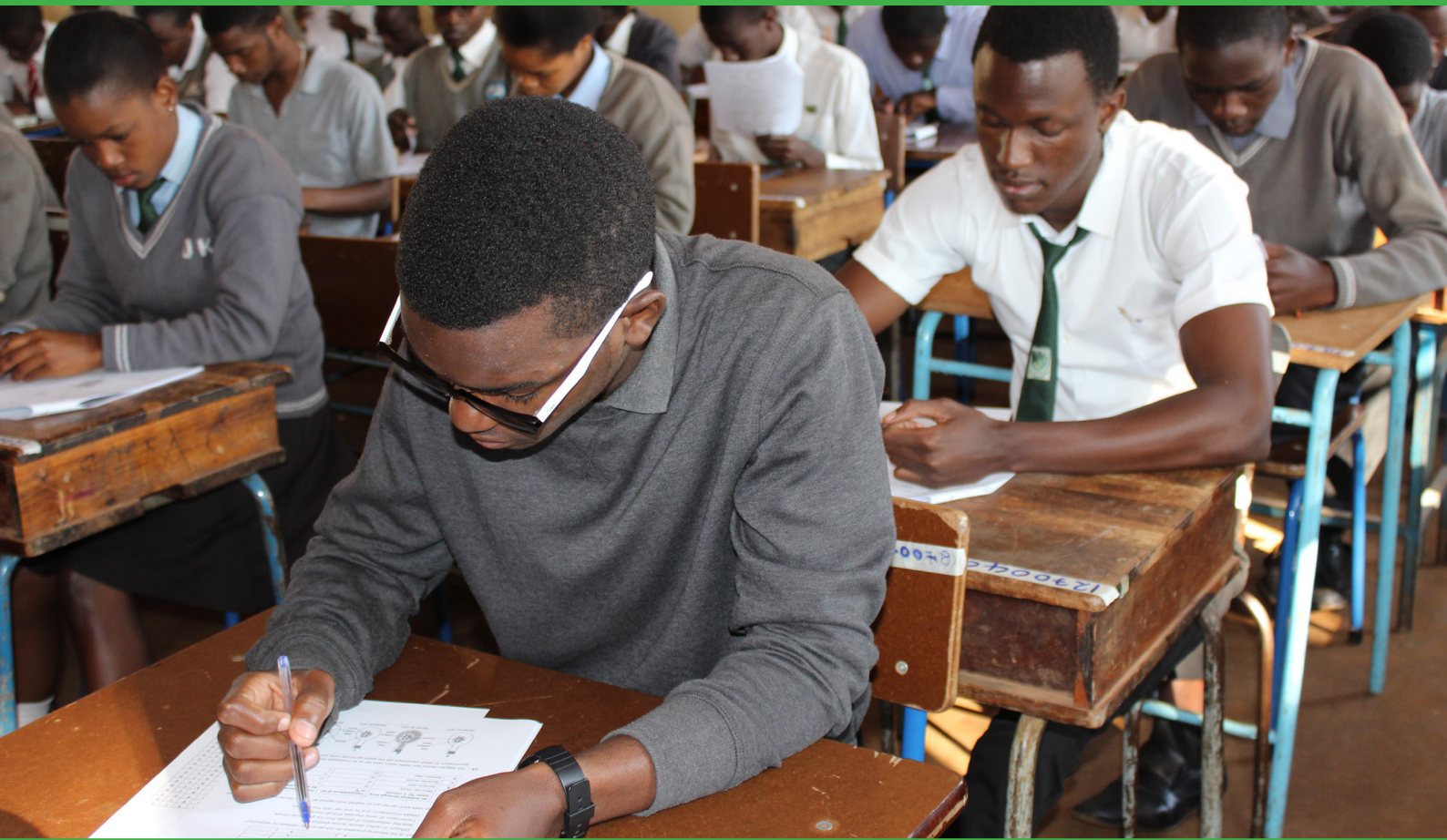




Examinations Council of Zambia



2012 ANNUAL REPORT

TWENTY-SIXTH ANNUAL REPORT FOR THE EXAMINATIONS COUNCIL OF ZAMBIA
COVERING THE EVENTS OF THE CALENDAR YEAR 2012

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1.0. OVERVIEW

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983 with a mandate to conduct examinations at School, Teacher Education and Technical Education, Vocational and Entrepreneurship Training levels.

The Council became operational in January, 1987 as a semi-autonomous (parastatal) entity that obtains policy direction from the Ministry in charge of Education.

The functions of the ECZ were to:

- i. Conduct examinations
- ii Award certificates or diplomas to candidates who pass examinations conducted by the Council;
- iii Carry out relevant research in examinations;
- iv Advise any public institution on development and use of any system of testing or examining when requested to do so;
- v Formulate syllabuses for examinations;
- vi Promote international recognition of qualifications conferred by the Council;
- vii Approve or reject appointment of examiners;
- viii Organise training courses for, or arrange for training of examiners, markers, supervisors, invigilators and other persons connected with examinations; and
- ix Invite any person or body either in or outside Zambia to assist the Council in the conduct of examinations

Vision Statement

The Examinations Council of Zambia will be a leading examining board in providing accurate and timely assessment and certification systems reflective of the competencies of learners and the education system in a prospering economy.

Mission Statement

The Examinations Council of Zambia will provide an effective and efficient system for setting and conducting assessments of comparable international standards.

Guiding Principles

The Council and its employees had a long and continuing tradition of distinguished public service. ECZ employees, as they strived to fulfil the vision, mission and the goals, were guided by six core principles that support our core values;

- i. Integrity
- ii. Competence
- iii. Teamwork
- iv. Effectiveness
- v. Information stewardship
- vi. Fairness
- vii. Good Governance

2.0. GOVERNANCE STRUCTURE

COUNCIL

The Council is the supreme policy making body of the ECZ. In accordance with the ECZ Act, Chapter 137 of the laws of Zambia, the Council continued to provide policy oversight and strategic direction of the ECZ.

Following the dissolution of the previous Council on 6th January 2012, the Honourable Minister of Education, Science, Vocational Training and Early Education- Dr John T.N. Phiri inaugurated the new Council at Government Complex in Lusaka on 25th April 2012. During the inauguration ceremony, the Minister gave the new Board unfettered leeway to restore public confidence at the ECZ. The members of the Council were as follows:



Prof. Samuel F. Banda
Chairperson



Ms Wabei N. Mangambwa
Vice Chairperson



Mr Chishimba Nkocha
Member



Prof Christopher C. Chama
Member



Mr Alex M.K. Simumba
Member



Mr Eddie K. Mwitwa
Member



Col Lloyd K. Mwila
Member



Mr Jonathan M. Ngo'nga
Member



Dr Patrick K. Nkanza
Member



Mrs Cecilia N. Sakala
Member



Mr Lazarus B.Y. Kalirani
Member

3.0. COMMITTEES OF THE COUNCIL

The Council operates through a Committee system. During the year under review, there were seven (7) Committees.

The names of the Committees are listed below:

1. Finance and Administration
2. Security
3. School Certificate
4. Junior Secondary and Primary Education
5. Teacher Education
6. TEVET
7. Audit

The following were the number of times the Council and Committees met to deliberate on Council business;

	Name of Council/Committee	Scheduled Meetings	Extraordinary Meetings
1	Council	4	5
2	Finance and Administration	4	3
3	Security Committee	4	0
4	School Certificate	4	2
5	Junior Secondary and Primary Education	4	2
6	Teacher Education	4	2
7	TEVET	4	2
8	Audit	4	0

MANAGEMENT

Management provided leadership in policy interpretation and implementation of all day to day activities of the ECZ. The following were the members of the Management team;

Mr Michael M. Chilala	Director
Mr Jolly S. Chembe	Deputy Director
Mrs Jacqueline C.M. Chikwama	Council Secretary
Mr Stanley Siasinyanga	Chief Accountant
Mr Joe Kanyika	Assistant Director, Research and Test Development Department
Mr Nalumino Moola	Assistant Director, Information Technology Department
Mrs Maria G. Mulenga	Assistant Director, Examinations Administration Department

4.0. CHAIRPERSONS REPORT

The Examinations Council of Zambia made the following policy related resolutions during the year 2012:

4.1. Membership to Committees of Council

In an effort to reduce costs incurred by the Committees, the Council approved the Committee membership as follows;

Name of Committee	Membership	
	Approved	Previous
Finance and Administration	7	13
Security	13	14
TEVET	6	13
School Certificate	8	12
Junior Secondary and Primary Education	7	12
Teacher Education	7	11
Audit	5	5

4.2. Verification of Qualifications

The Council carried out the verification of qualifications of staff at the ECZ to ensure that personnel met the requisite qualifications and experience for their respective positions. Council further resolved that members of staff who did not meet the requisite qualification be given a period in which they would be expected to have upgraded their qualifications as per requirement of the positions they held.

4.3. Signing of the ECZ Internal Audit Charter and Audit Committee Charter

Council signed the ECZ Internal Audit Charter and Audit Committee Charter as per requirement.

