



# **Examinations Council of Eswatini (ECESWA)**

**Eswatini General Certificate of Secondary Education (EGCSE)**

**Eswatini Prevocational Certificate of Secondary Education (EPCSE)**

**Cambridge International General Certificate of Secondary Education (Cambridge IGCSE)**

**November 2024 Examination Session**

**E3 Booklet - Procedures for the Preparation and Submission of Entries**

**For use by Examinations Council Centres in Eswatini**

**“You should read this guide in conjunction with the ECESWA Handbook, which sets out the regulations that govern all ECESWA examinations and the administrative tasks exams officers need to carry out during the series.”**

## TABLE OF CONTENTS

	<b>Page</b>
TABLE OF CONTENTS .....	1
1. IMPORTANT DEADLINE DATES .....	2
2. INTRODUCTION.....	3
3. SYLLABUS INFORMATION .....	3
4. METHOD OF ENTRY .....	3
5. FINAL DATE FOR THE RECEIPT OF ENTRIES .....	3
6. FULL TIME / PRIVATE CANDIDATES .....	3
7. CANDIDATE NUMBERING .....	4
8. ESWATINI ID .....	4
9. SUBMISSION OF EXAMINATION ENTRIES .....	4
10. CAPTURING CANDIDATES' ENTRIES USING E-REGISTRATION .....	4
11. BILLING STATEMENT.....	4
12. DOCUMENTS YOU WILL RECEIVE AS A RESULT OF MAKING ENTRIES .....	5
13. ENTRY AMENDMENTS/CORRECTIONS .....	5
14. ENTRY EXCLUSIONS.....	5
15. TRANSFER OF CANDIDATES .....	5
APPENDIX 1: ENTERING FOR AN EXAMINATION.....	6
APPENDIX 2: KEY TO EGCSE SYLLABUSES (IN ALPHABETICAL ORDER): .....	7
APPENDIX 3: KEY TO PREVOC SYLLABUSES (IN ALPHABETICAL ORDER):.....	131
APPENDIX 4: KEY TO CAMBRIDGE IGCSE SYLLABUSES (IN ALPHABETICAL ORDER):.....	14
APPENDIX 5: INDEX TO EGCSE LEVEL SYLLABUSES IN SYLLABUS CODE ORDER .....	14
APPENDIX 6: INDEX TO PREVOC SYLLABUSES IN SYLLABUS CODE ORDER .....	14
APPENDIX 7: INDEX TO CAMBRIDGE IGCSE LEVEL SYLLABUSES IN SYLLABUS CODE ORDER .....	14

## 1. Important Deadline Dates

Registration Period	- 1 March 2024
Submission of registration corrections by Centres- First deadline	- 12 April 2024
Access Arrangements	- 31 March 2024
Submission of registration corrections by Centres- Second deadline	- 31 May 2024
Transfers	- 30 September 2024

### Note:

- 1. All candidates are to be registered regardless of whether exam fees are paid or not paid for that candidate.**
2. Refer to Fees Structure document for payment deadline dates.

**INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF ENTRIES FOR THE ESWATINI  
GENERAL CERTIFICATE OF SECONDARY EDUCATION, ESWATINI PREVOCATIONAL CERTIFICATE OF  
SECONDARY EDUCATION AND  
CAMBRIDGE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION  
NOVEMBER 2024 EXAMINATION SESSION**

## 2. Introduction

These instructions apply to entries for the Eswatini General Certificate of Secondary Education (EGCSE), Eswatini Prevocational Certificate of Secondary Education (EPCSE) and Cambridge International General Certificate of Secondary Education (Cambridge IGCSE) to be taken in the November 2024 Examination Session.

