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BOTSWANA  
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**Document Title:**

**Malepa User Manual for PSLE Centres**

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## DOCUMENT CONTROL SHEET

### Preparation

	Name	Date
Prepared by:	Gaone K. Megale	16-01-2018

### Approval - Document Sign off


Name	Role	Date	Signature
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Dorcas Morake	Director EAC	24/01/2018	Signed

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Change Made By	Description	Version	Date

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## 1. Introduction

This User Manual was developed to assist the Primary School Leaving Examination (PSLE) centres to effectively use the Malepa Application.

## 2. Scope

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

- Logging in to the system and navigation
- Change of user password
- Registration of candidates
- Entry Amendments
- Generation of reports

## 3. References

Malepa Application 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 Botswana Examinations Council (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

<b>BEC</b>	Botswana Examinations Council
<b>DP</b>	Data Processing
<b>EAC</b>	Examinations Administration and Certification
<b>PSLE</b>	Primary School Leaving Examination

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## 5. Malepa Minimum Specifications

### 5.1 Internet

The user interface to the Malepa application is web browser based; therefore requires internet access or connectivity to use the application.

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


### 5.2 User Interface

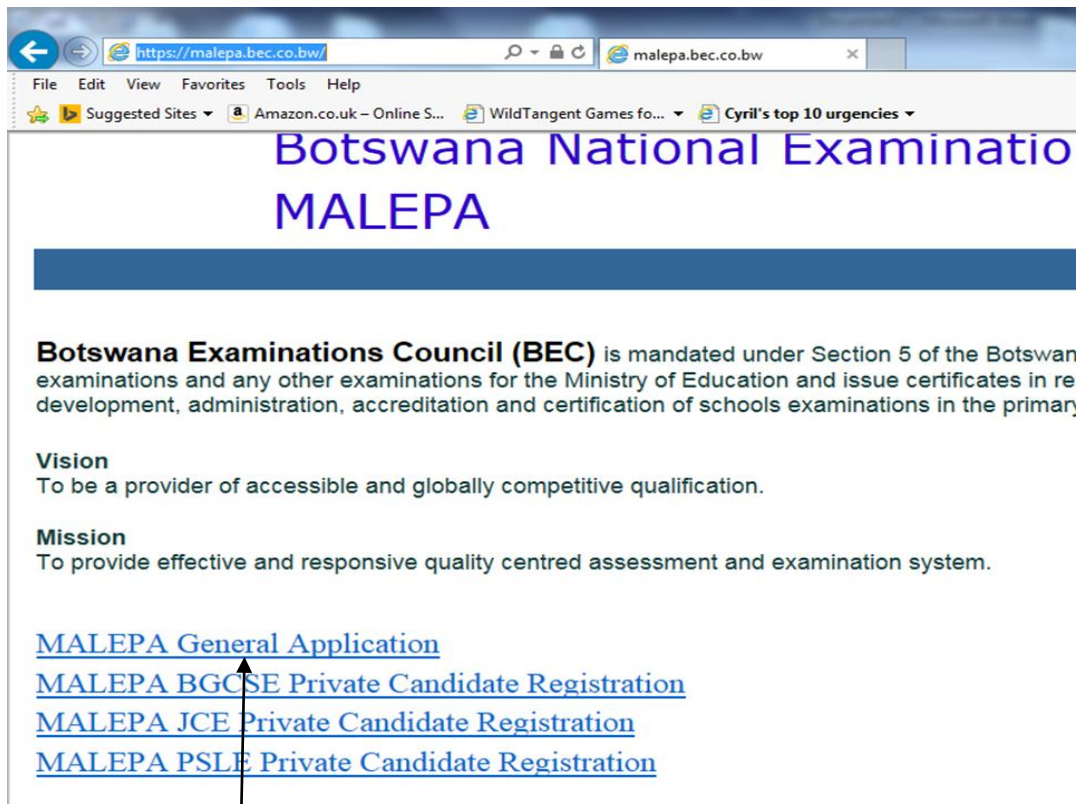
Currently to access the Malepa application you need the following web browsers;

- The latest recommended Microsoft Internet Explorer version is 11.
- Google Chrome

## 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,

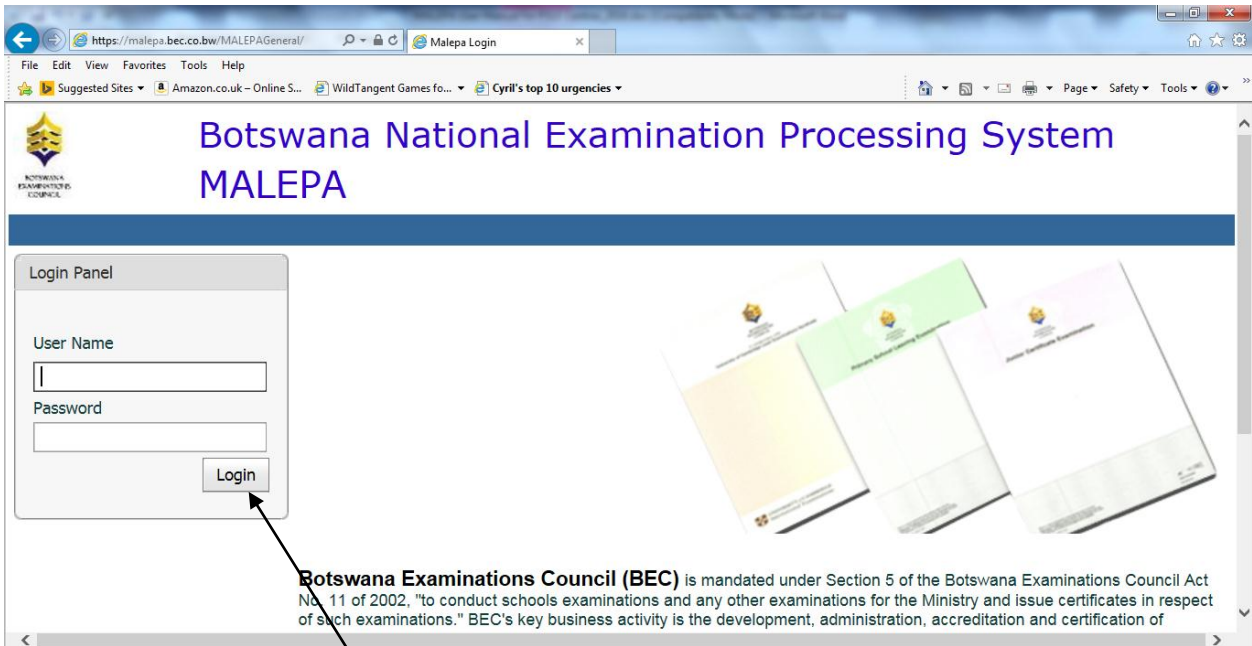
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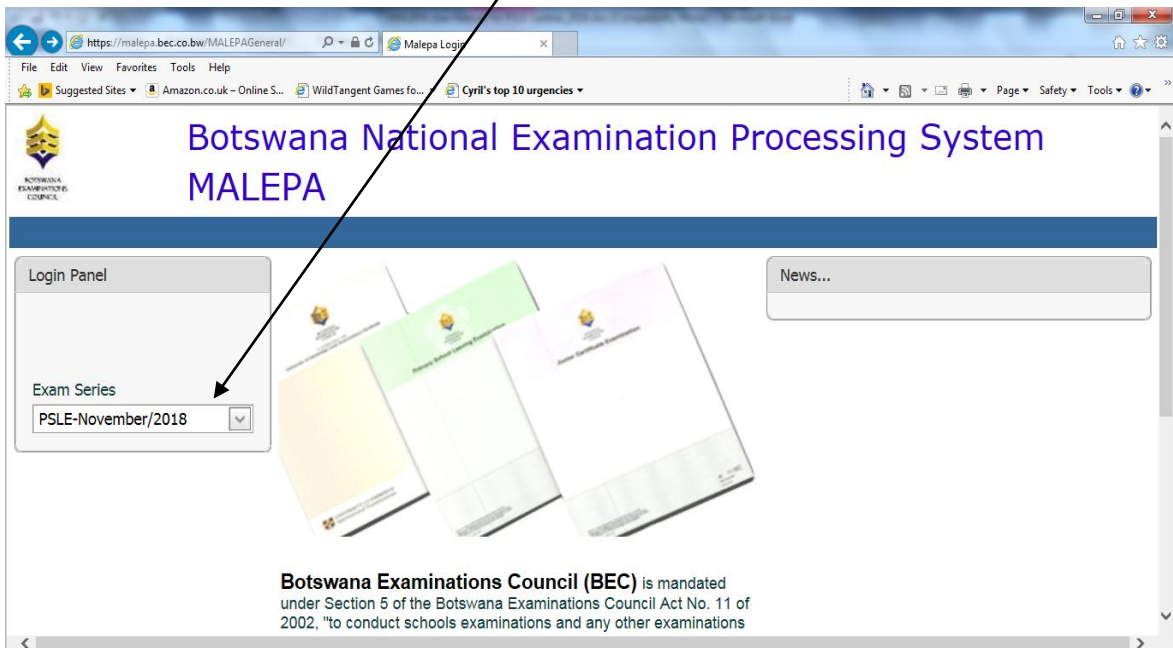
The screenshot shows a web browser window with the URL <https://malepa.bec.co.bw/>. The page title is "Botswana National Examinatio" and the main heading is "MALEPA". Below the heading is a blue bar. The text on the page reads: "Botswana Examinations Council (BEC) is mandated under Section 5 of the Botswan examinations and any other examinations for the Ministry of Education and issue certificates in re development, administration, accreditation and certification of schools examinations in the primary". Below this is the "Vision" and "Mission" statements. At the bottom, there are four blue underlined links: "MALEPA General Application", "MALEPA BGCSE Private Candidate Registration", "MALEPA JCE Private Candidate Registration", and "MALEPA PSLE Private Candidate Registration". An arrow points from the first link down to the first bullet point in the list below.

