



BOTSWANA  
EXAMINATIONS  
COUNCIL

*Advancing learning, certifying your future*

# NOVEMBER 2022 CAMBRIDGE INTERNATIONAL EXAMINATION CANDIDATE ORIENTATION

26 September, 2022



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# Presentation Outline

## 1. You Just Got Registered

- Understanding the Statement of Entry
- Information to Candidates; Notice to Candidates

## 2. Exam Day

- Arriving at the Venue
- Observing Covid19 Protocols
- Expected Behaviour/Conduct during Exam period

## 3. In the Exam Room

- Information for candidates
- Sitting the Exam

## 4. Results and Post Results Services

- Provisional Result vs Statement of Results
- Result Enquiries
- Issue of Certificates



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# Understanding the Statement of Entry

## ➤ 1. Centre Details

- Centre Name; BEC Gaborone or BEC Francistown for those at BW420
- Centre Number; AA920 for Gaborone and BW420 for Francistown centre

## ➤ 2. Statement of Entry Status (next to Candidate Details)

- Un-submitted; Amendments to Submit; Complete – **Must Read Complete**

## ➤ 3. Candidate Details

- a) Candidate Names; Official Names as they appear on ID, will appear on certificate.
- Date of Birth (16 Sep 2002)
- b) Candidate Number; 0013 (specific to the Nov 2022 series, not shared)
- c) Gender (Female or Male)
- d) Status; **Private/School – Must Read Private** for everyone in Centre AA920 and BW420

## ➤ 4. Entries

- a. Qualification; can be either IGCSE; GCE O Level, AS/A Level
- b. Syllabus Title: Mathematics
- c. Syllabus & Option Code e.g. 0580/AY (Core) or 0580/BX (Extended)
- d. Component; Paper 12 & 32 (Core) or Paper 22 & 42 (Extended)

## ➤ Exam Date, Session and Time;

- Date: 03 October 2022 Session: AM/PM.
- AM sessions commence at **0900**. PM sessions starts at 1400.
- NB: Where there are timetable clashes start times will be communicated.



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# CIE Direct Electronic Statement of Entry June 2021 Series

## 1 BEC Centre (AA920) ←

- All entry details, including the spelling of your name and date of birth must be checked for accuracy.
- Cambridge has only confirmed entries or details below with the status 'Complete'. If any amendments are made and submitted, a new Electronic Statement of Entry will need to be generated to reflect these changes.
- Any questions relating to your entries should be referred to your Centre.

## 3 Candidate Details Complete ← 2

a b d	Candidate Name:	<b>SOME ONE ELSE</b>	C	Date of Birth:	<b>16 Sep 2002</b>
	Candidate Number:	<b>0013</b>		Gender:	<b>Female</b>
	Status (School or Private):	<b>Private</b> ←		English first language?:	<b>No</b>
	National ID:	<b>557223416</b>		Previous Centre Number:	<b>BW258</b>
	UCI:		Previous Candidate Number:	<b>29</b>	

## 4 Entries

Qualification	Code / Option	Syllabus and Component	Exam Date	Time	Status
IGCSE	0417 / DY	Information and Communication Technology	10 May 2021	AM	Complete ← 2
		12 Theory 12	20 Apr 2021		
		22 Practical Test 22 32 Practical Test 32	22 Apr 2021	(0900)	
IGCSE	0450 / X	Business Studies	21 May 2021	PM	Complete
		11 Short Answer/Data Response 11 21 Case Study 21	26 May 2021	PM (1400)	
IGCSE	0510 / HX	English as a Second Language (Speaking Endorsement)	05 May 2021	PM	Complete
		21 Reading and Writing (Extended) 21	07 May 2021	PM	
		41 Listening (Extended) 41 91 Speaking 51 November Mark Carried Forward			



