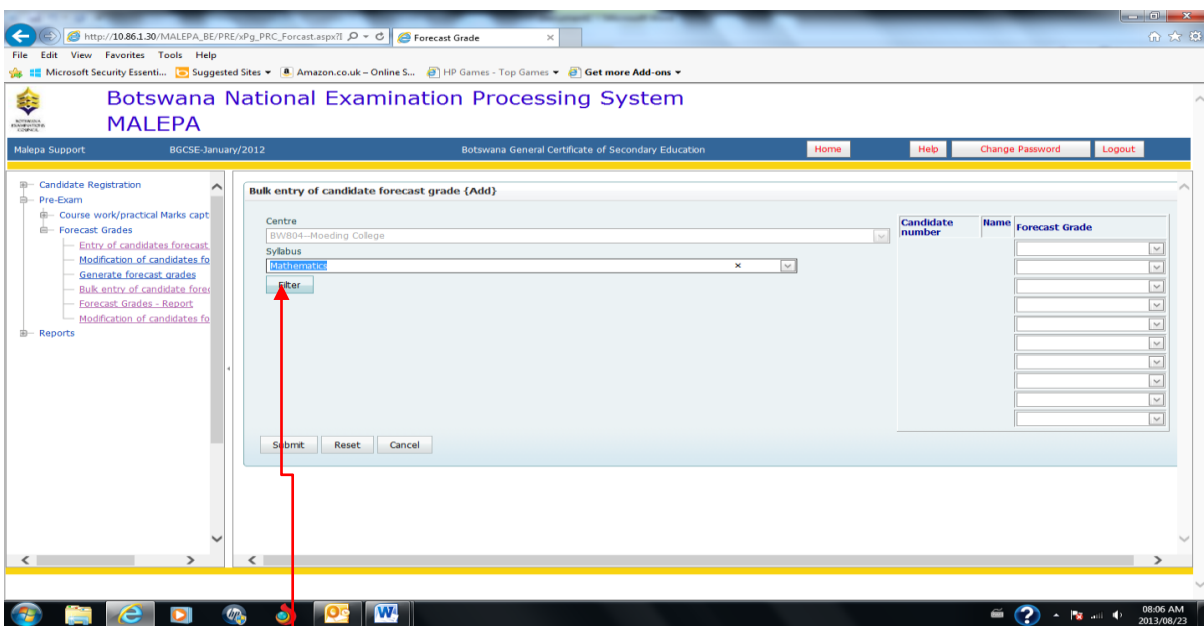
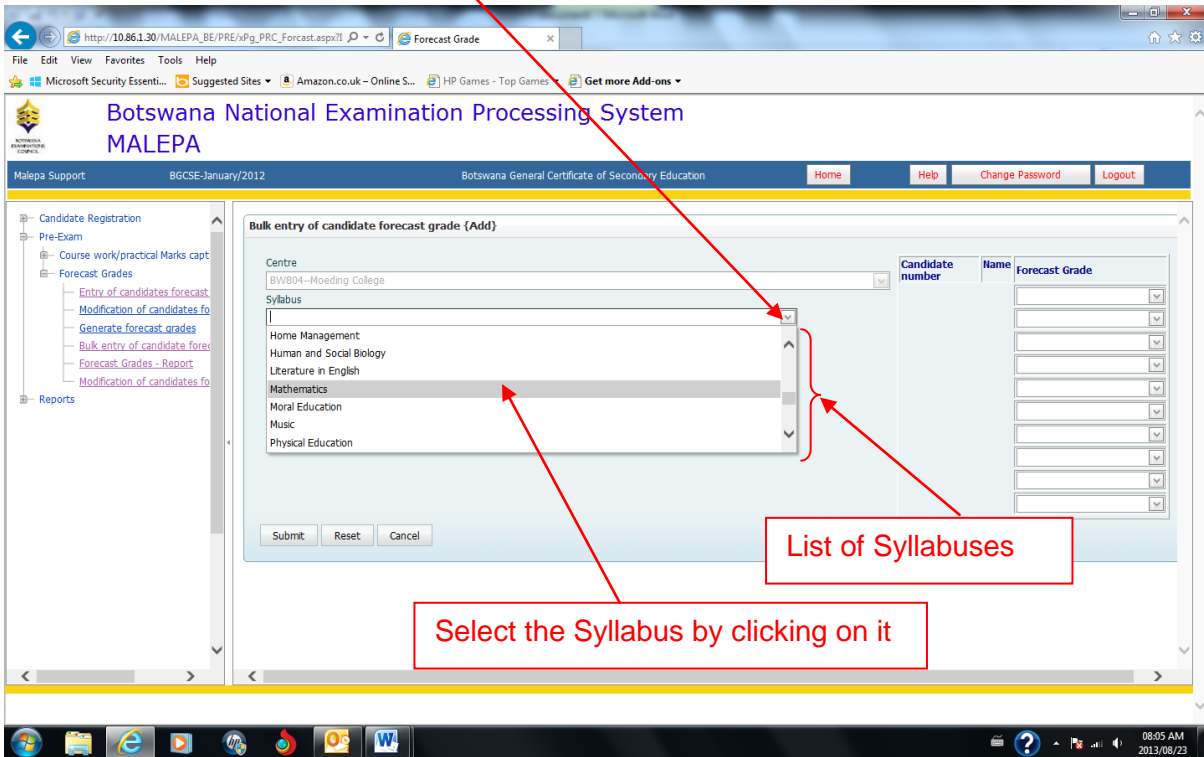


The screen below will appear, with Centre field already populated.




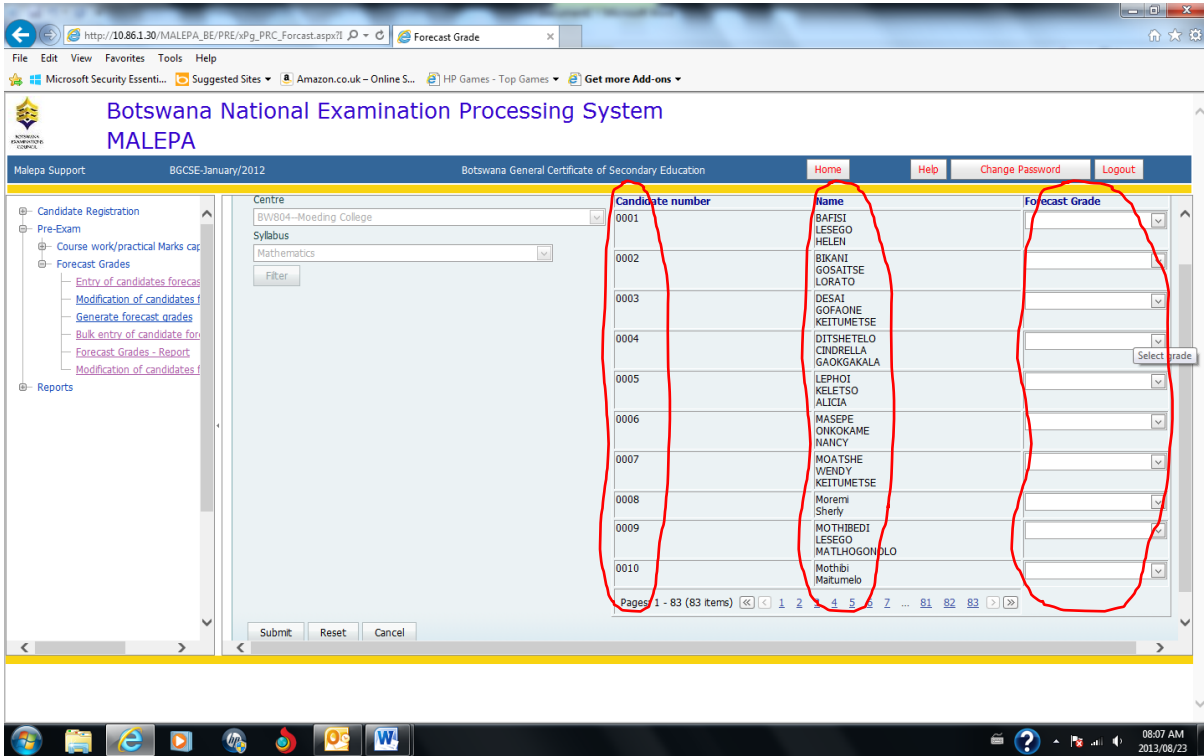
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
	Effective Date	01-10-2015
Title	MALEPA User Manual for BGCSE Centres	

Select the syllabus from the **syllabus drop down** as shown below

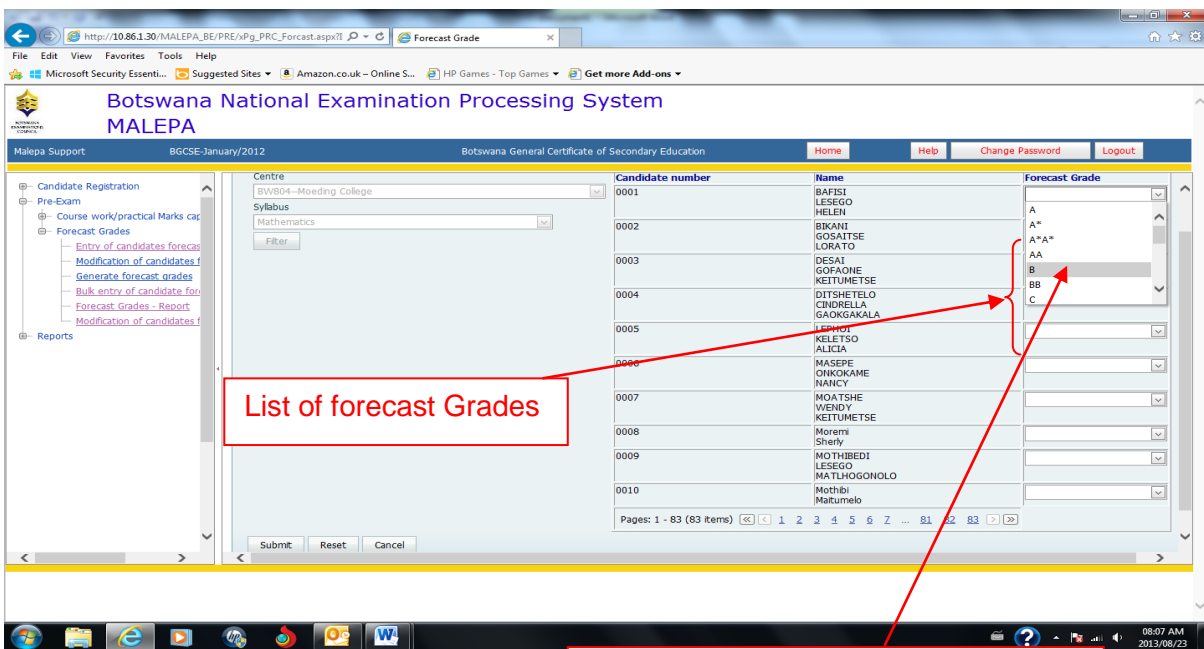


Then click on the **Filter** button, and the screen below will appear with a table populated with candidates' numbers, names and spaces for entering forecast grades.

 <p>BOTSWANA EXAMINATIONS COUNCIL</p>	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
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	Effective Date	01-10-2015
Title	MALEPA User Manual for BGCSE Centres	