- Click on the [MALEPA General Application](#) link to login
- Enter your user name and password on the **Login Panel** shown below;

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



**NOTE: COMPATIBILITY VIEW**

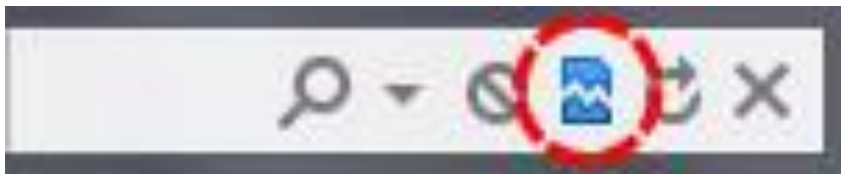


 BOTSWANA EXAMINATIONS COUNCIL	<b>Directorate</b>	Examinations Administration and Certification
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There are two Options to make your browser compatible

### 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

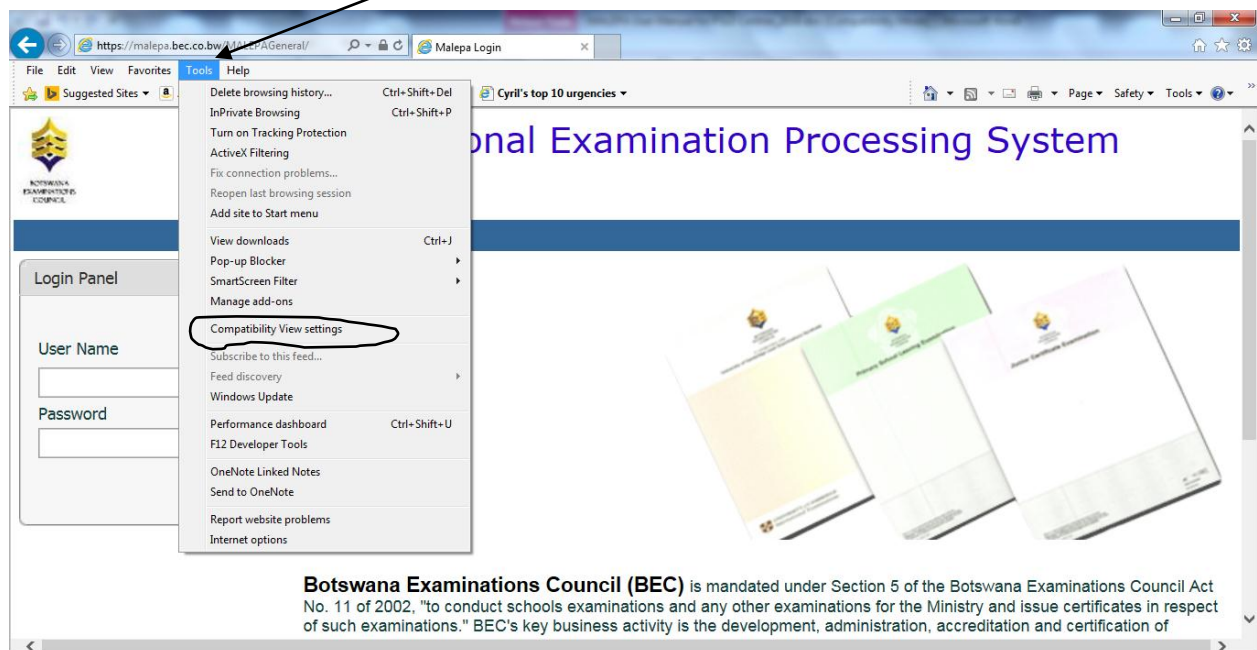


*The Compatibility View button*

- ✓ 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

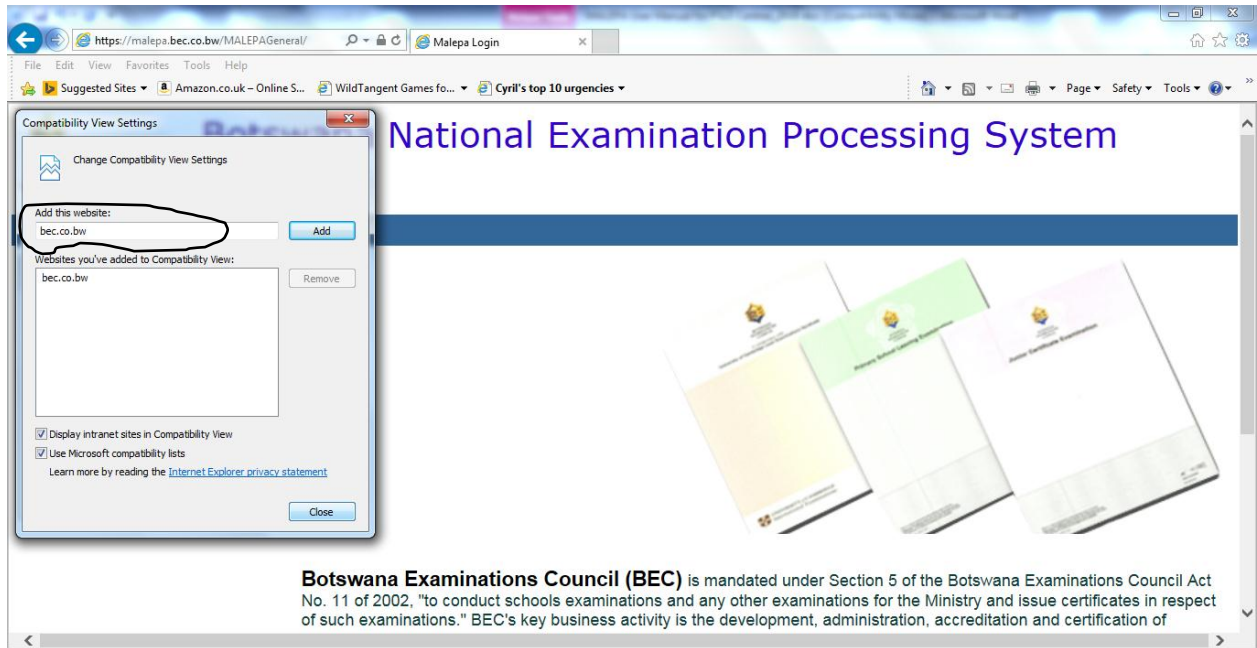
On the Menu bar, Click on the **Tools** icon, select **Compatibility View Settings** as shown below;



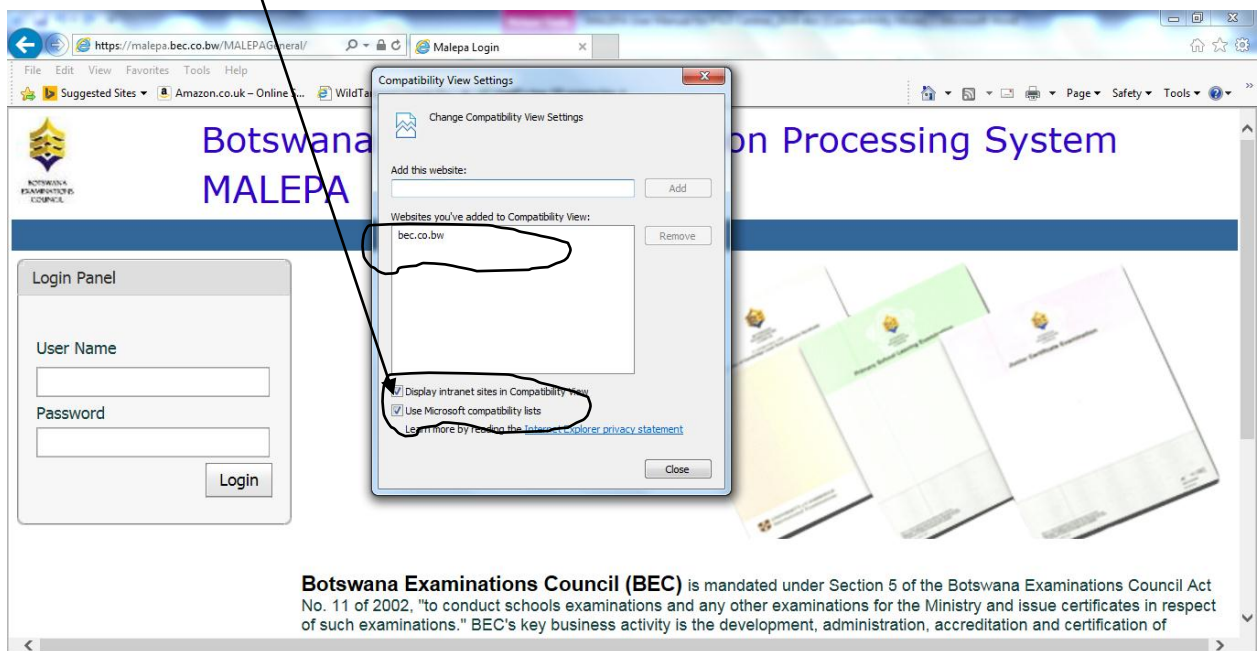
On the **Compatibility View Settings** pop-up, type **bec.co.bw** under Add this website. Then click **Add** to add the BEC website to compatibility view.