## 3. Syllabus Information

Syllabus information, including syllabus numbers, entry option codes and prohibited combinations, is contained in the syllabus keys provided with these instructions. The syllabus keys give details of specific prohibited syllabus combinations. **A candidate is not permitted to enter for the same syllabus code at two Centres in the same examination session.**

## 4. Method of Entry

Centres must submit entries by emailing the Excel file to: [eregistration@examsCouncil.org.sz](mailto:eregistration@examsCouncil.org.sz) E-Registration is registration of candidates using internet or an excel file provided by ECESWA. E-Registration Excel Spreadsheet file and other registration documents will be sent to centres by email. The Excel Spreadsheet file will be also available from ECESWA website: [www.examsCouncil.org.sz](http://www.examsCouncil.org.sz)

**Centres are reminded of the importance of submitting accurate entry data. The materials supplied to Centres after the receipt of entries, including such items as question papers, coursework or internally-assessed mark sheets and attendance registers, are dependent upon those entries, as is the subsequent processing of candidates' marks, grades, results and certificates.**

## 5. Final Date for the Receipt of Entries

Centres should submit their entries to the ECESWA as soon as possible. The final date for the receipt of entries at ECESWA is **1<sup>st</sup> March 2024**. After this date there will be a period in which late entries and amendments to entries can be made for which further charges will be applied. First deadline for amendments is **12<sup>th</sup> April 2024** and the second deadline for amendments is **31<sup>st</sup> May 2024**. The deadline for late entries is on the **30<sup>th</sup> June 2024**. **After 30<sup>th</sup> June 2024, candidates must take the syllabuses for which they are entered, and candidates will only be allowed to write examinations which are shown on the Registration Report.**

## 6. Full Time / Private Candidates

All students who are in full time attendance at a Centre are referred to as Full Time (School) candidates. All other candidates are referred to as Private candidates. Entry information, results and certificates will be sent to the Centre for forwarding on to the candidate. Any query on results should be submitted to ECESWA by the Centre in writing together with a copy of statement of results.

Students who have been entered as Private candidates are identified separately in summaries of the Centres' results. In addition, the name of the Centre may be omitted on some documentation for Private candidates.

**No one may enter both as a Full Time (School) and as a Private candidate.**

## 7. Candidate Numbering

A candidate number will be generated automatically by ECESWA system. For each candidate a unique number within the range 1 to 9999 will be used. All subsequent lists of candidates provided will be in candidate number order.

## 8. Eswatini ID

Every candidate is required to provide his/her Eswatini PIN number. The Eswatini PIN number is compulsory for all candidates. The PIN number is important for security and tracking of the candidate. Foreign candidates who do not have Eswatini PIN number may provide their country's PIN numbers or passport numbers.

## 9. Submission of Examination Entries

The efficiency of the administration of the examinations depends primarily upon the accuracy of the entry data that is first submitted to ECESWA. Much of the subsequent administration, including the distribution of question papers, Attendance Registers, Results and Certificates etc., stems from the entry data. If the entry data is incorrect then much that follows will also be inaccurate, leading to frustration for Centres and candidates. It is therefore extremely important that the entry data supplied by Centres is accurate and complete when it is received at ECESWA on or before the closing date for entries. Amendments should be confined to unforeseen circumstances, and they should be notified to ECESWA using the approved method (see **12 Entry Amendments** below) as soon as they are known to the Centre. Centres should not assume that entries or amendments have been processed until confirmation, by means of computer-printed documents, have been received.

## 10. Capturing candidates' entries using E-Registration

Entries must be made using an Excel Spreadsheet file. After the candidates have been captured, the excel file has to be emailed to [eregistration@examsCouncil.org.sz](mailto:eregistration@examsCouncil.org.sz) Centres with no IT infrastructure may use Internet Cafes at a nearest town.

Note: Candidates classified as OVC should be indicated correctly in the Ms Excel spreadsheet file.

## 11. Billing Statement

After receipt by ECESWA of the excel file with candidates' information on registration, a Billing Statement will be produced and sent to centres by email. Centres will use the Billing Statement to pay exam fees for non OVC candidates. Payment has to be made EXAMS COUNCIL at any of the following bank accounts:

### BANKING DETAILS

NAME OF BANK	ACCOUNT NUMBER	BRANCH CODE
NEDBANK	020000026458	360164
FIRST NATIONAL BANK	62022235388	280164
STANDARD BANK	9110004571749	663164

Centres must ensure that Centre number and Name of Centre are written as a reference.

