



Examinations Council of Zambia

2015

ANNUAL REPORT





EXAMINATIONS COUNCIL OF ZAMBIA

ANNUAL REPORT

2015

**TWENTY-NINTH ANNUAL REPORT FOR THE
EXAMINATIONS COUNCIL OF ZAMBIA COVERING THE EVENTS OF THE CALENDAR YEAR 2015**

©ECZ2015

All rights reserved. No reproduction, copy or transmission of this publication may be made without prior written permission from Examinations Council of Zambia.

Examinations Council of Zambia, Haile Selassie Avenue, Longacres,
P.O. Box 50432, Lusaka, Zambia.
Tel: +260 211 252544, +260 211 252588, +260 211 254629, +260 211 226464
Fax: +260 211 253690
E-mail: info@exams-council.org.zm
Website: www.examsicouncil.org.zm
Facebook: www.facebook.com/examsCouncilZambia

CONTENTS	Page
The Council, Vision and Overview	2
Governance	2
Committees of the Council	4
Chairperson's Report	5
Director's Report	11
Reports from Council Committees	20
Junior Secondary and Primary Education Committee	20
School Certificate Committee	24
Teacher Education Committee	29
Security Committee	35
Appeals Committee	37
Audit Committee	38
Finance and Administration Committee	40
Financial Statement for the Year Ended 31st December 2015	42
Programmes offered by the Examinations Council of Zambia	59

1.0 OVERVIEW

The Examinations Council of Zambia (ECZ) was established in 1983 by an Act of Parliament Number 15, Chapter 137 of the Laws of Republic of Zambia with a mandate to conduct examinations at School, Teacher Education Training 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 are 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 the 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

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 seven 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. **The Council was appointed in October, 2015.**

The appointed Councillors were as follows:



Professor Samuel F. Banda
Chairperson



Ms. Wabei N. Mangambwa
V/Chairperson



Mr. Chishimba Nkocha
Councillor



Prof. Christopher C. Chama
Councillor



Mr. Alex M.K. Simumba
Councillor



Mr. Eddie K. Mwitwa
Councillor



Dr. Patrick K. Nkanza
Councillor



Mrs. Cecilia N. Sakala
Councillor



Mrs. Beauty C. Mwanansoka
Councillor



Mr. Wamuyuwa Sitibekiso
Councillor



Sr. Christine Mwape
Councillor



Mrs. Joyce M. Vlahakis
Councillor



Mr. James Chilufya
Councillor



Mr. Peter Chishimba
Councillor

3.0 COMMITTEES OF THE COUNCIL

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

The names of the Committees are listed below:

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

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

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

- | | |
|---------------------------------|--|
| 1. Mr Michael M. Chilala | Director |
| 2. Mrs Jacqueline C.M. Chikwama | Council Secretary |
| 3. Ms Ireen M. Chitesha | Chief Accountant |
| 4. Mrs Teza N. Musakanya | Assistant Director, Research and Test Development Department |
| 5. Mr Robby Witika | Assistant Director, Information Technology Department |
| 6. Mrs Violet V.M. Banda | Assistant Director, Examinations Administration Department |

4.0 CHAIRPERSON'S REPORT

The Examinations Council of Zambia Council made the following policy related resolutions during the year 2014;

Position of Deputy Director

The Council resolved not to abolish the position of Deputy Director as the position was provided for in the ECZ Act Chapter 137 of the Laws of the Republic of Zambia, as need may arise to fill the position in future. In the meantime, the position would not be filled.

Replacement of Staff

The Council instructed management to provide a brief profile on new appointments from Assistant Director Level upwards.

Statistics for Candidates with Special Educational Needs (SEN)

In view of the challenges faced by the ECZ to produce examination statistics for candidates with Special Education Needs separately from those candidates in the regular stream due to the all-inclusive policy in the MESVTEE. The Council advised that it should be clear the purpose for separating the statistics in order to identify the required learning tools for SEN candidates.

Approval of Management Accounts for the Quarter Ending 31st December 2014

The Council approved the Management Accounts for the Quarter ending 31st December 2014.

Allowance to be paid to a Councillor when requested to attend to Council's operational issues

The Council resolved that with effect from 9th October 2014, an allowance of K1,800 would be applicable to all Councillors when called upon to perform activities which focussed on the ECZ operational issues. The Council further resolved that the activity to be undertaken by a Councillor should be approved by the Council and the Councillor was expected to present a detailed report on the activity undertaken.

Capacity Building

The Council resolved that management should ensure that all members of staff who undergo some form of training or attend workshops/conferences prepare reports on the training received or activities undertaken.

Proposal to have optional subjects administered on the same day

The Council ratified the resolution of the Junior Secondary and Primary Education Committee that optional subjects should not be scheduled on the same day and same time in future examination timetables in order not to disadvantage candidates who were registered in more than one optional subject.

Authority to construct the ECZ Service Centre in Kitwe

The Council granted the ECZ management authority to construct a state of the art Service Centre in Kitwe to cater for the northern region of the country.

Financial Performance for the Year ended 31st December 2015

The Examinations Council of Zambia received a total income of K119,412,576 against an expenditure of K178,055,868. The net assets for the year ending 31st December 2015 were K49,081,981. Refer to the Financial Statements attached for the Year ended 31st December 2015 for details.

Highlights of the 2015 Examinations

The following were notable highlights relating to examinations in 2015:

1. The number of candidates entering the 2015 Grade 7 Composite Examination rose from the previous years. In the year 2015, 383, 676 candidates entered the Grade 7 Examination compared to 367,967 in 2014 and 352,266 in 2013. Generally, the increase in the number of candidates entering the examination has been increasing by 4.46 percent since the 2012 examination session. The proportion of candidates obtaining division 1 dropped by 0.11 percent in 2015 compared to 2014 while performance at division 2 increased by 0.55, and a decline was recorded at Division 3 at - 0.21. This implies that the system was able to improve performance of low performing candidates.
2. 2015 recorded a reduction in candidature at Junior Secondary School Certificate from 357,985 in 2014 to 340,478 (170,962 boys and 169,516 girls) representing a decline of 4.98 percent. According to reports from the provinces, this decline was due to the fact that the 2015 cohort had no repeating candidates because all repeaters were taken to Grade 8 so that they could be instructed under the revised curriculum before taking the examination. The proportion of candidates failing the examination reduced from 5.47 percent in 2014 to 5.24 percent in 2015 representing a reduction of 0.21 percent. Those obtaining Statements increased by 8.50 percent (2014 was 38.05%, 2015 was 46.55%). A total of 134,123 (48.21%) obtained certificates representing a drop of 8.28 percent compared to 2014 (169,375; 56.48%). There were more candidates obtaining Certificates (48.21%) than those who obtained Statements (46.55%).
3. In 2015, 128,527 candidates entered the School Certificate Examinations of whom 70,585 were boys and 57,942 were girls. This represents an overall increase of 5.3 percent. In terms of growth in candidature, the increase was higher for girls (6.8%) than boys (4.1%) and this trend has remained consistent during the last three examination sessions. The proportion of candidates obtaining School Certificates for the 2015 examination session increased from 55.87 percent in 2014 to 57.05 percent (representing 1.8 percentage points increase). The proportion of boys and girls who obtained School Certificates was 59.26 percent and 54.35 percent respectively. Forty five (45) schools recorded 100 percent School Certificate pass compared to 41 in 2014. Copperbelt province recorded an increase in the proportion of candidates obtaining School Certificates from 43.9 percent in 2014 to 44.5 percent in 2015 although it has maintained the last position. All provinces with the exception of the Muchinga and Northwestern provinces recorded an increase in the proportion of candidates obtaining School Certificates.
4. The Examinations Council of Zambia also conducted Teacher Education Examinations at two levels in 2015; Certificate and Diploma. Examinations at certificate level were ZATEC and Pre-School while at diploma level were Primary Teacher's Diploma (PTD) and Early Childhood Education (ECE). In 2015, Teacher Education Examinations, both for PTD and ECE were conducted for the 1st year courses. A total of 33 Colleges conducted Teacher Education Examinations at diploma level. The Council also conducted a joint moderation of CA for both ECE and PTD.

ECE Diploma Examination

A total of 767 candidates entered for the 2015 promotion (first year) ECE Diploma Examinations representing 478 (62%) females and 289 (38%) males. However, the number of those who sat the examination was 749 (466 females and 283 males).

The number of females entering and eventually sitting the examination was more than that of their male counterparts.

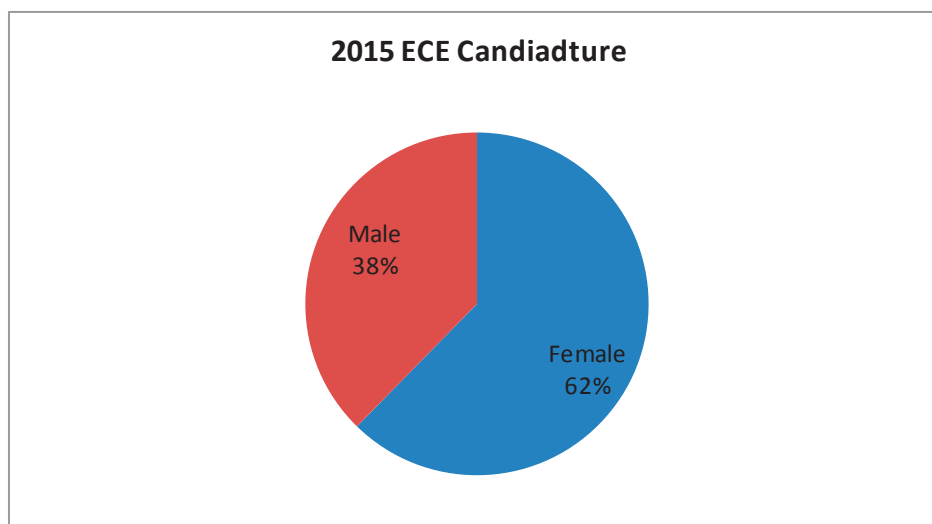


Figure 1 : ECE Candidate Entry by Sex

Of the 767 candidates who entered for ECE examinations in 2015, 6 male and 12 females were absent from the examination representing 2.35 %.