Select the forecast grade from the **Forecast Grade** drop down as shown below

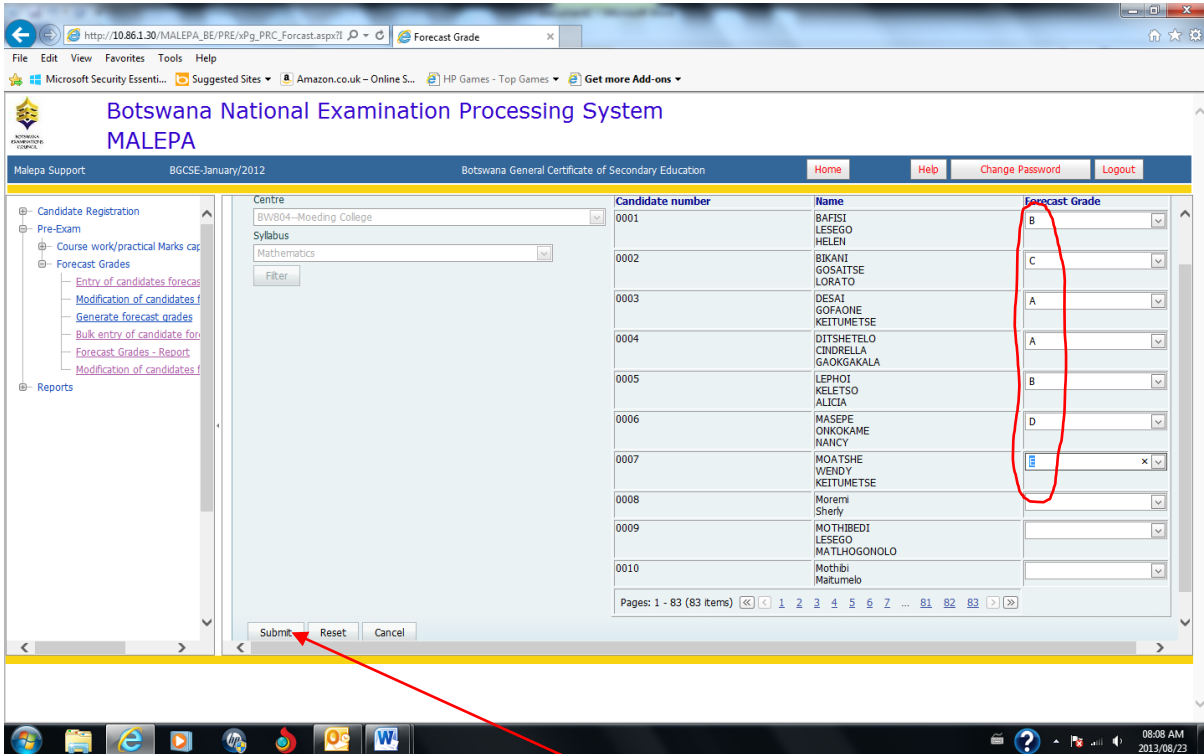


List of forecast Grades

Select the forecast grade by clicking on it

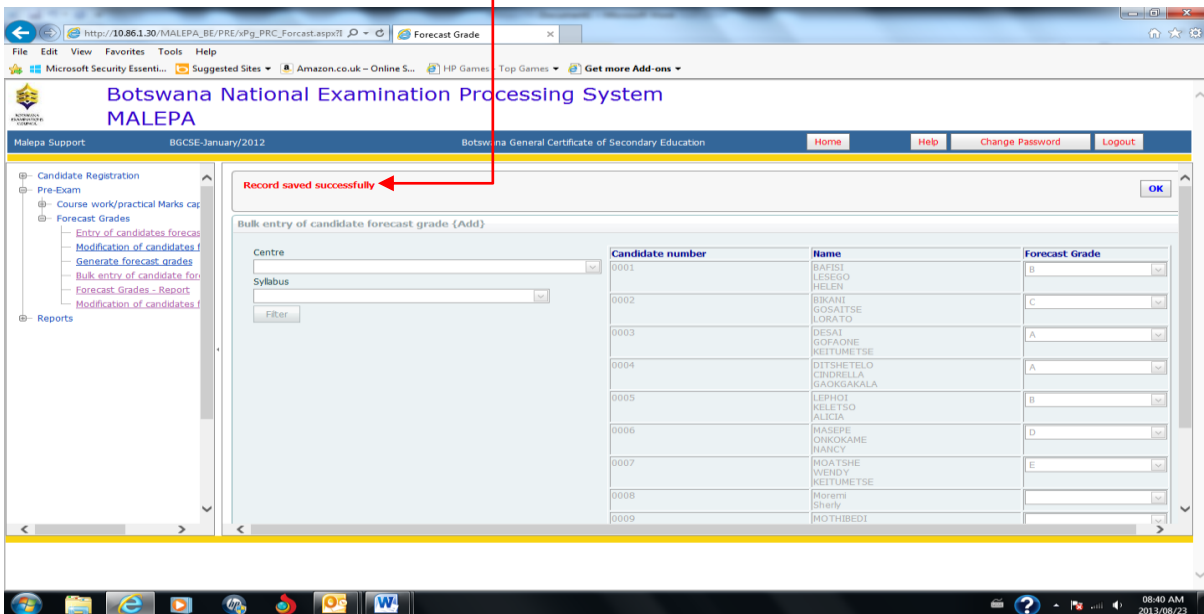
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After selecting the forecast grades, click on the **Submit** button to save the information.

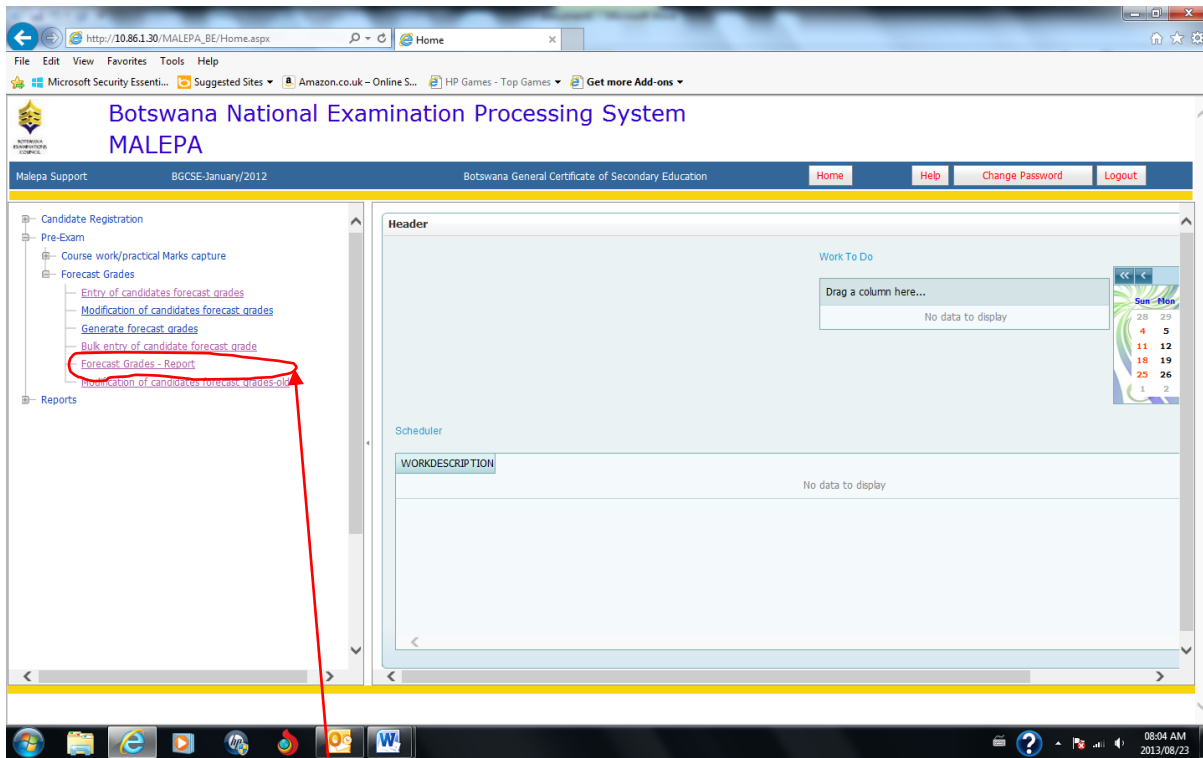
The screen below will appear with the **confirmation** message




 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
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Title	MALEPA User Manual for BGCSE Centres	

9.4. Forecast Grades Report

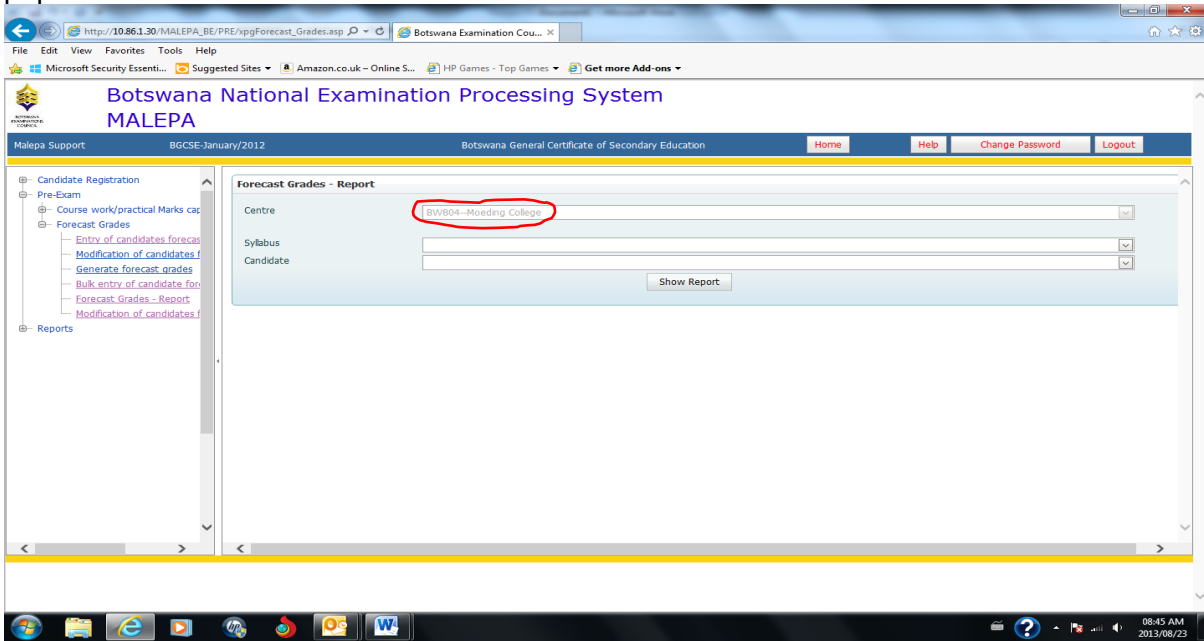
Navigation: Pre-Exam -> Forecast Grades -> [Forecast Grade – Report](#)



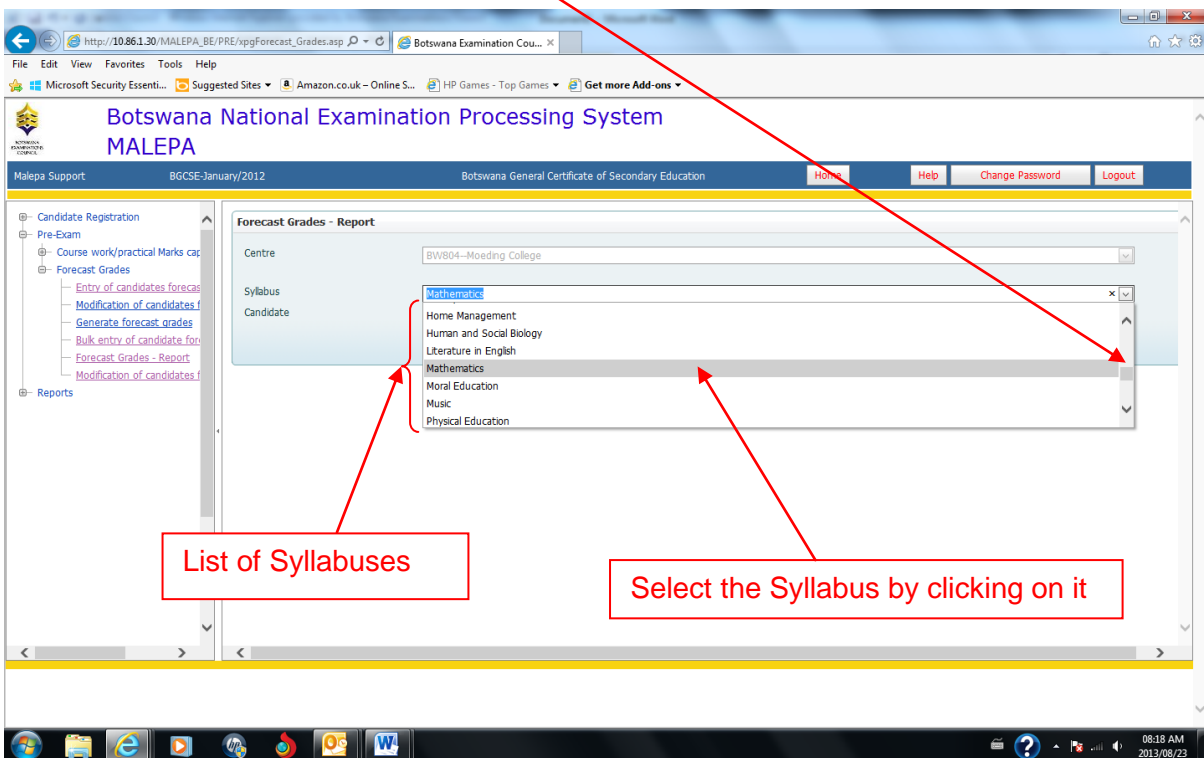
Click on the **Forecast Grades Report**


	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
	Effective Date	01-10-2015
Title	MALEPA User Manual for BGCSE Centres	

The screen below will appear, with Centre field already populated.

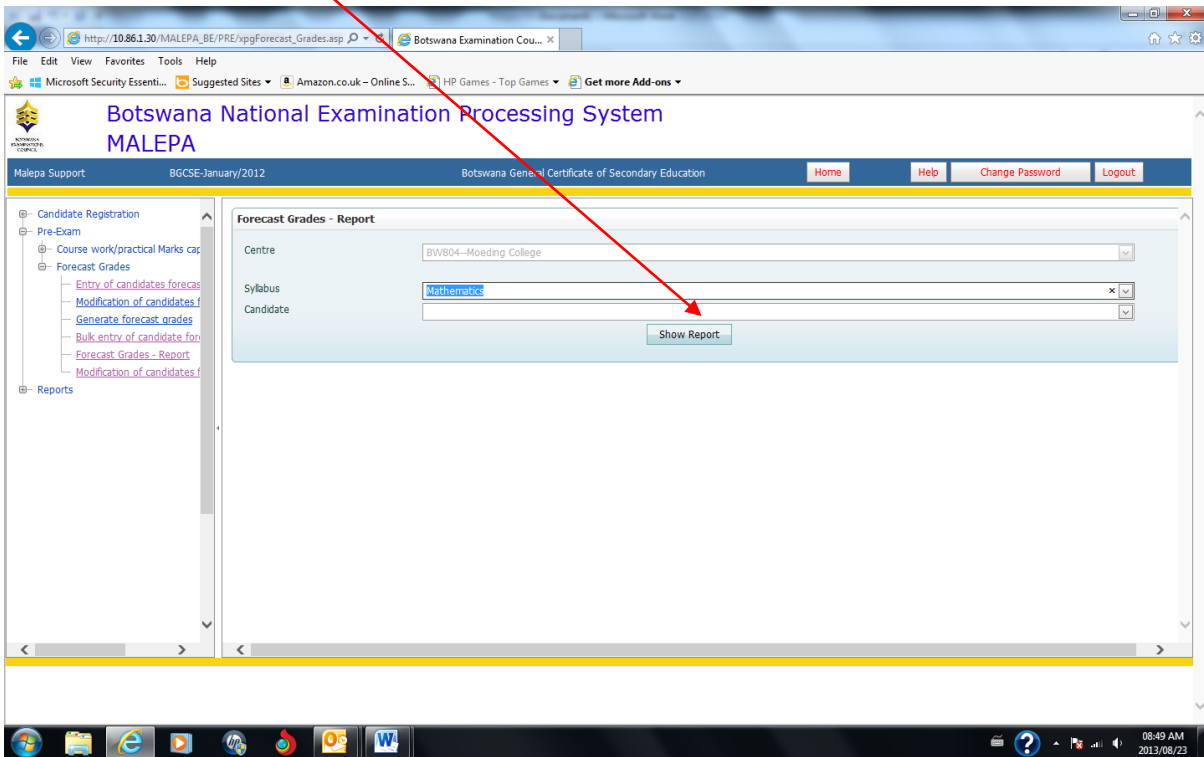


Select the syllabus from the **syllabus drop down** as shown below



	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
	Document No.	BEC/EAC/DP/Man02.v1
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Title	MALEPA User Manual for BGCSE Centres	