4.4. Guidelines to Private Schools on the number of Science Laboratories

Council approved the guidelines to have a minimum of three Science laboratories for a school to be granted examination centre status. Council further resolved to inspect Government schools as well to ensure that they too met the minimum benchmarks for examination centre status, in addition to inspecting private schools.

4.5. Representation of new Teacher Unions on Council Committees

Council resolved that the Union representation on both Council and Security Committee be rotated amongst the existing Unions as it was very difficult to have representation from all the Teacher Unions on account of cost.

4.6. Underprotest Fees

Within the year under review, the Council upheld the decision from the Committees to compel respective schools pay underprotest fees for candidates whose omission of subjects was not their fault but that of the schools.

4.7. Payments of Police Officers Guarding Examination Materials

Council resolved to use the existing guidelines for paying Police officers guarding examination materials as follows;

- i. Officers who worked for less than six (6) hours would not be paid anything
- ii. Those officers who worked for six (6) hours would be considered for lunch allowance
- iii. Those officers who worked from 18:00 hours to 06:00 hours would be paid subsistence allowance

4.8. Deregistration of Jarmy Private School and City Education Centre

Council resolved to deregister Jarmy Private and City Education Centre as Examination Centres.

4.9. Financial Performance for the Year ended 31st December 2012


The Examinations Council of Zambia received a total income of K 59,740,848 against an expenditure of K74, 269,005 giving a deficit of K14, 528,157. The net assets for the year ending 31st December 2012 were K58, 127,121. (Refer to the Financial Statement attached for the Year ended 31st December 2012 for details).

4.10. Highlights of the 2012 Examinations

The following were notable highlights relating to examinations in 2012:

1. 337,706 candidates entered for the Grade 7 Composite Examination, out of whom 304,429 sat for the examination and obtained Certificates.
2. Of the 354,565 candidates who entered for the Junior Secondary School Leaving (Grade 9) Examination, a total of 291,018 sat for the examination. The certificate pass rate was 53.05% (54.92% for Boys and 50.96% for Girls) showing an improvement from 52.35% recorded in 2011. There was an improvement in performance for boys in 2012 (50.96%) compared to 2011 (49.24%)
3. Of the 103,853 internal candidates who sat for the Grade 12 Examination, 60313 obtained School Certificates. Out of the number who obtained School Certificates, 35,453 were boys and 24,860 were girls. The percentage of candidates who obtained School Certificates decreased by 1.79% from 59.87% recorded in 2011 to 58.08% in 2012. 41307 candidates obtained General Certificate of Education (GCE).
4. Out of the 1,561 who entered for the Zambia Teacher Education Course (ZATEC) Examination, 615 were male and 946 female. 1430 candidates sat for the examination, while 131 were absent and only 1,350 passed the examination. 64 candidates entered for the Pre-School Teacher Examination. 52 candidates sat for the examination, of which Seven (7) candidates obtained a Distinction (two male and five female), while 11 obtained Merit, 32 obtained Credit and two (2) obtained Pass.
5. Out of the 296 who entered for the TEVET Examination (126 male and 170 female), 291 candidates sat for the examination (124 male and 167 female). A total of 210 candidates passed the examination while 81 failed.

I hereby commend all members of Council, Management and staff for their commitment and hardwork as we continue to serve the nation much more efficiently and effectively.



Prof. Samuel F. Banda
Council Chairperson

5.0. DIRECTORS REPORT

In line with the areas of strategic focus as outlined in the Strategic Plan of the Council, various activities were undertaken during the year under review as follows;

5.1. Strategic Focus Area 1: Test Development

i. Training of ECZ Staff in Item Response Theory (IRT)

Two officers travelled to Nigeria for a two-weeks Training Programme on Item Response Theory (IRT) from 12th to 24th February 2012. The Programme was broken into Modules and Units. The training took place at the Conference Hall of the National Commission for Colleges of Education (NCCE), Abuja, Nigeria. The training equipped the Council staff with the necessary knowledge, skills and abilities for the implementation of test item analysis and evaluation using IRT parameters.

ii. Grade 7 Item Writers Training

The ECZ organised a training workshop for Grade 7 Item Writers at Lake Safari Lodge, Siavonga from 15th to 21st April 2012. A total of 46 participants drawn from across the country were trained. Through the training, the ECZ's item bank was enriched with items safely stored for future examination papers. The Item Writers Training Workshop therefore provided a platform to impact skills and knowledge on item writing to practicing teachers.

5.2. Strategic Focus Area 2: Examinations Administration

i. Review of the 2011 School Examinations

The ECZ organised a meeting to review the conduct of the 2011 Examinations in Kabwe from 15th to 17th March 2012 at Kabwe Lodge in Kabwe. Participants included Senior Education Standards Officers (SESOs) and Education Standards Officers - General Inspection (ESO-GIs).

The objectives of the meeting were to:

- i. Review the efficiency of the new Electronic Candidate Registration System (ECRS);
- ii. Clarify the procedures on handling Certificates
- iii. Assess issues related to security of examination materials in the storage facilities for the District Education Board
- iv. Secretary offices and examination centres;
- v. Determine and discuss challenges encountered by all candidates during Examinations;
- vi. Review the collection and remittance of Examinations fees;
- vii. Review the Introduction of the Conveyor Belt Marking System and Electronic Marks Capture System for Grade examination
- viii. Agree on possible areas of improvement in the conduct of examinations.

5.3. Strategic Focus Area 3: Capacity Building

i. The 2012 AEAA Conference

A delegation of five (5) members of staff, participated at the 30th Conference of the Association for Educational Assessment in Africa (AEAA) held in Gaborone, Botswana from 6th to 10th August 2012 under the theme, "Reforms in Educational Assessment for Regional Development." The theme was crafted in recognition of the critical role transformative education plays in national and regional developments. The Zambian delegation took the opportunity to acquaint themselves with general conference organisation in readiness for the hosting of the 2014 AEAA Conference.

ii. The International Association for Educational Assessment (IAEA) Conference

During the year under review, the ECZ participated in the 2012 IAEA which was held at Radisson Hotel in Astana, Kazakhstan from 16th to 21st September 2012. The theme of the conference was "Designing the assessment of learning outcomes to make positive impact on individuals and institutions". The main focus of the Conference was to assess the condition of the institutions of higher education to examine the tools used in modelling quality evaluation of education in the present age.

iii. UMALUSI Conference in South Africa

A delegation of two (2) members of staff attended the Council for Quality Assurance in General and Further Education and Training (UMALUSI) 2012 Conference held in South Africa at Misty Hills Hotel, Johannesburg from 10th to 12th May, 2012 under the theme, "Standards in Education and Training: The Challenge." From the Conference, Zambia had an opportunity to learn from other educational systems that have used classroom assessment as a tool to improving actual attainment of learning achievement levels.

iv. Southern Africa Association for Educational Assessment (SAAEA) Research Forum

The ECZ participated in the SAAEA Research Forum which was hosted by the Directorate of National Examinations and

Assessment (DNEA) in Windhoek, Namibia from 3rd to 5th September 2012. The Research forum was an initiative of SAAEA formed to drive research, innovation and development in the area of educational assessment in the region. The forum was therefore an important body for the association's innovation, research and developments.

v. Training programme at University of Cambridge.

Two Officers from the Research and Test Development department were nominated by Management to participate in an Annual Training Programme at University of Cambridge in Administration and Development of Public Examinations for two weeks.

vi. 2012 Southern Africa Association for Educational Assessment

A delegation of five members of staff attended the 6th Southern Africa Association for Educational Assessment (SAAEA) Conference held in Swaziland at Esibayeni Lodge, Matsapha from 11th to 13th June, 2012. The Conference was hosted by the Examinations Council of Swaziland (ECOS) under the theme, "The value and relevance of public examinations in the face of Economic Challenges in the Region". The conference members placed emphasis on harmonisation of qualifications in the SADC region.

vii. African Leadership Workshop

Five members of management completed the African leadership course in ICT- ALICT sponsored by the African Union (AU) and Finland.

viii. Benchmarking Activities

Two officers from Swaziland and Zimbabwe participated in the 2011 Zambia School Certificate Awards meeting held at the Council offices in Lusaka from 30th to 31st January 2012. The two-day meeting was a critical exercise in the cycle of examinations.

Within the year under review, a delegation of five (5) members of staff visited the Zimbabwe School Examinations Council (ZIMSEC) to benchmark on the e- marking of examination scripts at Chinoyi University in Zimbabwe. The exercise was undertaken from 13th to 20th July 2012. It was hoped that the E-marking would expedite the marking and processing of examination results process at Grade 12 level in Zambia.

The ECZ also participated in the Standard Fixing and Awards meeting for the Malawi Secondary Certificate of Education Examinations (MSCE) which was held from 16th to 17th October 2012. The objective of the awards meeting at MSCE was to set standards. The presence of external examination boards was highly commendable as it gave the exercise an international input and enhanced credibility.

