



Examinations Council of Eswatini (ECESWA)

Eswatini Primary Certificate Examination

November 2025 Examination Session

Procedures for the Preparation and Submission of Entries

For use by Examinations Council Centres

(ECESWA)

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1. Important Deadline Dates

| | |
|--|---------------------|
| Registration Period | - 28 February 2025 |
| Submission of registration corrections by Centres- First deadline | - 11 April 2025 |
| Access Arrangements | - 31 March 2025 |
| Submission of registration corrections by Centres- Second deadline | - 30 May 2025 |
| 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 PRIMARY CERTIFICATE EXAMINATION

NOVEMBER 2025 EXAMINATION SESSION

2. Introduction

These instructions apply to entries for the Eswatini Primary Certificate Examination to be taken in the November 2025 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 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 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 them 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

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 entry amendments or changes have been processed until they receive confirmation through computer-printed documents.

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 must be uploaded on to the eRegistration System. Centres with no IT infrastructure may use Internet Cafes at a nearest town.

Note: All EPC Public Schools candidates are classified as OVC and this must be indicated correctly in the Microsoft Excel spreadsheet file. All Private Schools candidates are classified as NON OVC and this must also be indicated.

11. Billing Statement (For Private Schools)

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.

- **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 **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 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 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. The 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 Excel Spreadsheet File. Centre and candidate details including the spelling of name, date of birth and PIN number must be checked when Registration Report (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 realize 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 EPC SYLLABUSES (in alphabetical order):

| SYLLABUS NAME AND CODE | COMPONENT INFORMATION | DURATION | WEIGHTING | OPTION CODE | NOTES | ACCESS TO GRADES |
|----------------------------------|-------------------------------------|----------------|----------------|--------------------|-------------------|---|
| ENGLISH 111 | 1: Paper 1 2: Paper 2 | 1h30m 2h | 50 50 | | Compulsory. | Grades A – E are passes. Grades F is fail. |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| MATHEMATICS 212 | 1: Paper 1 2: Paper 2 | 1h30m 2h | 100 100 | | Compulsory. | Grades A – E are passes. Grades F is fail. |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| SISWATI 414 | 1: Paper 1 2: Paper 2 | 1h 1h30m | 40 60 | | Compulsory. | Grades A – E are passes. Grades F is fail. |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| FRENCH 434 | 1: Paper 1 2: Paper 2 3: Oral | 1h 1h 1h | 75 25 50 | | | Grades A – E are passes. Grades F is fail. |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2,4 | |

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

| SYLLABUS NAME AND CODE | COMPONENT INFORMATION | DURATION | WEIGHTING | OPTION CODE | NOTES | ACCESS TO GRADES |
|------------------------------------|------------------------------|-----------------|------------------|--------------------|-------------------|---|
| SCIENCE 513 | 1: Paper 1 – Multiple Choice | 1h30m | 40 | | Compulsory. | Grades A – E are passes. Grades F is fail. |
| | 2: Paper 2 | 2h30m | 60 | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| SOCIAL STUDIES 515 | 1: Paper 1 – Multiple Choice | 1h30m | 50 | | Compulsory. | Grades A – E are passes. Grades F is fail. |
| | 2: Paper 2 | 2h | 50 | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| AGRICULTURE 616 | 1: Paper 1 | 1h | 35 | | | Grades A – E are passes. Grades F is fail. |
| | 2: Paper 2- Coursework | 1h30m | 65 | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| CONSUMER SCIENCE 627 | 1: Paper 1 - Theory | 2h | 100 | | | Grades A – E are passes. Grades F is fail. |
| | 2: Paper 2 - Practical | N/A | 100 | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| RELIGIOUS EDUCATION 631 | 1: Paper 1 – Multiple Choice | 1h | 50 | | Compulsory. | Grades A – E are passes. Grades F is fail. |
| | 2: Paper 2 | 1h30m | 50 | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |

| SYLLABUS NAME AND CODE | COMPONENT INFORMATION | DURATION | WEIGHTING | OPTION CODE | NOTES | ACCESS TO GRADES |
|--|---------------------------------------|-----------------|------------------|--------------------|-------------------|---|
| EXPRESSIVE ARTS 641 | 1: Paper 1 - Coursework | N/A 2h | 100 | | | Grades A – E are passes. Grades F is fail. |
| | 2: Paper 2 - Theory | | 100 | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| HEALTH AND PHYSICAL EDUCATION 642 | 1: Paper 1 - Theory | 1h 2h | 100 | | | Grades A – E are passes. Grades F is fail. |
| | 2: Paper 2 – Coursework and Practical | | 100 | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1, 2 | |
| ICT 645 | 1: Paper 1 - Theory | 1h15m | 50 | | | Grades A – E are passes. Grades F is fail. |
| | | | | | | |
| | | | | Option Code | Components | |
| | | | | Leave Blank | 1 | |

ECESWA - EPC

APPENDIX 3: SUBJECT GROUPS

Compulsory subjects

| | | |
|-------|-------------------------------|-------|
| I) | English | (111) |
| II) | Mathematics | (212) |
| III) | SiSwati | (414) |
| IV) | Science | (513) |
| V) | Social Studies | (515) |
| VI) | Religious Education | (631) |
| VII) | Expressive Arts | (641) |
| VIII) | Health and Physical Education | (642) |

Electives (choose at least one syllabus)

| | | |
|------|------------------|-------|
| VII) | French | (434) |
| | Agriculture | (616) |
| | Consumer Science | (627) |
| | ICT | (645) |

APPENDIX 4: INDEX TO EPC SYLLABUSES IN SYLLABUS CODE ORDER

| Code | Syllabus | Page |
|-------------|-------------------------------|-------------|
| 111 | English | 07 |
| 212 | Mathematics | 07 |
| 414 | SiSwati | 07 |
| 434 | French | 07 |
| <hr/> | | |
| 513 | Science | 08 |
| 515 | Social Studies | 08 |
| 616 | Agriculture | 08 |
| 627 | Consumer Science | 08 |
| <hr/> | | |
| 631 | Religious Education | 08 |
| 641 | Expressive Arts | 09 |
| 642 | Health and Physical Education | 09 |
| 645 | ICT | 09 |
| <hr/> | | |