



EXAMINATIONS COUNCIL OF ZAMBIA

2021 GRADE 9 INTERNAL EXAMINATION TIME-TABLE

SUPERVISORS ARE ASKED TO TAKE ALL NECESSARY STEPS TO ENSURE THAT THE FOLLOWING INSTRUCTIONS ARE BROUGHT TO THE NOTICE OF THE CANDIDATES UNDER EXAMINATION

Teachers are advised to take care that their pupils are carefully drilled to carry out these directions. Numbers 1.3, 1.4 and 1.11 below are very frequently disregarded and candidates sometimes suffer a loss of marks in consequence.

1.0 IMPORTANT INSTRUCTIONS TO CANDIDATES

- 1.1 Be seated in the Examination Room five minutes before the start of the Examination. No talking is allowed once you are in the Examination Room.
- 1.2 If an Examination Question paper for which you are not entered is handed to you, or if an examination question paper which is not being written in that session is given to you or questions indicate that a map or other form should also have been given out, inform the Supervisor immediately.
- 1.3 Attend carefully to any general instructions that may be given at the head of a question paper (e.g. Directions limiting the number of questions that may be answered).
- 1.4 Write the Centre Number, and Candidate Examination Number in the spaces provided on the Answer Booklet/Answer Sheet. The above information must also be written on any loose papers which you have used, e.g. maps, graph paper.
- 1.5 Leave a margin at both right-hand and left-hand edges. Begin the answer to each separate part of a question on a fresh line
- 1.6 **Do not fold your Answer Sheets / Booklets at any time.**
- 1.7 Do not copy the question.
- 1.8 Leave a blank space after the answer to each question.
- 1.9 Remember that handwriting and spelling will be taken into account. Candidates are required to write their answers in black or blue ink. Red ink must not be used. Fountain pens or ball-point pens may be used. Candidates are warned that the use of pale blue ball-point pens contributes to illegibility and that if their work cannot be read, they automatically penalize themselves.
- 1.10 Bring mathematical and drawing instruments for subjects for which they will be needed.
- 1.11 Candidates are warned that the use of Electronic Calculators in the Examination Room is limited **strictly** to non-programmable calculators. Pocket computers and any other supplementary material must in no circumstances be taken into the Examination Room.
NOTE: No additional time will be allowed for the failure of a Calculator in the Examination Room.
- 1.12 Read each question very carefully.
- 1.13 Do not spend too much time answering one or two questions so as to leave yourself no time to answer others which you are able to answer. Much time may be wasted in writing down information that is not asked for, and no marks are given for it.
- 1.14 As soon as notice is given to stop writing, check that you have written your Examination Number and Centre Number on the Answer Booklet/Answer Sheet before handing in to the invigilator.
- 1.15 A candidate who arrives after the examination has started will be required to give a satisfactory reason to the Supervisor before being allowed into the examination room. Except in exceptional circumstances, a question paper will not be given to any candidate who is more than half an hour late. Absolute punctuality is essential for certain papers (e.g. Literacy and Listening). Candidates are not allowed to leave the Examination Room half an hour before the end of the period allotted to the paper except by special permission of the Supervisor.
- 1.16 Candidates with Special Educational Needs (SEN) are eligible for 25 percent extra writing time.

2.0 CAUTIONS TO CANDIDATES AND TEACHERS BEFORE COMMENCEMENT OF THE EXAMINATION

- 2.1 The Head of School/Centre shall announce to the candidates at an assembly that examinations are about to start and caution them not to involve themselves in examination malpractices such as smuggling of unauthorized materials like exercise books, notes, textbooks, cellular phones, etc. into the examination room or to allow somebody else writing an examination on their behalf.
- 2.2 Where a candidate will be involved in examination malpractice, all results of such a candidate in all subjects will be nullified.
- 2.3 All articles such as exercise books, notes, textbooks, cellular phones, etc. should not be allowed in the examination room.
- 2.4 Where a teacher or some other person writes an examination on behalf of a candidate, the results of such a candidate will be nullified in all subjects. The teacher will face criminal prosecution as well as disciplinary action. Any other person who may not be a Ministry of General Education official will be reported to the police for criminal prosecution.
- 2.5 Teachers in examination classes should also actively sensitize candidates against examination malpractices and the ensuing penalties which include nullification of all results and being barred from writing examinations conducted by the Examinations Council of Zambia.
- 2.6 Candidates must not take any used or unused Answer Booklets out of the Examination Room. All rough work must be done on the official answer paper.
- 2.7 Disorderly conduct or causing disturbances in or near the Examination Room shall be treated as misconduct leading to disqualification and nullification of results in all the subjects.
- 2.8 Use of vulgar Language in or near the Examination Room or on the scripts will be treated as misconduct leading to disqualification and nullification of results in all the subjects.