5.4. Strategic Focus Area 4: Certification

The Council issued Certificates to successful candidates. The Certificates for all the levels (Grades 7, 9, 12/GCE and Teacher Education) were dispatched to examination Centres by the end of November 2012.

5.5. Strategic Focus Area 5: Advisory Services, Research and Innovation

i. 2012 National Assessment Survey of Learning Achievements

The Council conducted the data collection for the Survey of Learning Achievement at Primary Schools in 400 Schools across the 10 provinces. Grade 5 Learners and Teachers in the sampled schools were assessed in reading English, Mathematics (Numeracy), Life Skills and Reading in selected Zambian languages of Chitonga, Cinyanja, Icibemba and Silozi. The Survey took place in October and November 2012. The findings of the surveys indicated stagnation amidst exponential growth in access to education.

ii. A Transactional Study on the Causes of Abnormal Curves

The Council embarked on a Survey to forensically examine the hidden meanings behind the manifestation of 'abnormal curves' in the frequency distribution graphs for the 2011 Grade 9 Examination. Five (5) papers were assessed and these are History, Civics, Book Keeping, Office Practice and Religious Education in the 2011 Grade 9 examination. Examination of the 1,395 scripts showed that 669 scripts had adjustments by the markers, 31 scripts had been adjusted by the Chief Markers and 695 had no adjustments. The adjustments were neither systematic nor universal. However, there was little evidence that the adjustments were as a result of systematic remarking.

5.6. Strategic Focus Area 6: Support Services

i. Quality Management System

In a quest to provide the framework to monitor and improve performance in the various processes and systems, the Council organised a workshop to train all staff on the Quality Management System. The workshop was held from 24th to 25th March 2012 at Palmwood Lodge in Lusaka. The system was envisaged to help the ECZ succeed through improved

customer satisfaction, staff motivation and continual improvement.

5.7. Strategic Focus Area 7: Information, Education and Communication

i. 2012 Countrywide Sensitisation against Examination Malpractices

The ECZ successfully embarked on this important activity from 15th to 22nd October 2012.

The campaigns were undertaken in all the provinces. Community radio stations countrywide were used to run a series of announcements before, during and after the 2012 examinations.

ii. Participation in Careers Expo

The ECZ participated at the Careers Expo held at Government Complex from 5th to 8th September 2012 in Lusaka. The 2012 Careers Expo was graced by Zambia's Republican First Lady- Dr Christine Kaseba Sata. The Career Expo 2012 was a golden opportunity where the ECZ interacted and disseminated information to the youths and pupils on the essence of having genuine and credible results conferred by the Council.

iii. 2012 Zambia International Trade Fair and Zambia Agricultural and Commercial Show

The ECZ successfully participated in the 2012 Zambia International Trade Fair (ZITF) in Ndola from 28th June to 3rd July 2012. The Theme was dubbed, "Creating Synergies Beyond Borders." The ECZ also successfully participated at the Zambia Agricultural and Commercial Show which took place from 2nd to 6th August 2012 under the theme, "Building on Today's Prosperity." The two shows provided an opportunity for the ECZ to interact with the public and provide information on examinations and certification.

iv. Television Programmes on Assessment and Certification

Within the period under review, the ECZ successfully aired four Part Series of the 60 minutes live discussion programmes on Zambia National Broadcasting Corporation (ZNBC) Television from 2nd to 23rd December 2012. The topics featured Senior ECZ staff and key stakeholders from the Ministry of Education, Science, Vocational Training and Early Education. The issues deliberated on during the programmes were mostly on the operations of the ECZ.



Michael M. Chilala
DIRECTOR

6.0. REPORTS FROM COMMITTEES OF COUNCIL

7.0. JUNIOR SECONDARY AND PRIMARY EDUCATION COMMITTEE

The Junior Secondary and Primary Education Committee formerly known as the Basic Education Committee was charged with the responsibility of presiding over the Grade 7 Composite Examination and the Junior Secondary School Leaving (JSSL) or Grade 9 Examination.

The Committee comprised twelve (12) members as listed below:

Prof Christopher C. Chama	Chairperson
Dr Charles Mwape	Member
Mr Rodgers Zulu	Member
Dr David Sibalwa	Member
Mr Friday Talimi	Member
Mr Emade Sakala	Member
Miss Christine Tembo	Member
Mrs Exhilda Gondwe	Member
Mrs Josephine Shamwana Lungu	Member
Mr. Jobbicks Kalumba	Member
Mr Franklin Chelu	Member
Mrs Valerie Mulwanda	Member

Matters Considered and Approved by the Committee

7.1. Disposal of 2012 Grade 7 Malpractice Cases

The Committee nullified results for nine (9) candidates who were involved in examination malpractices at Grade 7 level.

7.2. Examination Centre Applications

The Committee approved forty seven (47) Schools as Grade 7 Examination Centres while twenty eight (28) were centres granted Examination Centre Status at Grade 9 level. The Committee further resolved to conduct a sample analysis of some approved applications for examination centre status to verify the accuracy of the information on the application forms.

7.3. Approval of Examination Timetables

The Committee approved the 2012 Grade 7 and Grade 9 Examination Timetables.

7.4. Approval of 2012 Examination Results

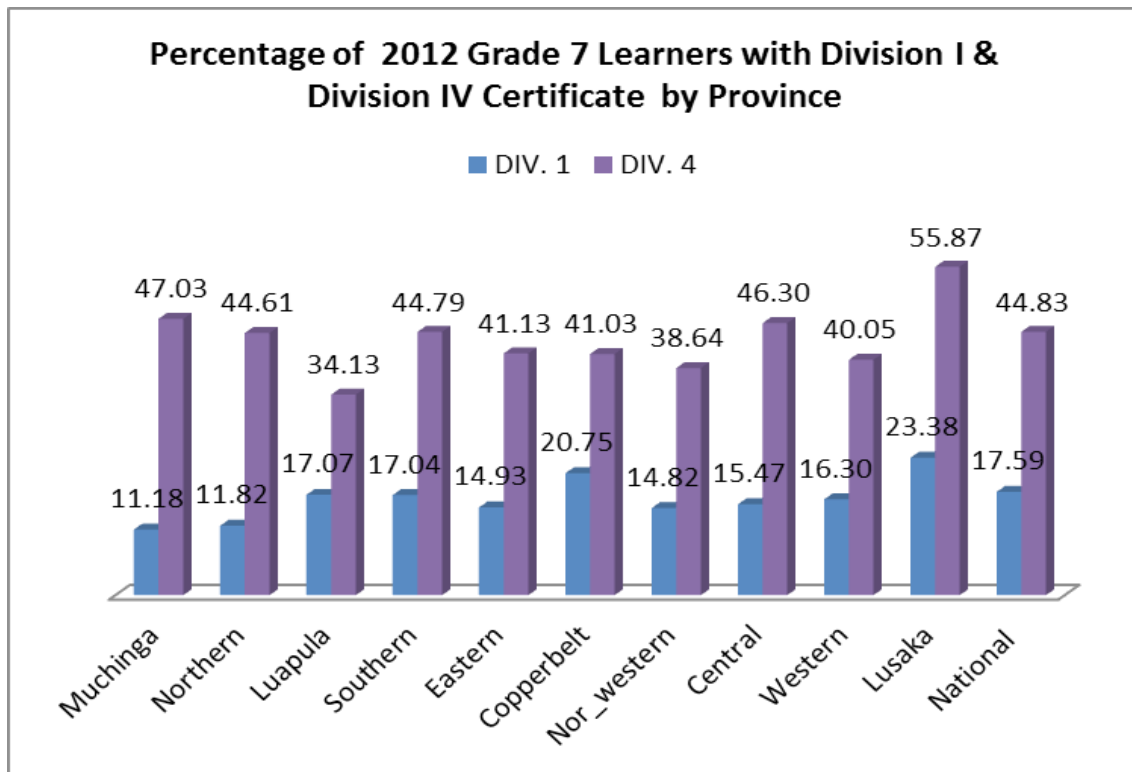
Within the year under review, the Committee approved the 2012 Grade 7 and Grade 9 Examination Results.

Highlights of the 2012 Grade 7 and Grade 9 Examinations

i. Grade 7 Composite Examination Results

A total of 337,706 candidates entered for the 2012 Grade 7 Composite Examination of which 175,556 were boys and 162,150 were girls. Out of the candidates who entered for the examinations, a total of 304,429 candidates sat for the examination of which were 158,914 boys and 145,515 were girls.

