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 2025 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."

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1. Important Deadline Dates

Registration Period	- 28 February 2025
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Transfers	- 30 September 2025

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 2025 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 2025 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 are required to submit their entries via the eRegistration system. You can easily access it through this link: https://eregistration.examscouncil.org.sz/registration

This platform allows you to register in bulk using the Registration Excel spreadsheet or submit individual entries. The Registration Excel spreadsheet will be emailed to centres or can be downloaded directly from the ECESWA website, or via this link: https://www.examscouncil.org.sz/exam-administration/keydates.php

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 register their candidates as soon as possible. The final date for the receipt of entries at ECESWA is **28th February 2025**. 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. The first deadline for amendments is **11th April 2025** and the second deadline for amendments is **30th May 2025**. The deadline for late entries is on the **30th June 2025**. **After 30th June 2025, 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

Students who are enrolled full-time at a Centre are classified as Full-Time (School) candidates, while all other candidates are considered Private candidates. Entry details and Statements of results will be sent to the Centre, which the Centre will then pass on to the respective candidates. If there are any questions regarding the results, these should be directed to ECESWA by the Centre via email at: results@examscouncil.org.sz

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.

Note: No one is allowed to register as both a Full-Time (School) candidate and 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 entry amendments or changes have been processed until they receive confirmation through computer-printed documents.

10. Capturing candidates' entries using eRegistration

Entries must be made using an Excel Spreadsheet file. After the candidates have been captured, the excel file must be uploaded on to the eRegistration System. Centres with no IT infrastructure may use Internet Cafes at a nearest town.

Note: Candidates classified as OVC should be indicated correctly in the Microsoft 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 may be made 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 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 **30th May 2025**. 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 2025**.

14. Entry Exclusions

Candidates are not allowed to choose the following in any single 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 **30th September 2025.**

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
ACCOUNTING **6896**	1: Paper 1 2: Paper 2	50% 50%			All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2	
AGRICULTURE **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.
			Option Code	**Components**	
			Leave Blank	1, 2, 3	
BIOLOGY **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
			Option Code	**Components**	
			A	1, 2, 3 (Practical)	
			B	1, 2, 4 (Alternative to Practical)	
BUSINESS STUDIES **6897**	1: Paper 1 2: Paper 2	50% 50%			All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2	

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

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
DESIGN AND TECHNOLOGY 6902	1: Design 2: Graphic Products 3: Resistant Materials 4: Project (School Based Assessment)	25% 25% 25% 50%		Not available to private candidates.	All grades A* to G are available.
			Option Code	**Components**	
			A	1, 2, 4	
			B	1, 3, 4	
ECONOMICS 6899	1: Paper 1 2: Paper 2 Structured Questions	50% 50%			All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2	
ENGLISH LANGUAGE 6873	1: Reading and Writing 2: Continuous Writing 3: Listening 4: Speaking	35% 35% 15% 15%			All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2, 3, 4	
FASHION AND FABRICS 6904	1: Paper 1 (Theory) 2: Paper 2 (Coursework)	70% 30%		Not available to private candidates. Component 2 (Coursework)	All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2	
FIRST LANGUAGE SISWATI 6870	1: Continuous Writing 2: Reading and Directed Writing 3: Literature and Culture	25% 35% 40%		May not be taken in the same examination series as 6871.	All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2, 3	

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

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
FOOD AND NUTRITION 6905	1: Paper 1 (Theory) 2: Paper 2 (Practical)	60% 40%		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.
			Option Code	**Components**	
			Leave Blank	1, 2	
GEOGRAPHY 6890	1: Geographical Themes 2: Geographical Skills	50% 50%			All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2	
HISTORY 6891	1: International Relations, 1919-c.1989 2: Depth Study B – The USA, 1919 - 1941 3: Aspects of the History of Southern Africa	40% 33% 27%			All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2	
LITERATURE IN ENGLISH 6875	1: Set Texts 2: Unseen Text	70% 30%			All grades A* to G are available.
			Option Code	**Components**	
			Leave Blank	1, 2	
MATHEMATICS 6880	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
			Option Code	**Components**	
			A	1, 2 (Core)	
			B	3, 4 (Extended)	

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

SYLLABUS NAME AND CODE	COMPONENT INFORMATION		WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
PHYSICAL SCIENCE 6888	1:	Short Answer Paper	40%			All grades A* to G are available
	2:	Structured Questions	80%			
	3:	Practical	40%			
	4:	Alternative to Practical	40%	**Option Code**	**Components**	
				A	1, 2, 3 (Practical)	
				B	1, 2, 4 (Alternative to Practical)	
RELIGIOUS EDUCATION 6893	1:	Paper 1	50%			All grades A* to G are available.
	2:	Paper 2	50%			
				Option Code	**Components**	
				Leave Blank	1, 2	
SISWATI AS A SECOND LANGUAGE 6871	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%			
				Option Code	**Components**	
				Leave Blank	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
AGRICULTURAL TECHNOLOGY 5920	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3: Paper 3 – Project	60% 84% 96%	**Option Code** **Leave Blank**	**Components** 1, 2, 3	Grades A – E are passes. Grade U – Ungraded.
BUSINESS ACCOUNTING 5921	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3: Paper 3 – Project	60% 84% 96%	**Option Code** **Leave Blank**	**Components** 1, 2, 3	Grades A – E are passes. Grade U – Ungraded.
ENTREPRENEURSHIP 5923	1: Paper 1 – Multiple Choice 2: Paper 2 – Short and Structured questions 3: Paper 3 – Project	60% 84% 96%	**Option Code** **Leave Blank**	**Components** 1, 2, 3	Grades A – E are passes. Grade U – Ungraded.

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

FOOD AND TEXTILES TECHNOLOGY 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.
			Option Code	**Components**	
			Leave Blank	1, 2, 3	

INFORMATION AND COMMUNICATION TECHNOLOGY 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.
			Option Code	**Components**	
			Leave Blank	1, 2, 3	

TECHNICAL STUDIES 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.
			Option Code	**Components**	
			Leave Blank	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
ADDITIONAL MATHEMATICS 0606	12: Paper 12 22: Paper 22	50% 50%			Grades A* to E are available.
			Option Code	**Components**	
			AY	12, 22	

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
FRENCH 0520	12: Listening 12 22: Reading 22 3: Speaking 42: Continuous Writing 42	25% 25% 25% 25%			All grades A* to G are available.
			Option Code	**Components**	
			Y	12, 22, 3, 42 (Extended)	

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO GRADES
INFORMATION & COMMUNICATION TECHNOLOGY 0417	11: Written Paper 11 2: Practical Test A 3: Practical Test B	40% 30% 30%			All grades A* to G are available.
			Option Code	**Components**	
			EX	11, 2, 3	

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

APPENDIX 6: INDEX TO PREVOC SYLLABUSES IN SYLLABUS CODE ORDER

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