In terms of performance, the highest mean score in the examination was in Information & Communications Technology (ICT) (62.89%). This was followed by Environmental Science (62.25%) and History & Philosophy of Education (60.78%). The least performance in the Examination was recorded in Literacy and Languages (47.38%) and Pre- Mathematics (50.26%). In CA, the highest scores were recorded in Environmental Science (67.20%), Expressive Arts and Pre- Mathematics (66.26%). The lowest performance in CA was recorded in ICT (58.89%).

In ICT, candidates did better in final examination than in Continuous Assessment.

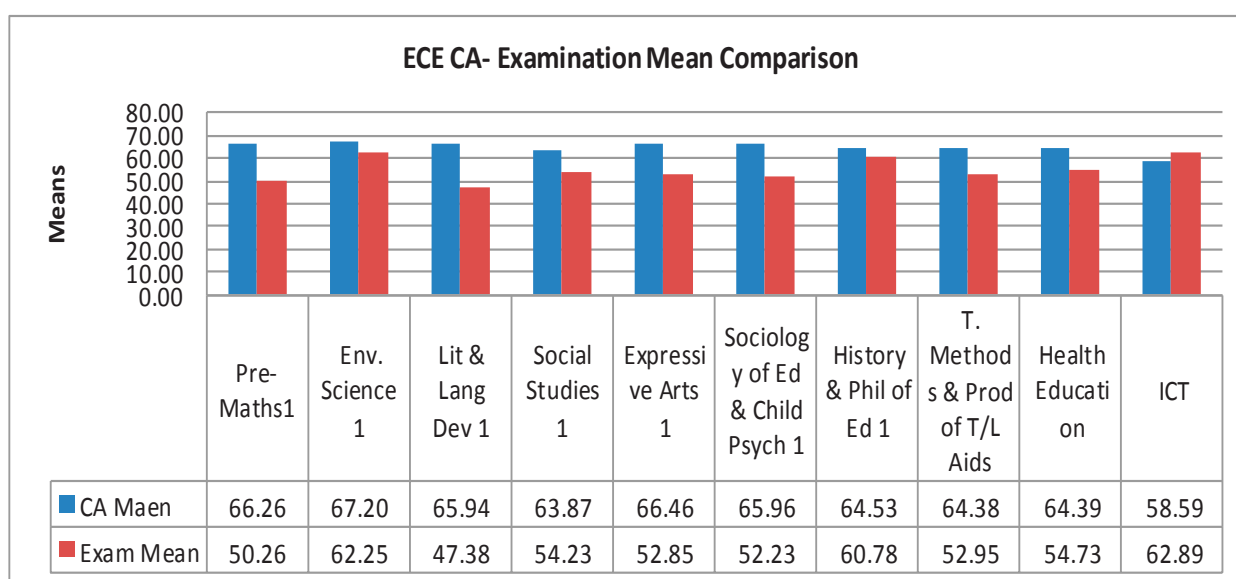


Figure 2: 2015 ECE Examination and CA by Subject

Of the 749 who sat the 1st year ECE Examinations, 702 (93.72%) obtained clear passes, 36 (4.81%) will proceed and re-sit the 1 or 2 failed courses, 1 (0.13%) repeat, 10 (1.33%) were excluded. There was no referred candidate. Those who obtained clear pass included 262 (38%) males and 433(62%) females while those who were excluded included 4 males and 5 females. When compared within groups, the proportion of male candidates obtaining Clear Pass was higher than that of females (95.05% for males and 92.92% for females). Male candidates therefore, performed relatively better than females.

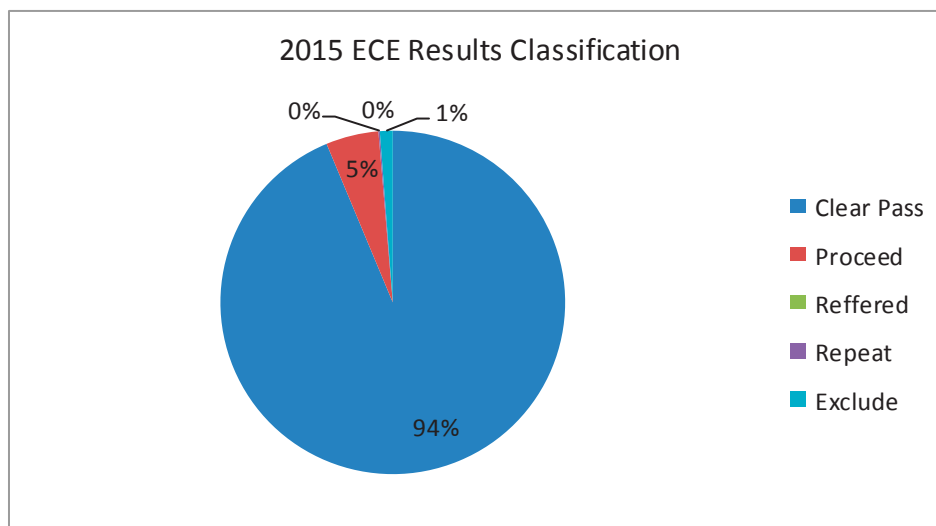


Figure 3: 2015 ECE Results Classification

PTD Examination

In the year 2015, 25 Colleges had enrolled candidates in PTD programme. The total candidature in this programme was 4, 095. This included 1, 934 (47%) males and 2, 161 (53%) females.

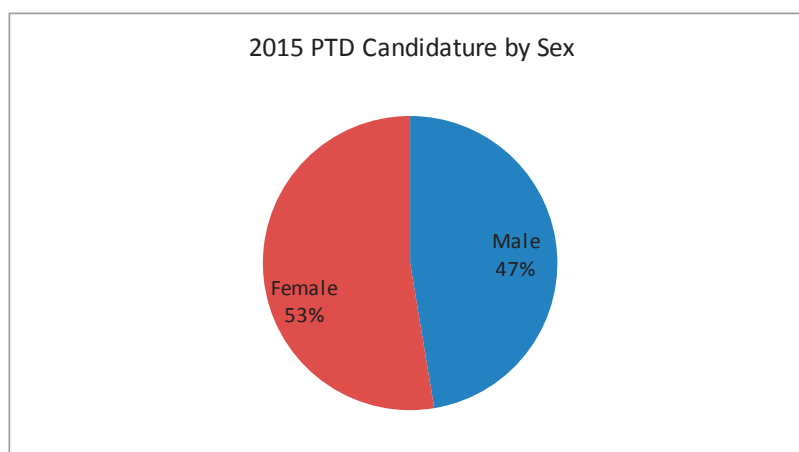


Figure 4: 2015 PTD Candidature by Sex

Of the 4, 095 candidates who had entered for PTD promotion examinations, 4, 003(97.75%) candidates sat the examination. About 92 candidates (52 females and 40 males) were absent, representing 2.25 percent absenteeism rate.

In terms of performance, the 2015 PTD Examination, the highest mean score was recorded in ICT Practical (79.64%). Integrated Science practical had the lowest score with the mean score of 44.42 percent. The comparison between CA and final examinations results indicated that candidates did better in CA than final examination. CA mean scores ranged from 61.55 percent (Mathematics Education) to 64.48 percent (ICT). In the final examination, the mean scores ranged from 44.95 percent (Expressive Arts) to 57.96 percent (Social Studies).

As can be seen in figure 5 below: Performance in the final examination was fairly moderate.

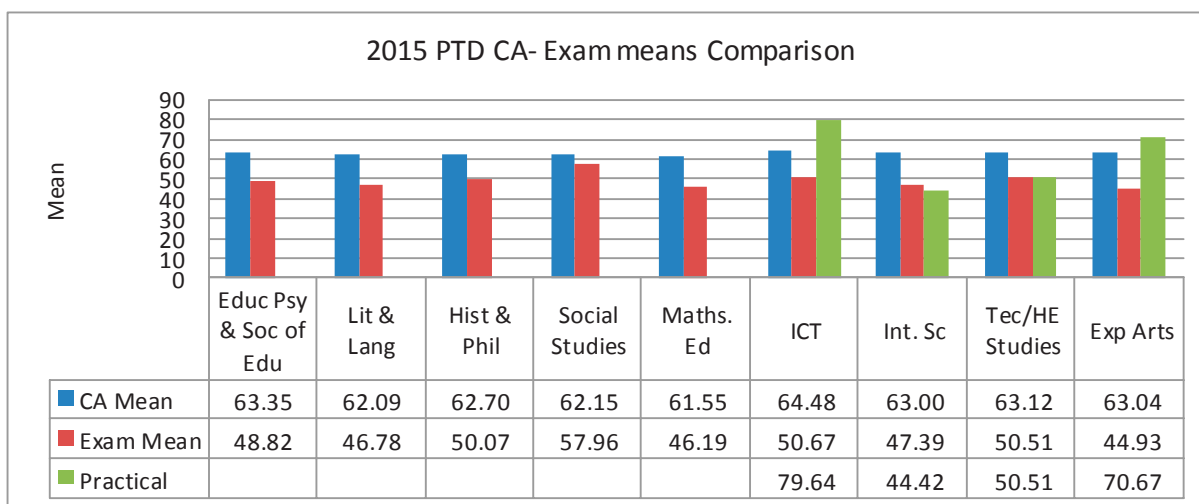


Figure 5: 2015 PTD CA- Examination mean comparison

Of the 4, 095 who sat first year PTD program, 3, 456 (86.34%) had clear passes, 480 (11.99 %) were to proceed, 26 (0.65%) referred, 15 (0.37%) were repeat the failed courses and 26 (0.65%) were excluded from the program.