	<b>Directorate</b>	Examinations Administration and Certification
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- Check all **check-boxes**. Then click the close button.

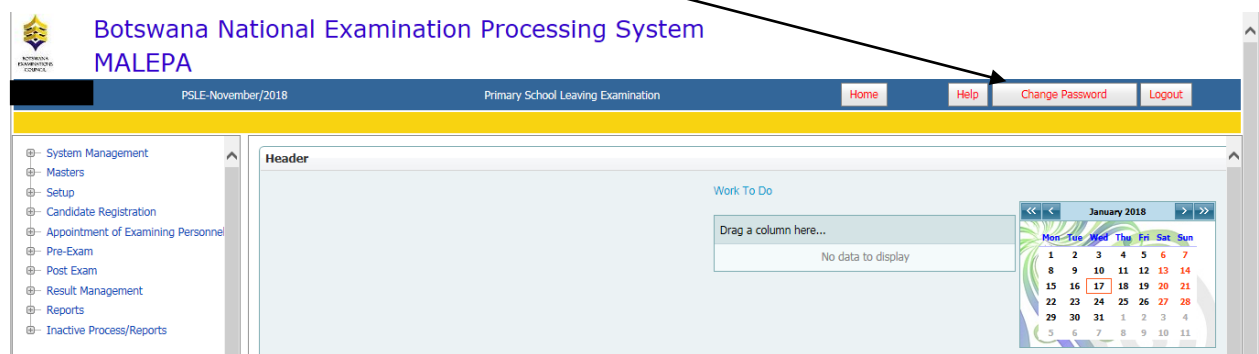


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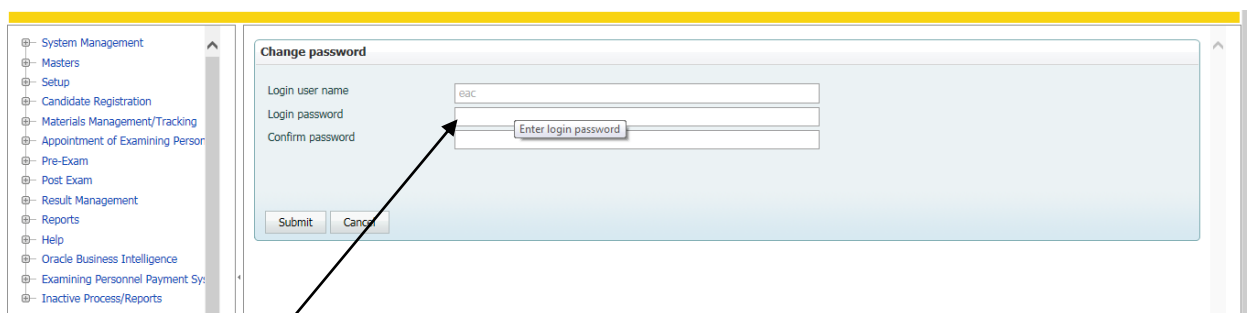
Successful completion of these steps means your browser is now compatible with the Malepa application.

## 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 a **new** password; **confirm** the new password by entering it again.
- Click on the **Submit** button to save new password.
- If you have complied with the **BEC Guidelines for Password**, your password will be changed successfully, otherwise you will be advised to comply.

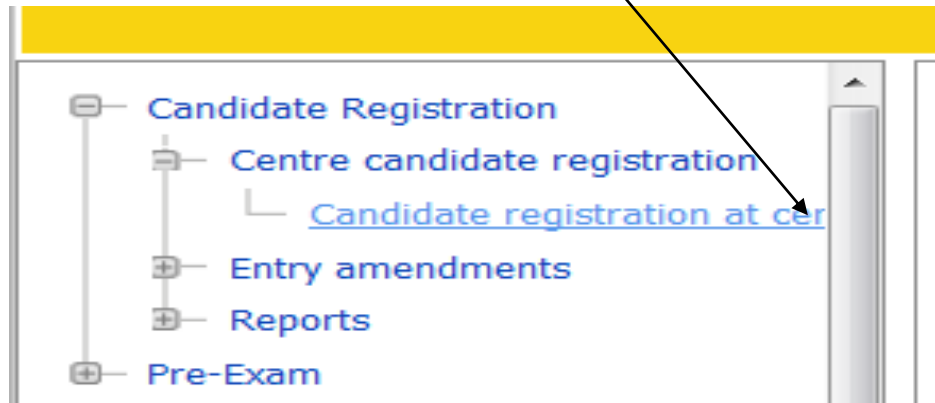
## 8. Candidate Registration

### 8.1 Centre Candidate Registration

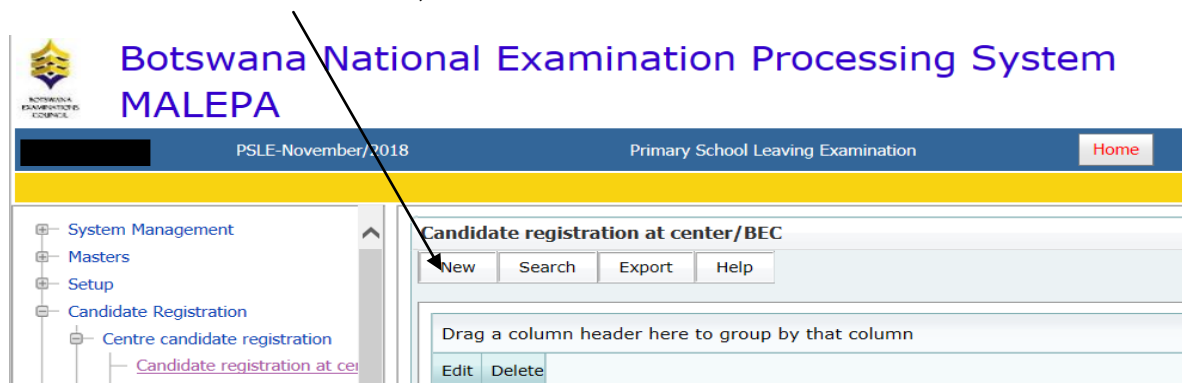
Navigation: Candidate Registration ->Centre candidate Registration->**Candidate registration at Centre**

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- Click **Candidate registration at Centre/BEC**

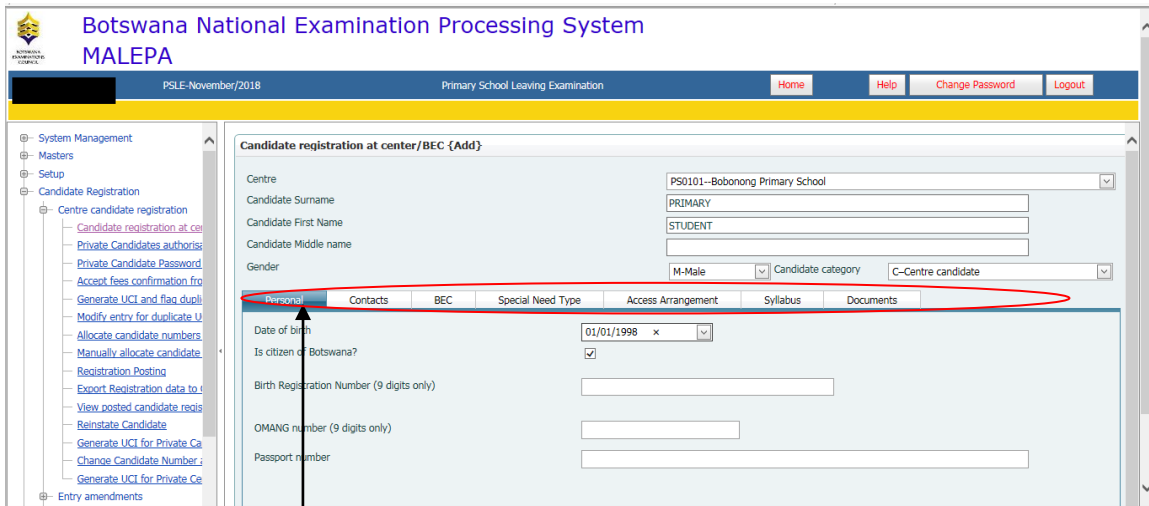


- Click on the **New** button;

