



Examinations Council of Eswatini (ECESWA)

Lesotho and Eswatini Examinations Syndicate (Junior Certificate)

November 2024 Examination Session

Procedures for the Preparation and Submission of Entries

For use by Examinations Council Centres

(ECESWA)

TABLE OF CONTENTS

	Page
TABLE OF CONTENTS	2
1. Important Deadline Dates	3
2. Introduction	4
3. Syllabus Information.....	4
4. Method of Entry.....	4
5. Final Date for the Receipt of Entries	4
6. Full Time / Private Candidates.....	4
7. Candidate Numbering	4
8. Eswatini ID	5
9. Submission of Examination Entries	5
10. Capturing candidates' entries using E-Registration.....	5
11. Billing Statement	5
12. Documents you will receive as a Result of Making Entries	5
13. Entry Amendments.....	6
14. Entry Exclusions.....	6
15. Transfer of Candidates.....	6
APPENDIX 1: Entering for an Examination	7
APPENDIX 2: KEY TO JC SYLLABUSES (in alphabetical order):	8
APPENDIX 3: SUBJECT GROUPS.....	11
APPENDIX 4: INDEX TO JC SYLLABUSES IN SYLLABUS CODE ORDER.....	12

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 JUNIOR CERTIFICATE EXAMINATION

NOVEMBER 2024 EXAMINATION SESSION

2. Introduction

These instructions apply to entries for the Junior Certificate Examination to be taken in the November 2024 Examination Session.

3. Syllabus Information

Syllabus information, including syllabus numbers, is contained in the syllabus keys provided with these instructions. **A candidate is not permitted to enter for the same syllabus codes 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 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

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 **1st 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 **12th April 2024** and the second deadline for amendments is **31st May 2024**. The deadline for late entries is on the **30th June 2024**. **After 30th 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. Students who have been entered as Private candidates are identified separately in summaries of the Centres results.

NOTE: 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. 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 **13 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 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

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.
- **Registration Report**
A candidate entry listing showing the entry details of each candidate entered for the examination.

13. Entry Amendments

Upon receipt of Registration Report, amendments including deletions must be made and submitted to ECESWA not later than the **31st 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 **30th June 2024**.

14. Entry Exclusions

Candidates may not offer in any one examination session:

- Subjects with identical titles at the same examination session.

The internal assessment of oral and practical assessment will be carried out in appropriate subjects. In addition, Centres may offer Coursework (school-based assessment) subjects where such components are compulsory provided that ECESWA is 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 **30th 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 Excel Spreadsheet File. Centre and candidate details including the spelling of name, date of birth and PIN number must be checked when Statements of Entry (and Statements of Result) are 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 you are taking?

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 JC SYLLABUSES (in alphabetical order):

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
ENGLISH LANGUAGE 101	1: Paper 1 – Reading/Writing	50		Compulsory for full time candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2 – Continuous Writing	50			
	3: Paper 3 – Listening Comprehension	25	Option Code	Components	
	4: Paper 4 – Speaking (Orals)	15	Leave Blank	1, 2, 3, 4	
ENGLISH LITERATURE 120	1: Paper 1	60		Compulsory for full time candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	20			
			Option Code	Components	
			Leave Blank	1, 2	
FRENCH 202	1: Paper 1	70			Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	30			
	3: Orals	50	Option Code	Components	
			Leave Blank	1, 2	
SISWATI 207	1: Paper 1	35		Compulsory for full time candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	70			
	3: Paper 3	80	Option Code	Components	
			Leave Blank	1, 2, 3	
MATHEMATICS 309	1: Paper 1	100		Compulsory for full time candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	100			
			Option Code	Components	
			Leave Blank	1, 2	

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

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
SCIENCE 414	1: Paper 1 – Multiple Choice	40		Compulsory for full time candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	80			
			Option Code	Components	
			Leave Blank	1, 2	
AGRICULTURE 516	1: Paper 1 – Multiple Choice	100		Not allowed to private candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	100			
	3: Paper 3 – Coursework	200			
			Option Code	Components	
			Leave Blank	1, 2, 3	
ADDITIONAL MATHEMATICS 519	1: Paper 1	100			Grades A – E are passes. Grades F – H are fail.
			Option Code	Components	
			Leave Blank	1, 2	
BOOKKEEPING AND ACCOUNTS 520	1: Paper 1	100		To be taken with 521 for Fulltime candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	100			
			Option Code		
			Leave Blank	1, 2	
BUSINESS STUDIES 521	1: Paper 1	100		To be taken with 520 for Fulltime candidates.	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	100			
			Option Code		
			Leave Blank	1, 2	
DEVELOPMENT STUDIES 524	1: Paper 1	100			Grades A – E are passes. Grades F – H are fail.
			Option Code	Components	
			Leave Blank	1	

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

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
GEOGRAPHY 527	1: paper 1	60			Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	40			
			Option Code	Components	
			Leave Blank	1, 2	
HISTORY 530	1: Paper 1	60			Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	60			
			Option Code	Components	
			Leave Blank	1, 2	
RELIGIOUS EDUCATION 533	1: Paper 1	100		Compulsory for full time candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2	60			
			Option Code	Components	
			Leave Blank	1	
DESIGN AND TECHNOLOGY 537	1: Paper 1 – Theory	100		Not allowed to private candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2 – Coursework	100			
			Option Code	Components	
			Leave Blank	1, 2	
CONSUMER SCIENCE 540	1: Paper 1 – Theory	100		Not allowed to private candidates	Grades A – E are passes. Grades F – H are fail.
	2: Paper 2 – Theory	100			
	3: Practical	100			
			Option Code	Components	
			Leave Blank	1, 2, 3	

6

APPENDIX 3: SUBJECT GROUPS

Compulsory subjects

I)	English Language	(101)
II)	English Literature	(120)
III)	SiSwati	(207)
IV)	Mathematics	(309)
V)	Science	(414)
VI)	Religious Studies	(533)

Electives (choose at least one subject)

VII)	French	(202)
	Agriculture	(516)
	Additional Mathematics	(519)
	Bookkeeping and Accounts	(520)
	Business Studies	(521)
	Development Studies	(524)
	Geography	(527)
	Design and Technology	(537)
	Consumer Science	(540)

APPENDIX 4: INDEX TO JC SYLLABUSES IN SYLLABUS CODE ORDER

Code	Syllabus	Page
101	English Language	07
120	English Literature	07
202	French	07
207	SiSwati	07
309	Mathematics	07
414	Science	08
516	Agriculture	08
519	Additional Mathematics	08
520	Bookkeeping and Accounts	08
521	Business Studies	08
524	Development Studies	08
527	Geography	09
530	History	09
533	Religious Education	09
537	Design and Technology	09
540	Consumer Science	09

