



Examinations Council of Eswatini (ECESWA)

Eswatini Primary School Assessment

November 2026 Examination Session

Procedures for the Preparation and Submission of Entries

For use by Examinations Council Centres

(ECESWA)

TABLE OF CONTENTS

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

1. Important Deadline Dates

Registration Period	- 27 February 2026
Submission of registration corrections by Centres- First deadline	- 10 April 2026
Access Arrangements	- 31 March 2026
Submission of registration corrections by Centres- Second deadline	- 29 May 2026
Transfers	- 30 September 2026

Note:

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

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF ENTRIES FOR THE ESWATINI PRIMARY SCHOOL ASSESSMENT

NOVEMBER 2026 EXAMINATION SESSION

2. Introduction

These instructions apply to entries for the Eswatini Primary School Assessment to be taken in the November 2026 Examination Session.

3. Syllabus Information

Syllabus information, including syllabus codes, 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, results and statements of achievement.

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 **27th February 2026**. The first deadline for amendments is **10th April 2026** and the second deadline for amendments is **29th May 2026**. 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.

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 (Statement of entry) 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

7. Candidate Numbering

A candidate number will be generated automatically by the eRegistration 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 Personal Identity Number (PIN). The Eswatini PIN is compulsory for all candidates. The PIN is important for security and tracking of the candidate. Foreign candidates who do not have Eswatini PIN may provide their country's PIN 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 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 can also be able to capture candidates individually by clicking on the "+one" icon and capture the required information.

Note: All EPC Schools candidates are classified as FPE and this must be indicated correctly in the Microsoft Excel spreadsheet file. Private Schools candidates are an exception and have to be classified as NON-FPE and this must also be indicated.

11. Billing Statement (For Private Schools)

After entries are received by ECESWA, 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 captured on the eRegistration system not later than the **29th May 2026**. Heads of Centres are advised to involve subject teachers to help candidates choose syllabuses correctly. Amendments must be made on the Registration report and signed for by the candidate and by the Head of Centre.

Late Entry Deadline is **30th June 2026**.

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 2026**.

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 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?

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 EPSA SYLLABUSES (in alphabetical order):

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	DURATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO RESULTS	
ENGLISH 111	1: Paper 1 2: Paper 2	1h30m 2h	50 50		Compulsory.	EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
				Option Code			Components
				Leave Blank			1, 2
MATHEMATICS 212	1: Paper 1 2: Paper 2	1h30m 2h	100 100		Compulsory.	EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
				Option Code			Components
				Leave Blank			1, 2
SISWATI 414	1: Paper 1 2: Paper 2	1h 1h30m	40 60		Compulsory.	EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
				Option Code			Components
				Leave Blank			1, 2
FRENCH 434	1: Paper 1 2: Paper 2 3: Paper 4 - Oral	1h 1h 1h	75 25 50			EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
				Option Code			Components
				Leave Blank			1, 2,4

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

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	DURATION	WEIGHTING	OPTION CODE	NOTES	ACCESS TO RESULTS	
SCIENCE 513	1: Paper 1 – Multiple Choice	1h30m	40		Compulsory.	EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
	2: Paper 2	2h30m	60	Option Code			Components
				Leave Blank			1, 2
SOCIAL STUDIES 515	1: Paper 1 – Multiple Choice	1h30m	50		Compulsory.	EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
	2: Paper 2	2h	50	Option Code			Components
				Leave Blank			1, 2
AGRICULTURE 616	1: Paper 1	1h	35			EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
	2: Paper 2- Coursework	1h30m	65	Option Code			Components
				Leave Blank			1, 2
CONSUMER SCIENCE 627	1: Paper 1 - Theory	2h	100			EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
	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.	EX - Excellent VG - Very Good GD - Good SF - Sufficient IN - Insufficient	
	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 RESULTS
EXPRESSIVE ARTS 641	1: Paper 1 - Theory	N/A	100			EX - Excellent
	2: Paper 2 - Coursework	2h	100			VG - Very Good
				Option Code	Components	GD - Good
				Leave Blank	1, 2	SF - Sufficient
						IN - Insufficient
HEALTH AND PHYSICAL EDUCATION 642	1: Paper 1 - Theory	1h	100			EX - Excellent
	2: Paper 2 – Coursework and Practical	2h	100			VG - Very Good
				Option Code	Components	GD - Good
				Leave Blank	1, 2	SF - Sufficient
						IN - Insufficient
ICT 645	1: Paper 1 - Theory	1h15m	50			EX - Excellent
						VG - Very Good
				Option Code	Components	GD - Good
				Leave Blank	1	SF - Sufficient
						IN - Insufficient

ECESWA - EPSA

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 EPSA 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/>		