



Botswana Open
University

**INFORMATION ON
END OF SEMESTER 1
EXAMINATIONS**



24th November – 6th December 2025

1.0 Introduction

BOU would like to inform all its tertiary students that end of Semester 1 Examinations are scheduled for **24th November – 06th December 2025**. Timetables and other requirements, expectations, conduct and instructions will be posted on the BOU student Portal, website, and Facebook page. The examinations will be uploaded on the BOU student portal for you to access and write as timetabled.

The details of the examinations for each School and programme are as indicated below.

2.0 School of Business and Management Studies

2.1 All Diploma Programmes- Diploma in Business Management and Diploma in Human Resources Management

Students are informed that they will write the examinations, downloadable and submitted on the Student Portal over a period of **3 hours** on the day scheduled for each Course. Please note that while the duration is 3 hours, the cutoff is an hour after the 3 hours to enable students to submit their work.

2.2 All Degree Programmes - BCOM (Human Resources Management and Industrial Relations), Bachelor of Business and Entrepreneurship and Bachelor of Business Administration (Leadership and Change Management)

Students are informed that they will write the examinations, downloadable and submitted on the Student Portal over a period of **3 hours** on the day scheduled for each Course. Please note that while the duration is 3 hours, the cutoff is an hour after the 3 hours to enable students to submit their work.

2.3 Commonwealth Executive Master of Business Administration

Students are informed that they will write the examinations, downloadable and submitted on the Student Portal over a period of **3 hours** on the day scheduled for each Course. Please note that while the duration is 3 hours, the cutoff is an hour after the 3 hours to enable students to submit their work.

2.4 Details for all the Examinations

- a. Each examination shall be administered and finalized within a **3-hour period**. Please note that while the duration is 3 hours, the cutoff is an hour after the 3 hours to enable students to submit their work.
- b. A timetable has been posted on the student portal, detailing when each examination will be available for download.
- c. All examinations will be done through our online MOODLE platform.
- d. Students will be required to download their examination; answer it and then upload the answer script before the stipulated portal closing time.
- e. All students are to ensure that they have access to their individual Moodle accounts on the University platform.
- f. The work must be typed, in the following format: Font, Times New

Roman, size 12 point, spacing 1.5, justified. Page numbers should be included.

- g. Use the standard University cover page, and complete all the required details (student number, Regional Campus, course code, qualification, etc.). This information is very critical in ensuring that the information you have submitted is easily identified as yours.
- h. Students are required to comply with all assessment-related rules and procedures.

3.0 School of Education

3.1 Certificate in English for Professional Purposes (EPP).

Students are informed that they will write **venue-based examinations** which will be held at Gaborone Regional Campus. Gaborone Regional Campus is situated at Fairgrounds Plot 4742, Machel Drive, Gaborone. Further information on the exact classrooms or hall to be used for your examinations will be communicated directly to your class.

3.2 Diploma in Integrated Early Childhood Development/ Diploma in Early Childhood Education.

Students will write **2 hours** Timed Online multiple-choice format Papers. The timetable and instructions for these will be shared on the portal. The examinations commence on **24th November 2025** and end on **06th December 2025**.

3.3 All Bachelor of Education Degree Programmes – BEd (Primary), BEd (Special & Inclusive Education) and BEd (Integrated Early Childhood Development)/ BEd (Early Childhood Education).

Students (Primary, Special & Inclusive Education, Early Childhood Education) will write **3 hours** Timed Online multiple-choice format Papers. The timetable and instructions for these will be shared on the portal. The assessments commence on **24th November 2025**.

The examinations will be done through the portal, giving you only **ONE ATTEMPT** to complete the assessment. It is "TIMED", which means that when the allocated time elapses, then that will also mark the end of your ONE ATTEMPT to complete the examination. However, the examination will be open from **0800hrs** until **1800hrs** for each course.

3.4 MEd (Educational Leadership)

Students are reminded to continue doing their proposals, projects and dissertations and submit them as per schedules shared on the portal.

MEd (Early Childhood Development)

Students are reminded to continue with their final assignment and submit it as per the schedule shared.

3.5 Post Graduate Certificate in Quality Assurance in Education

Students are informed that they will complete and submit Quizzes that have been uploaded on the student Portal. The Quizzes are now open in the portal and will close on the **1st December 2025** for grading. Once a student opens the quiz, they have 45 minutes to complete it.

4.0 School of Social Sciences

4.1 Certificate in Community Based Work with Children and Youth (CBWCY)

Students should submit their assessments as communicated in the Delivery Schedule.

4.2 Commonwealth Executive Master of Public Administration

Students are informed that they will write the examinations, downloadable and submitted on the Student Portal over a period of **3 hours** on the day scheduled for each Course. Please note that while the duration is 3 hours, the cutoff is an hour after the 3 hours to enable students to submit their work.

The examinations will be administered in the following way:

- a. Go to the student Portal to access the timetable for each of the courses you are due to write.
- b. Go to the Moodle platform to download the questions
- c. Work on each of the modules/assessments as timetabled, to finish and upload your work before the scheduled end time for the assessment. The portal will close immediately the allocated time elapses, and you will not be able to submit after the portal has closed.

5.0 School of Science and Technology

5.1 Bachelor of Technology in Information Systems (B.TECH-IS)

Students are informed that they will write venue-based examinations which will be held at Gaborone Regional Campus. Gaborone Regional Campus is situated at Fairgrounds Plot 4742, Machel Drive, Gaborone. Further information on the exact classrooms or hall to be used for your examinations will be communicated directly to your class.

Research Projects

All students with Research Components are reminded to continue doing their proposals, projects and dissertations and make their final submissions according to the Delivery Schedule. **BRM620** must be submitted electronically, while **EPED622** must be in hard form as instructed.

Detailed requirements, expectations, and conduct of these examinations will be placed on the portal for students to follow. Use the timetable provided on the portal to check when your course is scheduled.

Any student who fails to write the examinations as scheduled on the timetable will be expected to request for special examinations to be written at a later date. The request must be done by completing the Special or Extenuating Circumstances Form (SorEC) and sending it to your Regional Campus Assessment Officer. Students who encounter any challenges during the examinations and fail to submit their work must report these incidents by completing the Incident Form and submit immediately to the Assessment Officer.

We wish you all the best.

BOU