Click on the **Show Report** button to display all candidates with forecast grades for the selected syllabus




A report showing all candidates with forecast grades for the selected syllabus

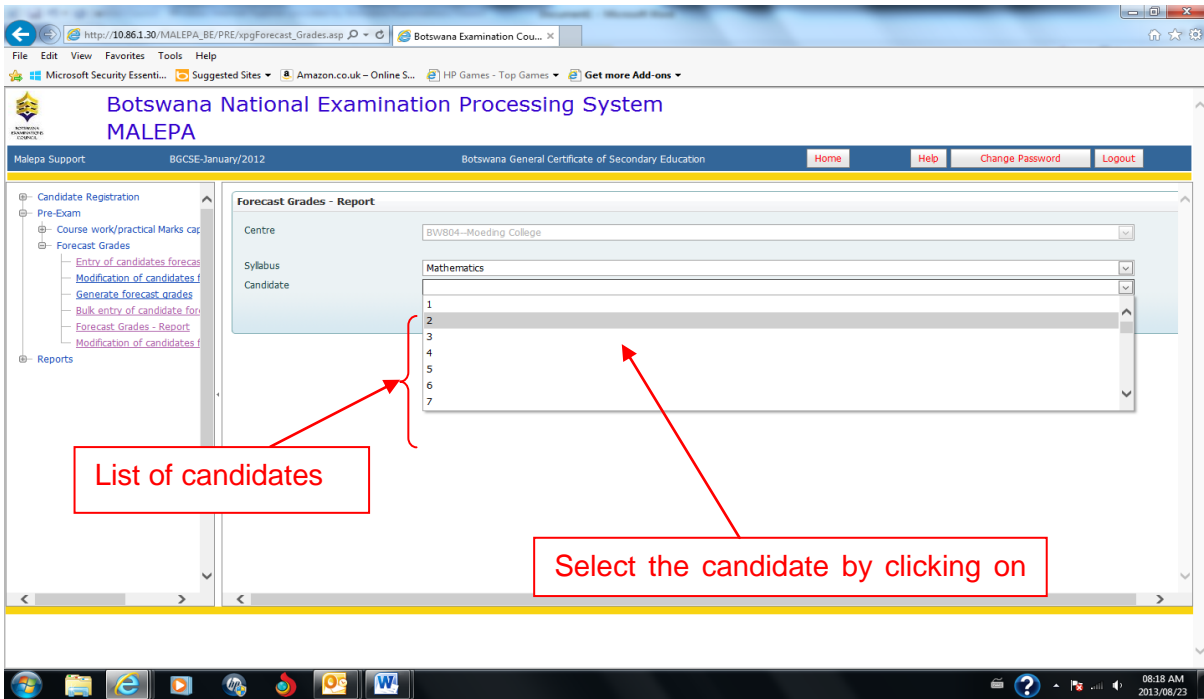
Botswana Examination Council		
Qualification : Botswana General Certificate of Secondary Education		
Series : BGCSE-January/2012		
Centre : BW804 Moeding College		
Forecast Grades		
0563 Mathematics		
Candidate Number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	B
0002	BIKANI GOSAITSE LORATO	C
0003	DESAI GOFAONE KEITUMETSE	A
0004	DITSHETELO CINDRELLA GAOKGAKALA	A
0005	LEPHOKI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	D
0007	MOATSHE WENDY KEITUMETSE	E
0008	Moremi Sherly	
0009	MOTHIBEDI LESEGO MATHHOGONOLO	
0010	Mothiba Mathumelo	
0011	Onkwetswe Mathhogonolo	
0012	PULE JESSICA SEGOPOTSO	
0013	SHOSHONG GORATA CANDY	
0014	THABANGANA BUSISIWE	
0015	TLHOWE ORNELLE	
0016	TLHOWE KEDIBONE DIANA	
0017	BATSILE MODIREDI DIKGANG	
0018	FIKENG THABISO OGANEDITSE	
0019	Gakeles Osego	
0020	Gasenwele Thumamo	
0021	Keathlowswe Emmanuel	
0022	LEKGABE NKARABENG LESEGO	
0023	Lesololwane Abraham	
0024	LETSHOLO OLEBLE RATI	
0025	Maje Kagiso Donald	
0026	Marorwane Obonye	
0027	Masae Tefo	
0028	MODIBEDI BARONA KIDEO	
0029	MOKAKEDI THABO	
0030	MOLLAETSI RESEGO	
0031	MOKGABE KEALETSE RESEGO	

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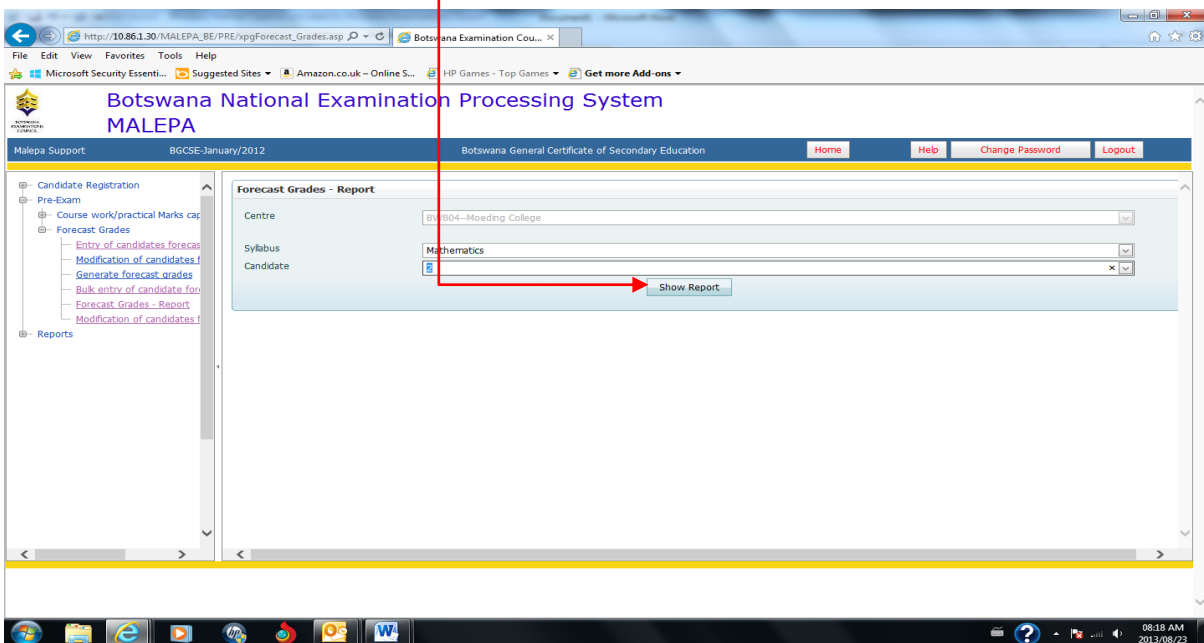
This document is only valid for the date and the time that it was printed.


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To display a report for a single candidate, select the candidate from the **Candidate** drop down as shown below

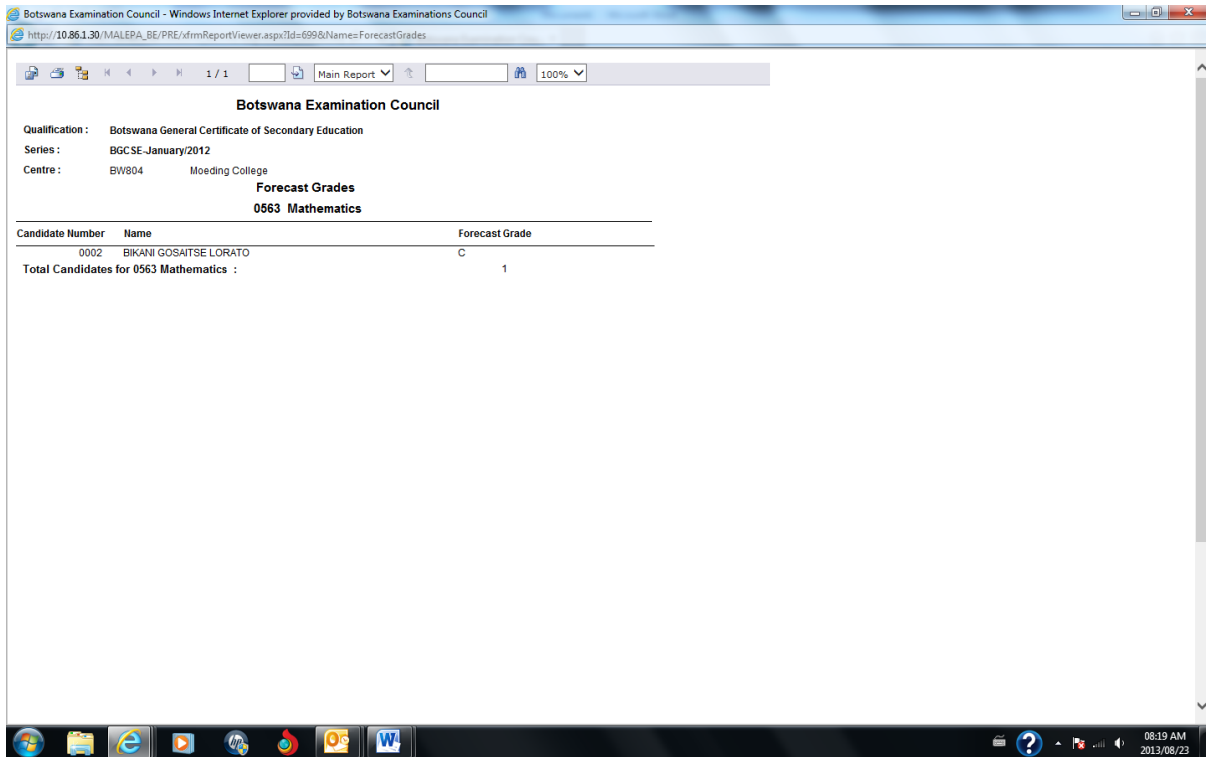


Click on the **Show Report** button to display forecast grade for the selected candidate and syllabus




	Directorate	Examinations Administration and Certification
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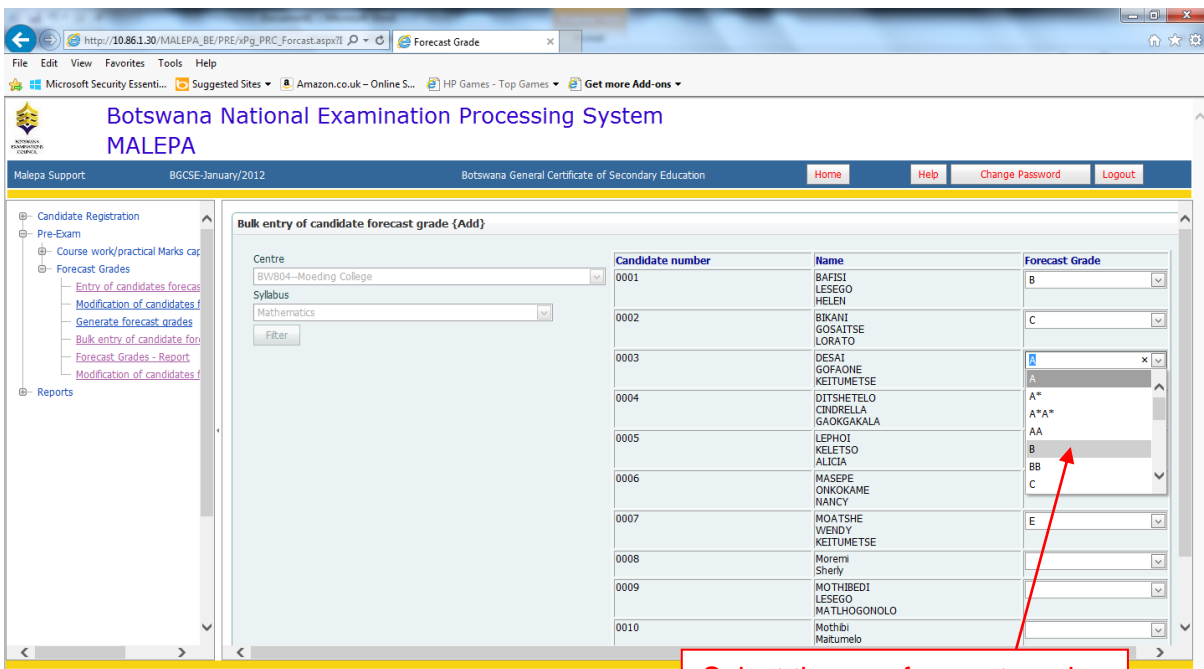
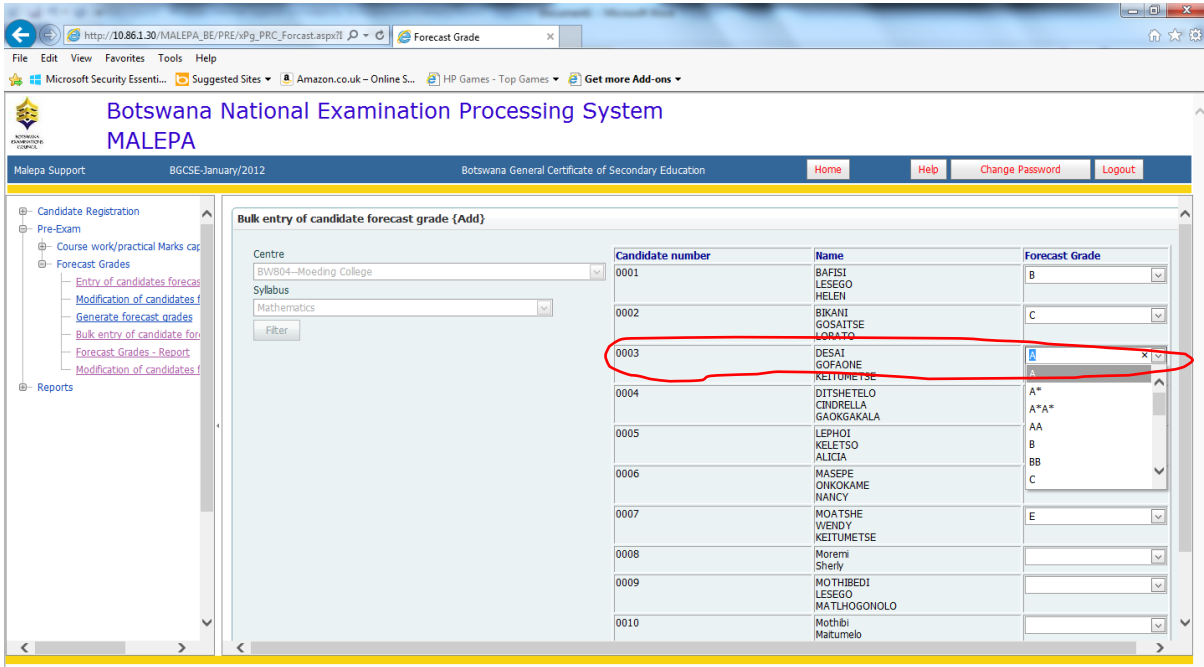
A report showing forecast grade for the selected candidate and syllabus