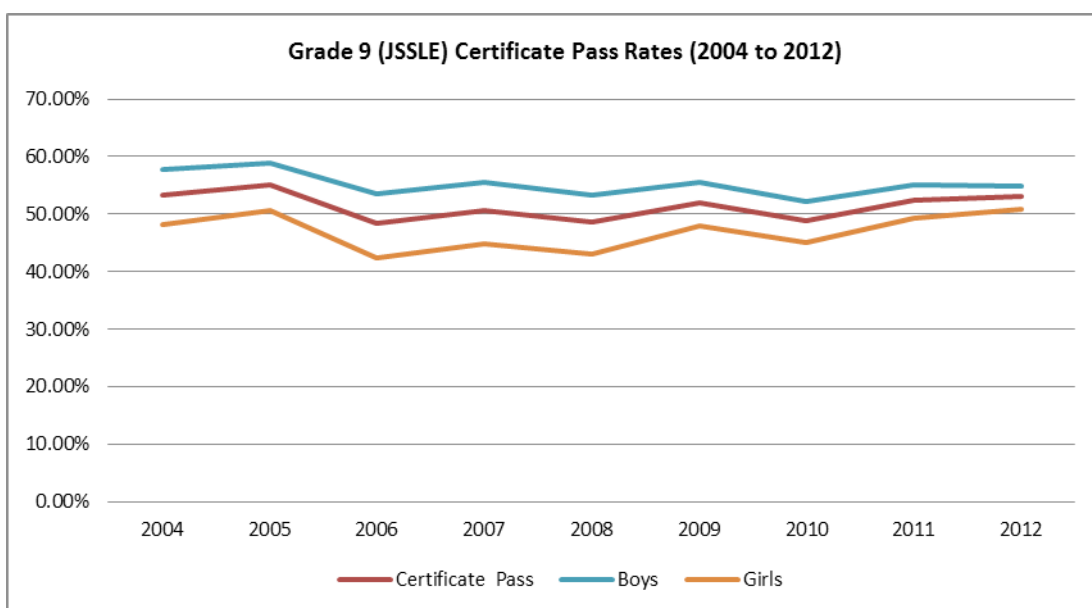
A total of 284,603 candidates were selected to Grade 8 of which 149,016 were boys and 135,587 were girls. The overall progression rate for 2012 was 93.49 % compared 93.80 % in 2011. In terms of gender proportions, 93.77% of the boys were selected compared to 93.18% of the girls. Six provinces were able to absorb all candidates that sat for the Grade 7 Composite Examination and these were Luapula, Eastern, Copperbelt, Northwestern, Central and Western provinces. The progression has over the years been improving; an indication of the system creating space at the next level of education through the accelerated infrastructure development.



ii. The 2012 Junior Secondary School Leaving Examination (JSSLE) (Grade 9)

A total of 345,565 candidates entered for the 2012 Grade 9 Examination. Out of the candidates who entered for the examination, a total of 291,018 actually sat for the examination. The number of candidates who actually sat for the examination dropped from 90.35% in 2011 to 84.22% in 2012. Copperbelt Province contributed the highest number (20.75%) of candidates who entered for the examination in the country. All provinces had lower proportion of girls enrolling for examinations except for Lusaka and Copperbelt Provinces which had higher proportion of girls than boys. A total of 54,547 candidates were absent, representing 15.78 % of candidates that entered the examination. The gender proportions were 15.35 % of boys and 16.27 % of girls were absent from the examinations.

The Certificate Pass was 53.05 % (Boys 54.92%, Girls 50.96%) showing an improvement from 52.35 % in 2011. There was an improvement in performance for girls in 2012 (50.96%) compared to 2011 (49.24%). In terms of performance by province, Copperbelt Province recorded the highest proportion (65.47%) of candidates obtaining certificates followed by North Western (55.29%) and Lusaka (54.96%). Northern Province had the lowest proportion of candidates (43.03%) obtaining certificates. Trends in certificate pass rates since 2004 have been falling between 40% and 50% for girls, 50% and 55 % for boys while the national rates have averaged 55%.



8.0. SCHOOL CERTIFICATE COMMITTEE

The School Certificate Committee presides over the Joint School Certificate and General Certificate of Education (GCE) Examinations on behalf of the Council.

The Committee was composed of the following eight (8) members in the year 2012:

Mr Chishimba Nkosha	Chairperson
Col Lloyd K. Mwila	Vice Chairperson
Prof. Jassiel Zulu	Member
Mr George L. Nahonge	Member
Mr Francis Manda	Member
Mr Christopher Mvula	Member
Sr Angela Bwalya	Member
Mr Trust M. Hanguwa	Member

Matters Considered and Approved by the Committee

8.1. Guidelines to Private Schools on the number of Science Laboratories

The Committee resolved to analyse each application form and use its discretion whether or not to approve applications for examination centre status based on the guidelines given by the Ministry of Education, Science, Vocational Training and Early Education.

8.2. Reintroduction of Grade 12 External Examination Centres

After considering the report on the request to reintroduce Grade 12 External Examination Centres by the Ministry of Education, Science, Vocational Training and Early Education, the Committee recommended for a working group of key stakeholders to make resolutions to the Ministry.

8.3. 2011 Grade 12/GCE Examination Malpractice cases

After considering the evidence of forty six (46) suspected examination malpractice cases that were deferred pending further information from the Schools or Courts, the Committee resolved the following:

- i. To nullify results in all subjects for twenty six (26) candidates;
- ii. To release results in all subjects for one (01) candidate who was not found with a case; and
- iii. Nineteen (19) cases were deferred pending further information from the courts.

8.4. Unreliable Examiners

The Committee considered the reports on the misconduct of nine (9) Grade 12 Examiners during the 2011 marking session and resolved to demote three (3) Team leaders to the position of Examiner. The Committee further terminated the services of five (5) Examiners who were found to be unreliable and wrote a warning letter to one (1) Examiner.

8.5. Withdrawal of Nkrumah GCE Centre

The Committee resolved to withdraw the centre status for Nkrumah GCE Centre for flouting the guidelines on the administration and management of examinations.

8.6. Approval of Examination Results

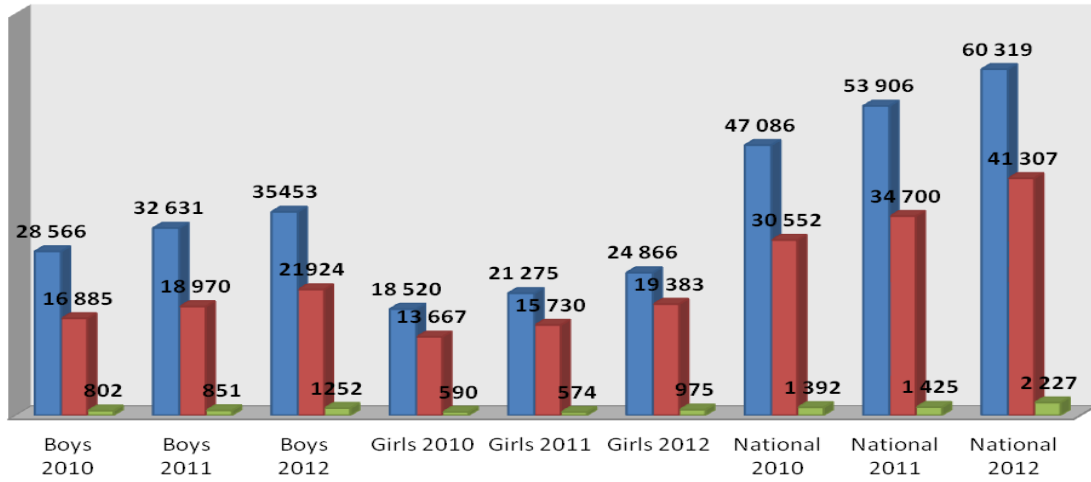
The Committee approved the 2012 Grade 12/GCE Examinations results.

A total of 105,825 candidates (59,713 boys and 46,112 girls) entered the examinations in 2012 compared to 92,134 candidates in 2011. The proportion of candidates that actually wrote the examination increased from 97.7% in 2011 to 98.14% in 2012. Similar to the Grade 9 level, Copperbelt Province contributed the highest number (27.91%) of candidates who entered for the examinations. All provinces had less numbers of girls than boys enrolling for examinations.

The overall School Certificate pass rate declined from 59.87% in 2011 to 58.08% in 2012. Trends in the last 5 years average was 59% in school certificate pass rate. In 2012, the pass rate for boys was 60.47% while that of girls was 54.98%. Girls certificate pass percentage was below the national and provincial average in all the provinces. Girls lagged behind their male counterparts in performance. Northern, Copperbelt, Central, and Western provinces recorded a decline in the percentage of school certificate in 2012 compared to 2011. Luapula, Southern, Eastern, North-Western and Lusaka Province recorded an increase. The national trends in certificate awards are depicted below;

Trends in SC/GCE Certificate Awards Results (2010 to 2012)

■ Number SC ■ Number GCE ■ Number fail



9.0. TEACHER EDUCATION COMMITTEE

The Committee presided over the Zambia Teacher Education Course (ZATEC) Examinations on behalf of Council. The Committee comprised the following ten (10) members in the year 2012:

Mr Jonathan M. Ng'onga	Chairperson
Mr Lazarus B.Y. Kalirani	Vice Chairperson
Mrs Ruth Mubanga	Member
Mr James Silwimba	Member
Mrs Grace Kachenga	Member
Mrs Wendy Nyangu	Member
Mr Reuben Mbewe	Member
Mr Geoffrey Mulenga	Member
Mrs Martha Mulwe	Member
Mr Francis Chilufya	Member

Matters Considered and Approved by the Committee

9.1. Phasing out of Zambia Teacher Education Course (ZATEC)

The Committee considered the report on the phasing out of the Zambia Teacher Education Course by 2016. The members noted that the ECZ would lose its clientele with the phasing out of the ZATEC. It therefore recommended to lobby for Early Education examinations to be administered at the ECZ.