EXAMINATIONS COUNCIL OF ZAMBIA

2021 GRADE 9 INTERNAL EXAMINATION TIME-TABLE (THEORY)

THE GRADE 9 INTERNAL EXAMINATION FOR 2021 WILL BE WRITTEN ON THE DATES SHOWN IN THE TIME-TABLE BELOW AND WILL BE CONDUCTED IN ACCORDANCE WITH THE EXISTING GUIDELINES FOR THE ADMINISTRATION AND MANAGEMENT OF EXAMINATIONS IN ZAMBIA

DATE	BEGIN AT 08 00 HRS	BEGIN AT 11 30 HRS	BEGIN AT 14 00 HRS
FRIDAY 26 TH NOVEMBER, 2021	GUIDELINES TO CANDIDATES AND INVIGILATORS		
MONDAY 29 TH NOVEMBER, 2021	101/2 ENGLISH LANGUAGE PAPER II 1 HOUR 30 MINUTES	101/1 ENGLISH LANGUAGE PAPER I 1 HOUR 20 MINUTES	608/1 DESIGN AND TECHNOLOGY PAPER I 2 HOURS 30 MINUTES
TUESDAY 30 TH NOVEMBER, 2021	502/1 INTEGRATED SCIENCE 2 HOURS 30 MINUTES	205/1 ART AND DESIGN PAPER I 1 HOUR	204/1 RELIGIOUS EDUCATION 2 HOURS
WEDNESDAY 1 ST DECEMBER, 2021	401/1 MATHEMATICS PAPER I 2 HOURS	305/1 FRENCH LANGUAGE PAPER I 1 HOUR 30 MINUTES	501/1 AGRICULTURAL SCIENCE PAPER I 2 HOUR 30 MINUTES
THURSDAY 2 ND DECEMBER, 2021	401/2 MATHEMATICS PAPER II 2 HOURS	-	609/1 BUSINESS STUDIES 2 HOURS 30MINUTES
FRIDAY 3 RD DECEMBER, 2021	207/1 SOCIAL STUDIES 2 HOURS 30 MINUTES	601/1 HOME ECONOMICS PAPER I 2 HOURS	208/1 MUSICAL ARTS EDUCATION PAPER I 2 HOURS
MONDAY 6 TH DECEMBER, 2021	402/I COMPUTER STUDIES PAPER I 1 HOUR 45 MINUTES	ZAMBIAN LANGUAGES PAPER I 301/1 ICIBEMBA PAPER I 302/1 CINYANJA PAPER I 303/1 CHITONGA PAPER I 304/1 SILOZI PAPER I 306/1 KIIKAONDE PAPER I 307/1 LUNDA PAPER I 308/1 LUVALE PAPER I 2 HOURS	ZAMBIAN LANGUAGES PAPER II 301/2 ICIBEMBA PAPER II 302/2 CINYANJA PAPER II 303/2 CHITONGA PAPER II 304/2 SILOZI PAPER II 306/2 KIIKAONDE PAPER II 307/2 LUNDA PAPER II 308/2 LUVALE PAPER II 2 HOURS
TUESDAY 7 TH DECEMBER, 2021	701/1 PHYSICAL EDUCATION PAPER I 2 HOURS 30 MINUTES	309/1 CHINESE LANGUAGE PAPER I 1 HOUR 30 MINUTES	-

NOTES:

1. Attendance registers: two copies of the marked attendance registers must be enclosed in the package for answer scripts.
2. Seating plans: two copies of the seating plan must be made for each paper. One copy to be packed together with the answer scripts and the other copy to remain in school.
3. Scripts must be packed and sealed within the examination room in the presence of candidates and the bags endorsed by one of the candidates.
4. Examination supervisors' reports, endorsed by the heads of schools must be submitted together with answer sheets in separate envelopes.
5. All examination sessions should start on time as indicated on the timetable. The school/centre will be penalised for starting the examinations late or earlier than the stipulated time.
6. **Use only the 2020 Guidelines for the Administration and Management of Examinations.**