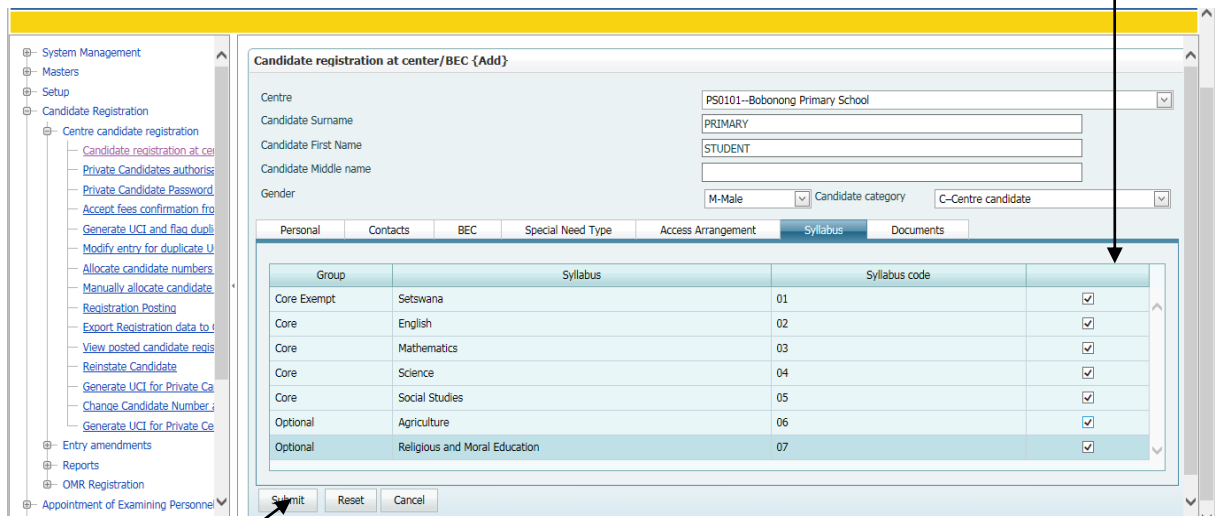


The screen like the one below will appear for you to capture candidate details (Candidate Surname, Names, Gender, Centre Category);

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- Click on different **tabs** (e.g. personal and syllabus) and fill in candidate details. Note that Applications for Access Arrangement are handled outside the system with consultations with the BEC EAC Special Needs Unit. To select syllabuses for a Candidate, click check boxes against each syllabus (as shown below);

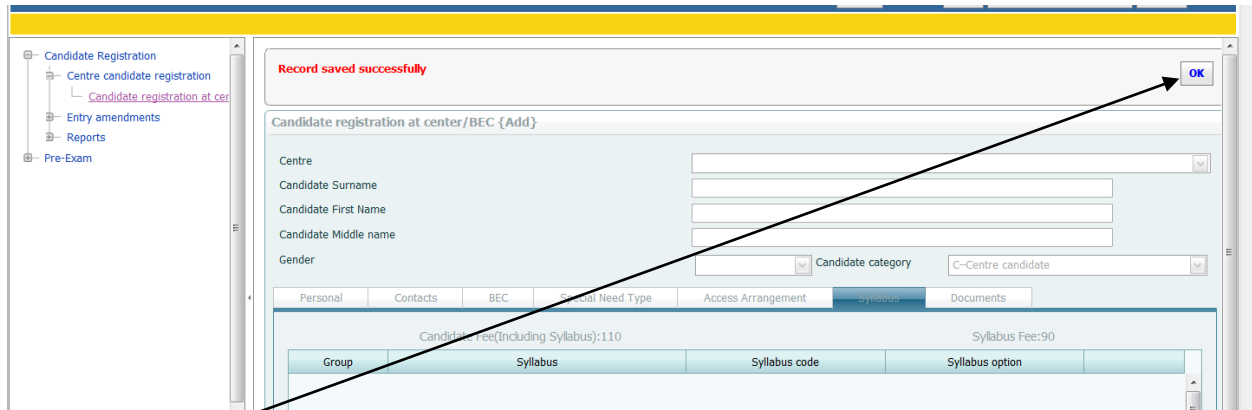


Group	Syllabus	Syllabus code	
Core Exempt	Setswana	01	<input checked="" type="checkbox"/>
Core	English	02	<input checked="" type="checkbox"/>
Core	Mathematics	03	<input checked="" type="checkbox"/>
Core	Science	04	<input checked="" type="checkbox"/>
Core	Social Studies	05	<input checked="" type="checkbox"/>
Optional	Agriculture	06	<input checked="" type="checkbox"/>
Optional	Religious and Moral Education	07	<input checked="" type="checkbox"/>

- Click **Submit** button to add the candidate's registration in the Centre.

The screen like the one below will be displayed.

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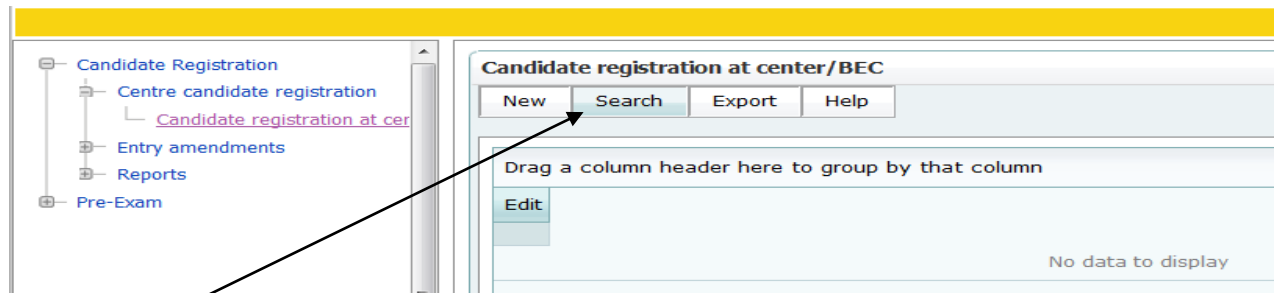


- Click **OK** to complete the registration of the candidate.

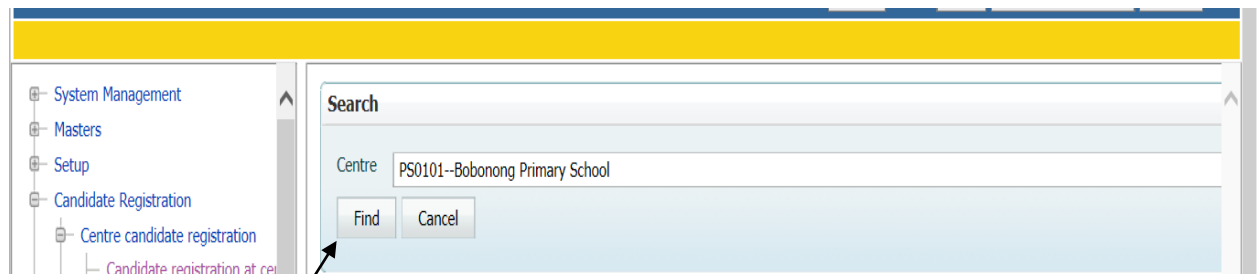
## 8.2 Registration Corrections / Delete a Candidate's Record

### 8.2.1 Registration Correction

To correct candidate registration details select by clicking **Candidate registration at centre/BEC**.