9.2. Range of Failing

The Committee resolved that any candidate that sat the supplementary examination should be given a 'P' grade for clearing the examination.

9.3. Screening of Academic Qualifications of Applicants to Colleges of Education

In view of reports suggesting that the majority of colleges had enrolled students without the minimum qualifications were private college, the Committee made the following resolutions:

- i. All candidates without the minimum qualifications would be permitted to sit both the promotional and final examinations but would not be allowed to go for Teaching Experience;
- ii. Candidates' certificates would be withheld by the Examinations Council of Zambia until they presented the required minimum qualifications of five (5) 'O' levels with credits in Mathematics, Science and English; and
- iii. All colleges that had admitted students without the minimum qualifications would have to pay a penalty fee of Five Hundred Thousand Kwacha (K500,000.00) per candidate. Failure to pay the stated fee will result in their candidates being deregistered from all examinations.

9.4. Cost Benefit Analysis

The Committee resolved to undertake a cost benefit analysis in order to determine the sustainability and future of the Teacher Education examinations following the decline in candidature.

9.5. Approval of Teacher Education Examinations Results

The Committees approved the 2012 Teacher Education Examination results. A total of 1,561 entered for the examinations. Of these, 615 were male and 946 female. Out of the total number entered, 1430 sat for the examinations and 1350 passed (544 male and 806 female). A total of 131 were absent, 60 candidates were referred and 20 failed the examination. Trends of Certificate Awards indicate that a total of 0.70% obtained distinctions compared to 12.28 recorded in 2011.

For the Pre-School Examinations, a total of 68 candidates entered for the examinations. Of these, 8 were male and 60 were female. 57 candidates sat for the examination representing 83.82%. Of these, 7 were male and 50 were female. A total of 11 candidates were absent representing 19.29% of the candidates who sat for the examination. Only one candidate failed the examination. Eight (8) candidates were referred representing 14.04% of those who sat for the examination.

One candidate obtained a distinction, eight (8) were awarded a merit, 32 had a credit and seven (7) had a pass.

10.0. TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING (TEVET) COMMITTEE

The Committee presided over the TEVET Examinations on behalf of Council. Among other issues, the Committee presided over was the implementation of the agreement that was executed for the transfer of programmes to TEVETA in accordance with TEVET Act No 13 of 1998. The Committee comprised the following four (4) members:

Mr Alex M.K. Simumba	Chairperson
Dr James C.L. Mwansa	Member
Mr Dixon Muwowo	Member
Mr Ophan Hachinene	Member
Mr Sam Kangwa	Member

Matters Considered and Approved by the Committee

10.1. December 2012 Resit Examinations- Aviation

The Committee resolved that candidates with four (4) or less failed subjects will be allowed to re-sit in April 2013 and August 2013. The members further resolved that candidates who failed in more than four (4) subjects were deemed as having failed the course and would therefore be excluded from the course according to regulation 7.5 of the Aeronautical Electronics Engineering Curriculum.

10.2. TEVET Supplementary Re-sit Examinations

The Committee resolved and agreed that the Examinations Council of Zambia should prepare and administer supplementary (Re-sit) examinations for candidates that have arrears in the following programmes.

- i. Applied Arts and Media Studies
- ii. Aviation
- iii. Business Studies
- iv. Craft Certificate
- v. Construction and General Agriculture
- vi. Dairy and Livestock Production
- vii. Hospitality
- viii. Paramedical
- ix. Secretarial
- x. Technician

The Committee also resolved that the ECZ should run an advertisement in both print and electronic media in order to capture as many candidates as possible considering that these will be the last examinations under the ECZ.

10.3. Shorthand Speed Pass Mark

The Committee resolved that the error tolerant for a Shorthand passage be increased from 3% to 10%.

10.4. Malpractice Case at Kasiya Business and Secretarial College

The Committee nullified the December 2011 examination results for candidates who sat for Shorthand speeds of 90 Words per Minute and 100 Words per Minute respectively.

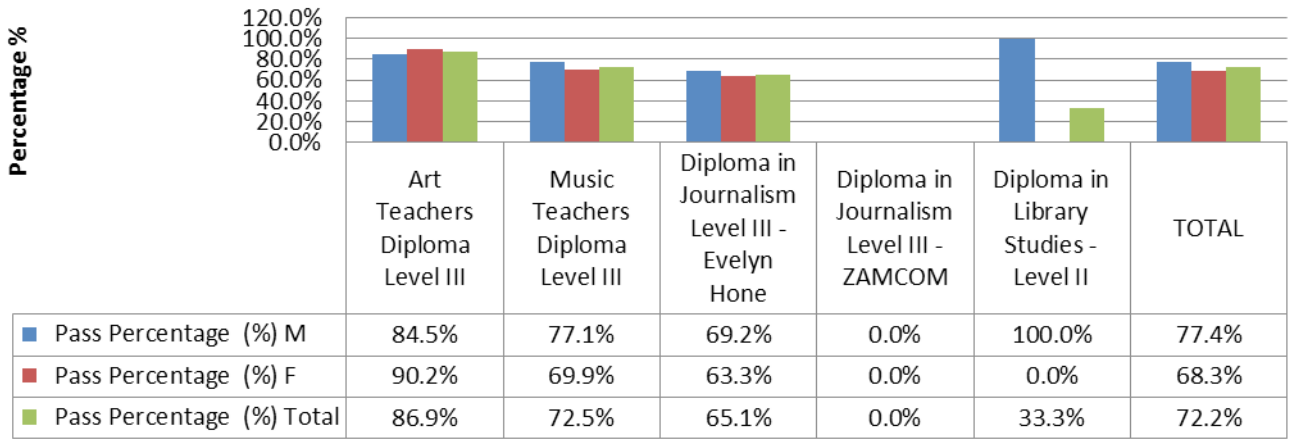
10.5. Approval of the 2012 TEVET Examination Results

The Committee approved the 2012 TEVET Examination results. A total of 296 entered for the examination for Applied Arts and Media Studies. Of the total, 126 were male and 170 were female. 291 sat for the examination. Five (5) candidates were absent and a total of 195 passed the examination and 91 failed. Of the number who failed, 28 were males and 53 female.

Candidates who entered for Art Teachers Diploma Level III had a pass rate of 86.9% representing 84.5% for male and 90.2% for female. Music Diploma Level III had a pass percentage of 72.5%, Diploma in Journalism Level III- Evelyn Hone College had a pass percentage of 65.1%. The candidates who entered Diploma in Library Studies Level III- ZAMCOM had a pass rate of 33.3%.

For the resit candidates in Secretarial Programmes, a total of 236 entered for the 2012 December TEVET examination. Of the total, 132 sat for the examination, 14 were absent and 118 failed. The pass percentage was 69.9%. 18 candidates entered for Applied Arts and Media Studies as resit candidates. Of the total, 10 passed and 8 failed. This represents a pass percentage of 55.6% in 2012 examination. See the Bar chart below for the pass percentage according to programme;

Pass % According to Programme



11.0. SECURITY COMMITTEE

The Security Committee is mainly charged with the responsibility of developing and overseeing the implementation of Guidelines for the Administration and Management of Examinations in Zambia. In 2012, the Committee comprised the following 14 members:

Mrs Cecelia N. Sakala	Chairperson
Mr Ngosa Kotati	Member
Mr Wamuyuwa Sitibekiso	Member
Mr Neroh H. Mwanapabu	Member
Mrs Leah S. Kasaji	Member
Mr Muyangwa Kamutumwa	Member
Mr Paul Ngoma	Member
Mr Thomas Mwanza	Member
Mrs Florence Kanchebele	Member
Mr Martin Simatende	Member
Mrs Pilila Jere	Member
Mr John Siwingwa	Member
Mr Isaac Lungu	Member

Matters Considered and Approved by the Committee

11.1. Paying Invigilators for National Examinations

Owing to increased request by teachers to be paid invigilation allowance, the Committee resolved that teachers would not be paid for invigilating examinations as it was their responsibility to invigilate and that the exercise was done within working hours.

11.2. Registration of General Certificate Education Candidates

The Committee resolved that all General Certificate of Education (GCE) candidates should register in person with their identity cards (National Registration Card or valid Passport).

11.3. Inadequate Financing

The Committee discussed the issue of inadequate funding. The Committee resolved that the Ministry of Education, Science, Vocational Training and Early Education should improve funding to the provinces to facilitate the implementation of activities related to examinations.

11.4. Submission of Grade 9 Markers Claim Forms

The Committee considered the report from provinces of delayed payment of Grade 9 Markers. The Committee resolved that Grade 9 Claim Forms should be submitted at the same time that the provinces submitted the mark sheets to enable the ECZ process the claims in good time.