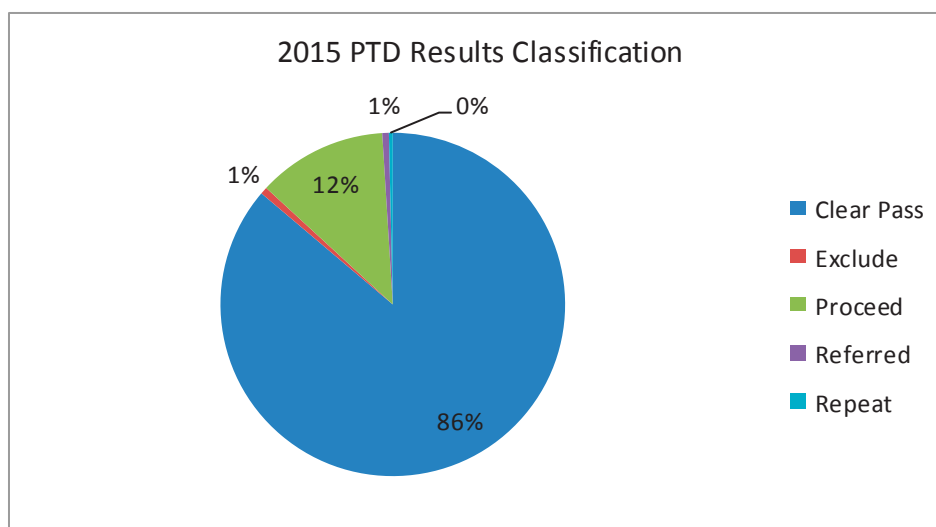


Figure 6: PTD Results Classification

Those who obtained clear pass included 1, 655 (47.89%) males and 1, 801(52.11%) females while those who were excluded included 12 males and 14 females.

However, within groups comparison indicated that male candidate performed better than their female counterparts with 87.38 percent of males obtaining Clear Pass as compared to 85.40 percent for female candidates.

In General, Teacher Education candidature has continued being dominated by females. This has been the case with Pre- School and ZATEC Programs. The 2015 ECE CA and Examination results were comparable. There were no major discrepancies in the results between CA and final examinations in various courses or study area. Discrepancies between CA and Examination results were, however, evident in PTD results, especially in Private Colleges.



Professor Samuel F. Banda
CHAIRPERSON

5.0 DIRECTOR'S REPORT

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

Strategic Focus Area 1: Test Development

1.1. Development of the Examination Syllabi

In the year under review, the ECZ developed the Examination Syllabi (Assessment schemes) for Grades 7, 9, 12 and Teacher Education based on the revised Curriculum. The ECZ also managed to publish the Grade 9 Examination Syllabus through a Public Private Partnership (PPP) arrangement with Book World Africa and launched in September 2015.



Assessment Schemes



Launch of Assessment Schemes

1.2. The Primary and Early Childhood Teacher Education Examinations

In line with the ECZ Act which mandates the Council to conduct examinations and award certificates and Diplomas, the Ministry of Education, Science, Vocational Training and Early Education authorised the ECZ to conduct the Primary Teachers Diploma Course and the Early Childhood Education Teacher's Diploma Course, effective 2015. The revised Curricular for the two Teacher Education Programmes have been designed to meet the current needs of society in the education system.

1.3. Standard Fixing and Awards Meeting

The ECZ successfully conducted the 2014 Zambia School Certificate Awards Meeting in Lusaka from 21st to 22nd January 2015. Kenya National Examinations Council, National Examinations Council of Tanzania and UMALUSI- Council for Quality Assurance General and Further Education Training were represented during the meeting. With participation from external moderators, it was evident that the ECZ conducted the Awards Meeting with high levels of professionalism and credibility.



Standards Fixing awards meeting

1.4. Chief Examiners Workshop

The ECZ conducted the Review Workshop with the Chief Examiners in all subjects on the 2014 Grade 12/GCE Marking Exercise held at Tuskers Hotel in Kabwe on 18th April 2015 to discuss the challenges and identify areas of improvements. Some of the resolutions made during the workshop were that the:

- i. Chief Examiners shall revisit the method of determining the number of markers and the marking period per panel in order to maintain quality and enhance credibility during the marking process.
- ii. ECZ shall explore possibilities of including a component to identify candidates with Special Educational Needs (SEN) on the Attendance Register;
- iii. Chief examiners shall separate the report on candidate's performance which was sent to the schools from the report on the marking centre;
- iv. ECZ shall ensure that scripts for the SEN candidates were properly packed, clearly labelled and question papers sent to the marking centre;
- v. Provincial Education Officers pledged to ensure that the Chief examiners Reports were sent to the Subject Associations to help improve the teaching and learning in all the schools countrywide.

Strategic Focus Area 2: Examinations Administration

2.1. Review of the Conduct of 2014 Examinations

The ECZ in collaboration Provincial Education Standards officer (PESO), Senior Education Standards officers (SESO) Examinations, Educations Standards Officer General Inspection (ESO GI) and Guidance Teacher convened at a Workshop to Review the Conduct of the 2014 School Examinations session. The two-day workshop which was held at Tuskers Hotel in Kabwe from 16th to 17th April 2015, attracted more than 120 participants drawn throughout the country. The stakeholders convened with a view to identify challenges and come up with improvements for the 2015 examination session.

2.2. Separation of the School Certificate from the General Certificate of Education Examinations

Following the decision by the Government of the Republic of Zambia in 2014, the ECZ successfully separates the General Certificate of Education (GCE) Examination from the School Certificate (SC) Examination. Arising from the separation, control and security of examinations was enhanced, freeing the named examinations from leakages since 2014. The separation also increased opportunity for the out of school and those in open and distance learning to improve their qualifications and use the results to aspire for either tertiary education or employment.

2.3. Review of the Guidelines for the Administration and Management of Examinations in Zambia

Within the period under review, the ECZ Management convened to review the Guidelines for the Administration and Management of Examinations in Zambia. The Workshop was held at Mapalo Lodge in Lusaka. The ECZ was making thorough review of the Guidelines taking into account submissions from stakeholders. The review provided an opportunity to examine winning rules and regulations for mitigating examination fraud and assessment irregularities.

2.4. Conduct of the 2014 Grade 7 Leakage Free Examination

The ECZ ran a leakage free examination since 2013 at Grade 7 level. The Council also moved to complete processing the Grade 7 Composite Examination results within four weeks after the examination was conducted. This enabled the Grade 8 pupils to open on the first day of the school calendar effective January 2015.

2.5. Decision not to process results for illegal candidate

The Ministry of General Education and ECZ observed that some Examination Centres had allowed unregistered (Illegal) candidates to sit the examinations. In view of this, the Ministry of Education instructed the ECZ to stop processing results for illegal candidates effective, 2015 Examinations. Furthermore, the ECZ shall not process results for candidates who fail to follow instructions especially those that use Optical Mark Reader (OMR) Answer Sheets during examinations.

Strategic Focus Area 3: Capacity Building

3.1. The ECZ Training and Development Policy

The ECZ managed to implement the Training and Development Policy (TDP). There were 22 out of 140 members of staff, of all ranks, pursuing different relevant programmes through different modes of study under sponsorship of the Council. Through training, the ECZ has built capacity of staff in areas of ICT, governance, financial management, customer relations and human resource management.

3.2. Benchmarking activities

- 3.2.1.** The ECZ participated in several benchmarking activities and standards fixing meetings in several of our sister examination boards, where we drew lessons that we adopted, adapted and implemented in Zambia. The Council also sent our professional staff to learn from Uganda and Kenya on the best practices in the assessment of learners with Special Educational Needs.
- 3.2.2.** On the ICT front, the ECZ received three officers from Malawi National Examinations Board who came to benchmark the Electronic Marks Entry System.
- 3.2.3.** One aspect worth noting on benchmarking is the fact the ECZ received political and professional leadership from the Parliament of the Republic of Tanzania and the Ministry of Education from Afghanistan who visited the Council to learn from our way of doing business.



Afghanistan delegation

3.3. Development and Administration of Public Examinations Training

Two ECZ staff participated at the 2015 Cambridge International Study Programme for Development and Administration of Public Examinations in the United Kingdom. The training covered a number of topics in test development and examinations administration. The course was beneficial to the participants who acquired new knowledge and a new perspective in the broader view of issues of assessment both from the region and international view point.