Proof of payment must be emailed to: [payments@examsCouncil.org.sz](mailto:payments@examsCouncil.org.sz)

## 12. Documents you will receive as a Result of Making Entries

Centres should **not** assume that their entries have been received and processed until the documentation listed below has been received.

- **Statements of Entry**  
A Statement of Entry for each candidate.
- **Entries by Centre**  
A Centre summary of entries showing the total number of examination entries, by syllabus and component.
- **Registration Report**  
A candidate entry listing showing the entry details of each candidate entered for the examination.

**The Centre Name will appear on certificates for Full Time (School) candidates as it is shown on the Statement of Entry.**

## 13. Entry Amendments/Corrections

Upon receipt of Registration Report, amendments including deletions must be made and submitted to ECESWA not later than the **31<sup>st</sup> May 2024**. Heads of Centres are advised to involve subject teachers to help candidates choose correctly syllabuses. Amendments must be made on the Registration report and signed for by the candidate.

Late Entry Deadline is **30<sup>th</sup> June 2024**.

## 14. Entry Exclusions

Candidates may not offer in any one examination:

- Syllabuses with identical titles at the same qualification level (EGCSE and Cambridge IGCSE are the same qualification level)
- Full Time candidates must enter the EGCSE Syllabus and not the Cambridge IGCSE Syllabus where the subject exists at EGCSE.
- More than one of the alternatives in any subject, except where specified in the Syllabuses.
- Any combination of subjects or papers forbidden by the subject Syllabuses.

The internal assessment of oral and practical assessment will be carried out in appropriate syllabuses. In addition, Centres may offer Coursework (school-based assessment) subjects where such components are compulsory provided that ECESWA and Cambridge Assessment International are satisfied that suitable and reliable moderation can be achieved. Teachers must be trained and accredited in the appropriate subjects before Centres may undertake any internal assessment.

## 15. Transfer of Candidates

ECESWA must receive both the Candidate Transfer Request Form and Transfer Confirmation Form from the accepting Centre and the Centre transferring the candidate before the transfer will be actioned. The Accepting Centre must submit both Transfer Request and Transfer Confirmation forms and a proof of payment. The forms can be obtained and downloaded from ECESWA website. Please refer to your Handbook for Centres on how to handle Transfers. Transfer deadline is **30<sup>th</sup> September 2024**.

## Examinations Council of Eswatini

### APPENDIX 1: Entering for an Examination

#### A Notice to all Candidates

Before your Centre submits its entries to ECESWA, you will be asked to check your entry and confirm that it is correct.

You must pay particular attention to the following points:

A Are your forenames (first names) and/or initials and your family name (surname) spelt correctly? This is most important, because certificates show the names given on the entry form. Centre and candidate details including the spelling of name and date of birth must be checked when Statements of Entry (and Statements of Result) re issued. Any inaccuracies must be reported to ECESWA immediately upon discovery and prior to the issue of certificates.

B Are your date of birth, gender, Eswatini PIN/ Foreign PIN correctly shown?

C Have you been entered for all the syllabuses and options?

D Is the total number of syllabuses you are taking shown correctly?

You must realise that in checking your entry you are taking responsibility for its accuracy.

***A copy of this notice should be displayed where candidates can read it, or it should otherwise be brought to their attention before they check their entries.***

APPENDIX 2: KEY TO EGCSE SYLLABUSES (in alphabetical order):

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
<b>ACCOUNTING</b> 6896	1: Paper 1 2: Paper 2	50% 50%			All grades A* to G are available.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	
<b>AGRICULTURE</b> 6882	1: Paper 1 - Short Answers 2: Paper 2 - Extended Answers 3: Practical Assessment	30% 40% 30%		Not available to private candidates.	All grades A* to G are available.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	
<b>BIOLOGY</b> 6884	1: Short Answer Paper 2: Structured Questions 3: Practical 4: Alternative to Practical	40% 80% 40% 40%			All grades A* to G are available
			<b>Option Code</b>	<b>Components</b>	
			<b>A</b> <b>B</b>	1, 2, 3 (Practical) 1, 2, 4 (Alternative to Practical)	
<b>BUSINESS STUDIES</b> 6897	1: Paper 1 2: Paper 2	50% 50%			All grades A* to G are available.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	