11.5. Individualised Examination Timetable for Candidates

In view of candidates who miss examinations, the Committee resolved to send individualized time tables to each registered candidate for Grade 12/G.C.E examination with a view to curbing absenteeism from the examination.

11.6. Provinces Varying Funds for Grade 9 Marking Budget

Members resolved that the Grade 9 marking budget be prepared early so that Provincial Education Officers could have an input before the budget was finalized.

11.7. Candidates Missing From the Final Register

Members agreed that where it was established that the school was negligent in carrying out registration and where expenses were to be incurred, the school would bear the consequences.

12.0. AUDIT COMMITTEE

The Committee is responsible for ensuring that integrity exists in the utilisation of Council resources and conduct of Council business. During the year under review, the Committee comprised the following five (5) were as follows:

Mr Eddie K. Mwitwa	Chairperson
Mrs Joyce Sundano	Member
Mr Kelvin Kaluba	Member
Mrs Nalituba Mwale	Member
Mr Frank Munthali	Member

Activities Undertaken

12.1. Capturing of the Depositors Details by the Banks

After considering the report of Banks that were not capturing the required details for depositors as agreed with the ECZ, the Committee advised that Council management meets the Banks to resolve the issue and the system had since been improved.

12.2. Reminder to Schools/Centre on Examination Procedures and Guidelines being Flouted

The Committee recommended to Council management to seek indulgence of the Permanent Secretary- Ministry of Education, Science, Vocational Training and Early Education in trying to resolve the perpetual flouting of the Procedures and Guidelines by the Schools/centres.

12.3. System Audit of the Stores Unit at the ECZ

The Committee recommended that management streamlined the procurement procedures so that the ECZ Procurement Plan was used as a guide to avoid unwanted procurements. The Committee further recommended management to review the Just-In-Time system of procurement to determine its practicability.

12.4. Major Challenges Discovered by Internal Auditors in the Provinces

The major challenges revealed by the Internal Auditors in the provinces were cash shortages, non-issuance of receipts to some candidates who paid the examination fees, poor record keeping of Accounting documents and delayed banking of examination fees. Arising from this, the Committee recommended the following:

- i. The reports sent to the PEOs should be copied to the Permanent Secretary- MOESVTEE and the Auditor General;
- ii. Management with the help of the Internal Auditors should look at the guidelines given to the schools/centres to determine whether or not they compel the school/centres to account for all the fees collected; and
- iii. Management should engage the Ministry of Finance and National Planning to help in resolving the challenges caused by some Accounting Officers in provinces.

13.0. FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee was responsible for the consideration of Management Accounts and Human Resource administration on behalf of the Council. During the period under review, the Committee comprised of the following seven (7) members:

Dr Patrick K. Nkanza	Chairperson
Ms Wabei N. Mangambwa	Vice Chairperson
Mr Peter Lesa	Member
Mr Kaitano Chungu	Member
Mr Bursch C.K. Nketani	Member
Dr Alvert N. Nga'ndu	Member
Mr Nicholas P. Siame	Member

Activities Undertaken

13.1. Sale of Guest house

The Committee rescinded the decision to sale the ECZ Guest house and considered it for use as a Service Centre to provide Council services in a more conducive environment.

13.2. Performance Management System

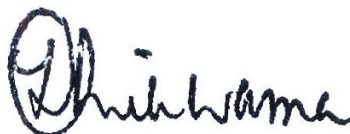
The Committee approved the Performance Management System which was being implemented at the ECZ.

13.3. Review of the Audit Section Establishment

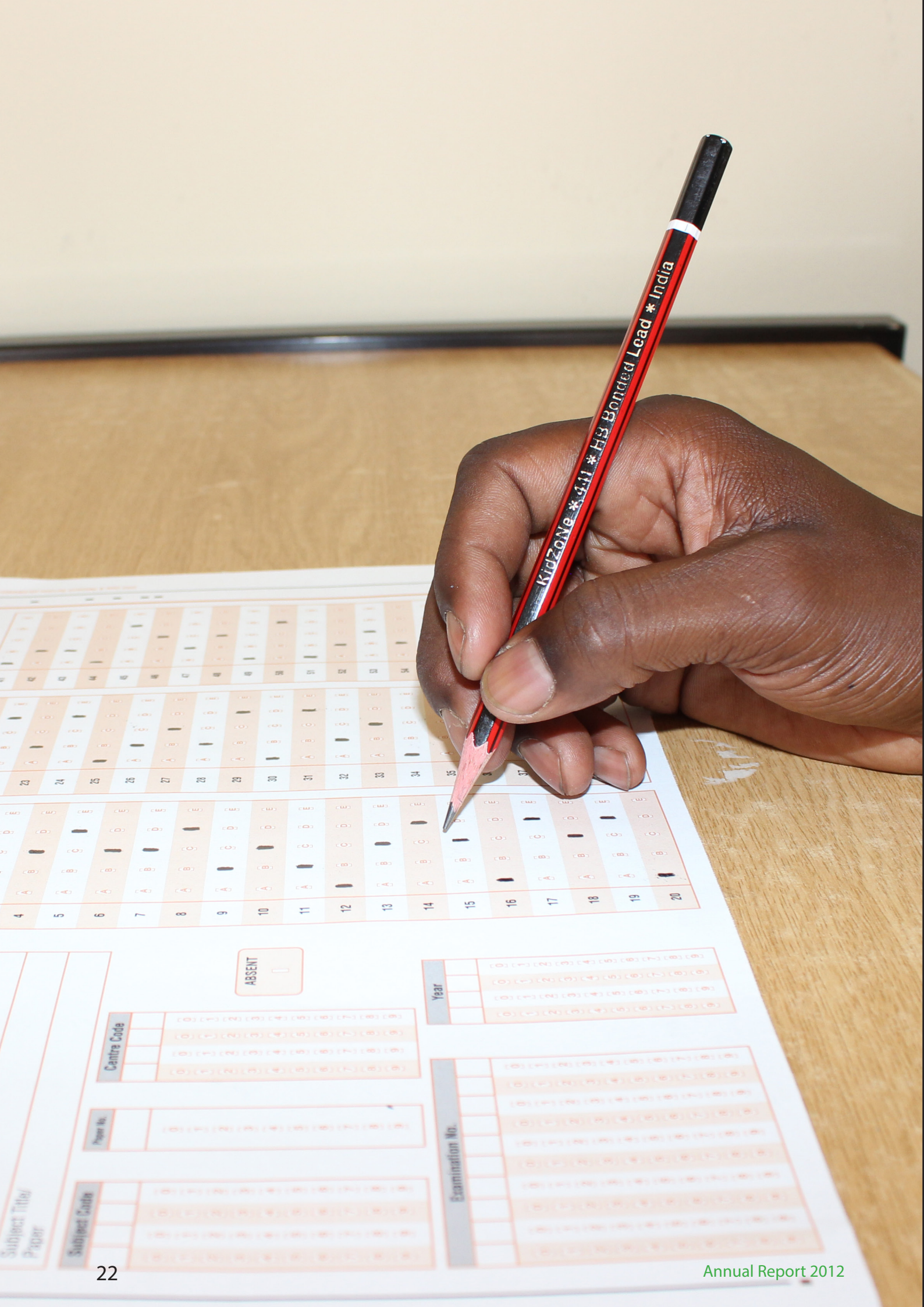
The Committee considered the proposal to increase the staffing levels in the section in a bid to widen the job scope to include system audit. The Committee further resolved to convert the section to a department headed by an Assistant Director- Finance and Systems Audit.

13.4. Grievances and Disciplinary Procedures Code

The Committee approved the revised ECZ Grievances and Disciplinary Procedures Code.



Jacqueline C.M. Chikwama
COUNCIL SECRETARY



KidZone * 4.11 * HS Bonded Lead * India

23	A	B	C	D	E
24	A	B	C	D	E
25	A	B	C	D	E
26	A	B	C	D	E
27	A	B	C	D	E
28	A	B	C	D	E
29	A	B	C	D	E
30	A	B	C	D	E
31	A	B	C	D	E
32	A	B	C	D	E
33	A	B	C	D	E
34	A	B	C	D	E
35	A	B	C	D	E
36	A	B	C	D	E
37	A	B	C	D	E

Subject Title / Paper

Subject Code

Paper No.

Centre Code

ABSENT

Examination No.

Year



EXAMINATIONS COUNCIL OF ZAMIA
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST DECEMBER 2012

EXAMINATIONS COUNCIL OF ZAMBIA
Financial Statements for the Year ended 31st December 2012

Report of the Auditor

I have audited the accompanying financial statements of the Examinations Council of Zambia (ECZ) for the year ended 31st December 2012 in accordance with the provisions of Article 121 of the Constitution of Zambia, Public Audit Act of 1980 and Public Finance Act No: 15 of 2004. These financial statements comprise the statement of comprehensive income, statement of financial position and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Responsibilities for Management

Management is responsible for the preparation and fair presentation of these financial statements in accordance with suitable accounting policies and legislation, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The ECZ management is also responsible for the system of internal control, for safeguarding of the assets and taking reasonable steps for the prevention and detection of errors, fraud and other irregularities.