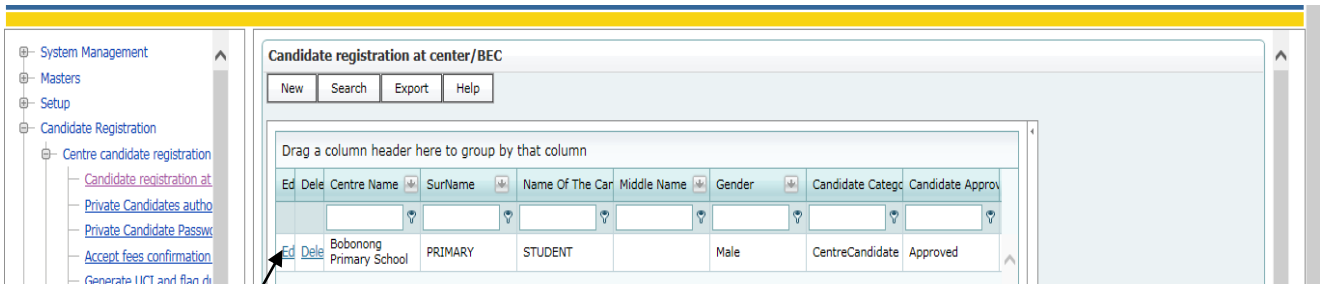
- Click **search** button. The screen like the one below will be displayed;



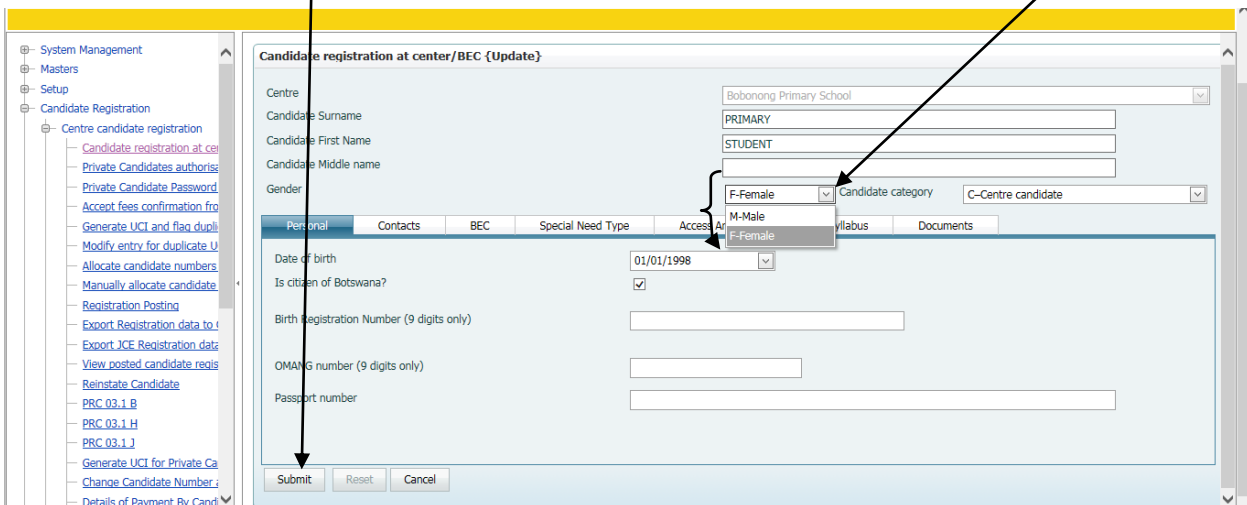
- Click the **Find** button

The screen like the one below will be displayed.

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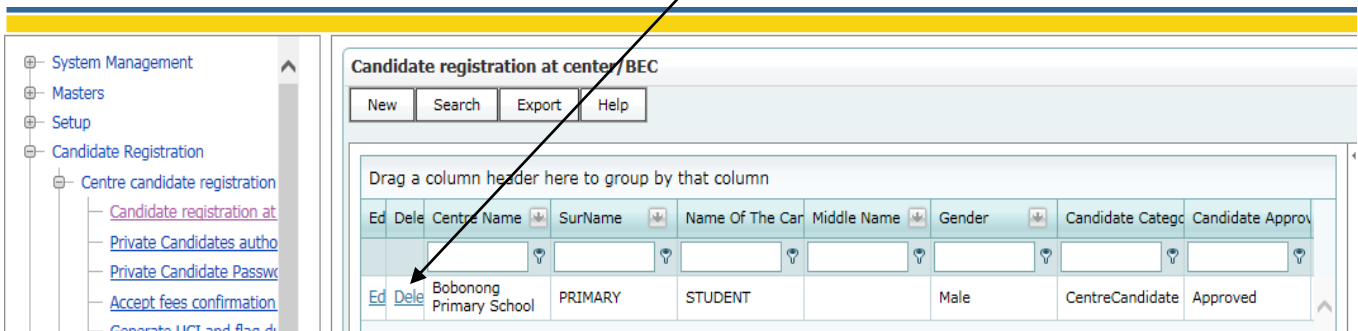


- Click **Edit** and the below screen will be displayed, you will be able to make **corrections**.
- Click on the **Submit** button to save the changes.




### 8.2.2 Delete Candidate Registration Record

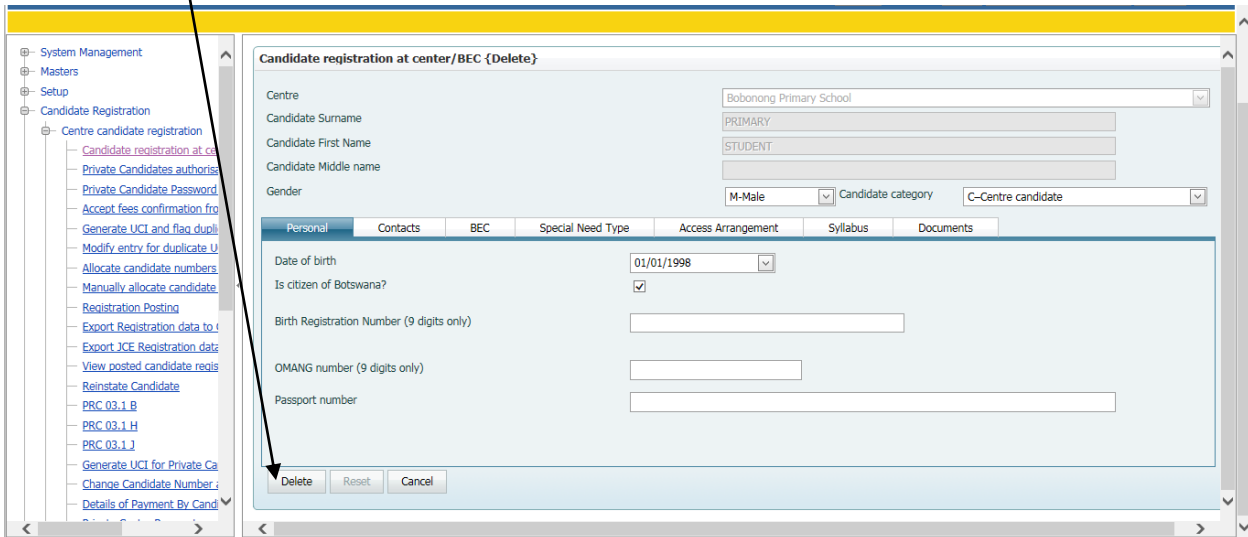
To delete a candidate registration record, click on **Delete**.



The screen below will appear.

 <b>BOTSWANA EXAMINATIONS COUNCIL</b>	<b>Directorate</b>	Examinations Administration and Certification
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Click the **Delete** button to complete deletion.




### 8.3 Entry Amendments

Navigation: Candidate Registration->Entry Amendments

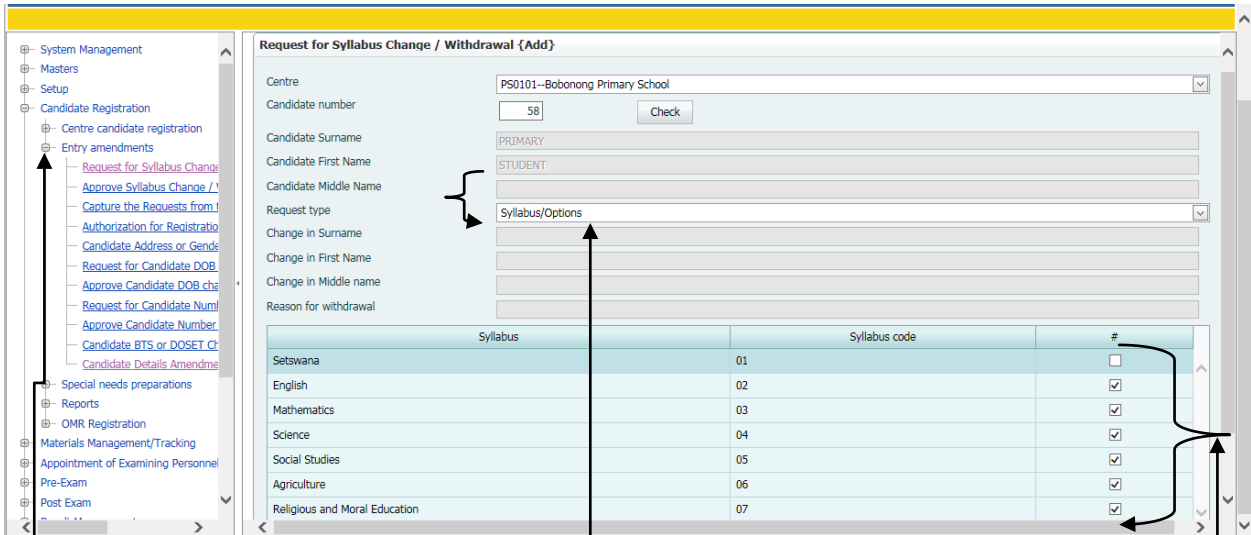
Under Entry Amendment you will be able to do the following (as displayed by the screens below);