## Notice to Candidates

**Warning:** know the rules before you take your examinations.

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** provide what you need e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so, but you **must not** use a calculator or the calculator function of another device.
4. You **must not** become involved in any unfair or dishonest practice before, during or after an examination.
5. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material, including electronic devices or mobile phones;
  - have in your possession any unauthorised equipment which might give you an unfair advantage;

# WARNING

- Notice to Candidates forms the Agreement/Contract between the candidate and exam board. You **Must** observe examination Conduct Rules & Regulations at all times
- General Warning
  - Emphasis is on following regulations, punctuality and observing supervision times.
  - Note what BEC provides and what the Candidates provides
- No Mobile Phones & other Electronic Devices in the exam room
- Engaging in any unfair or dishonest practices before, during or after the exam is called Malpractice; can result in
  - Disqualification from the component/syllabus or whole exam series
  - Barring from sitting examination for up to 5 years
- Types of Malpractice; copying, colluding, impersonation, possession of unauthorised materials, not following instructions
- Always observe Key times and Full Centre Supervision; up to 1100 (AM) and 1500 (PM)



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# Exam Day

## ➤ Arriving at the Venue

- Dress Code; comfortable but decent
- Report at least 30 Minutes before start of each session
  - Allows you time to;
    - ❖ Locate your Room and Seat from the displayed notices
    - ❖ Confirm the syllabus and component you are writing that day
    - ❖ Relax and relief the Exam day tension before the start

## ➤ Expected Behaviours/Conduct

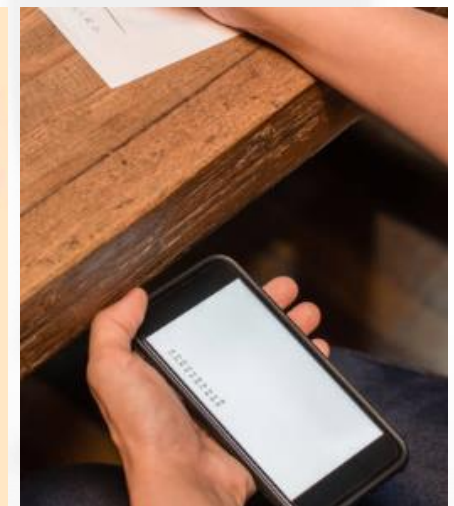
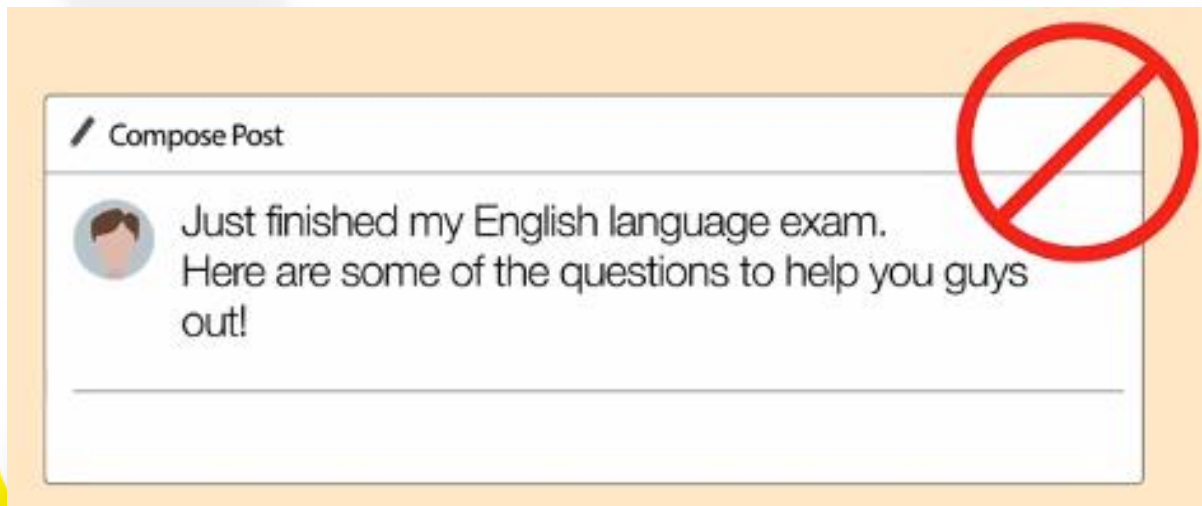
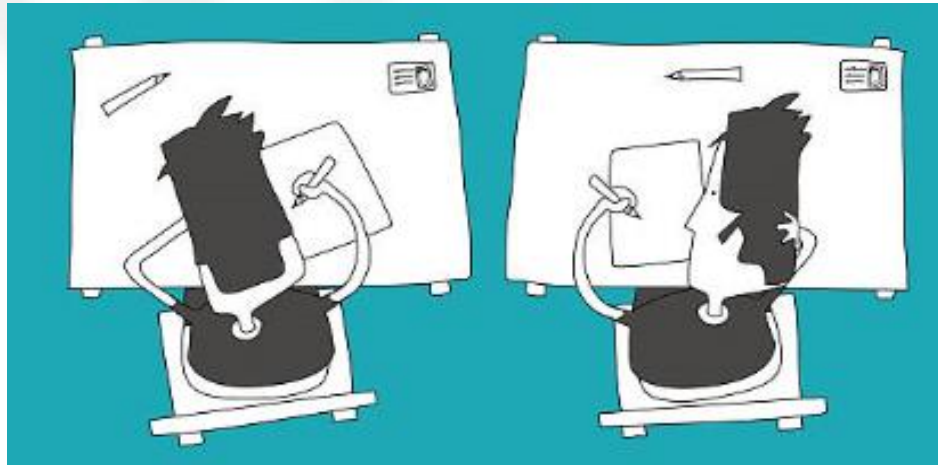
- Calm and collected, Cooperative and Polite
- Obey Invigilator's Instructions
- Sober; no Alcohol or Tobacco on premises
- Do not engage in forms of Malpractice
- Raise your hand and ask the invigilator for clarity not other candidates once in the exam room