Note: For the modification/amendments of any Forecast Grade you have to follow the Bulk entry of candidate forecast grade process

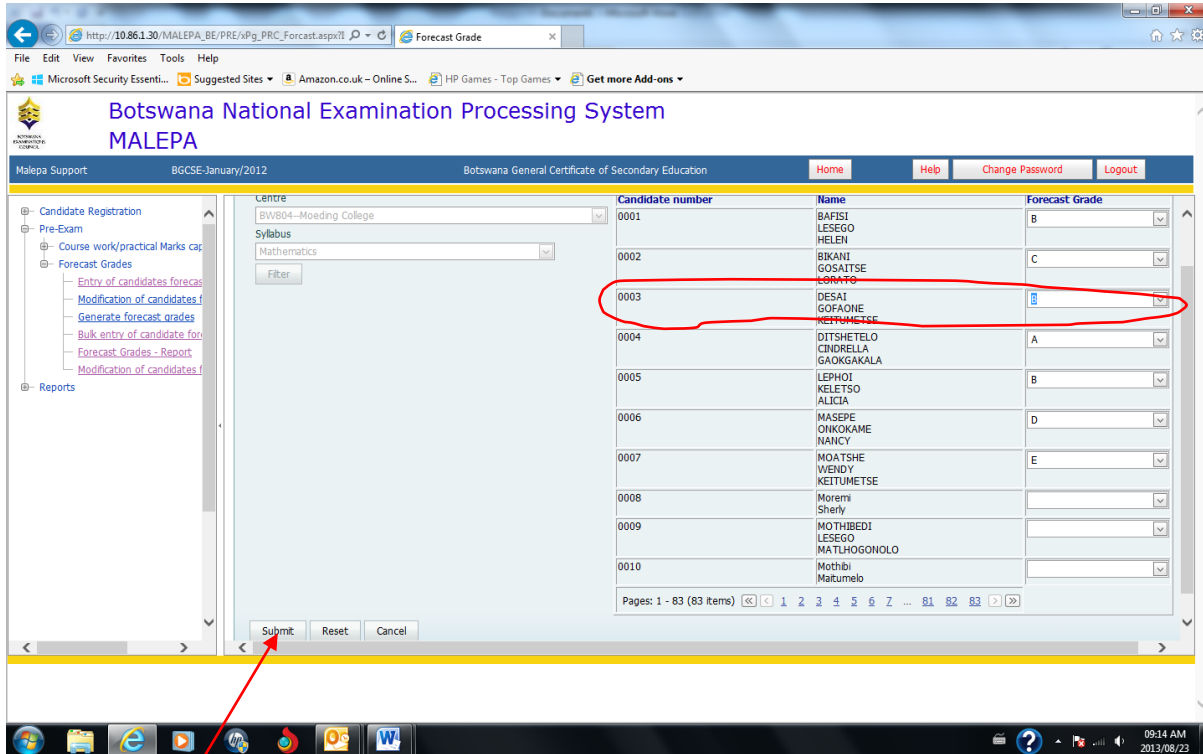
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
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To modify a forecast grade, select the grade from the list, as shown in the next three screens.



Select the new forecast grade


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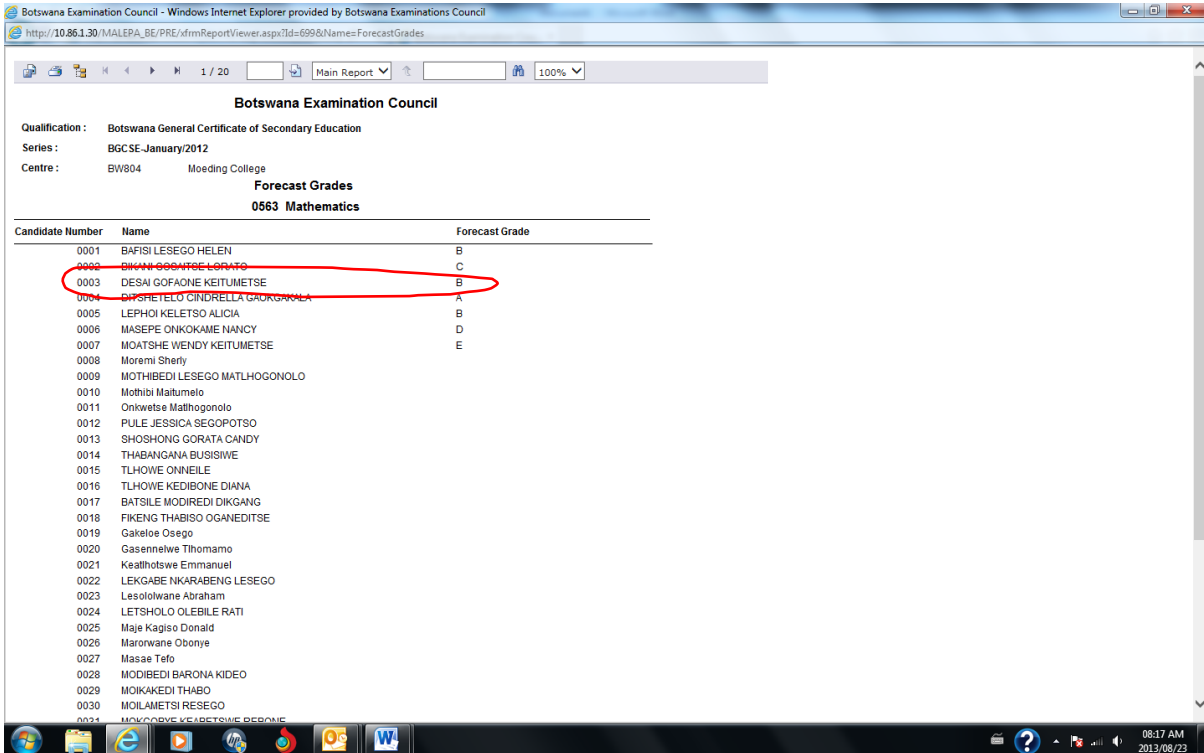


Click the **Submit** button to save the changes.

Then re-print the forecast grade report to verify the correction(s) that you made.

A report showing the corrections

	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
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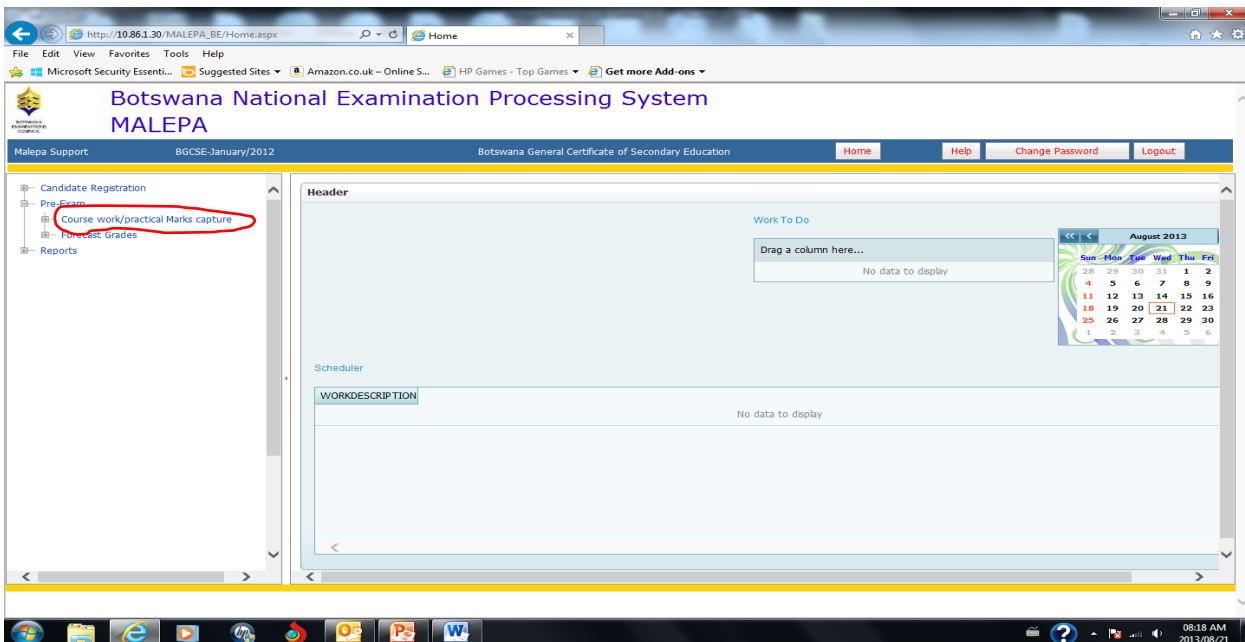
Botswana Examination Council
 Qualification: Botswana General Certificate of Secondary Education
 Series: BGCSE-January/2012
 Centre: BW804 Moeding College

Forecast Grades
0563 Mathematics

Candidate Number	Name	Forecast Grade
0001	BAFISI LESEGO HELEN	B
0002	BIKANI GOBATSE LORATO	C
0003	DESAI GOFAONE KEITUMETSE	B
0004	DITSHETLO CINDRELLA GADKAGWOLA	A
0005	LEPHOI KELETSO ALICIA	B
0006	MASEPE ONKOKAME NANCY	D
0007	MOATSHI WENDY KEITUMETSE	E
0008	Moremi Sherly	
0009	MOTHIBEDI LESEGO MATLHOGONOLO	
0010	Mothibi Maitumelo	
0011	Onkwetswe Mathogonolo	
0012	PULE JESSICA SEGOPOTSO	
0013	SHOSHONG GORATA CANDY	
0014	THABANGANA BUSISIWE	
0015	TLHOWE ONNEILE	
0016	TLHOWE KEDIBONE DIANA	
0017	BATSILE MODIREDI DIKGANG	
0018	FIKENG THABISO OGANEDITSE	
0019	Gakeloe Osego	
0020	Gasennelwe Tihomamo	
0021	Keathotswe Emmanuel	
0022	LEKGABE NKARABENG LESEGO	
0023	Lesolotwane Abraham	
0024	LETSHOLO OLEBILE RATI	
0025	Maje Kagiso Donald	
0026	Marorwane Obonye	
0027	Masae Tefo	
0028	MODIBEDI BARONIA KIDEO	
0029	MOKAKEDI THABO	
0030	MOLAMETSI RESEGO	
0031	MOKGADYI KEABETSWI BEBANE	

10. Coursework/Practical Marks Capture

Navigation: Pre-Exam -> [Coursework/practical Marks capture](#)



Botswana National Examination Processing System
 MALEPA

Malepa Support BGCSE-January/2012 Botswana General Certificate of Secondary Education

Navigation: [Home](#) [Help](#) [Change Password](#) [Logout](#)


Course work/practical Marks capture

Work To Do

Drag a column here... No data to display

Scheduler

WORKDESCRIPTION
No data to display

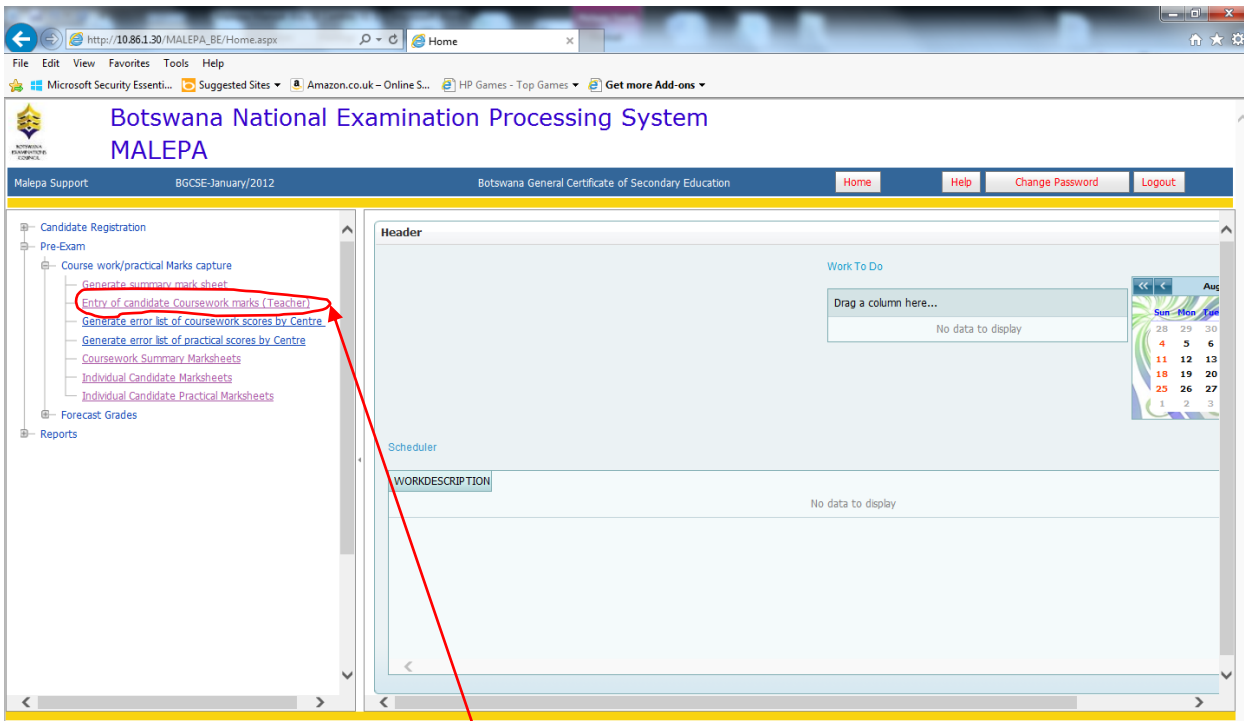
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
	Function	Data Processing
	Document Type	Manual
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Under coursework/practical marks capture, you will be able to do the following:


- Entry of candidate coursework marks (Teacher)
- Coursework summary marksheet
- Generate summary marksheet
- Individual candidate marksheet
- Individual candidate practical
- Generate error list of coursework scores by centre
- Generate error list of practical scores by centre

10.1.Entry of candidate coursework marks (Teacher)

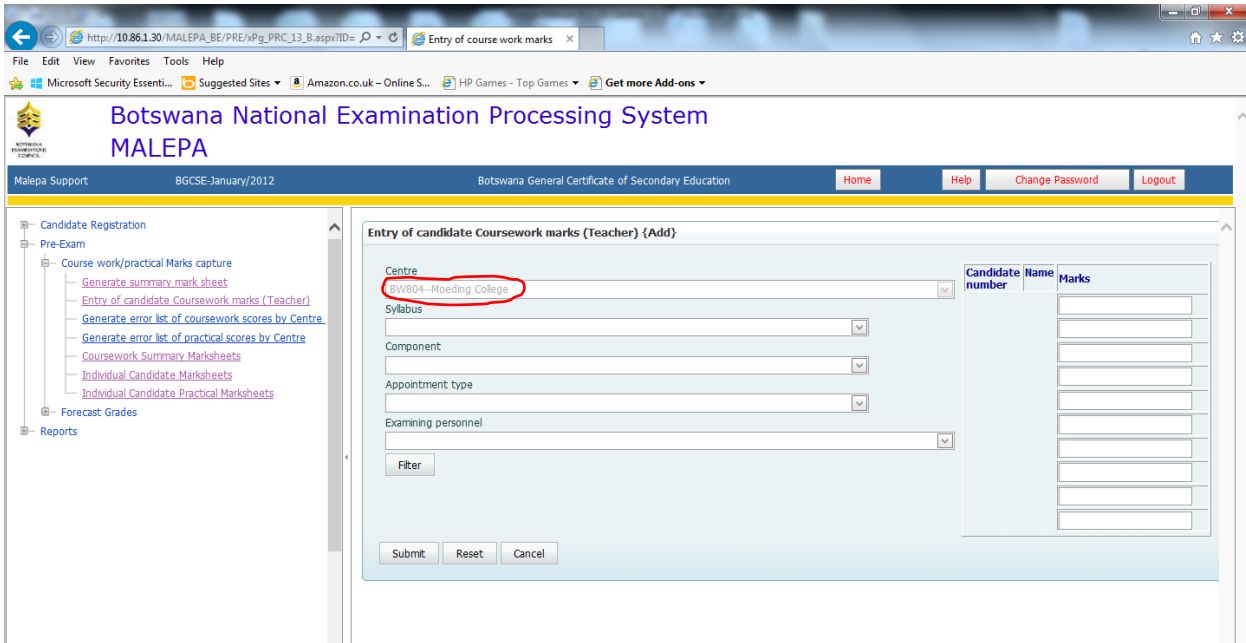
Navigation: Pre-Exam -> Course work/practical Mark capture -> [Entry of candidate Coursework marks \(Teacher\)](#)



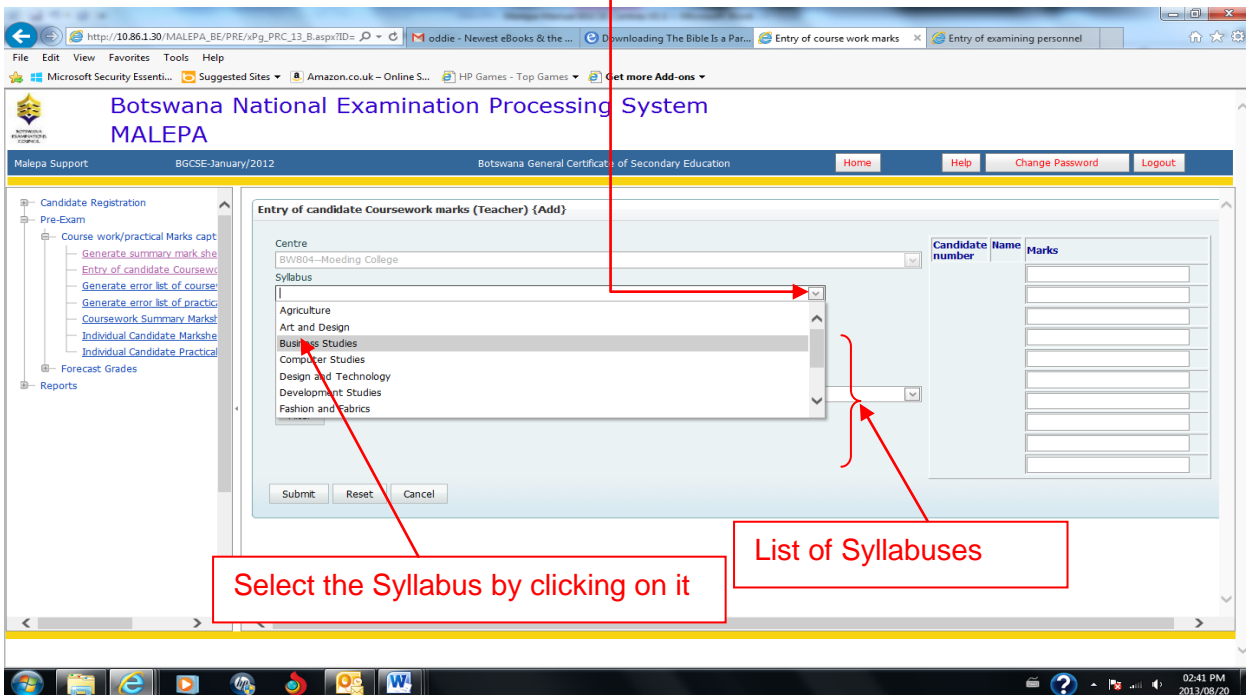
Click on the **Entry of Candidates Coursework Marks (Teacher)**


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Title	MALEPA User Manual for BGCSE Centres	

The screen below will appear, with Centre field already populated.

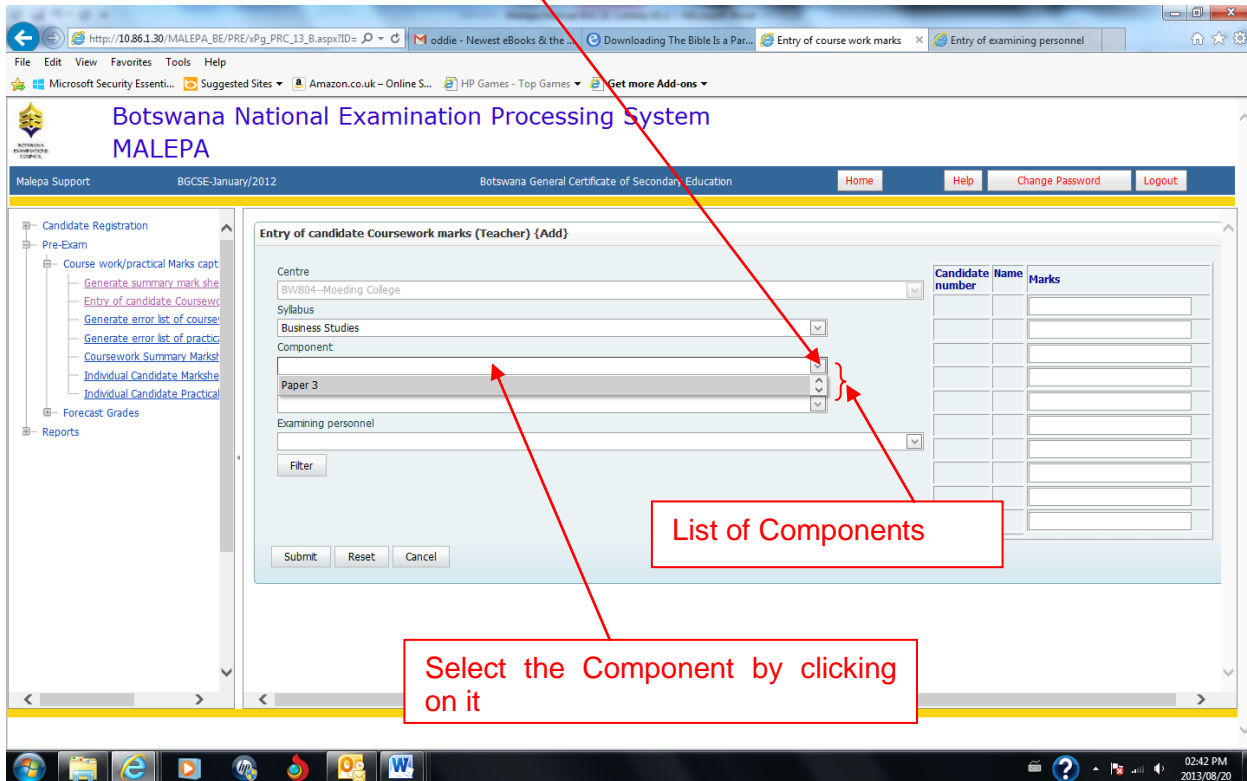


Select the syllabus from the **syllabus drop down** as shown below




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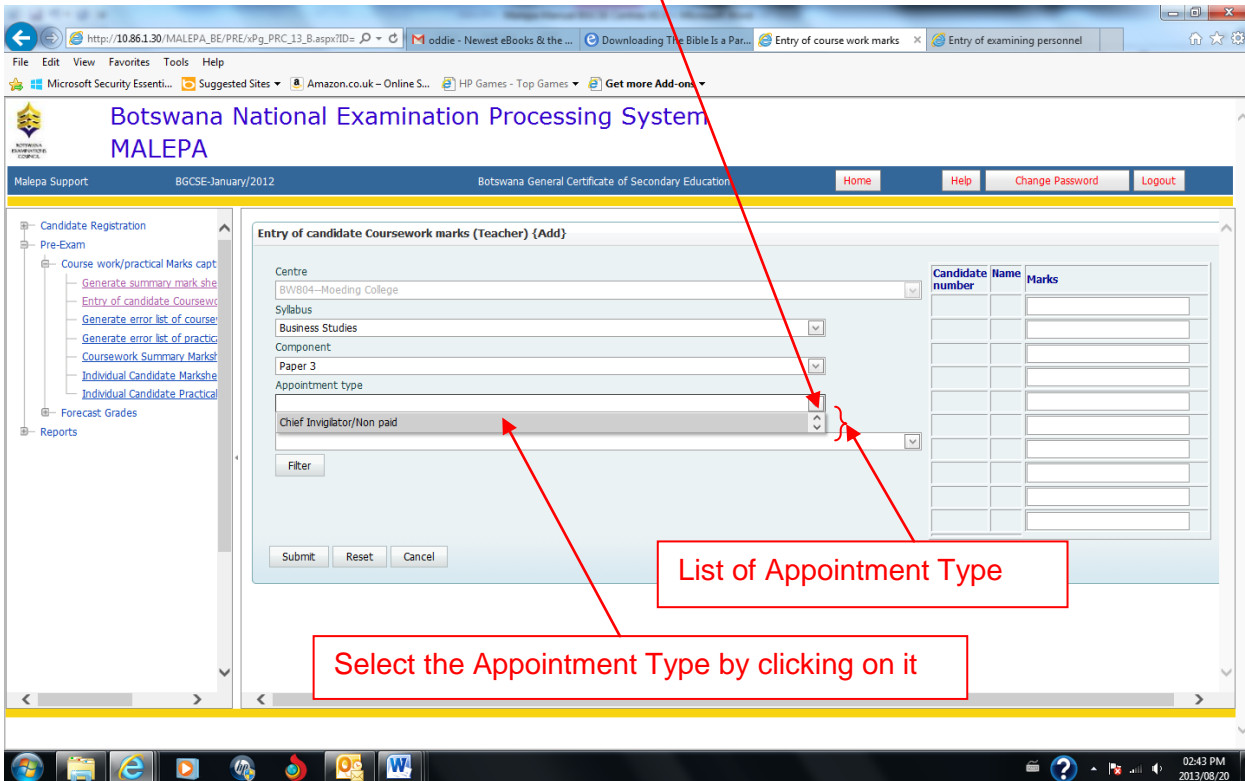
Select the component from the **component drop down** as shown below




The screenshot shows the MALEPA web application interface. The main heading is "Botswana National Examination Processing System MALEPA". The page title is "Entry of candidate Coursework marks (Teacher) {Add}". The form includes fields for Centre (BW804--Moeding College), Syllabus (Business Studies), and Component (Paper 3). A table on the right has columns for Candidate number, Name, and Marks. The Component dropdown menu is open, showing a list of components. Red arrows point to the dropdown and the selected component. A red box labeled "List of Components" points to the dropdown list, and another red box labeled "Select the Component by clicking on it" points to the "Paper 3" option.