**APPENDIX 2: KEY TO EGCSE SYLLABUSES (in alphabetical order):**

<b>SYLLABUS NAME AND CODE</b>	<b>COMPONENT INFORMATION</b>	<b>WEIGHTING</b>	<b>OPTION CODE</b>	<b>NOTES</b>	<b>ACCESS TO GRADES</b>
<b>DESIGN AND TECHNOLOGY 6902</b>	1: Design	25%		Not available to private candidates.	All grades A* to G are available.
	2: Graphic Products	25%			
	3: Resistant Materials	25%			
	4: Project (School Based Assessment)	50%			
			<b>Option Code</b>	<b>Components</b>	
			<b>A</b>	1, 2, 4	
			<b>B</b>	1, 3, 4	
<b>ECONOMICS 6899</b>	1: Paper 1	50%			All grades A* to G are available.
	2: Paper 2 Structured Questions	50%			
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	
<b>ENGLISH LANGUAGE 6873</b>	1: Reading and Writing	35%			All grades A* to G are available.
	2: Continuous Writing	35%			
	3: Listening	15%			
	4: Speaking	15%			
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3, 4	
<b>FASHION AND FABRICS 6904</b>	1: Theory	40%		Not available to private candidates.  Component 2 (Practical) is preceded by a 1h30m planning session.	All grades A* to G are available.
	2: Practical	40%			
	3: Coursework	20%			
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	
<b>FIRST LANGUAGE SISWATI 6870</b>	1: Continuous Writing	25%		May not be taken in the same examination series as 6871.	All grades A* to G are available.
	2: Reading and Directed Writing	35%			
	3: Literature and Culture	40%			
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	

**APPENDIX 2: KEY TO EGCSE SYLLABUSES (in alphabetical order):**

<b>SYLLABUS NAME AND CODE</b>	<b>COMPONENT INFORMATION</b>	<b>WEIGHTING</b>	<b>OPTION CODE</b>	<b>NOTES</b>	<b>ACCESS TO GRADES</b>
<b>FOOD AND NUTRITION 6905</b>	1: Paper 1 (Theory) 2: Paper 2 (Practical)	50% 50%		Not available to private candidates.  Paper 2 Practical consists of 1h30m planning session and 2h30m practical session which are on different days.	All grades A* to G are available.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	
<b>GEOGRAPHY 6890</b>	1: Geographical Themes 2: Geographical Skills	50% 50%			All grades A* to G are available.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	
<b>HISTORY 6891</b>	1: International Relations, 1919-c.1989 2: Aspects of the History of Southern Africa	60% 40%			All grades A* to G are available.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	
<b>LITERATURE IN ENGLISH 6875</b>	1: Set Texts 2: Unseen Text	70% 30%			All grades A* to G are available.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	
<b>MATHEMATICS 6880</b>	1: Paper 1 2: Paper 2 3: Paper 3 4: Paper 4	40% 60% 40% 60%			Core: Grades C to G Extended: Grades A* to G
			<b>Option Code</b>	<b>Components</b>	
			<b>A</b> <b>B</b>	1, 2 (Core) 3, 4 (Extended)	

**APPENDIX 2: KEY TO EGCSE SYLLABUSES (in alphabetical order):**

<b>SYLLABUS NAME AND CODE</b>	<b>COMPONENT INFORMATION</b>	<b>WEIGHTING</b>	<b>OPTION CODE</b>	<b>NOTES</b>	<b>ACCESS TO GRADES</b>
<b>PHYSICAL SCIENCE 6888</b>	1: Short Answer Paper	40%			All grades A* to G are available
	2: Structured Questions	80%			
	3: Practical	40%			
	4: Alternative to Practical	40%			
			<b>Option Code</b>	<b>Components</b>	
			<b>A</b>	1, 2, 3 (Practical)	
			<b>B</b>	1, 2, 4 (Alternative to Practical)	
<b>RELIGIOUS EDUCATION 6893</b>	1: Paper 1	50%			All grades A* to G are available.
	2: Paper 2	50%			
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2	
<b>SISWATI AS A SECOND LANGUAGE 6871</b>	1: Reading and Directed Writing	60%		May not be taken in the same examination series as 6870.	All grades A* to G are available.
	2: Listening	25%			
	3: Speaking	15%			
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	