- Change Syllabus/option
- Request for withdrawal
- Change Candidate details



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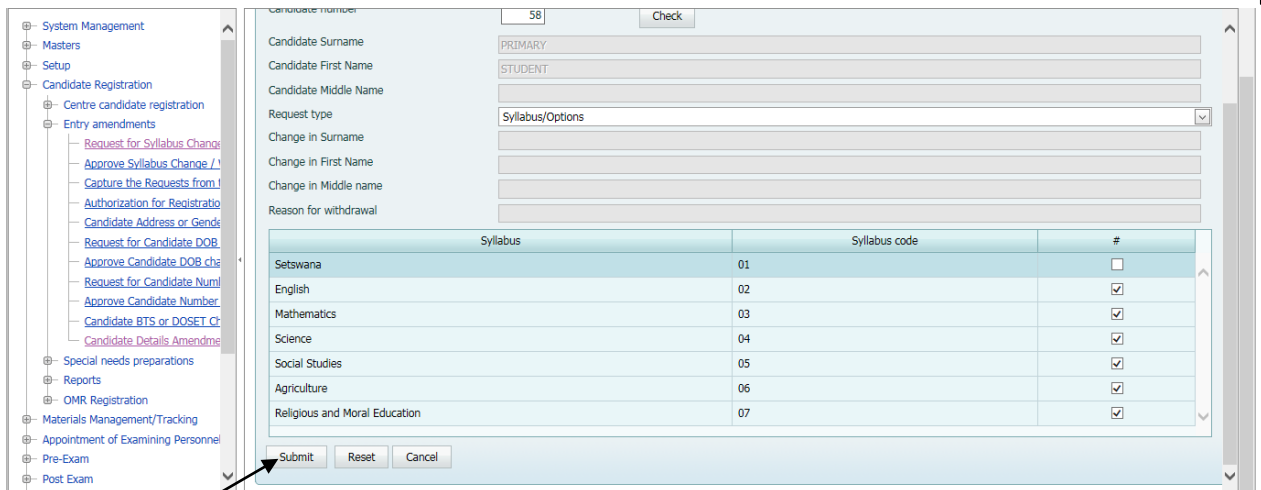
### 8.3.1 Change Syllabus/ Option




To amend a syllabus for a candidate use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Request for Syllabus Change/Withdrawal** activity. Select centre on the drop down menu, enter candidate number and click the **Check** button.

On the “Request Type” field select **Syllabus/Options** on the dropdown menu if you want to make a syllabus option change.

To remove a syllabus, uncheck the ticked box along the syllabus you wish to remove. To add a syllabus tick the box along the syllabus you wish to add.



- Click on **Submit** below the syllabus list once you have completed your request.

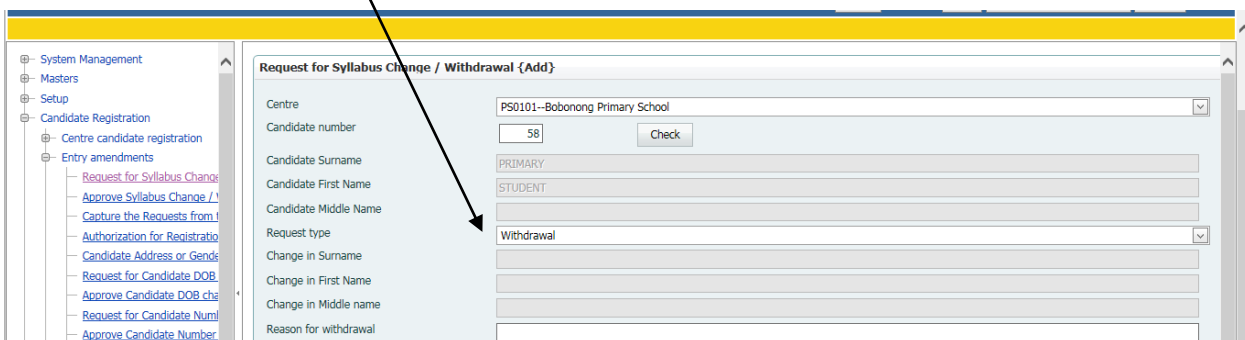
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**NOTE: A syllabus change will require AUTHORISATION from BEC. Do not print reports before an amendment is authorised.**

### 8.3.2 Request for Withdrawal

To withdraw a candidate, use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Request for Syllabus Change/Withdrawal** activity. Select centre on the drop down menu, enter candidate number and click the **Check** button.

On the “Request Type” field select **Withdrawal** on the dropdown menu. Type a reason for withdrawing the candidate under **Reason for withdrawal**.



Request for Syllabus Change / Withdrawal (Add)

Centre: PS0101--Bobonong Primary School

Candidate number: 58

Candidate Surname: PRIMARY

Candidate First Name: STUDENT

Candidate Middle Name:

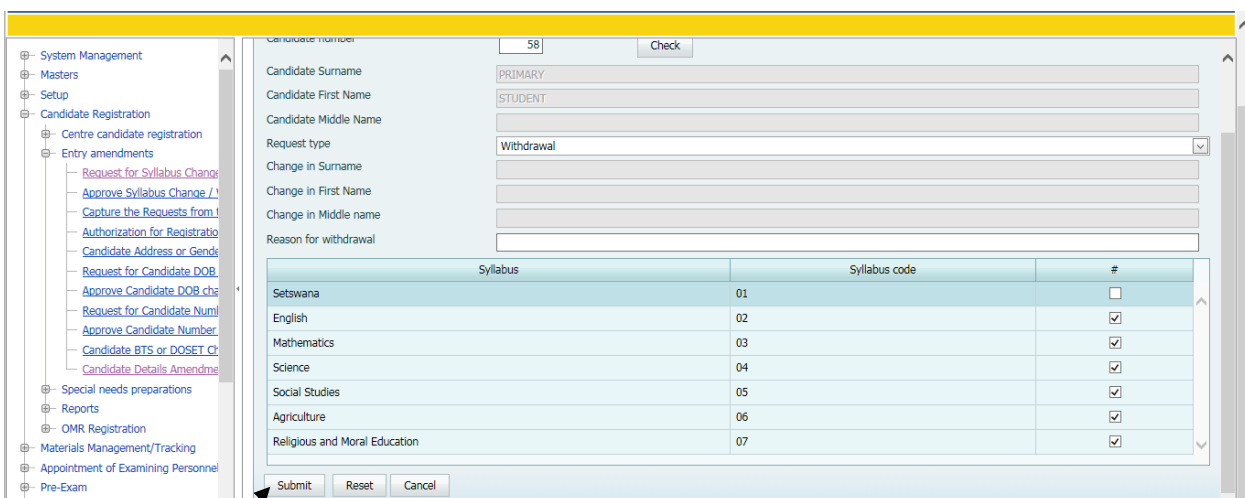
Request type: Withdrawal

Change in Surname:

Change in First Name:

Change in Middle name:

Reason for withdrawal:



Request for Syllabus Change / Withdrawal (Add)

Candidate number: 58

Candidate Surname: PRIMARY

Candidate First Name: STUDENT

Candidate Middle Name:

Request type: Withdrawal

Change in Surname:

Change in First Name:


Change in Middle name:

Reason for withdrawal:

Syllabus	Syllabus code	#
Setswana	01	<input type="checkbox"/>
English	02	<input checked="" type="checkbox"/>
Mathematics	03	<input checked="" type="checkbox"/>
Science	04	<input checked="" type="checkbox"/>
Social Studies	05	<input checked="" type="checkbox"/>
Agriculture	06	<input checked="" type="checkbox"/>
Religious and Moral Education	07	<input checked="" type="checkbox"/>

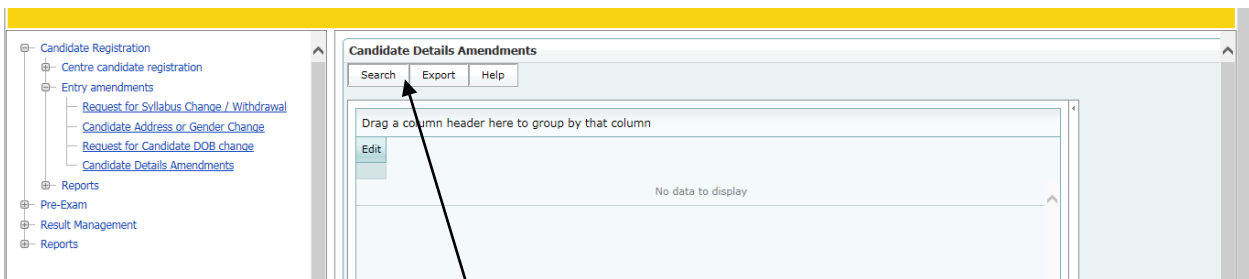
- Click on **Submit** below the syllabuses once you have completed your request.