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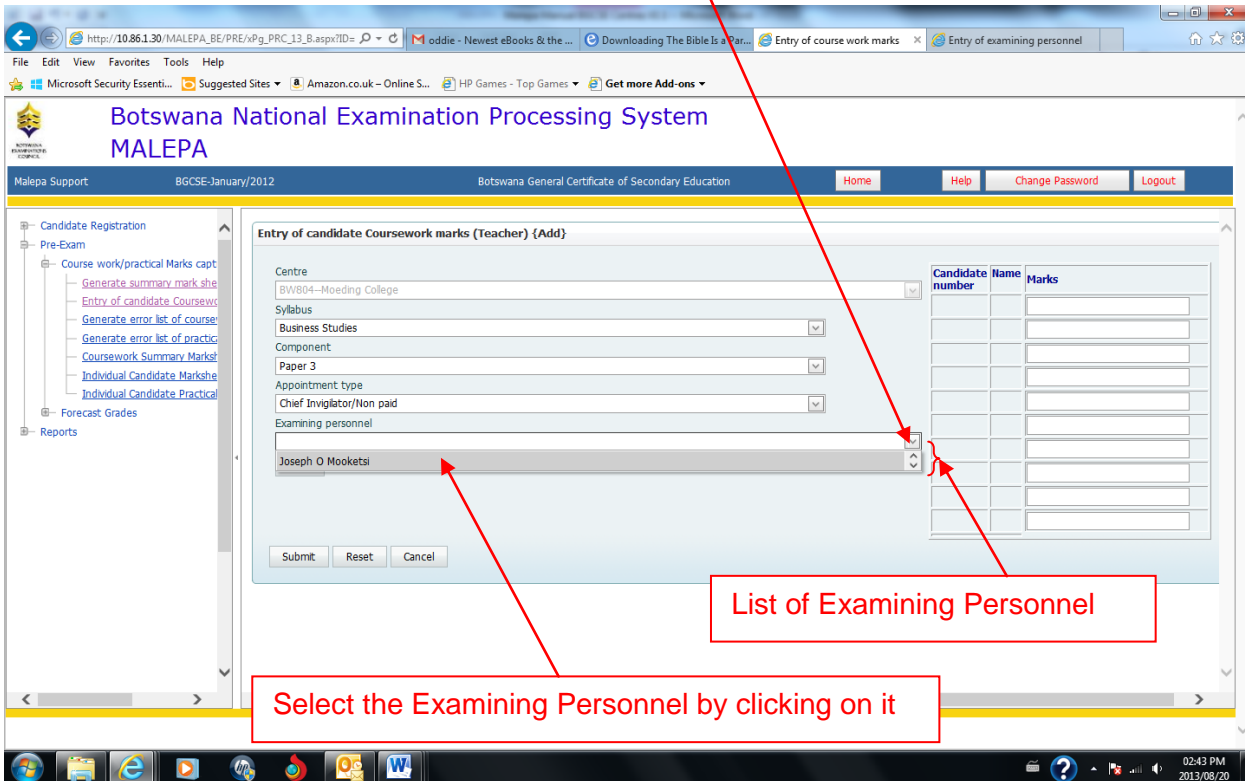
Select the appointment type from the **Appointment Type** drop down as shown below



The screenshot shows the 'Entry of candidate Coursework marks (Teacher) {Add}' form in the MALEPA system. The 'Appointment type' dropdown menu is open, showing a list of options. A red arrow points to the 'Chief Invigilator/Non paid' option. A red box highlights the dropdown list with the text 'List of Appointment Type'. Another red box points to the dropdown with the text 'Select the Appointment Type by clicking on it'.

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Select the examining personnel from the **Examining Personnel** drop down as shown below

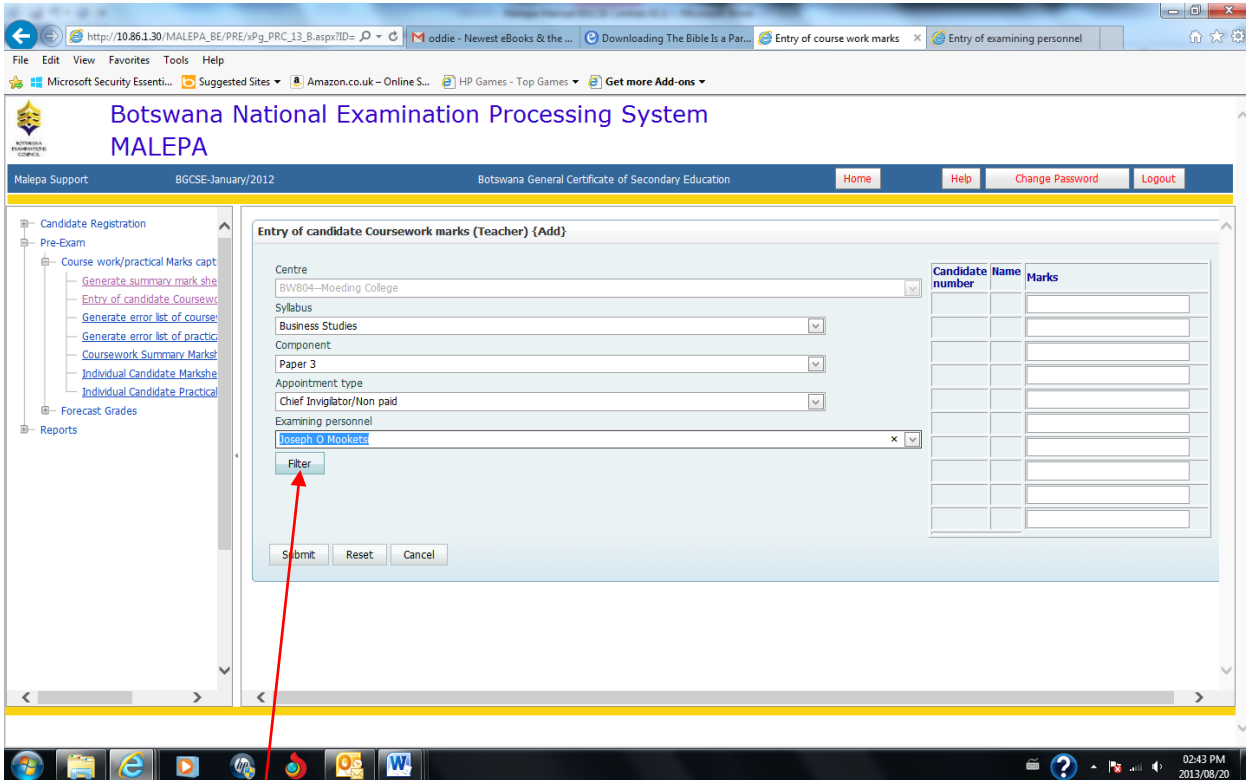


List of Examining Personnel


Select the Examining Personnel by clicking on it

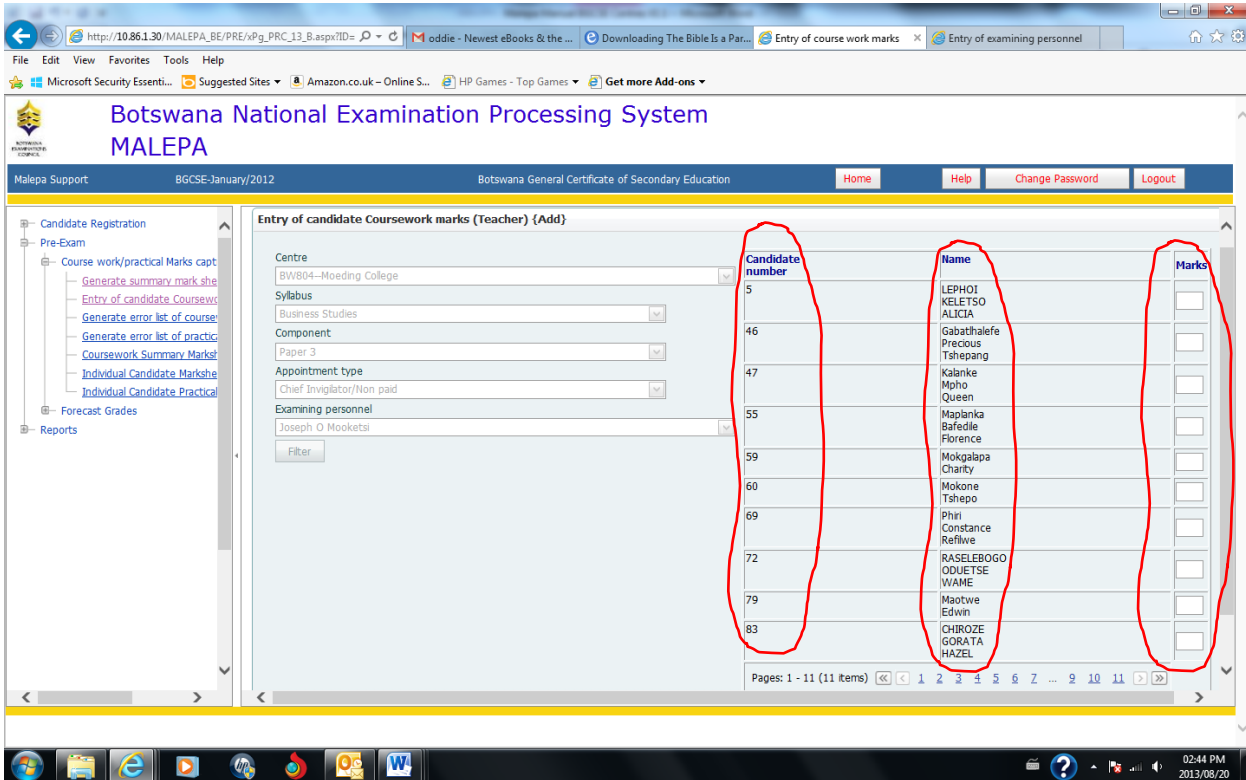
The screen like the one below will appear.

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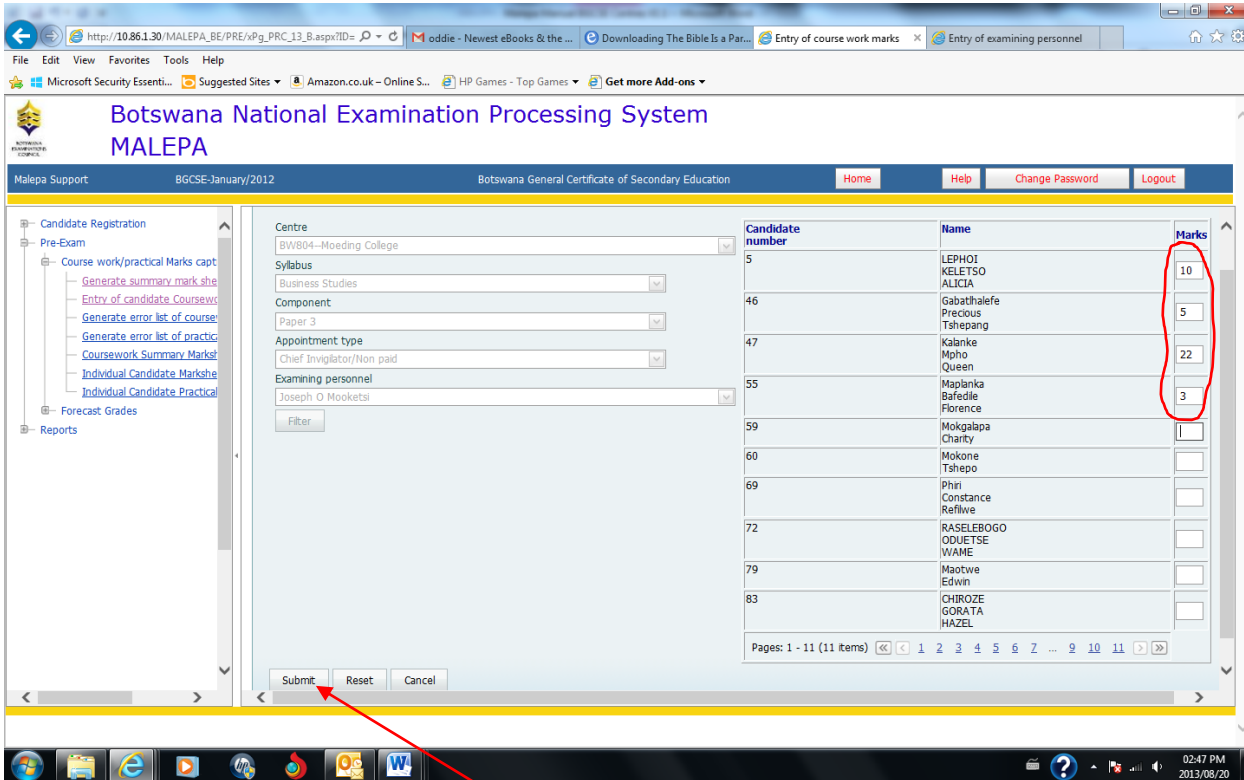
Click on the **Filter** button, and the screen below will appear with a table populated with candidates' numbers, names and spaces for entering marks.

