



# THE MALAWI NATIONAL EXAMINATIONS BOARD

P.O Box 191, ZOMBA, MALAWI. TEL. (265) 01 525 277, FAX: (265) 01 525 351

e-mail: [maneb@sdp.org.mw](mailto:maneb@sdp.org.mw)

**Executive Director**  
Gerald Axel Chiunda BEd, MSc

All communications should be addressed to:  
Executive Director

*In reply please quote:*

Our Ref. C/2/2/XI

19th August, 2019

To: Head teachers of Primary and Secondary Schools

cc: District Education Managers (34)  
Education Division Managers (6)  
Deputy Director, MCDE Headquarters, Blantyre  
The Secretary for Education, Science and Technology,  
Private Bag 328, Capital City, Lilongwe 3  
The Executive Director, ISAMA, P O Box 2807, Lilongwe  
The Secretary General, TUM, P/Bag 11, Lilongwe

Dear Sir/Madam,

## **REGISTRATION OF CANDIDATES FOR 2020 PSLCE AND MSCE EXAMINATIONS**

Please be informed that registration of candidates, payment of fees and collection of photos for production of ID cards for the above examinations should start from **16th September, 2019**, and the following related schedule should strictly be observed.

**16th September to 31st October, 2019** – Registration of candidates in the examination centres

**4th November to 8th November, 2019** – Submission of verified registration data to the DEM

**15th November, 2019** – Closing date for submission of the registration data and Photo Collection Forms to MANEB

The procedure for registering candidates and collection of photos for production of ID cards remains the same as that of the 2019 examinations, briefly explained below.

For registration, an electronic spreadsheet which is the same as a provisional blank nominal roll should be used for registering the candidates. Thus, instead of writing with a pen on a provisional nominal roll, a computer is used to capture the information. DEMs will use CDs which contain spreadsheet templates for registering candidates for PSLCE and MSCE examinations. PSLCE and MSCE have separate copies of the spreadsheet for internal, external and ODL candidates (i.e. candidates registered with MCDE). The CDs are labeled

accordingly. Examination centres that have computers are advised to access the templates from the DEM's office as well as get any assistance that the centres may require. **It is not allowed to delete subjects or introduce other columns on the templates.** Examination centres that do not have computers are required to seek assistance from the DEM or from other schools that have computers.

At the end of keying in data, **five** copies of the spreadsheet should be printed. Each candidate should check entries against his/her name on the hard copy produced. The candidate should then sign against his/her name upon verifying the correctness of names and subject entries. The Headteacher of the examination centre should also sign for the entries, as confirmation that all the entries are correct. The examination centres should submit their lists of candidates to the Data Officer at the DEM's office. Centres should submit both a hard copy (i.e. the one that has been signed by both the headteacher and the prospective candidates) and a soft copy. The soft copy must be a reflection of the hard copy. DEMs should keep a (hard) copy while Examination centres should also retain their own copy for future reference and records. The soft copy from the centre will be copied on to a computer which the Data Officer has. Data for all the centres in the district will be copied on to the DEM's CD. The DEM's CD and **three** hard copies for every centre should be sent to MANEB by the DEM.

Please ensure that a correct candidate sex code is entered and that there is care in typing spellings of candidates' names. MSCE candidates should ensure their subject entries are correct.

Schools which do not have MANEB centre numbers should register their students as external candidates at nearby schools which have MANEB centre numbers. Liaise with the DEM's office in this regard.

On registration of special needs (SNE) candidates, centres are advised to register such candidates just like the rest of the candidates on the computer spreadsheet. However, details of particular challenges of the SNE candidates should be submitted to MANEB by headteachers of the concerned candidates through the DEM, for the attention of the Subject Officer (SNE). MSCE Examination centres are also advised to inform their MSCE Braille candidates especially those registering for Computer Studies that they will be required to sit for the practical component of the examination.

Please ensure that only candidates who pay full examination fees are registered for examinations. Also note that as was the case last year, Centre Administration fees will not be paid to MANEB but to the DEM and MSCE examination centres are strongly urged to comply with this arrangement. In this regard, DEMs are requested not to receive any registration data from MSCE examination centres which have not submitted the Centre Administration fees.

**Examination centres are further advised to register as *internal* only those candidates who are bonafide students of the school. It is a serious offence in *MANEB regulations* to register as internal candidates, external candidates or candidates from other schools.** The Board will carry out inspections to ensure that schools are complying with this regulation. Anybody contravening this regulation will be charged in a court of law. No candidate(s) shall be allowed to transfer from one examination centre to another after the expiry of the registration period.

Examination centres are strongly warned against registering candidates more than what their (lone/cluster) centre can accommodate. In this respect, examination centres should ensure that external candidates do not exceed **70%** of the internal candidates registered. Headteachers of examination centres are also advised to refer to Data Officers at the DEM's office any query relating to data information of their candidates.

**Registration data and candidate photos for examination centres in the Northern and Central regions should be submitted to the MANEB Regional Offices in Mzuzu and Lilongwe respectively.**

Yours faithfully,



G Mutala Phiri, PhD

**For: EXECUTIVE DIRECTOR**