APPENDIX 3: KEY TO PREVOC SYLLABUSES (in alphabetical order):

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
<b>AGRICULTURAL TECHNOLOGY</b> <b>5920</b>	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3: Paper 3 – Project	60% 84% 96%			Grades A – E are passes. Grade U – Ungraded.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	
<b>BUSINESS ACCOUNTING</b> <b>5921</b>	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3: Paper 3 – Project	60% 84% 96%			Grades A – E are passes. Grade U – Ungraded.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	
<b>ENTREPRENEURSHIP</b> <b>5923</b>	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3: Paper 3 – Project	60% 84% 96%			Grades A – E are passes. Grade U – Ungraded.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	

**APPENDIX 3: KEY TO PREVOC SYLLABUSES (in alphabetical order):**

<b>FOOD AND TEXTILES TECHNOLOGY</b> 5926	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3. Paper 3 – Project	60% 84% 96%			Grades A – E are passes. Grade U – Ungraded.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	

<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b> 5924	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3. Paper 3 – Project	60% 84% 96%			Grades A – E are passes. Grade U – Ungraded.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	

<b>TECHNICAL STUDIES</b> 5925	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3. Paper 3 – Project	60% 84% 96%			Grades A – E are passes. Grade U – Ungraded.
			<b>Option Code</b>	<b>Components</b>	
			<b>Leave Blank</b>	1, 2, 3	

APPENDIX 4: KEY TO CAMBRIDGE IGCSE SYLLABUSES (in alphabetical order):

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
<b>ADDITIONAL MATHEMATICS 0606</b>	12: Paper 12	50%			Grades A* to E are available.
	22: Paper 22	50%			
			<b>Option Code</b>	<b>Components</b>	
			AY	12, 22	
<b>DEVELOPMENT STUDIES 0453</b>	1: Paper 1	50%			All grades A* to G are available.
	2: Paper 2	50%			
			<b>Option Code</b>	<b>Components</b>	
			Leave Blank	1, 2	
<b>FRENCH 0520</b>	12: Listening 12	45m			All grades A* to G are available.
	22: Reading 22	1h30m			
	3: Speaking	1h30m			
	42: Continuous Writing 42	1h30m	<b>Option Code</b>	<b>Components</b>	
			Y	12, 22, 3, 42 (Extended)	
<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY 0417</b>	11: Written Paper 11	40%			All grades A* to G are available.
	2: Practical Test A	30%			
	3: Practical Test B	30%			
			<b>Option Code</b>	<b>Components</b>	
			EX	11, 2, 3	

## APPENDIX 5: INDEX TO EGCSE LEVEL SYLLABUSES IN SYLLABUS CODE ORDER

<b>Code</b>	<b>Syllabus</b>	<b>Page</b>
6870	First Language SiSwati	08
6871	SiSwati as a Second Language	10
6873	English Language	08
6875	Literature in English	09
6880	Mathematics	09
6882	Agriculture	07
6884	Biology	07
6888	Physical Science	10
6890	Geography	09
6891	History	09
6893	Religious Education	10
6896	Accounting	07
6897	Business Studies	07
6899	Economics	08
6902	Design and Technology	08
6904	Fashion and Fabrics	08
6905	Food and Nutrition	09

## APPENDIX 6: INDEX TO PREVOC SYLLABUSES IN SYLLABUS CODE ORDER

<b>Code</b>	<b>Syllabus</b>	<b>Page</b>
5920	Agricultural Technology	11
5921	Business Accounting	11
5923	Entrepreneurship	11
5926	Food and Textiles Technology	12
5924	Information and Information Technology	12
5925	Technical Studies	12

## APPENDIX 7: INDEX TO CAMBRIDGE IGCSE LEVEL SYLLABUSES IN SYLLABUS CODE ORDER

<b>Code</b>	<b>Syllabus</b>	<b>Page</b>
0417	Information and Communication Technology	13
0453	Development Studies	13
0520	French	13
0606	Additional Mathematics	13