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Then enter the candidate mark in the space provided as indicated below

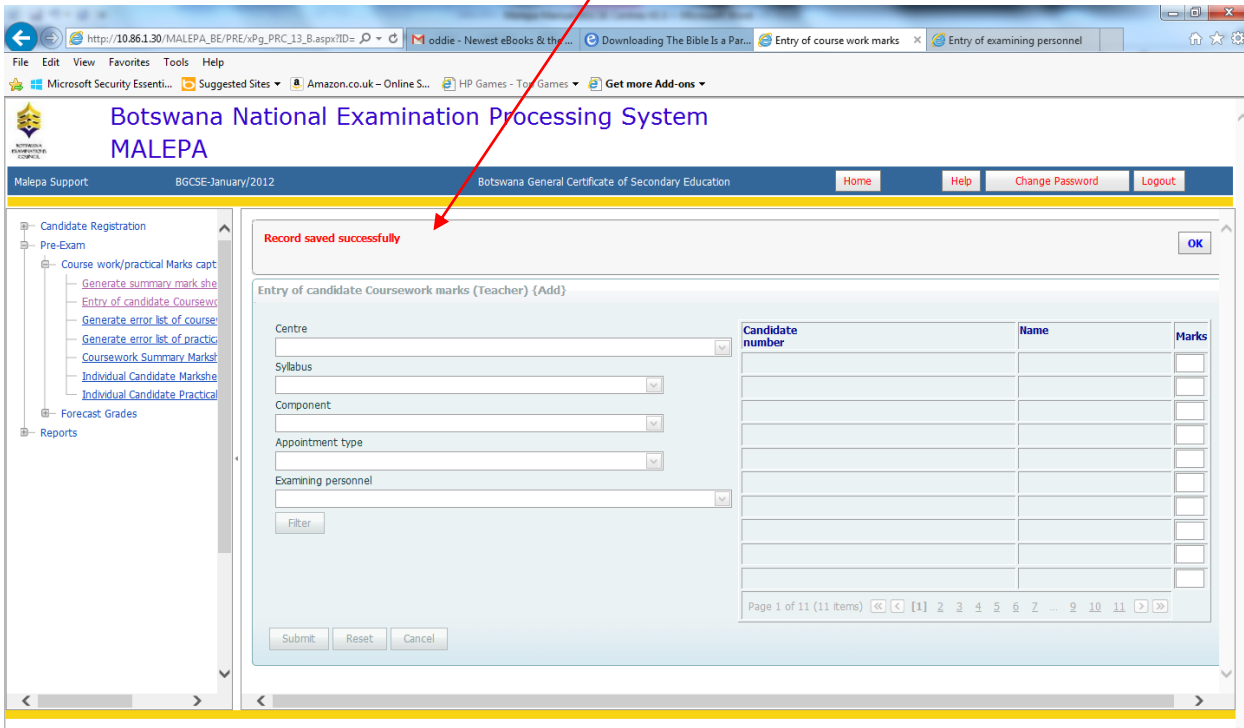
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
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After entering the marks, click on the **Submit** button to save the information.

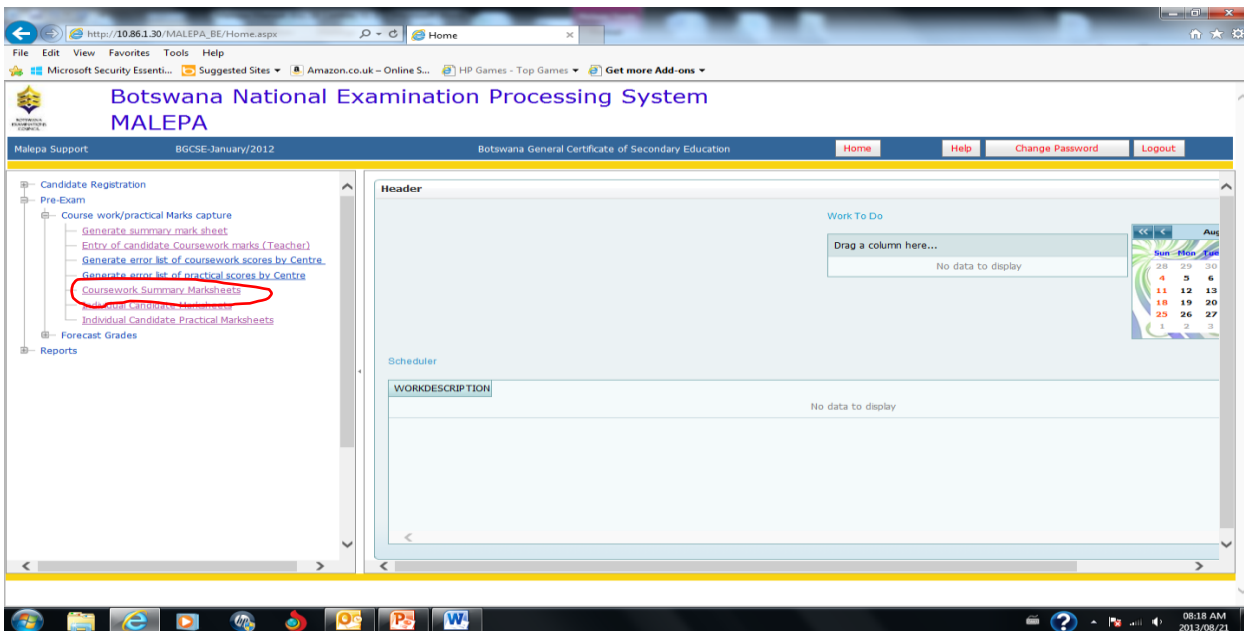
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
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The following screen will appear with the **confirmation** message

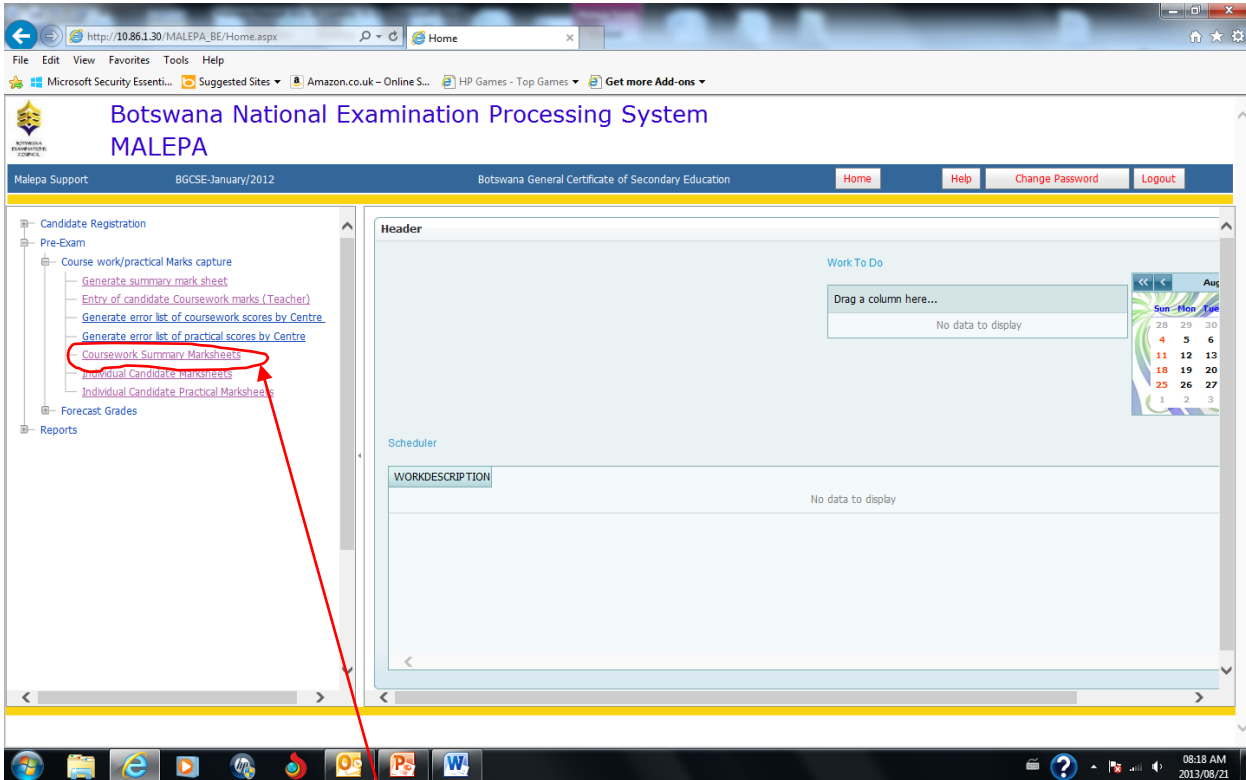


10.2. Coursework Summary Mark sheet


Navigation: Pre-Exam -> Course work/practical Mark capture -> [Coursework Summary Marksheet](#)

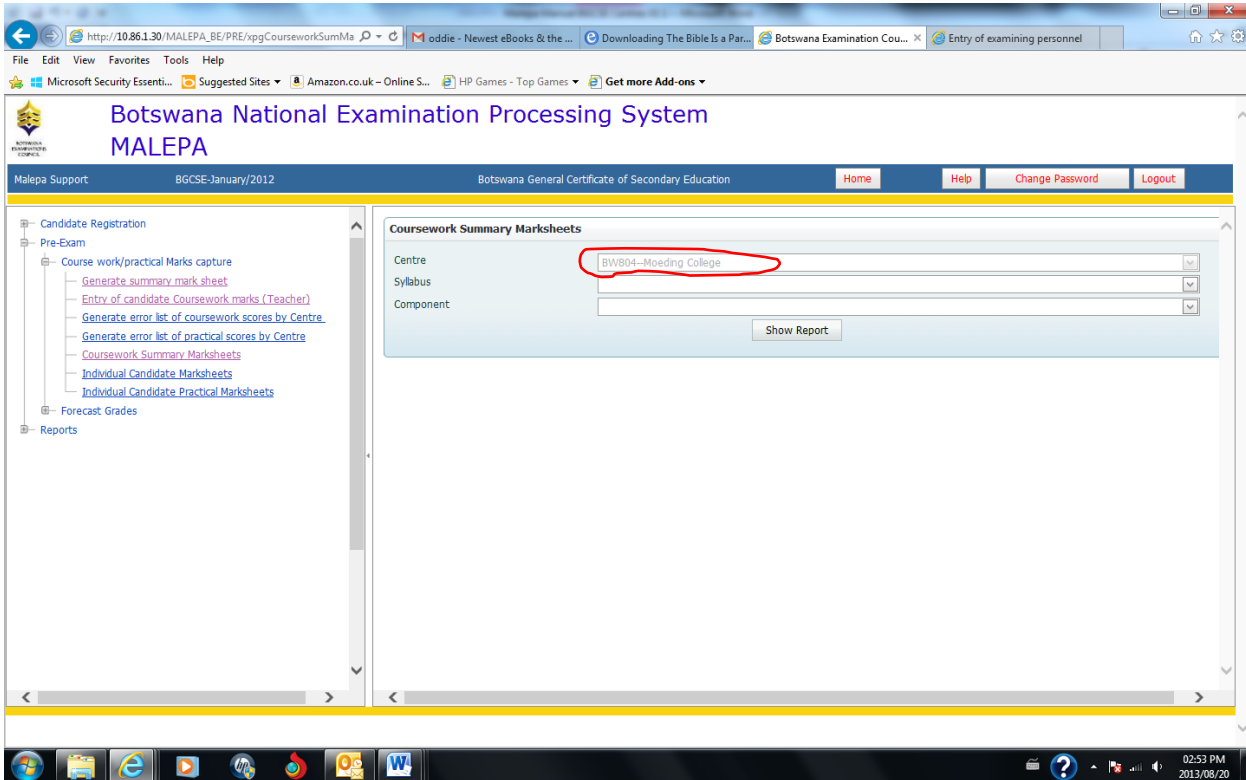



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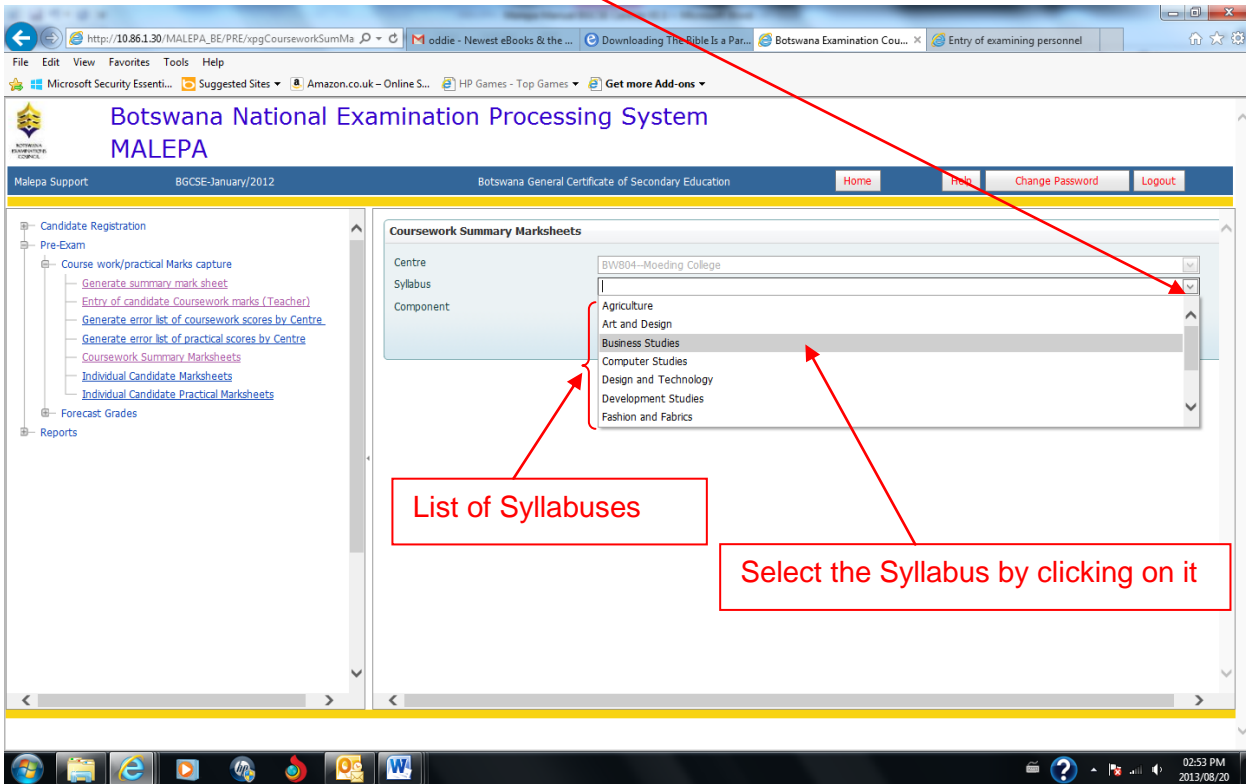
Click on the **Coursework Summary Marksheet** and the screen below will appear with centre field already populated.