3.4. Professional Conferences

The ECZ attended all the annual Conferences under the International Association for Educational Assessment (IAEA), the Association for Educational Assessment in Africa (AEAA) and the Southern Africa Association for Educational Assessment (SAAEA). During the period, the ECZ ascended to the Presidency of the AEAA (August 2014 – August 2015) after successfully hosting the 32nd AEAA Conference. Under our leadership, the AEAA developed the first ever strategic plan and the AEAA Journal was developed. While the SAAEA completed the Comparative Report on the Education Landscape of the Countries in the SAAEA.

3.5. The 3rd Summit for Combating Education Irregularities and Examination Fraud

During the period under review, the ECZ was privileged to participate at the 3rd Annual Summit designed to Examinations Council, Assessment Bodies, Tertiary Education institutions and Public Sector Initiatives to achieve high quality examinations that are relevant, fair, valid, reliable and conducted in line with emerging international standards.

Strategic Focus Area 4: Certification

The Council continued to replace statement of results/Certificate to candidates who had lost or damaged their results. The Certificates for all the levels (2014 Grades 7, 9, 12/GCE and Teacher Education) were dispatched to all the schools and examination centres countrywide by the end of November 2014.

Strategic Focus Area 5: Advisory Services, Research and Innovation

5.1. The 2016 SAAEA Conference and Research Forum

The ECZ hosted the 10th Annual Conference of the Southern Africa Association for Educational Assessment (SAAEA) in Lusaka from 16th to 18th May 2016. SAAEA provided a platform for test developers, educationists, administrators, curriculum specialists and researchers who exchanged ideas and good practices of conducting educational assessment within the Southern Africa Development Community (SADC) sub-region.

5.2. The 2014 Examination Performance Review Meeting

In accordance with the Strategic Plan 2009 to 2015, the ECZ held the 3rd Annual Performance Review meeting with all key stakeholders in the education sector. Cooperating partners and civil society organizations were also in attendance. The objectives of the meeting were to review the performance of candidates in the 2014 examinations covering Grades 7, 9, 12 and Teacher Education. The meeting also used the national symposium to share findings of the various research studies undertaken by the ECZ in 2014.



Performance review meeting



Performance Review meeting

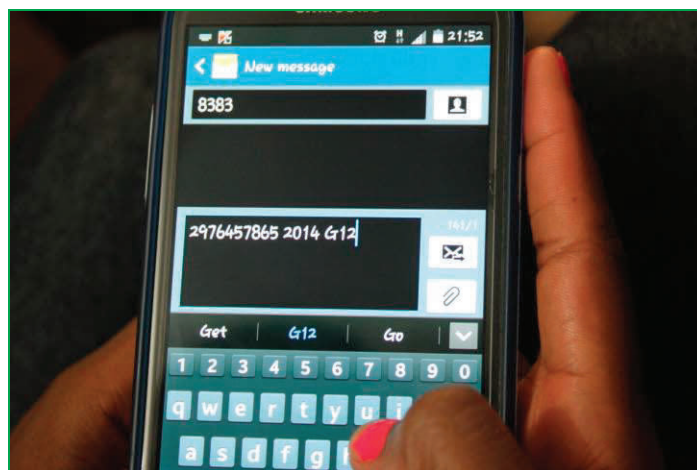
5.3. Grade 2 National Assessment Survey

In continued efforts to provide empirical information on the learning achievement levels of learners in the country, Zambia conducted and shared the findings of its first ever National Assessment Survey at Grade 2 level. The results of the survey were dissemination to stakeholders at a Meeting held in July 2015 at Sandy's Creation Conference Centre in Chilanga District. The objective of the meeting was to share the results of the survey, generate recommendations to improve learning achievement levels among learners as well as to set benchmarks and targets in numeracy and literacy. The ECZ also supported the Zambia Expenditure tracking survey conducted by the Department for International Development.

Strategic Focus Area 6: Support Services

6.1. The SMS Results Release System

The ECZ management expanded the public access of results using the mobile phone to all the networks existing in Zambia. The ECZ has now signed memorandum of Understanding with MTN, Airtel and Zamtel Mobile Service Providers to enable the general public access results for Grades 7, 9, 12/ GCE and Teacher Education at a cost of K4 for every successful transmission.



SMS Results Release System Using Mobile Phone

6.2. Piloting of Online Candidate Registration System

The ECZ successfully piloted the Online Candidate Registration system (OCRS) in 40 schools selected from 20 districts in all the 10 provinces of Zambia. From the selected schools, one had School

Certificate (Grade 12) and GCE Examinations Centre status while the other had Grade 7 examination Centre. The OCRS is expected to go fully fledged during the 2016 Candidate Registration.

6.3. Participation in the 2015 Public Celebrations

In line with staff welfare, the Council has continued to participate in the commemoration of the International Women's Day and Labour Day. The Council has endeavoured to give Labour Day Awards to deserving members of staff. To date, Council has awarded a total of 24 members of staff for contributing to the growth of the organisations at different levels and in divergent ways.



2015 Labour Day Awards

6.4. Renovation of the ECZ Main Building

The ECZ has shown commitment towards bettering the working environment by lifting the face of the main building. The Council procured and installed appropriate ICT infrastructure and replace old broken-down furniture with new ones to support the desired efficiency and effectiveness.



Renovated ECZ Main Building

6.5. Financial management

Within the period under review, the ECZ moved away from transacting in cash by introducing direct bank deposits for the products and services through the tailor implant agreement signed with Zanaco. The clients can now deposit their fees right at the Service Centre in Woodlands, Lusaka without having to go to the bank. The ECZ has continued to furnish and equip the Business Continuity or Disaster Recovery Centre at the Service Centre to ensure continued service even under very strenuous circumstances.

6.6. Conditions of Service for staff

The council has tried amid deficit financing to improve the conditions of service and salaries for members of staff, and supported acquisition of movable and non-movable assets by a good number of our staff through our staff loan schemes, both internal and through agreements with banks and other financial institutions.

Strategic Focus Area 7: Information, Education and Communication

7.1 . Interactive Programmes on ZNBC Radio 2

The ECZ launched a Radio discussion programme titled, 'Examinations and You' on ZNBC Radio 2 which ran 6th June to 1st September 2015. The 13 weeks programme provided a public forum for analysing issues relating to the operations of the ECZ. The series played a significant role in not only spreading information but also raising public awareness and appreciation on matters of examinations administration and certification.

7.2 . Production of the Biannual ECZ Newsletter

The Council continued to publish and distribute the ECZ Newsletter to the stakeholder for the purpose of disseminating information about the operations of the Council, emphasising on innovations, achievements, challenges and strategies for meeting the challenges.

7.3. Airing of the TV Documentary on the Assessment Schemes

In the period under review, the ECZ managed to produce and air the 30 minutes Television Documentary on the Assessment Schemes on ZNBC TV1. The Documentary highlighted the major changes in the subjects and assessments under the revised Curriculum at all the levels of examinations.

7.4. Business Media Networking Meeting

Management hosted the third Chief Executive Officers Business Media Breakfast Networking Meeting organised by the Zambia Society for Public Administration in Lusaka to showcase the Council's successes and corporate vision with the media and the public. The Meeting provided a highly interactive platform for the media and the public to appreciate the role and relevance of the ECZ in the advancement of the education system.



Zambia Society for Public Administration

7.5. Participation in National Shows

The ECZ was among hundreds of exhibitors who participated in the 2015 Zambia International Trade Fair and Zambia Agricultural and Commercial Show. By participating in the two annual events, the ECZ interacted and actively engaged members of the general public on examinations administration and certification systems.

7.6. National Library Week Commemoration

For the first time, the ECZ participated in the National Library Week Commemoration held in Choma from 12th to 16th October 2015. During the event, the ECZ marketed the library and information services to the community. The 2015 Commemoration signified the beginning of information service outreach to the public who are the primary consumers of ECZ products and services.



Library Week

7.7. Careers Exhibition for Learners

The ECZ participated at the maiden Careers Exhibition for learners in Chilanga District under the theme, "To Expose Learners to meaningful Career Choices". The event was represented by private and public schools and was held on 29th May 2015 at Parklands secondary School. The ECZ was invited to this important activity to sensitise learners about the consequences of involving themselves in examination malpractices and how to avoid malpractice at all costs.



Careers exhibition in Chinaga

7.8. The Campaign Against Drug Abuse Project Soccer Tournament

In the period under review, the ECZ were crowned Champions of the 12th edition of the Campaign Against Drug Abuse Project (CADAP) in the 2015 Intercompany Soccer Tournament held at Zamsure and NAPSA Sports Complex on 29th August 2015.



Madala's Soccer Trophy

Participation in this tournament did not only give an opportunity for the players to exercise but also to mingle and network with other institutions in creating awareness on the dangers of alcohol and drug abuse in places of work.

I wish to extend my thanks to the Council, Management and Staff of the ECZ for their unwavering support.

Dr Michael M. Chilala
DIRECTOR

6.0. REPORTS FROM COMMITTEES OF COUNCIL

6.1. JUNIOR SECONDARY AND PRIMARY EDUCATION COMMITTEE

The Junior Secondary and Primary 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 eight(8) members as listed below:

1. Professor Christopher C. Chama	Chairperson
2. Mrs. Joyce M. Vlahakis	Vice Chairperson
3. Mr. Rodgers S. Zulu	Member
4. Mrs. AnnieP. Bwalya	Member
5. Mr. Emade Sakala	Member
6. Mrs. Exhilda Gondwe	Member
7. Sr. Prisca Phiri	Member
8. Mr. Ackson Kafwifwi	Member

Matters Considered and Approved by the Committee

6.1.1. 2014 Pending Grade 9 Suspected Examination Malpractice Cases

The Committee considered twenty three (23) pending cases and resolved as follows;

- i. To nullify the results in all subjects for nineteen (19) candidates.
- ii. Release results for four (4) candidates as there was not enough evidence to warrant nullification of results

6.1.2. The 2016 Applications for Examination Centre Status

Out of one hundred and thirty one (131) applications for Grade 7 Examination Centre Status, the Committee approved one hundred and twenty two (122) and rejected nine (9) applications. At Grade 9 level, out of ninety (90) applications, the Committee approved sixty seven (67) and rejected twenty three (23) applications which did not meet the set requirements for the award of examination centre status.

