

# ONLINE REGISTRATION AND PAYMENT

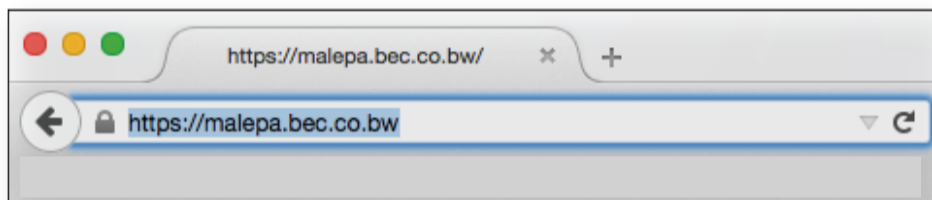
## ONLINE REGISTRATION AND PAYMENT FOR JCE AND BGCSE EXAMINATIONS FOR PRIVATE CANDIDATES

Botswana Examinations Council (BEC) would like to inform its stakeholders and the public that the 2016 JCE and BGCSE registration and payment for private candidates can be done online.

To be able to register and pay online, private candidates will require Internet access, sufficient network coverage and any of the following: Orange Money Account, VISA card (Debit and Credit), Master Card.

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

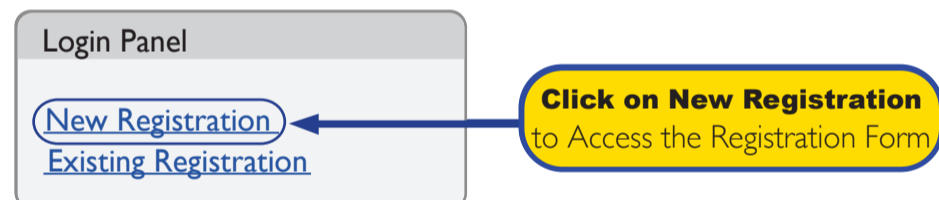
### Step 1



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

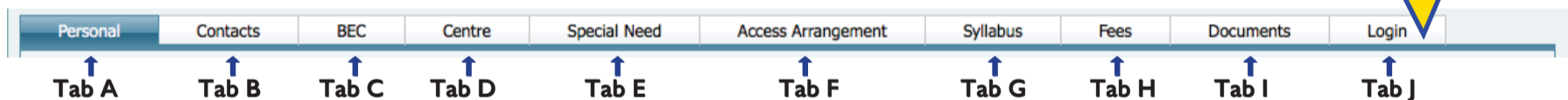
### Step 3

The login panel will appear as shown below.



### Step 5

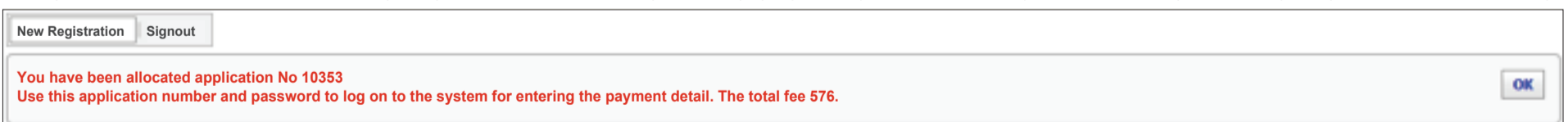
Continue Completing the Online Registration by filling your details on the **Tabs A to J** as indicated by arrows below.



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

### Step 6

Upon submitting your registration you will receive a notification similar to the one below. This means you have successfully submitted your registration and you can now proceed to make payment using online payment or other payment methods (Orange Money, BEC and FNBB branches). After paying using Orange Money and BEC you will receive sms notification to print your Statement of Entry. When paying through FNBB branch, go back to the system and print your Statement of Entry.



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

The application number and password must be kept in a safe place. You will need them to print your Statement of Entry. Please note that this facility is only available for a limited period. **Registration begins 4<sup>th</sup> April and closes 31<sup>st</sup> May 2016.**

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

For more information and technical assistance please contact the **BEC Malepa Support Office** on 3650839/860

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