



BOTSWANA
EXAMINATIONS
COUNCIL

2023

JUNIOR CERTIFICATE EXAMINATIONS

T I M E T A B L E

SEPTEMBER/NOVEMBER 2023

FINAL VERSION DATED 01 MARCH 2023



General Instructions and Guidelines

1. About this Timetable

This timetable contains

- instructions and guidelines about the examinations;
- scheduled dates for practical examinations;
- submission dates for coursework deliverables;
- dates for capturing of coursework marks in Malepa;
- a full list, in date order, of all the examinations;
- the key to the timetable.

The timetable must be followed throughout. If there is any discrepancy between this timetable and any other documents such as Statements of Entry or labels on question paper packets, the Head of Centre should contact the JCE office at BEC.

2. About the Sessions

Examinations scheduled for the morning session should start at **08:00** unless otherwise stated and examinations for the afternoon should start at **14:00**.

3. Time Allowance for Question Papers

Any time required for candidates to read through question papers, to study maps, etc., is already included in the duration of the examination as shown on the timetable and on the front cover of the question paper. No additional time should be allowed except for some Special Needs papers of which specific instructions will be enclosed.

4. Home Economics Paper 21/2

The **planning session** for this practical examination will take place on **14 August, 2023 at 08:00**.

The **practical examination** will take place from **11 to 22 September 2023**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

5. Music Paper 34/1: Listening

- This is a listening examination that requires a CD which is provided by BEC.
- The CD is provided together with a set of Instructions for Invigilators.
- The instructions should be read by the Chief Invigilator and the Music teacher **1 day before the examination**.

6. Music Paper 34/3: Practical Examination

- This practical examination will take place from **11 to 22 September 2023**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

7. Art Paper 33/2: Practical Examination

- This is a controlled practical examination that runs for 3 hours.
- The question papers must be distributed to candidates on **14 August, 2023 at 11:00** for preparation purposes.
- After the examination, the candidates' work must be packaged in the special boxes provided and stored securely until such time that they are despatched to BEC with other examination scripts.

8. French Paper 32/1: Listening & Reading Comprehension

- This is a listening and reading comprehension examination that requires a CD provided by BEC.
- The CD is provided together with a set of Instructions to Invigilators as well as Instructions to candidates.
- Instructions to Invigilators and candidates **should be opened as soon as they are received** and those for candidates distributed to all candidates taking the French examination.

9. French Paper 32/3 Practical Examination

This practical examination will take place from **11 to 22 September 2023**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that will be sent to the centres.

10. Alternative to Coursework

The following components previously available only for private candidates are now available for all candidates; private and school going candidates in place of the coursework components.

Candidates should therefore register for these components;

1. Agriculture Paper 4 (16/4);
2. Commerce and Office Procedures Paper 4 (25/4)
3. Commerce and Accounting Paper 4 (26/4);

11. For Private Candidates Only

- General Science Papers 1 and 2 (43/1 & 43/2) components are for private candidates only and should **not** be availed to school candidates unless by prior arrangement with BEC.
- Syllabuses with a practical examination component will not be available for Private candidates. These are Home Economics, Music, Art, Physical Education, and French.

12. Submission of Coursework and Coursework Marks

Centres which have registered candidates for coursework syllabuses should **capture their marks in Malepa on the stipulated dates** as well as submit the marks physically together with all projects, workbooks, folios as indicated on page 6 of this Timetable.

Centres who would not have entered marks in Malepa by the deadline for submission of marks will not be moderated and candidates will be treated as ABSENT.

13. General Notes

- **The Invigilator's Manual and the timetable should be in each examination room at all times for the duration of the examinations period.**
- At the beginning of each examination session, sealed packets of the question papers should be opened by the Invigilator in the presence of candidates.
- Before opening each envelope, the Invigilator should confirm with candidates that the paper is the timetabled one.
- At the end of each examination, scripts and answer sheets should be sealed in the presence of the candidates.
- Candidates should individually append their signature against their names on the attendance register for each of the scheduled examinations before being dismissed from the examination room. The Chief Invigilator must also indicate absent candidates and sign at the bottom of each page of the attendance register to confirm the information provided.
- Projects, scripts and answer sheets will be collected from Centres. Communication will be made to Centres regarding arrangements for the collection of scripts.