 <p>BOTSWANA EXAMINATIONS COUNCIL</p>	Directorate	Examinations Administration and Certification
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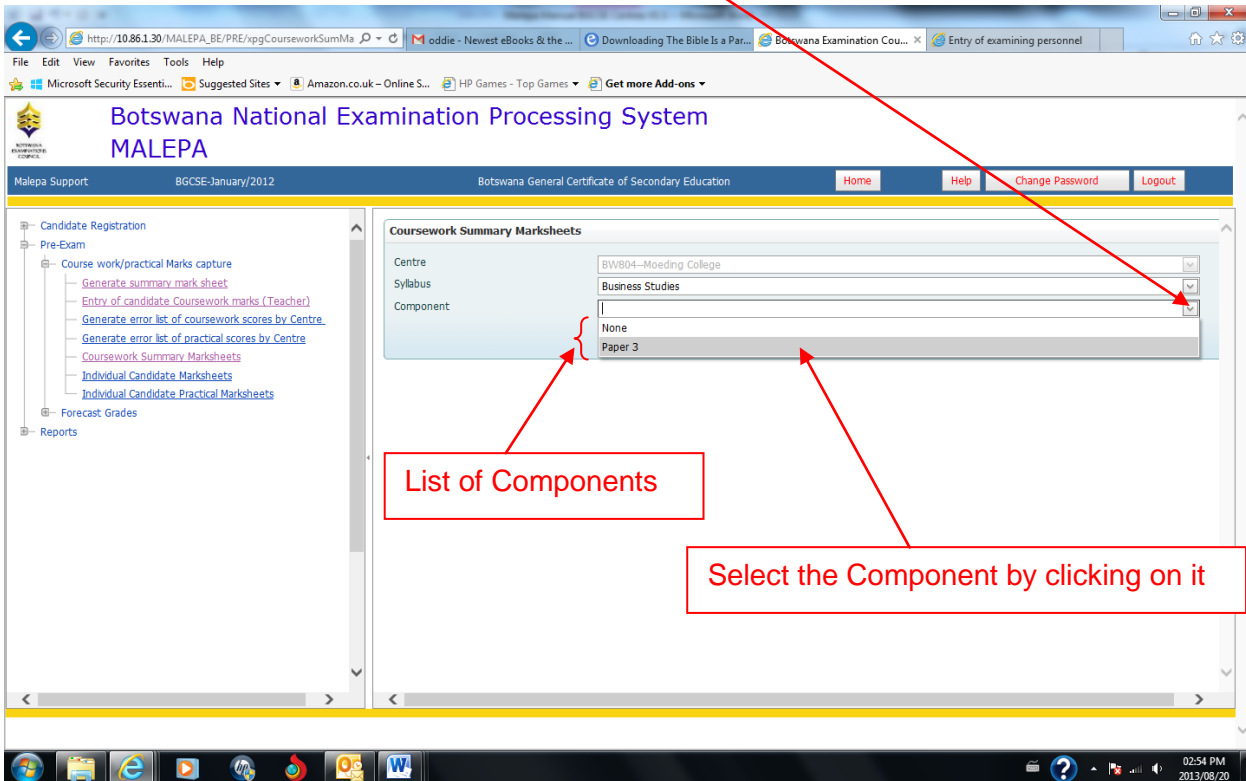
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
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Select the syllabus, from the **syllabus drop down**, you want to view the coursework summary marksheet for as shown below



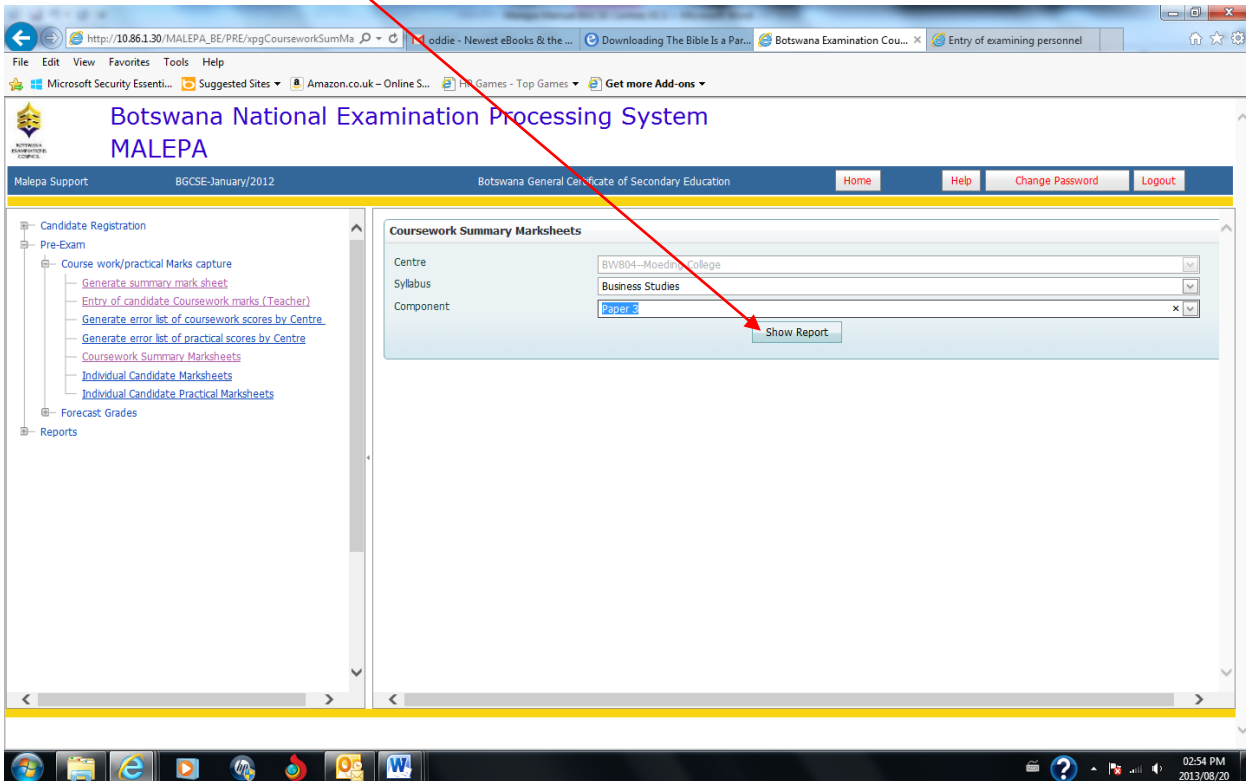
 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Examinations Administration and Certification
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Then select the component from the **Component drop down** as shown below.




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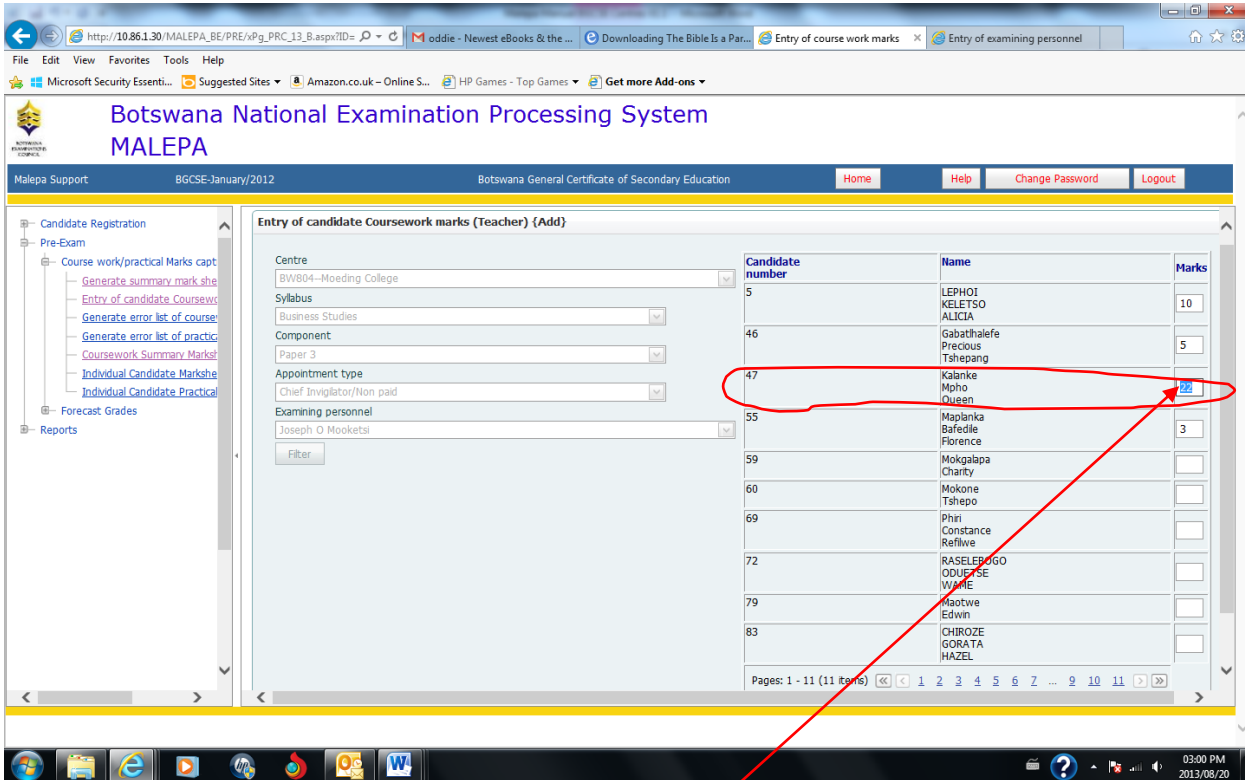
Then click on the **Show Report** button to display the report.



Note: For the modification/amendment of any coursework mark you have to follow the entry of coursework mark (Teacher) process

To modify a mark, select and then delete the mark you want to modify, as shown in the next two screens.

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Botswana National Examination Processing System
MALEPA


Malepa Support BGCSE-January/2012 Botswana General Certificate of Secondary Education

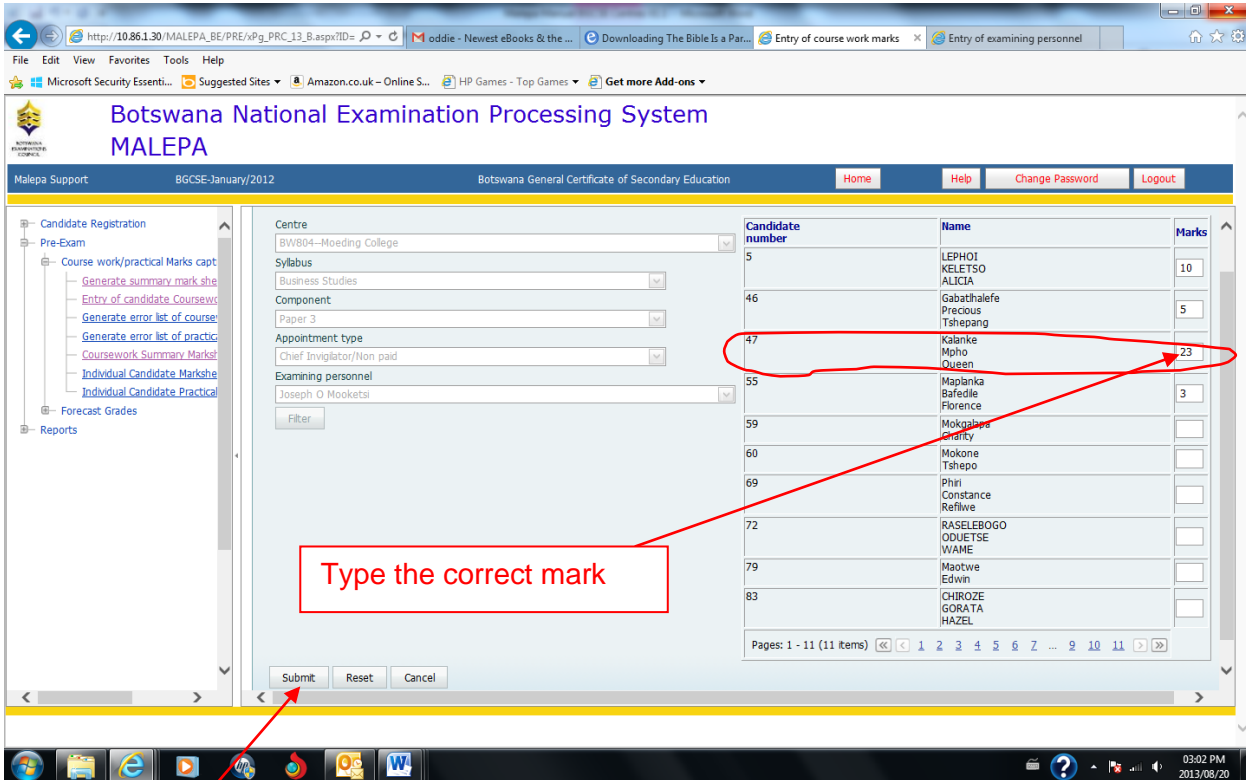
Home Help Change Password Logout

Entry of candidate Coursework marks (Teacher) (Add)

Candidate number	Name	Marks
5	LEPHOTI KELETISO ALICIA	10
46	Gabathalefe Precious Tshepang	5
47	Kalanke Mpho Queen	5
55	Maolanka Bafedile Florence	3
59	Mokgalapa Charity	
60	Mokone Tshupo	
69	Phiri Constance Refilwe	
72	RASELENGO ODUSE WANE	
79	Maotwe Edwin	
83	CHIROZE GORATA HAZEL	

Select by highlighting the mark and press delete

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Click the **Submit** button to save the changes.

Then re-print the coursework summary marksheet to verify the correction(s) that you made.

11. Associated Documents

- BEC/ICT/PoI04 *Password Policy*