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# Examples of Malpractice



# In The Exam Room

- **Sitting the Exam; please pay attention to what is read out!**
  - Invigilator reads instructions to Candidates, “What to Say”
  - Tells you the Syllabus and Component, Duration of the exam, where to write your responses etc.
  - Different instructions for Practical Components, Theory Components and Multiple-Choice Components
- **Access Arrangements**
  - Pre-exam arrangements to allow candidates to access assessment/remove barriers. Should have been applied for these before the exam if you required
- **Special Consideration**
  - Post exam adjustments made to candidate’s mark.
  - If a candidate cannot write a component due to adverse circumstances or is not well during the exam this must be reported to the invigilator and Exam officer



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# Results and Post Results Services

- **Results Release dates;**
  - June Series: 16-19 August
  - November Series: 10 – 17 January
- **Provisional Results/ Transcript on result publication day**
  - Results Website login details sent to email provided/portal
  - NB: Cannot be used to apply for tertiary education
- **Statement of Results; 1-2 weeks after result release**
  - Similar to Provisional Results but final document
  - Issued on official Cambridge International letterhead
  - Can be used for tertiary education application
- **Certificates**
  - June Series: End of October
  - November Series: End of March



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# Post Result Services

## ➤ Results Enquiries

- Results are issued after extensive quality checks
- However, candidates may request for re-assessment of their results if they feel the Results issued do not reflect their potential; service available at component level for a cost
- Types of Results Enquiries (6 weeks after release of results, 30 days turnaround time)
  - No Result – X (Free)
  - Pending – Q (Free)

NB: Ones below attract a fee

- Clerical re-check and Clerical re-check with copy of script
- Review of Marking and Review of Marking with Script
- Lost Certificates and Certifying Statements from Cambridge
- Results Verification; Results are sent to third parties or tertiary institutions if requested from Cambridge International



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