**NOTE: A Withdrawal will require AUTHORISATION from BEC. Do not print reports before a Withdrawal amendment is authorised.**

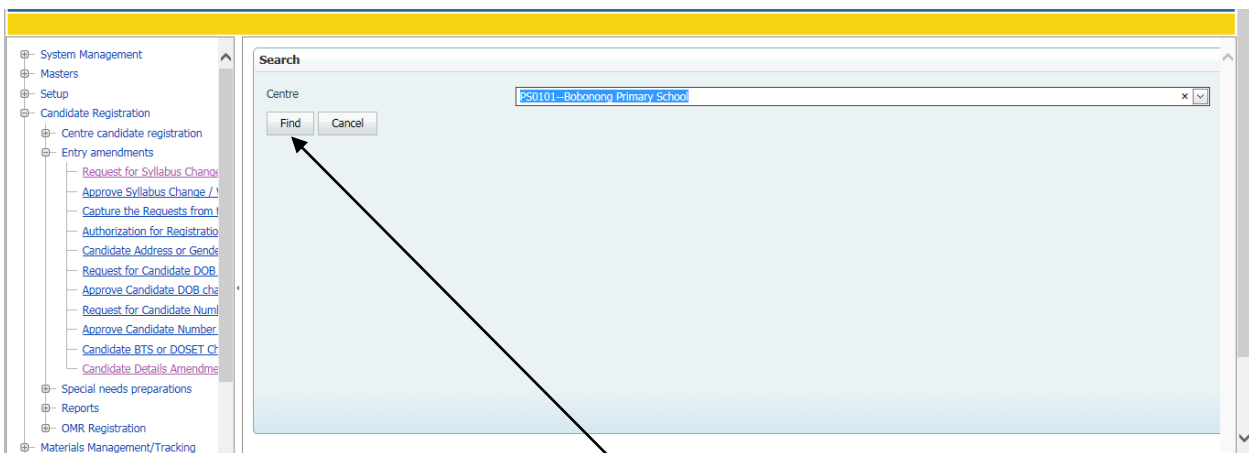
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### 8.3.3 Change Candidate Details


To make changes to a Candidate's personal details (i.e. name change; gender; date of birth; citizenship; capturing of birth registration number, Omang number and passport number, use the **Candidate Registration** module by clicking on the plus sign on the left, select the **Entry amendments** process and click on the **Candidate Details Amendments** activity.

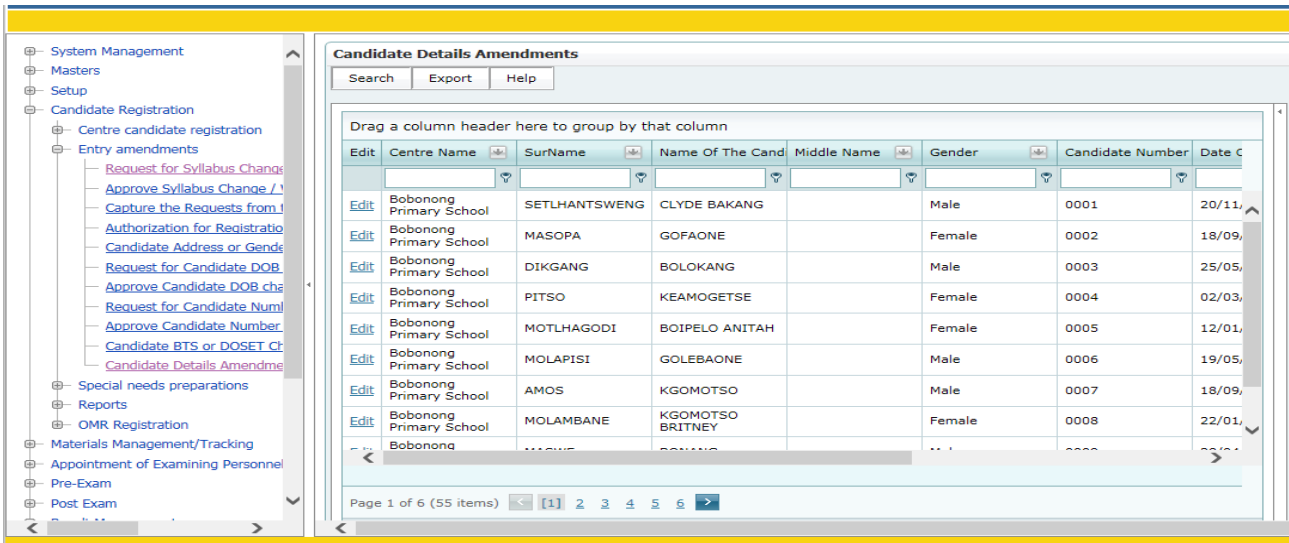


To make an amendment click on **Search**, a screen like the one below will appear.



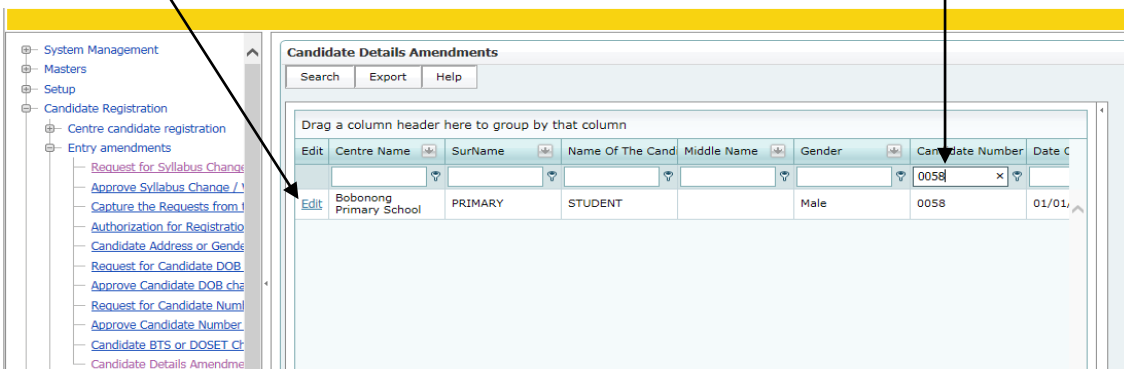
Select centre from drop down menu then click **Find**. A screen like the one below will appear.

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	<b>Document No.</b>	BEC/EAC/DP/Man03.v1
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<b>Title</b>	<b>Malepa User Manual for PSLE Centres</b>	




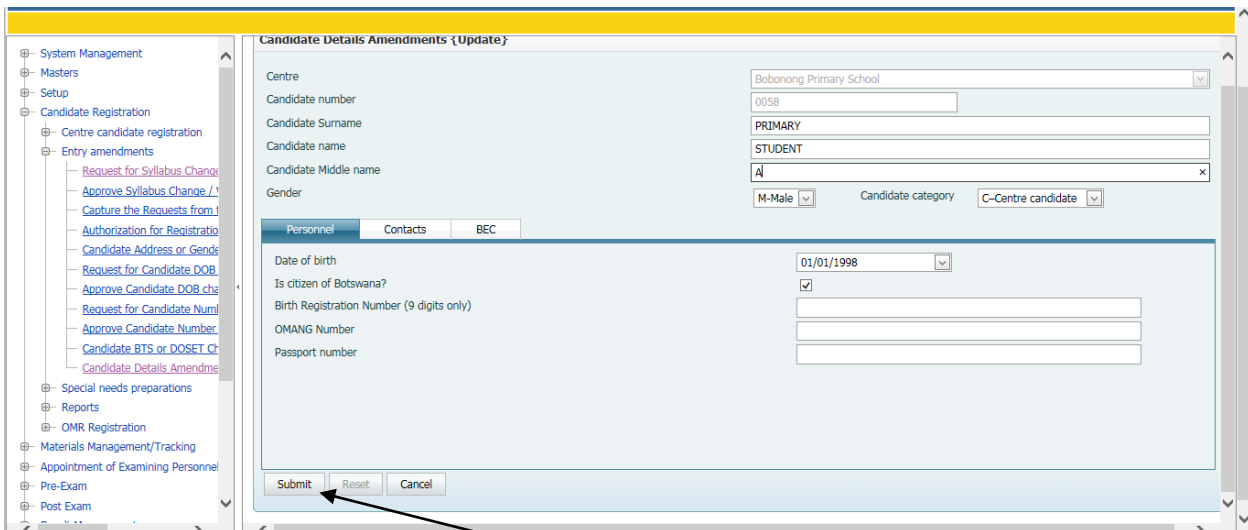
A list of all candidates in a centre will appear. To identify/search a candidate whose details need to be amended enter a four **(4) digit number** under the **Candidate Number**.

- Click on **Edit** on the left to open the candidate's record.



The amendment screen below will display showing candidate personal details.

 <b>BOTSWANA EXAMINATIONS COUNCIL</b>	<b>Directorate</b>	Examinations Administration and Certification
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Make all the required changes for the selected candidate and click on **Submit**.