6.1.3 Approval of the 2016 Grade 7 and 9 Examination Time-Tables

The Committee considered and approved the 2016 Grade 7 and 9 Examination Time-tables

6.1.4 Withholding of 2015 Grade 9 Suspected Examination Malpractice Results

The committee considered hundred and sixty one (161) cases and resolved to withhold results for candidates who were suspected to have been involved in examination malpractice.

6.1.5 Approval of the 2015 Examinations Results

The Committee was informed that;

- (i) The 2015 Grade 7 Composite Examination was written from Monday, 12th October, 2015 to Friday, 16th October, 2015 and that the processing of the examination started on Monday 22nd October, 2015 and ended on Friday, 11th November, 2015 with a processing status of 99.97%.
- (ii) Out of the total number of 383,676 candidates who entered for the 2015 Grade 7 Composite Examination, 344,516 sat the Examination while 39,160 were absent.

- (iii) The 2015 Grade 9 Examination were written from Tuesday, 6th October, 2015 to Tuesday, 20th November, 2015 and that the marking of scripts was done from Monday, 7th December, 2015 to Friday, 11th December, 2015; while the processing started on Tuesday, 15th December 2015 and ended on Thursday, 24th December 2015 with a processing status of 99.67%.
- (iv) Out of the 340,478 candidates that entered for the 2015 Grade 9 Examination, 278,184 sat the examination while 62,294 were absent. The highlights of the 2014 Grade 7 and Grade 9 Examinations were as follows;

6.1.6 Grade 7 Composite Examination Results

Candidature

The 2015 recorded more candidates entering the Grade 7 Composite Examination as compared to the year 2014 (383, 676 and 367, 967 respectively). In terms of gender proportions, a total of 195, 584 were boys representing 50.98 percent while 188,092 were girls representing 49.02 percent. The growth of female candidates has been consistent between 2013 and 2014, and 2014 and 2015. The number of girls who entered increased by about 5 percent while, the general number of candidates entering the examination increased by 4.46 percent.

Candidate absenteeism from the examination increased from 9.52 percent in 2014 to 10.21 in 2015. The increase in the proportion of learners absent from the examination was 0.54 percent for boys and 0.84 percent for girls from 2014 to 2015. The number of girls that absented themselves from the examination in 2015 was more than that of boys. The overall increase in the proportion of candidates who were absent from the examination was 0.69 percent from 2014 to 2015 with three provinces recording marginal reduction in absenteeism namely; Luapula, Northwestern and Western provinces. Western province recorded the highest absenteeism rate (13.20%) while Southern province recorded the lowest rate (7.81%).

Performance

The classification of certificates awarded by the Examinations Council of Zambia are as follows; Division 1, 2, 3 and 4. The awards are based on the best six of all the subjects taken by the candidate inclusive of the two compulsory aptitude tests (Special Paper 1 and Special Paper 2). The following are the subjects at this level; English, Social and Development Studies (SDS), Mathematics, Integrated Science, Creative and Technology Studies (CTS) and Zambian Languages. The Table below presents learner performance by division and gender for 2015 and 2014.

		2015			2014		
		Boys	Girls	Total	Boys	Girls	Total
1.	Division One(1)	33,313	30,638	63,951	32,635	29,492	62,127
	Proportion in %	(18.88%)	(18.23%)	(18.56%)	(19.06%)	(18.23%)	(18.66%)
2.	Division Two(2)	43,451	39,711	83,162	41,838	36,713	78,551
	Proportion in %	(24.63%)	(23.63%)	(24.14%)	(24.44%)	(22.70%)	(23.59%)
3.	Division Three(3)	31,010	28,166	59,176	30,070	27,817	57,887
	Proportion in %	(17.58%)	(16.76%)	(17.18%)	(17.56%)	(17.20%)	(17.39%)
4.	Division Four(4)	68,666	69,561	138,227	66,676	67,712	134,388
	Proportion in %	(38.92%)	(41.39%)	(40.12%)	(38.94%)	(41.87%)	(40.36%)

6.1.7 Grade 7 Performance According to Divisions Gender

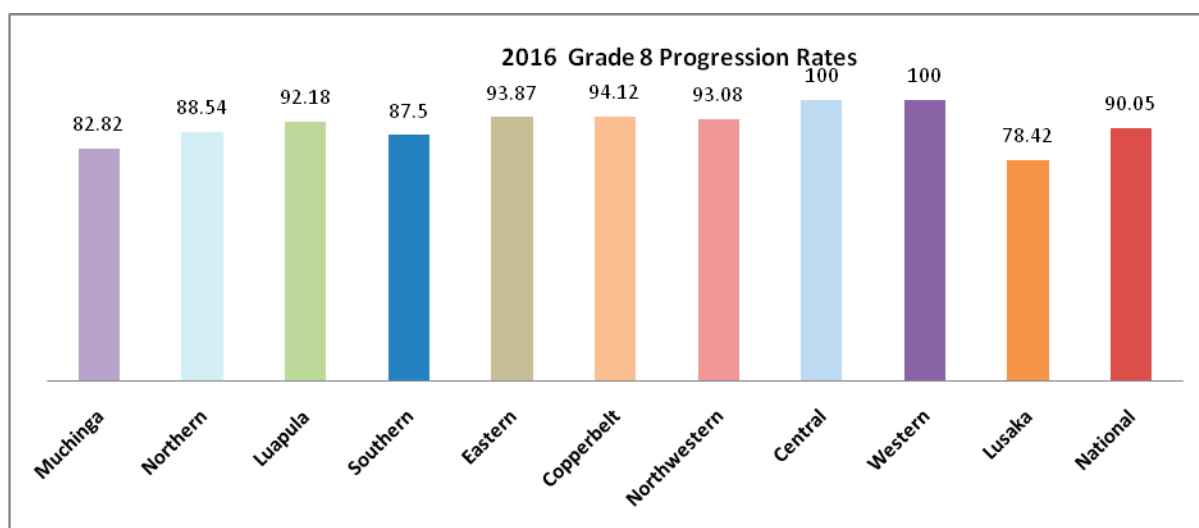
The proportion of candidates obtaining division 1 in 2014 dropped by 0.14 percent while performance at division 2 and 3 increased by 0.25 and 0.40 respectively. There were more candidates obtaining division 2 than those attaining division 3. The proportion of candidates

obtaining division 4 dropped by 0.52 percent in 2014. This implies that the system was able to improve performance of low performing candidates. Such a phenomenon agrees with school improvement efforts that advocate for bridging the gap between low and high achievers.

6.1.8 Grade 8 Progression Rates

Out of 344,516 candidates who sat the 2015 Grade 7 Composite examination, a total of 310,230 candidates were selected to Grade 8, bringing the national progression rate to 90.05% from 90.02% in 2014. Of the total selected, 155,878 were boys and 154,352 were girls, representing progression rate for boys at 88.35 percent, while that for girls at 91.83 percent. Further, a three year trend analysis revealed no significant difference in progression rates between boys and girls.

Two provinces namely, Western and Central provinces recorded 100 percent progression rates while Lusaka, Muchinga, and Southern provinces recorded the least progression rates (78.42%, 82.82%, and 87.50% respectively). Refer to Figure below.



Generally, the 2015 Grade 7 Composite Examination results showed that performance of candidates across all the subjects in 2014 and 2015 was similar despite a slight drop in the mean scores. Performance in terms of average scores in all subjects was above 60 percent for both the 2014 and 2015 cohort. The 2015 results also showed that the proportion of candidates obtaining division 2 has been increasing since 2013.

6.1.9 Junior Secondary School Leaving (Grade 9) Examination

Candidature

The number of registered candidates reduced from 357,985 in 2014 to 340,478 (170,962 boys and 169,516 girls) in 2015 representing a decline of 4.98 percent. The Provinces attributed this decline to the fact that the 2015 cohort had no repeating candidates because all repeaters were taken to Grade 8 so that they could be instructed under the revised curriculum before taking the examination. Of this registered number, 278,184 (81.70%) candidates sat the examination; the number of boys was 141 336 (50.81%) while the number of girls was 136 848 (49.19 %).

During the 2015 Grade 7 Examination session, a total of 62,294 candidates were absent from the examination compared to 58,110 in 2014 with more girls than boys reported absent (the proportion of female candidates absent was more than the males by about 1.94 percent). This represented an increase in candidate absenteeism from 16.23 percent in 2014 to 18.30 percent in 2015. North Western (23.74%) and Central (23.55%) Provinces recorded the highest absenteeism rates while Lusaka Province recorded the lowest absenteeism rates (13.40%).

Performance

The certification awards for the Grade 9 Examination are categorized at 3 levels namely; certificate, statement and fail. Weighted scores for different paper components of the subjects examined at this level are added to create a composite score for each of the subject area. For a candidate to be awarded the Junior Secondary School Leaving Examination (JSSLE) Certificate they must score a minimum of 40 percent in 6 subjects. For selection purposes, a candidate's best six subjects are aggregated to arrive at the composite score.