14 August — 20 October 2023

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday
14 Aug

Syllabus	Time
21/2 Home Economics Paper 2 Planning Session	08:00 - 09:30

Syllabus	Time
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Monday
25 Sept

Syllabus	Time
33/2 Art Paper 2	08:00 - 11:00

Syllabus	Time
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Monday
16 Oct

Syllabus	Time
12/4 English Paper 4	08:00 - 08:55
32/1 French Paper 1	11:00 - 12:30

Syllabus	Time
34/1 Music Paper 1	14:00 - 15:00

Tuesday
17 Oct

Syllabus	Time
18/2 Moral Education Paper 2	08:00 - 10:00

Syllabus	Time
13/2 Mathematics Paper 2	14:00 - 16:00

Wednesday
18 Oct

Syllabus	Time
16/2 Agriculture Paper 2	08:00 - 09:15

Syllabus	Time
35/1 Physical Education Paper 1	14:00 - 15:30

Thursday
19 Oct

Syllabus	Time
25/1 Commerce and Office Procedures Paper 1	08:00 - 09:00
26/1 Commerce and Accounting Paper 1	08:00 - 09:00

Syllabus	Time
15/2 Social Studies Paper 2	14:00 - 16:15

Friday
20 Oct

Syllabus	Time
21/1 Home Economics Paper 1	08:00 - 09:30
32/2 French Paper 2	11:00 - 12:30

Syllabus	Time
12/3 English Paper 3	14:00 - 16:00

Morning session starts at 08:00

Afternoon session starts at 14:00

23 October — 27 October 2023

Morning session starts at 08:00

Afternoon session starts at 14:00

	Syllabus	Time
Monday 23 Oct	11/3	Setswana Paper 3 08:00 - 09:15

	Syllabus	Time
12/2	English Paper 2 14:00 - 15:30	

	Syllabus	Time
Tuesday 24 Oct	25/4	Commerce and Office Procedures Paper 4 08:00 - 09:00
	26/4	Commerce and Accounting Paper 4 08:00 - 09:00

	Syllabus	Time
11/2	Setswana Paper 2 14:00 - 16:00	

	Syllabus	Time
Wednesday 25 Oct	17/2	Design and Technology Paper 2 08:00 - 10:00

	Syllabus	Time
16/4	Agriculture Paper 4 14:00 - 15:00	

	Syllabus	Time
Thursday 26 Oct	14/2	Science Paper 2 08:00 - 10:00
	43/2	General Science Paper 2 08:00 - 10:00

	Syllabus	Time
25/2	Commerce and Office Procedures Paper 2 14:00 - 16:00	
26/2	Commerce and Accounting Paper 2 14:00 - 16:00	

	Syllabus	Time
Friday 27 Oct	31/2	Religious Education Paper 2 08:00 - 10:00

	Syllabus	Time
34/2	Music Paper 2 14:00 - 15:30	

Morning session starts at 08:00

Afternoon session starts at 14:00

30 October - 03 November 2023

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday 30 Oct	Syllabus		Time
	15/1	Social Studies Paper 1	08:00 - 09:00
	17/1	Design and Technology Paper 1	11:00 - 12:00

Syllabus		Time
18/1	Moral Education Paper 1	14:00 - 15:00

Tuesday 31 Oct	Syllabus		Time
	11/1	Setswana Paper 1	08:00 - 09:30

Syllabus		Time
33/1	Art Paper 1	14:00 - 15:00

Wednesday 01 Nov	Syllabus		Time
	13/1	Mathematics Paper 1	08:00 - 9:30

Syllabus		Time
16/1	Agriculture Paper 1	14:00 - 15:00

Thursday 02 Nov	Syllabus		Time
	12/1	English Paper 1	08:00 - 09:15

Syllabus		Time
31/1	Religious Education Paper 1	14:00 - 15:00

Friday 03 Nov	Syllabus		Time
	14/1	Science Paper 1	08:00 - 09:00
	43/1	General Science 1	08:00 - 09:00

Syllabus		Time
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Morning session starts at 08:00

Afternoon session starts at 14:00

JCE 2023 Practical Examinations & Coursework Submission

PRACTICAL EXAMINATIONS

Syllabus	Examiner Standardisation Date		Examination Date		Post Examination Evaluation
	Team Leaders	Examining Team	Start Date	End Date	
21/2 Home Economics	02-04 September 2023	05-08 September 2023	11 September 2023	22 September 2023	24-27 September 2023
34/3 Music	04-05 September 2023	06-08 September 2023	11 September 2023	22 September 2023	24-26 September 2023
32/3 French	04-05 September 2023	06-08 September 2023	11 September 2023	22 September 2023	24-26 September 2023