Note that for **Candidate Details Amendments** when you get a confirmation message that “Record updated successfully” then the changes have effected and **THEY DO NOT REQUIRE AUTHORISATION FROM BEC.**

You may print required reports after these changes.

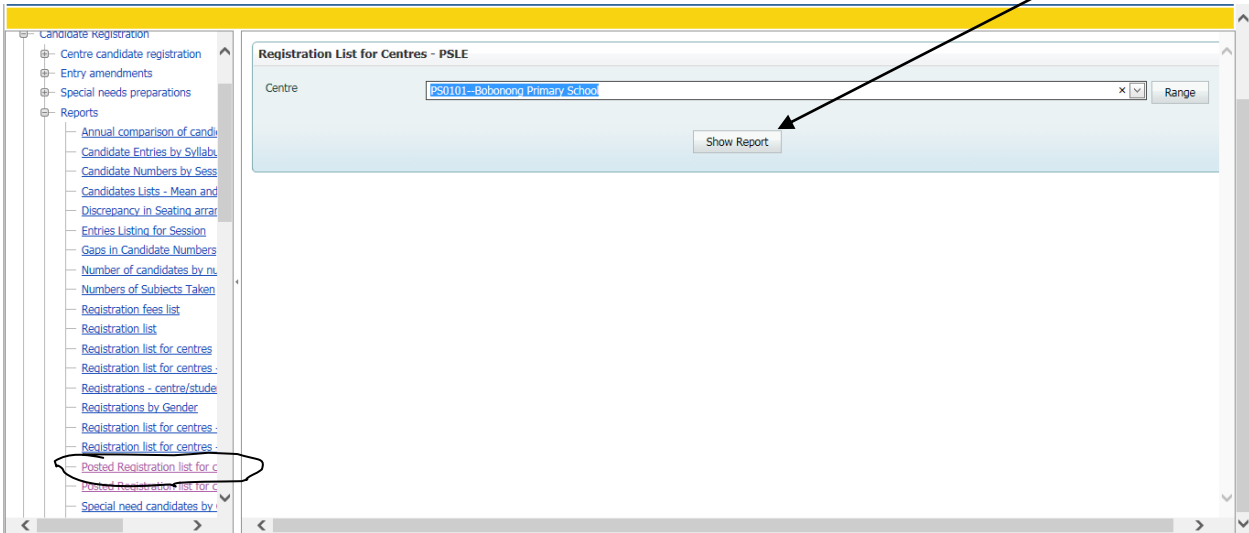
## 8.4 Registration Reports

### 8.4.1 Generating the Registration List Report

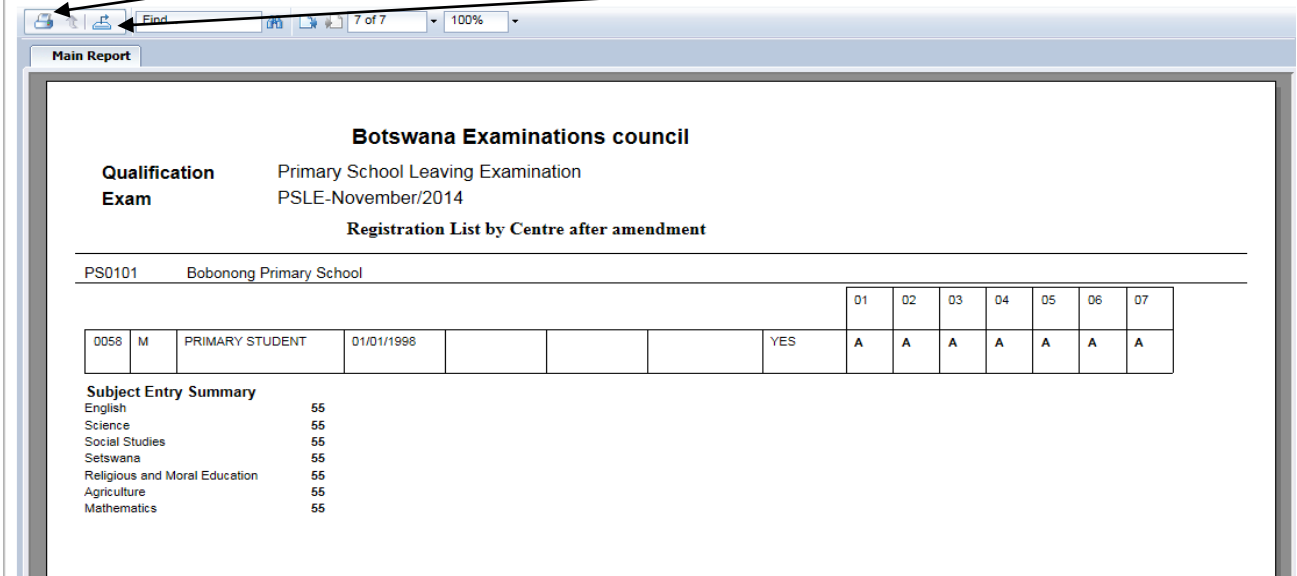
Navigate: Candidate Registration->Reports -> click **Posted Registration List for Centres**

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	<b>Document Type</b>	Manual
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The screen below will be displayed, select the centre from the drop down list and click **Show Report**.



The registration list will be generated as shown in the screen below. To print a report, click on the **printer icon**. To export the report into different formats click the **export icon**.



After selecting a file format, click Export and the report will be displayed with a different format.

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**Botswana Examinations council**

**Qualification** Primary School Leaving Examination  
**Exam** PSLE-November/2014

**Registration List by Centre**

PS0101 Bobonong Primary School

0058	M	PRIMARY STUDENT	01/01/1998		
------	---	-----------------	------------	--	--

**Subject Entry Summary**

English	55
Science	55
Social Studies	55
Setswana	55
Religious and Moral Education	55
Agriculture	55
Mathematics	55

**Export**

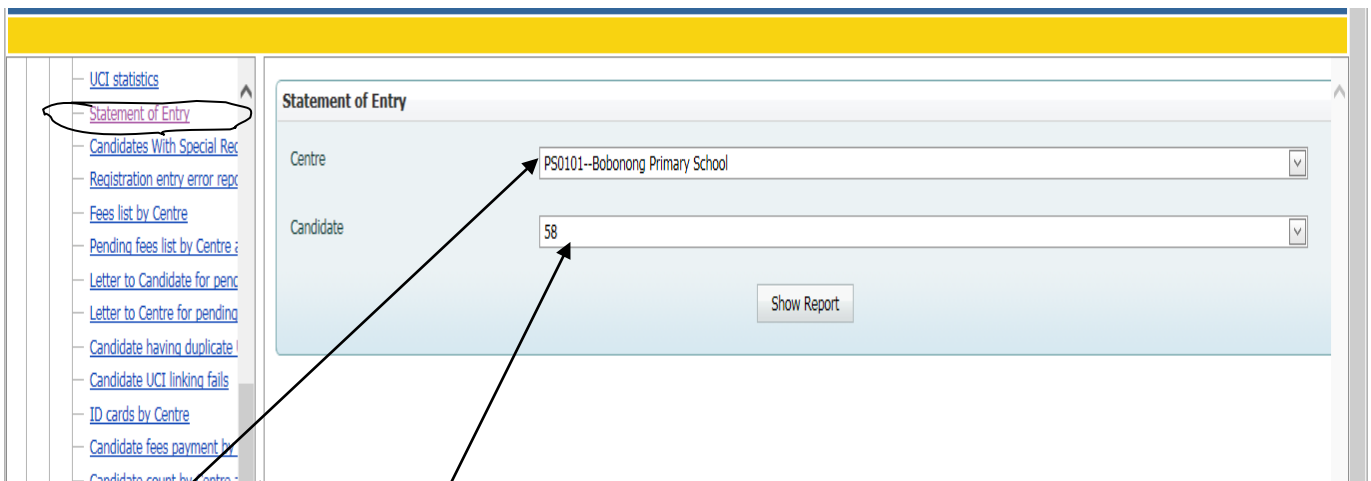
File Format:

- Crystal Reports (RPT)
- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only
- Microsoft Excel Workbook Data-only
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Character Separated Values (CSV)
- XML

### 8.4.2 Generating the Statement of Entry report

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

The screen below will be displayed,




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.


You may choose to view statement of entries for the entire centre by clicking on show report without selecting a candidate number.

The report like the one in the screen below will be displayed.



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	<b>Series :</b> PSLE-November/2015																																																																																								
<b>Statement of Entry</b>																																																																																									
<b>Centre :</b> PS0101	Bobonong Primary School																																																																																								
<b>Candidate</b> 0058	STUDENT PRIMARY																																																																																								
<b>Gender</b> M	<b>Date of Birth</b> 01/01/1998	<b>UCI</b>																																																																																							
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## 9. Results Reports

To access Centre / Candidate results, follow the guidelines below;

- **Generate Subject Grade Listing for Centre results**
- Navigate: Reports -> Report1-> **Subject Grades Listing By Centre And Ranges**
- Select **Centre** then click on Show report to view and print report.