A total of 134,123 (48.21%) obtained certificates representing a drop of 8.28 percent compared to 2014 (169,375; 56.48%). Further, the proportion of candidates failing the examination reduced from 5.47 percent in 2014 to 5.24 percent in 2015 representing a reduction of 0.21 percent. While those obtaining Statements increased by 8.50 percent (2014 was 38.05%, 2015 was 46.55%). Generally, the 2015 cohort recorded more candidates obtaining Certificates (48.21%) than those who obtained Statements (46.55%). The proportion of boys (50.02%) obtaining Certificates was more than that of girls (46.35%). See the Table below.

	2015			2014		
	Boys	Girls	Total	Boys	Girls	Total
Certificates	70,699	63,424	134,123	90,788	78,587	169,375
Proportions in (%)	50.02%	46.35%	48.21%	58.76%	54.06%	56.48%
Statements	63,514	65,973	129,487	55,739	58,365	114,104
Proportions in (%)	44.94%	48.21%	46.55%	36.08%	40.15%	38.05%
Fail	7,123	7,451	14,574	7,979	8,417	16,396
Proportions in (%)	5.04%	5.44%	5.26%	5.16%	5.79%	5.47%

At provincial level, the highest certificate pass rate was recorded on the Copperbelt (55.28%), followed by Muchinga (53.99%) then Western (53.47%). The lowest certificate pass rate was recorded in Lusaka Province (42.74%) followed by Central (43.70%) and Southern (44.50%).

6.1.10 Grade 10 Progression Rates

A total of 278,184 candidates who sat for the 2015 Grade 9 examinations of whom 141,336 (50.81%) were boys and 136,848 (49.19%) were girls. The total number selected to grade 10 was 134,123 representing a national progression rate of 48.89 percent; hence, there was an increase by 7.10 percentage points in progression rate from 41.79 percent in 2014. The selected number included 70,699 (50.02%) boys and 63,424 (46.35%) girls. During the year under review, it should be noted that every candidate that obtained a full JSSLE Certificate was selected and a larger proportion of learners progressed to grade 10 than in the previous five years. Generally, a trends analysis revealed no significant difference in progression rates between boys and girls and this has been consistent since the year 2003. Overall, the results for 2015 Grade 9 Examination was comparable to previous years, despite the drop in candidature and Certificate pass rate.

6.5.6 Missing Pages on the Grade 9 Examination Paper and Answer Sheet

The Committee resolved that separate answer booklets be stitched as opposed to the candidates assembling the answer booklet from the line papers and not part of the question paper.

6.5.7 Marking of Grade 9 and 12 Scripts

- (i) The Committee agreed that in a case where the Grade 9 marking was postponed, the Grade 12 marking would also be postponed to allow the markers who mark both examinations to prepare well for the Grade 12 marking exercise.
- (ii) The Committee further agreed that markers be provided with electronic calculators to enable them add up marks correctly in different sections of the answer sheets. To which ECZ agreed to budget for in the next marking session.
- (iii) The Committee recommended to include the Centre Chairpersons and the ESO GIs on the transport budget during the Grade 9 marking of scripts

6.5.8 Scale of Examination fees for 2015 GCE

The Committee clarified the scale of GCE fees through a circular that was sent to all provinces indicating that the entry fee was K50.00 and an additional K50.00 for practical subjects.

6.5.9 Retirement age of Examiners and Markers

The Committee was informed that the issue would be discussed at the review meeting but had not been concluded as on November 2015.

6.5.10 Unsatisfactory Recommendation of Schools as Examination Centres by Provinces

The Committee resolved that Standards Officers who are responsible for inspection and recommendation be sensitized on the consequences of recommending centres to be Examination centres without them meeting the prerequisites.

6.5.11 The 2014 Revised Curriculum

The Committee was informed that MESVTEE would enlighten the PEOs on the two tier system of the revised curriculum. The Committee was further informed that an addendum on the career pathways had been prepared and sent to the Provinces.

6.5.12 Leaking of fake Examination Question Papers

The Committee was informed that there is no direct law that legislation to deal with people who produced counterfeit examination question papers but that the ECZ Act and the penal code could be used to prosecute the culprits. This would serve as a warning to would be offenders.

6.5.13 Construction of a Strong Room for Mkushi District

The Committee was informed that a new strong room at Mkushi District had been constructed with a concrete roof.

6.5.14 Examination Malpractices at Grade 9 Level

The Committee noted the increase in the number of examination malpractices at this level and proposed for the separation of examinations for the internal and external candidates

6.5.15 Proposal to have Zonal Strong rooms

The Committee appreciated the proposal to have zonal strong rooms and lifted the concept as a good one that required perfecting.

6.5.16 2016 Grade 9 Computer Studies Practical Examinations

The Committee was informed that the Computer Studies practical examination at Grade 9 would be written over a period of three days to address the problem of inadequate computers in the schools.

6.5.17 Decentralised Marking of Grade 12 Examinations in Provinces

The Committee was informed that plans to decentralise the marking of Grade 12 examinations in provinces to cut down on the huge cost incurred by the ECZ during marking at this level. The Committee urged management to ascertain the advantage and disadvantages of decentralised marking including the cost implications of implementing the activity. The proposal would be considered by the Committee.

6.6 APPEALS COMMITTEE

The Appeals Committee was responsible for consideration of appeals from candidates following nullification of their results owing to them engaging themselves in examination malpractices. The Committee comprised four (4) members as listed below;

1. Mr Eddie K. Mwitwa	Chairperson
2. Sr. Christine Mwape	Member
3. Mr. Peter Chishimba	Member
4. Mrs Beauty C. Mwanansoka	Member

The committee did not meet to consider appeals from candidates in the year under review .

6.7 AUDIT COMMITTEE

The Committee is responsible for ensuring that integrity exists in the utilisation of Council resources and conduct of Council business. The Committee comprised five (5) members as listed below:

1. Ms Wabei N. Mangambwa	Chairperson
2. Mrs Joyce P. Sundano	Member
3. Mr Kelvin Kaluba	Member
4. Mrs Easter T.T. Hamaundu	Member
5. Mrs Ngosa Siamachela	Member

Activities Undertaken

6.7.1 *Consideration of the ECZ Internal Audit Committee Report*

The Committee considered and adopted the report with the following recommendations;

(a) System Audit on Cash Office Operations;

- i. Preparation of comprehensive charts of accounts
- ii. Cashier to be checked by supervisor daily
- iii. Enhance the financial regulations
- iv. Alert from different accounts to be received by cashier as well as other listed officer including the Audit Unit.
- v. The Committee supported the decision to find workable ways of bank reconciliation to be up to date.

(b) Bank Reconciliation;

The Committee observed that the unreconciled past affected the new system (Pastel) ECZ had put in place and as such resolved that:

- i. The both old data and figures starting from 2013 be migrated to the new system; this was so as the 2013 accounts had already been audited by the Auditor General and declared unqualified;
- ii. The appropriate frequency of bank reconciliation was monthly.

(c) Inadequate Computers at Grade 9 Marking Centres;

The Committee was advised the ECZ to remind the Ministry of General Education to honour the promise to buy computers for Grade 9 marking centres.

(d) Amending Grade 12 Marks without authority;

The Committee received one report of a marker for English Paper 1 who was reported by the ECZ internal Audit to have been amending marks without authority from the Chief Examiner or Team Leader. A report on this matter was to be provided after investigations.

6.7.2 Consideration of the Report from Audit Committee Members' Visit to Grade12 Marking Centre

The Committee was informed that a report was submitted to the ECZ Management on Audit Committee members' visit to Grade 12 marking with the following recommendations;

- i. Guidelines for the Administration and Management of Examinations in Zambia be printed and circulated to marking centres every year.

6.7.3 Adoption Electronic Auditing

The Committee emphasised the need by the Audit unit to conduct electronic audits considering that other departments within the ECZ were moving with innovations such as the Electronic Candidate Registration.

6.8 FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee was responsible for finance and human resource administration on behalf of the Council. The Committee comprised seven (8) members as listed below;

1. Mr. Alex M.K. Simumba	Chairperson
2. Mr. Eddie K. Mwitwa	Vice Chairperson
3. Mr. Levy Mwanza	Member
4. Mr. Jonathan M. Ng'onga	Member
5. Mr. Jeff Mtonga	Member
6. Mrs. Alice J. Tembo	Member
7. Mrs. Arness T. Siame	Member
8. Mrs. Elizabeth C.L.M. Chileshe	Member

Activities Undertaken

6.8.1 Management Accounts for 2014

The Committee adopted the Management Accounts for the first, second and third quarters of 2015 for Council's approval.

6.8.2 Funding of Grade 9 Examinations

The Committee was informed that a grant was received from the Government in 2015

6.8.3 Withholding of Results for Candidates Owing Fees to Schools

The Committee resolved that ECZ should not withhold the results for candidates owing school fees.

6.8.4 Contract for Assistant Director – Information Technology Department

The Committee adopted the re-instatement and confirmation of Mr. Robby Witika as Assistant Director –IT. This followed the termination of his contract on 6th February 2015

6.8.5 Chief Accountant Confirmation of Appointment

The Committee was informed that Ms. Ireen Chitesha was confirmed as Chief Accountant on 28th February 2015

6.8.6 Increase of Examination Fees

The Committee recommended to ECZ to consult the Ministry of General Education on the possibilities of increasing the Examination Fees following the growing inflation rate.