COURSEWORK SUBMISSION AND MARKS CAPTURE IN MALEPA BY CENTRES

Syllabus	Submission of Projects and Marksheetworks to the Chief Invigilator	Deadline for Capturing of Marks in Malepa by Centres	Deliverables to BEC
21/3 Home Economics	28 July 2023	04 August 2023	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
33/3 Art	28 July 2023	04 August 2023	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
34/4 Music	28 July 2023	04 August 2023	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
35/2 Physical Education	12 September 2023	15 September 2023	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.
17/3 Design and Technology	06 October 2023	10 October 2023	Coursework Submission Registers, Projects, Individual and Summary Marksheetworks.

COLLECTION OF DELIVERABLES FROM CENTRES

- Deliverables (Registers, Projects, Marksheetworks) will be collected from Centres by a Courier company engaged by BEC. A letter communicating collection dates for all deliverables will be sent to Centres.
- Summary Marksheetworks for each component must be signed, stamped and packaged individually in envelopes and placed together in one big envelope/box clearly Labelled 'Summary Marksheetworks'.
- Artefacts should be securely stored at the Centres until six (6) weeks after publication of results.

Key to the Timetable

Syllabus	Code	Date	Session	Duration
Setswana				
	11/1	31 Oct	Morning	1 hr 30 min
	11/2	24 Oct	Afternoon	2 hrs
	11/3	23 Oct	Morning	1 hr 15 min
English				
	12/1	02 Nov	Morning	1 hr 15 min
	12/2	23 Oct	Afternoon	1 hr 30 min
	12/3	20 Oct	Afternoon	2 hrs
	12/4	16 Oct	Morning	55 min
Mathematics				
	13/1	01 Nov	Morning	1 hr 30 min
	13/2	17 Oct	Afternoon	2 hrs
Science				
	14/1	03 Nov	Morning	1 hr
	14/2	26 Oct	Morning	2 hrs
Social Studies				
	15/1	30 Oct	Morning	1 hr
	15/2	19 Oct	Afternoon	2 hrs 15 min
Agriculture				
	16/1	01 Nov	Afternoon	1 hr
	16/2	18 Oct	Morning	1 hr 15 min
	16/4	25 Oct	Afternoon	1 hr
Design and Technology				
	17/1	30 Oct	Morning	1 hr
	17/2	25 Oct	Morning	2 hrs
	17/3	10 Oct	Afternoon	Submission deadline
Moral Education				
	18/1	30 Oct	Afternoon	1 hr
	18/2	17 Oct	Morning	2 hrs
Home Economics				
	21/1	20 Oct	Morning	1 hr 30 min
	21/2	14 Aug	Morning	1 hr 30 min (Planning)
	21/2	11 Sept - 22 Sept	Afternoon	2 hrs (Practical)
	21/3	04 Aug	Afternoon	Submission deadline
Commerce & Office Procedures				
	25/1	19 Oct	Morning	1 hr
	25/2	26 Oct	Afternoon	2 hrs
	25/4	24 Oct	Morning	1 hr
Commerce & Accounting				
	26/1	19 Oct	Morning	1 hr
	26/2	26 Oct	Afternoon	2 hrs
	26/4	24 Oct	Morning	1 hr
Religious Education				
	31/1	02 Nov	Afternoon	1 hr
	31/2	27 Oct	Morning	2 hrs
French				
	32/1	16 Oct	Morning	1 hr 30min
	32/2	20 Oct	Morning	1 hr 30 0min
	32/3	11 Sept - 22 Sept		15 mins (Practical)

Syllabus	Code	Date	Session	Duration
Art				
	33/1	31 Oct	Afternoon	1 hr
	33/2	25 Sept	Morning	3 hrs
	33/3	04 Aug	Afternoon	Submission deadline
Music				
	34/1	16 Oct	Afternoon	1 hr
	34/2	27 Oct	Afternoon	1 hr 30 min
	34/3	11 Sept - 22 Sept		10 mins (Practical)
	34/4	04 Aug	Afternoon	Submission deadline
Physical Education				
	35/1	18 Oct	Afternoon	1 hr 30 min
	35/2	15 Sept	Afternoon	Submission deadline
General Science				
	43/1	03 Nov	Morning	1 hr
	43/2	26 Oct	Morning	2 hrs