Responsibility of the Auditor

My responsibility is to express an opinion on the financial statements based on my audit and report my opinion to you.

Basis of Opinion

I conducted the audit in accordance with International Standards for Supreme Audit Institutions. These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error or fraud. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for the audit opinion.

Opinion

In my opinion, the financial statements present fairly in all material respects, the financial position of the Examinations Council of Zambia (ECZ) as at 31st December 2012, and the statement of comprehensive income, statement of financial position and its cash flows for the year then ended.


Anna O. Chifungula (FCCA, FZICA)
AUDITOR GENERAL

Date: 9/4/2014.....

EXAMINATIONS COUNCIL OF ZAMBIA
FINANCIAL STATEMENTS
For the year ended 31st December 2012

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Examinations Council of Zambia Act requires management to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Council and of the surplus or deficit for the year. In presenting the financial statements, management is required to:-

- (i) Select suitable accounting policies and then apply them consistently
- (ii) Make judgments and estimates that are reasonable and prudent
- (iii) State whether applicable accounting standards have been followed
- (iv) Prepare the financial statements on the going concern basis

Management is responsible for ensuring that the Examinations Council of Zambia keeps proper accounting records that disclose with reasonable accuracy at any time the financial position of the Council. Management is also responsible for safeguarding the assets of the Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with the Examinations Council of Zambia Act No. 15 of 1983 we, management of the Examinations Council of Zambia, are of the opinion that:

- (a) The Statement of Comprehensive Income is drawn so as to give a true and fair view of the surplus of income over expenditure of the Council for the year ended 31st December 2012;
- (b) The Statement of Financial Position gives a true and fair view of the state of affairs of the Council as at the end of the financial year.
- (c) There are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

Signed on behalf of the Council on..... 31 Mar 14

By:



Name PROF SAMWEL F. BANDA
Chairperson
Examinations Council of Zambia



Name: MICHAEL M. CHILALA
Director
Examinations Council of Zambia

EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF COMPREHENSIVE INCOME

For the year ended 31st December 2012

Income	Note	2012 K'000	2011 K'000
Income			
Grants from GRZ	3	32,853,639	55,928,284
Examination Fees	4	17,600,884	27,536,338
Council Services	5	1,525,089	770,166
TEVET funding	6	77,173	308,880
Other Income	7	1,303,314	806,413
Grant - National Assessment	8	6,380,749	616,867
Total Income		<u>59,740,848</u>	<u>85,966,948</u>
Operating Expenses			
Professional Services & Preparation of Examinations	9	41,806,568	31,746,110
Management of Examinations	10	10,876,253	9,390,753
Personal Emoluments	11	19,890,738	16,707,282
National Assessment	12	1,695,446	780,217
Total Operating Expenses		<u>74,269,005</u>	<u>58,624,362</u>
Operating Surplus / (Deficit)	13	<u>(14,528,157)</u>	<u>27,342,586</u>


(The notes on pages 6 to 14 form part of the financial statements)


EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF FINANCIAL POSITION
As at 31st December 2012

	Note	2012 K'000	2011 K'000
ASSETS EMPLOYED			
Non-current assets			
Property, Plant & Equipment	14	22,746,895	22,430,239
Current Assets			
Accounts Receivables	15	8,815,725	6,589,947
Inventories	16	1,480,127	1,157,182
Cash and Bank	17	25,084,374	39,496,500
		<u>35,380,226</u>	<u>47,243,629</u>
Total Assets		<u>58,127,121</u>	<u>69,673,868</u>
Accumulated Funds & Liabilities			
Accumulated Funds			
Revenue Reserves	18	56,636,951	29,799,515
Surplus / (Deficit) for the Year		(14,528,157)	27,342,586
Total Accumulated Funds		<u>42,108,794</u>	<u>57,142,101</u>
Current Liabilities			
Accounts Payables	19	16,018,327	12,531,767
Total Accumulated Fund and Liabilities		<u>58,127,121</u>	<u>69,673,868</u>

These financial statements were approved by the Examinations Council of Zambia on.....and signed on its behalf by:


.....
Name: Prof. Samuel F. Banda
Chairman
Examinations Council of Zambia


.....
Name: Michael M. Chilala
Director
Examinations Council of Zambia

(The notes on pages 6 to 14 form part of the financial statements)

EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF CASH FLOWS

For the year ended 31st December 2012

	2012 K'000	2011 K'000
Net cash inflow from operating activities:		
Surplus / (Deficit)	(14,528,157)	27,342,586
Depreciation	1,997,004	1,951,087
(Profit)/Loss on Disposal	-	-
Net income from operations	<u>(12,531,153)</u>	<u>29,293,673</u>
(Increase) / Decrease in Debtors	(2,225,778)	(11,082)
Increase in Inventory	(322,945)	(41,637)
Increase / (Decrease) in Creditors	3,486,560	2,992,652
Increase / (Decrease) in Creditors	(505,150)	-
Cash Generated from Operations	<u>(12,098,466)</u>	<u>32,233,606</u>
Cash flow from investing activities:		
Acquisition of non current assets	(2,313,660)	(1,168,588)
Proceeds on disposal of tangible fixed assets	-	-
	<u>(2,313,660)</u>	<u>(1,168,588)</u>
Increase / (Decrease) in Cash	(14,412,126)	31,065,018
Cash and Cash equivalents at the beginning of the year	39,496,500	8,431,482
Cash and cash equivalents at the end of the year	<u>25,084,374</u>	<u>39,496,500</u>

EXAMINATIONS COUNCIL OF ZAMBIA

Notes to the Financial Statements for the year ended 31st December 2012

1. Regulatory Framework and Principal Activities

The Examinations Council of Zambia (ECZ) was established by Act of Parliament No.15 of 1983. The main function of ECZ is to conduct examinations for grade seven (7) or primary school, grade nine (9) or junior secondary school, grade twelve (12) or school certificate and general certificates of education (G.C.E), primary teacher training and technical education and vocational training.

2. Significant Accounting Policies

2.1 Accounting Conversion

The significant accounting policies adopted in the preparation of these financial statements which have been prepared in conformity with International Accounting Standards relevant to the Council and the Government of the Republic of Zambia (GRZ) are:

- a) **Basis of preparation of financial statements**
The financial statements have been prepared on the basis of historical cost convention.
- b) **Functional and Presentation Currency**
The financial statements are expressed in the Zambian Kwacha (ZMW)
- c) **Depreciation**
Depreciation is charged on non-current assets during the year and is calculated on the reducing balance method at the following rates:

Leasehold Property and Buildings	2.5%
Office Equipment	20%
Furniture and Fittings	20%
Computers	25%
Staff House Equipment	25%
Motor Vehicle	25%
Lawn Mowers	25%
Library Books	25%

3. Grants from GRZ

These are funds received from the Government of the Republic of Zambia (GRZ) as approved in the 2012 budget as shown below:

Funding for	Operations	Marking Examinations		Total	Total
	K'000	K'000	K'000	2012 K'000	2011 K'000
December(2011)	874,146			874,146	-
January	1,290,812			1,290,812	874,146
February	1,290,812			1,290,812	874,146
March	1,290,812			1,290,812	11,363,890
April	1,290,812			1,290,812	874,146
May	1,290,812			1,290,812	874,146
June	1,290,812		16,489,749	17,780,561	874,146
July	1,290,812			1,290,812	874,146
August	1,290,812			1,290,812	6,697,080
September	1,290,812			1,290,812	874,146
October	1,290,812			1,290,812	874,146
November	1,290,812			1,290,812	874,146
December	1,290,812			1,290,812	30,000,000
Total	16,363,890	-	16,489,749	32,853,639	55,928,284

4. Examination Fees

	2012 K'000	2011 K'000
Grade 12 , GCE exam fees	16,817,550	26,281,650
G C E O level handling fees(London)	23,912	62,749
G E C A level handling fees(London)	58,994	14,901
TEVET Examinations fees	307,258	759,096
Teacher training Exam fees	393,170	417,942
	17,600,884	27,536,338

5. Council Services

	2012	2011
	K'000	K'000
Replacement of statement of results	339,757	180,996
Replacement Certificates	330,587	188,246
Certification of certificates	585,196	239,317
Exemption fees	60	645
Under protes fees	161,209	97,423
Verification of foreign qualifications	108,280	63,539
	<u>1,525,089</u>	<u>770,166</u>

6. TEVET Funding

This consist of grants received amounting to K 77,173.00 from the Ministry of Science , Technology and Vocational Training to facilitate the conduct of TEVET examinations.