6.8.7 Expected growth of the 2016 Grade 12 and GCE Candidature

The Committee directed ECZ to carry out more sensitization programmes to create more awareness on examinations and service offered by the Council. The Committee further commended the ECZ for introducing the August GCE Examinations as one way of increasing candidature and revenue.

6.8.8 Funding from Co-operating Partners

The Committee directed ECZ to make provisions for the income budget line from the Co-operating Partners.

6.8.9 Proposal to Increase ECZ Staff Salaries

The Committee recommended a 10% salary increment for members of staff in 2016

6.8.10 Secondment of Staff to ECZ

The Committee recommended that the members of staff from MESVTEE should be seconded to the ECZ.

6.8.11 Proposal to Purchase Personal-to-holder Motor Vehicles for the Heads of Department

The Committee adopted the proposal to procure personal-to-holder motor vehicles for Heads of Department as a way of motivating and retaining them. The Committee further directed ECZ to indicate the number and standard type of vehicles to be procured for the Heads of Department

6.8.12 Proposal for an upward adjustment of the sitting allowances for Councillors and Committee Members

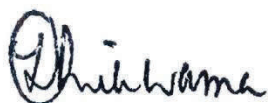
The Committee noted the proposal to adjust upwards the sitting allowances for Councillors and Committee Members that was recommended by Council and was to be submitted to the Minister of General Education for Approval

6.8.13 Proposal to Create and Add the Position of Receptionist to the existing Organisational Structure

The Committee adopted the proposal to create the position of Receptionist for Council ratification.

6.8.14 Approval of the 2015 ECZ Budget

The Committee approved the 2015 Examinations Council of Zambia Budget.



Jacqueline C.M. Chikwama
COUNCIL SECRETARY

EXAMINATIONS COUNCIL OF ZAMBIA

FINANCIAL STATEMENTS

For the year ended 31st December 2015

EXAMINATIONS COUNCIL OF ZAMBIA

FINANCIAL STATEMENTS

For the year ended 31st December 2015

TABLE OF CONTENTS

CONTENTS	PAGE
Report of the Auditors	1
Statement of Responsibility	2
Income Statement	3
Statement of Financial Position	4
Cash flow Statement	5
Notes to the Financial Statements	6 -14

EXAMINATIONS COUNCIL OF ZAMBIA

Report of the Auditor

I have audited the accompanying financial statements of the Examinations Council of Zambia (ECZ) for the year ended 31st December 2015. The 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.

Management's Responsibility for the Financial Statements

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.

Auditor's Responsibility

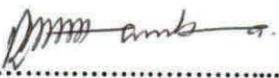
My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards for Supreme Audit Institutions. These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable 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 fraud or error. In making the risk assessments, I consider internal controls 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 controls. 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 my 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 2015, and the statement of comprehensive income, statement of financial position and its cash flows for the year then ended.


.....

Date.....28/9/2016.....

Ron M. Mwambwa, FCMA, CGMA, MSc, CFE

ACTING AUDITOR GENERAL

EXAMINATIONS COUNCIL OF ZAMBIA

FINANCIAL STATEMENTS

For the year ended 31st December 2015

STATEMENT OF COUNCIL'S RESPONSIBILITIES

The Examinations Council of Zambia Act requires the Council 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, Council 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; and
- (iv) Prepare the financial statements on the going concern basis.

The Council 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, the Council 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 deficit of expenditure over income of the Council for the year ended 31st December 2015,
- (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; and
- (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.....22/09/16.....

By:



Prof. Samuel F. Banda
Chairperson
Examinations Council of Zambia



Dr. Michael M. Chilala
Director
Examinations Council of Zambia


EXAMINATIONS COUNCIL OF ZAMBIA


STATEMENT OF COMPREHENSIVE INCOME

For the year ended 31st December 2015

Income	Note	2015 K	2014 K
Grants From GRZ	3	66,107,495	67,593,931
Examination Fees	4	43,281,909	36,573,825
Council Services	5	3,265,834	2,352,513
Association for Educational Assessment in Africa (AEAA)		-	408,515
Other Income	6	3,813,672	2,137,323
Donor Support	7	2,943,666	7,581,250
Total Income		119,412,576	116,647,357
Operating Expenses			
Professional Services & Preparation of Examinations	8	134,852,869	66,375,530
Management of Examinations	9	15,383,829	18,297,762
Personal Emmoluments	10	27,037,185	26,697,837
National Assessment	11	781,985	3,509,887
Total Operating Expenses		178,055,868	114,881,016
Operating Surplus / (Deficit)	12	(58,643,292)	1,766,341

These financial statements were approved by the Examinations Council of Zambia on 22/09/16 and signed on its behalf by:


Prof. Samuel F. Banda
 Chairman
 Examinations Council of Zambia


Dr. 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 FINANCIAL POSITION

For the year ended 31st December 2015

	Note	2015 K	2014 K
ASSETS EMPLOYED			
Non - current Assets			
Property, Plant & Equipment	13	25,790,696	25,077,041
Current Assets			
Accounts Receivables	14	15,938,747	16,653,451
Inventories	15	1,483,310	1,311,639
Investments		-	84,692
Cash and Bank	16	5,869,228	7,583,288
		<u>23,291,285</u>	<u>25,633,070</u>
Total Assets		49,081,981	50,710,111
Accumulated Funds & Liabilities			
Accumulated Funds			
Revenue Reserves	17	37,218,993	35,452,652
Surplus (Deficit) for the Year		(58,643,292)	1,766,341
Total Accumulated Funds		<u>(21,424,299)</u>	<u>37,218,993</u>
Current Liabilities			
Accounts Payable	18	19,180,469	13,491,118
Accrued Expenses	19	48,730,176	-
Employee Benefits Provisions	20	2,595,635	-
Total Current Liabilities		<u>70,506,280</u>	<u>13,491,118</u>
Total Accumulated Funds & Liabilities		49,081,981	50,710,111

These financial statements were approved by the Examinations Council of Zambia on 22/09/16 and signed on its behalf by:

Prof. Samuel F. Banda

Chairman

Examinations Council of Zambia

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

Dr. Michael M. Chilala

Director

Examinations Council of Zambia

EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF CASH FLOWS

For the year ended 31st December 2015

	2015 K	2014 K
Net cash inflow from operating activities:		
Surplus / (Deficit)	(58,643,292)	1,766,341
Depreciation	1,804,849	2,137,950
(Profit) / Loss on Disposal		
Net Income from operations	(56,838,443)	3,904,291
(Increase) / Decrease in Debtors	799,396	(793,819)
(Increase) / Decrease in Inventory	(171,671)	73,453
Increase /(Decrease) in Creditors	57,015,162	5,023,994
Cash Generated from operations	804,444	8,207,919
Cash flow from investing activities:		
Acquisition of non-current assets	(2,518,504)	(5,651,750)
Fixed term investment	-	(84,692)
	(2,518,504)	(5,736,442)
Increase / (Decrease) in Cash	(1,714,060)	2,471,477
Cash and Cash equivalents at the beginning of the year	7,583,288	5,111,811
Cash and Cash equivalents at the end of the year	5,869,228	7,583,288

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

EXAMINATIONS COUNCIL OF ZAMBIA

Notes to the Financial Statements for the year ended 31st December 2015

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%
Equipment	25%
Motor Vehicle	25%
Plant and Equipment	25%
Library Books	25%

2.2 International Public Sector Accounting Standards (IPSAS)

During the 2015 Zambia Institute of Chartered Accountants Annual General Meeting, the Secretary to the Cabinet announced that the Government of the Republic of Zambia aspires to move from cash basis International Public Sector Accounting Standards (IPSAS) accounting to accruals basis by the year 2020. IPSAS are accounting standards inspired by International Financial Reporting Standards (IFRS) but with focus on accounting and financial requirements of governments and public sector entities. It is from this background that the Examinations Council of Zambia has accrued the 2015 costs. The benefits to ECZ and stakeholders of using the accrual accounting system include highlighting the full costs of delivering our mandate, all future liabilities are known and greater transparency in our operations. The result of doing the above has given rise to a deficit amounting to K58,643,292 for the financial year ended 31st December 2015.

3. Grants from GRZ

The funds listed below were received from the Government of the republic of Zambia as approved in the 2015 budget:

Month	Operations	Marking	Examinations	Total 2015	Total 2014
	K	K	K	K	K
January	1,294,164	-	-	1,294,164	1,294,164
February	1,294,164	-	-	1,294,164	1,294,164
March	1,294,164	-	-	1,294,164	4,252,337
April	1,294,164	-	-	1,294,164	11,961,239
May	1,294,164	-	11,850,766	13,144,930	1,294,164
June	1,294,164	5,000,000	15,726,761	22,020,925	1,294,164
July	1,294,164	-	-	1,294,164	11,294,164
August	1,294,164	-	-	1,294,164	1,294,164
September	1,294,164	-	-	1,294,164	1,294,164
October	1,294,164	-	-	1,294,164	10,246,441
November	1,294,164	-	-	1,294,164	17,780,602
December	1,294,164	8,000,000	10,000,000	19,294,164	4,294,164
	15,529,968	13,000,000	37,577,527	66,107,495	67,593,931

4. Examination Fees

	2015 K	2014 K
Grade 12 and GCE Exams	41,677,290	36,037,100
GCE O & A Levels Exams / Handling fees (London)	138,420	536,725
Teacher training Examination Fees	1,466,199	-
	43,281,909	36,573,825

5. Council Services

Replacement of statement of results / Combination	907,944	570,201
Replacement of Certificates	597,088	712,237
Certification of Certificates	1,435,860	660,261
Under protest fees	66,092	138,232
Verification of foreign qualifications	258,850	271,582
	3,265,834	2,352,513

6. Other Income

	2015 K	2014 K
Interest on bank balances	432,986	287,115
Disposal of waste paper	-	31,600
Centre Fees from Private Schools	1,897,400	1,610,154
Consultancy	-	102,500
Donations AEAA	-	25,500
Revenue from SMS Services	973,443	-
Other Income	275,143	-
Disposal of Assets	114,373	-
Interest on staff loans	120,327	80,454
	3,813,672	2,137,323

7. Donor Support

National Survey Preparation - Grade 5 (UNICEF)	1,014,716	-
National Survey Conduct Grade 5 & 9 (USAID)	-	7,581,250
GRZ/Donor Support	1,200,000	-
Irish AID	728,950	-
	2,943,666	7,581,250

8. Professional Services and Preparation of Examinations

Grade 7 Exam Expenses	11,897,852	5,511,923
Grade 9 Exam Expenses	44,901,191	23,286,123
Grade 12 / GCE Exam Expenses	62,912,424	25,730,900
TEVET Exam Expenses	-	18,168
Teacher Education Expenses	3,017,522	679,634
Research & Test Development	9,475,324	8,892,851
Travel and Subsistence	2,648,556	2,255,931
Total	134,852,869	66,375,530

9. Management of Examinations

	2015 K	2014 K
Advertising & Publications	1,202,173	1,863,200
Bank charges	533,081	580,796
Council and Committee Expenses	844,287	1,665,144
Building Maintenance	420,775	692,878
Courier and Postage	41,794	101,892
Depreciation	1,804,849	2,137,950
Electricity and Water	145,058	196,220
General Expenses / Administration	163,898	65,862
Insurance	132,475	849,682
Legal Fees & Consultancy Fees	135,357	91,423
Medical Expenses	1,053,877	1,022,262
Motor Vehicle Fuel & Lubricants	350,363	358,930
Motor Vehicle Maintenance	107,026	276,226
Office Equipment Maintenance	447,415	139,809
Office stationery	410,576	689,953
Official Entertainment	242,365	173,547
Rent and Rates	-	12,582
Security Charges	30,589	34,499
Software Maintenance	724,165	653,872
Staff Training and Development	558,882	1,170,935
Staff Welfare / Leave Benefits	1,926,298	1,500,482
Telephone, Fax & Internet	494,477	759,183
Terminal Benefits / Gratuity	1,052,585	698,600
Transport Hire	-	126,689
Recruitment	164,846	456,644
Book & Periodicals	84,096	72,497
Office Decorations	-	2,105
Binding	-	34,850
Workshops & Conferences	2,082,548	986,980
Protective Clothing	80,671	180,680
Group Life Assurance	300,557	487,125
Group Personal Accident	-	45,860
Professional Membership	129,973	-
Other Costs	126,657	168,405
Foreign Exchange Gain / Loss	(407,884)	
Total	15,383,829	18,297,762

10. Personal Emoluments

	2015	2014
	K	K
Salaries	26,830,339	26,397,837
Wages	206,846	300,000
	27,037,185	26,697,837

11. National Assessment

Bank Charges	-	-
Dissemination & Data Collection	4,900	31,400
Hotel Accommodation (Board & Lodging)	300,062	402,180
Item writing	-	140,854
Printing & Stationery	-	39,680
Report Writing / Validation Report	28,310	2,093,518
Sitting Allowances	61,365	578,451
Travel & Subsistence	387,348	223,804
	781,985	3,509,887

13 Non Current Assets Schedule

	1	2	3	4	5	6	7	TOTALS
	Motor Vehicles 25% K	Office Equipment 20% K	Furniture & Fittings 20% K	Computers 25% K	Plant & Machinery 25% K	Library Books 25% K	Leasehold & Buildings 2.5% K	
COST								K
Balance as at 01.01.2015	7,212,708	1,024,741	2,599,047	3,176,386	44,015	15,321	22,503,328	36,575,546
Additions for the Year	1,159,600	14,657	126,472	80,333	162,208	15,202	960,032	2,518,504
Disposal for the Year								
Balance as at 31.12.2015	8,372,308	1,039,398	2,725,519	3,256,719	206,223	30,523	23,463,360	39,094,050
DEPRECIATION								
Balance as at 01.01.2015	4,979,435	657,720	1,044,141	1,973,604	33,479	4,744	2,805,382	11,498,505
Charge for the year	648,543	69,205	303,273	277,476	9,143	3,358	493,851	1,804,849
Balance as at 31.12.2015	5,627,978	726,925	1,347,414	2,251,080	42,622	8,102	3,299,233	13,303,354
Net Book Value								
Balance as at 31.12.2015	2,744,330	312,473	1,378,105	1,005,639	163,601	22,421	20,164,127	25,790,696
Balance as at 31.12.2014	2,233,273	367,021	1,554,906	1,202,782	10,536	10,577	19,697,946	25,077,041

14. Accounts Receivable

Salary Advance	140,699	218,992
Staff Imprest	273,799	1,418,788
Staff Loans	4,380,799	4,044,971
Imprest to Council Members	98,408	-
Prepayments	39,072	-
Trade Debtors	414,023	-
Provincial Education Office	10,591,947	10,970,700
	15,938,747	16,653,451

15. Inventories

This is the value of stock as at 31/12/2015	1,483,310	1,311,639
---	-----------	-----------

		2015	2014
		K	K
16. Cash and Bank Balances			
ACCESS 0010221039551	Retirement Benefit	586	6,642
BBZ 17-'4929718	Operations	74,068	1,986,791
BBZ 17-'4929858	Loans	46,662	63,564
FINANCE BANK 0060820365003	Examinations Pool a/c	983,968	61,918
FINANCE BANK - MAIN'0065810357004	Operations	37,697	723,511
FIRST NATIONAL BANK 62469222659	Term Deposit	2,896	-
INVESTRUST- 010710050651016	Salary Advance	62,477	13,124
INVESTRUST - MAIN110110050651025	Examinations Pool a/c	436	17,621
NATSAVE 1152299576001	Examinations Pool a/c	164,698	68,539
ZANACO 1905593300152	Examinations Pool a/c	407,143	1,079,377
ZANACO 0306790300196	Forex	14,927	208,895
ZANACO	AEAA	564	-
ZANACO 0306426300222	Salaries	26,335	386,805
ZANACO 0306958300156	Academic	1,354,605	(411,571)
ZANACO 0306426300121	Examinations main Pool a/c & Grants	1,500,152	3,247,832
ZANACO 0020884300161	National Assessment & Projects a/c	801,968	(7,065)
ZANACO 0243871300114	TEVET	331	41,076
ZANACO 1934313300127	Zanaco Bill Muster	388,407	96,229
Petty Cash		1,308	-
Total		5,869,228	7,583,288
17. Revenue and Reserves			
Balance as at 1st January		37,218,993	35,452,652
Operating Surplus / (Deficit)		(58,643,292)	1,766,341
Balance as at 31st December		(21,424,299)	37,218,993
18. Accounts Payables			
Trade Payables		17,249,814	2,957,730
Payroll Payables		1,930,655	1,875,544
Examination payables		-	8,657,844
		19,180,469	13,491,118

	2015	2014
	K	K
19. Accrued Expenses		
Grade 7 Expenses	4,114,234	-
Grade 9 Expenses	19,948,776	-
Grade 12 Expenses	19,616,722	-
G C E Expenses	4,323,251	-
Teacher Education Expenses	394,834	-
Council Operations Expenses	332,359	-
	48,730,176	-
20. Employee Benefits Provision		
Leave Days Provisions	1,697,405	-
Gratuity Provisions	898,230	-
	2,595,635	-

EXAMINATIONS COUNCIL OF ZAMBIA

Accounts Payable as at 31st December 2015

Appendix 1

Supplier	Balance (K)
1 Zambia Air Services Training Institute	69,896
2 Dallas Stationers limited	70,600
3 ANINA'S EXECUTIVE LODGE	99,142
4 The Print Shop Ltd	128,764
5 Printech Zambia Ltd	141,551
6 Zambia Research and Education Network	141,777
7 Livingstone Institute of Business and Engineering	144,465
8 BIC Zambia Limited	147,378
9 Image Promotions Limited	151,056
10 Dockland Construction Limited	160,728
11 Traos Investments Ltd	167,512
12 In-Service Training Trust	170,977
13 NECOR (Zambia) Limited	228,000
14 Proprint Ltd	262,238
15 REN-FORM cc	314,909
16 University of Zambia	460,332
17 Sobi Industries Ltd	466,800
18 Paarl Media Paarl(PTY) Limited	971,646
19 Stephen Austin and Son Ltd	10,426,557
20 Others	2,525,486
Total	17,249,814

6.9 PROGRAMMES CONDUCTED BY THE EXAMINATIONS COUNCIL OF ZAMBIA

1.1 School Examinations

- i. Grade 7 Composite Examinations
- ii. Junior Secondary School Leaving (Grade 9) Examinations
- iii. Mid-Year General Certificate of Education; and
- iv. School Certificate (Grade 12) Examinations

1.2 Teacher Education Examination

The following Teacher Education Examinations Certificate and Diploma 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;
- iii. Early Childhood Education Teachers Diploma; and
- iv. Primary Teachers Diploma