7. Other Income

	2012	2011
	K'000	K'000
Interest on bank balances	614,078	268,510
Disposal of waste paper	19,472	30,320
Centres fees from private schools	581,568	441,628
Past paper sales	34,905	825
Disposal of non-current assets	-	-
Interest on staff loans	53,291	65,130
	<u>1,303,314</u>	<u>806,413</u>

8. National Assessment

	2012	2011
	K'000	K'000
National Survey Preparation-Grade 5(UNICEF)	461,219	616,867
National Survey Conduct-Grade 5 & 9 (USID)	5,919,530	-
	<u>6,380,749</u>	<u>616,867</u>

9. Professional Services and Preparation of Examinations

	2012	2011
	K'000	K'000
Grade 7 Exam expenses	3,644,503	2,464,012
Grade 9 Exam expenses	18,419,443	15,223,209
Grade 12 Exam expenses	17,598,437	12,059,904
TEVET Exam Expenses	481,182	430,852
Teacher Training Exam expenses	830,544	643,430
Travel and Subsistence	832,459	924,703
	<u>41,806,568</u>	<u>31,746,110</u>

10. Management of Examinations

	2012	2011
	K'000	K'000
Advertising and Publications	747,837	199,400
Bank Charges	98,369	124,383
Board and Committee Expenses	524,091	439,271
Building Maintenance	500,771	521,577
Consulting Fees	172,840	600
Courier and Postage	71,590	52,734
Depreciation	1,997,004	1,951,087
Education Assistance	686,695	567,555
Electricity and Water	37,287	38,504
General Expenses/Administration charges	69,063	408,060
Honourarium	-	238,113
Insurance	739,388	455,620
Legal Fees	60,394	24,409
Medical Expenses	879,300	731,770
Motor Vehicle Fuel & Lubricants	339,338	165,635
Motor Vehicle Maintenance	199,327	181,117
Office Equipment Maintenance	66,577	32,504
Office Stationery	775,697	1,452,254
Office Entertainment	22,431	21,763
Rent and Rates	10,712	-
Security Charges	26,527	3,459
Software Maintenance	3,104	54,897
Staff Training and Development	786,149	199,659
Staff Welfare / Leave Benefits	1,214,607	1,108,443
Telephone, Fax and Internet	142,968	50,914
Terminal Benefits / Gratuity	675,687	349,301
Transport Hire	28,500	17,724
Total	<u>10,876,253</u>	<u>9,390,753</u>

11. Personal Emoluments

	2012 K'000	2011 K'000
Salaries	19,735,854	16,622,400
Wages	154,884	84,882
Total	19,890,738	16,707,282

12. National Assessment

	2012 K'000	2011 K'000
Bank Charges	3,147	2,194
Continous Assessment	-	6,350
Dissemination & Data Collection	1,095,557	-
Hotel and Accomodation	102,630	84,986
Item Writing	-	163,943
Liquidation of Unicef funds	6,345	-
Printing and Stationery	77,779	158,920
Report Writing/Validating Report	29,830	-
Sampling Frame / Survey	-	47,845
Sitting Allowances	348,658	71,200
Travel and Subsistence / Lunch	31,500	244,779
	1,695,446	780,217

13. Operating Deficit is mainly attributed to the abolition of Grade nine examinations fees.

14. NON CURRENT ASSETS

COST	Motor Vehicles 25% K'000	Office Equipment 20% K'000	Furniture & Fittings 20% K'000	Computers & Printers 25% K'000	Staff House Equipment 25% K'000	Plant & Equipment 25% K'000	Library Books 25% K'000	Leasehold & Buildings 2.5% K'000	TOTAL K'000
As at 01.01.2012	5,070,140	831,366	1,023,398	2,057,031	5,588	25,947	1,234	19,050,000	28,064,704
Additions for Year	1,117,800	77,097	68,703	369,052	-	-	-	681,009	2,313,661
As at 31.12.2012	6,187,940	908,463	1,092,101	2,426,083	5,588	25,947	1,234	19,731,009	30,378,365
DEPRECIATION									
As at 01.01.2012	2,592,750	338,577	402,137	883,271	5,200	17,997	1,205	1,393,329	5,634,466
Charge for year	898,798	113,977	137,993	385,703	97	1,988	7	458,441	1,997,004
As at 31.12.2012	3,491,548	452,554	540,130	1,268,974	5,297	19,985	1,212	1,851,771	7,631,470
Net Book Value									
As at 31.12.2012	2,696,393	455,909	551,971	1,157,109	291	5,963	22	17,879,239	22,746,895
As at 31.12.2011	2,477,390	492,789	621,261	1,173,761	388	7,950	29	17,656,671	22,430,239

15. Accounts Receivables

	2012 K'000	2011 K'000
Salary Advances	13,200	4,125
Kachame Roofing Company	159,700	159,700
Staff Imprest	897,838	359,985
Staff Loans	2,103,922	1,720,414
Provincial Education Office's Debtors	5,600,865	3,800,373
PEO's National Assessment Regional Funding	-	505,150
Festivals Catering Services Limited	40,200	40,200
Total	8,815,725	6,589,947

16. Inventories

These consist of closing stock balances at the end of the year.

17. Cash and Bank

	2012 K'000	2011 K'000
Access Investment	34,324	2,794,283
Access Main	2,097,420	8,278
BBZ A/C 4929718	267,855	152,897
BBZ A/C 4929858	325,785	72,502
BBZ Investment	-	1,008,653
BBZ Regional A/Cs	247,316	4,699
Finance Bank - Main	721,985	1,201,742
Finance Bank - Investments	5,490,501	-
Finance Bank - Regional Accounts	110,217	28,740
Investrust - Main	925,370	6,677,416
Investrust -Investment	81,468	75,451
Investrust Regional A/C	1,321	1,068
Natsave-Regional accounts	26,153	10,753
ZANACO A/C 016	5,417,574	23,849,775
ZANACO A/C 144	5,611	-
ZANACO A/C 250	246,977	618,005
ZANACO A/C 3410	5,146,645	67,882
ZANACO A/C 464	2,109,040	2,593,801
ZANACO A/C 552	1,706,575	265,835
ZANACO Regional Accounts	122,237	64,720
Total	<u>25,084,374</u>	<u>39,496,500</u>

18. Revenue Reserves

	2012 K'000	2011 K'000
Balance as at 1 January	57,142,101	29,799,515
Prior year adjustment	(505,150)	
Adjusted balance	56,636,951	
Operating Surplus\ (Deficit) for the year	<u>(14,528,157)</u>	<u>27,342,586</u>
Balance as at 31 December	<u>42,108,794</u>	<u>57,142,101</u>

The prior year adjustment of K505,150.00 involved the National Assessment imprest to PEO's offices which was not retired and expensed in 2011. The imprests have since been retired.

19. Accounts Payables

	K'000	K000
Trade payables	3,237,915	4,635,774
Examination payables	11,009,976	7,153,000
Staff payables	1,770,436	716,536
ZRA	-	26,457
	<u>16,018,327</u>	<u>12,531,767</u>

15.0. PROGRAMMES CONDUCTED BY THE EXAMINATIONS COUNCIL OF ZAMBIA IN 2012

15.1. TECHNICAL EDUCATION, VOCATIONAL AND ENTERPRUERSHIP TRAINING (TEVET) EXAMINATION

Under TEVET Examinations, the following programmes were conducted by the Examinations Council of Zambia:

15.1.1. Certificate

- i. Computer Systems and Engineering
- ii. Accounts and Business Studies
- iii. Secretarial and Office Management
- iv. Library and Information Science
- v. Dairy Production

15.1.2. Craft Certificate

- i. Automotive Mechanics
- ii. Automotive Electricity
- iii. Electricity
- iv. Metal Fabrication
- v. Machining
- vi. Agricultural Mechanics
- vii. Plumbing and Sheet Metal
- viii. Electronics Systems and Maintenance Repair
- ix. Radio and Television Repair
- x. Water Supply Operations
- xi. Bricklaying and Plastering
- xii. Fitting
- xiii. Travel and Tourism Operations

15.1.3. Advanced Certificate

- i. Food Production
- ii. Automotive Technician
- iii. Electrical Technician
- iv. Heavy Equipment Repair Technician
- v. Mechanical Technician
- vi. Metal fabrication Technician
- vii. Refrigeration and Air Conditioning Technician

15.1.4. Diploma

- i. Hotel management
- ii. Aeronautical Electronics and Engineering
- iii. Aircraft Maintenance and Engineering
- iv. Human Resource Management
- v. Marketing
- vi. Production and Operations Management
- vii. Physiotherapy
- viii. Diagnostic
- ix. Print Technology
- x. Library and Information Science
- xi. Art Teacher
- xii. Music Teacher
- xiii. Journalism

15.2. SCHOOL EXAMINATIONS

The following Examinations were conducted by the Examinations Council of Zambia;

- i. Grade 7 Composite Examination;
- ii. Junior Secondary School Leaving Examination (Grade 9); and
- iii. Joint Examination for School Certificate (Grade 12) and General Certificate of Education (GCE).

15.3. TEACHER EDUCATION EXAMINATION

The following Teacher Education Examination Certificate Programmes were conducted by the Examinations Council of Zambia;

- i. Zambia Teacher Education Course (ZATEC) Level I;
- ii. Zambia Teacher Education Course (ZATEC) Level II; and
- iii. Pre-School

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