



Examinations Council of Zambia

Guidelines and Regulations on Candidate Registration

(Grades 7, 9 Internal and 12)

(2022)

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1.0 GUIDELINES FOR PRE-REGISTRATION OF CANDIDATES

1.1 Pre-Registration Activity

1.1.1 The Head teacher/Centre Coordinator should compile registration data to be entered by asking candidates to provide the following details:

- (i) Name which should be on the Certificate; and as it appears on the Birth Certificate.
- (ii) Date of Birth and sex as it appears on the Birth Certificate/Birth Record;
- (iii) Subjects to be written and paper options;
- (iv) Candidate's School of Choice for Grade 7 candidates where applicable;
- (v) Note: Schools in (iv) above should be approved Grade 9 Examination Centres:
- (vi) Valid Candidate Examination Number, (For Grade 12, as it appears on Grade 9 Certificate or Statement of Results and for Grade 9 Internal, as it appears on Grade 7 Certificate or Statement of Results)

1.1.2 Once the above details have been compiled, the Head teacher should ask the candidates to verify that the above information has been correctly written before commencement of entering the data.

1.2 Data Capture

1.2.1 The Head teacher should ensure that all the candidates in the school have provided the required and correct registration details.

1.2.2 Candidates in Public and Mission Schools will be entered on OCRS and immediately appear on the provisional register.

1.2.3 For candidates in Public and Mission Schools, a final provisional register will be for printed after registration since there will be no payment of examination fees.

1.2.4 Candidates in Private Schools should be pre-entered into the OCRS before paying examination fees.

1.2.5 As candidates in Private Schools pay examination fees, they will move to the paid register. (Refer to Guidelines on Payments of Examination Fees).

1.2.6 The Data Entry Officer must ensure that instructions provided in the Online Candidate Registration System (OCRS) Manual are followed when entering the data. The most important points to note include the following

(a) Grade 7 Centre

- (i) Examination numbers are automatically generated.
- (ii) All subjects are automatically allocated except for the Zambian Language which the Data Entry Officer has to select from the seven options for the candidates.
- (iii) A school shall select only One Zambian Language for all the candidates.
- (iv) The Data Entry Officer should select candidates' School of Choices from a list of Grade 9 approved existing Examination Centres provided by the Examinations and Council of Zambia in the OCRS.
- (v) Candidates' schools of choice are restricted to the Province. Choosing a school outside the Province will result in a candidate appearing on a Dummy Centre.

(b) Grade 9 Internal Centres

- (i) Every candidate must supply a valid examination number as stated on the Grade 7 Certificate or Statement of Results.
- (ii) All repeaters must be entered for the Grade 9 External Examination.
- (iii) Only applicable subjects must be selected.
- (iv) Candidates should register for a maximum of nine subjects.

(c) Grade 12 Centres

- (i) Every candidate must supply a valid Examination Number as stated on the Grade 9 Certificate/Statement of Results.
- (ii) All repeaters must be entered for the General Certificate of Education (GCE) Examination. The Grade 9 Examination number can only be used in one sitting.
- (iii) Only applicable subjects must be selected.
- (iv) All candidates registering for Biology must be entered for Papers 1, 2 and 3.
- (v) Candidates taking Pure Sciences must register for 5054 Physics and 5070 - Chemistry while those taking Physical Science must register for 5124 - Science.

2.0 2022 GRADE 7 CANDIDATE REGISTRATION

2.1 Registration

- 2.1.1 Registration of the Grade 7 candidates for the 2022 Examination will be done through the Online Candidate Registration System (OCRS).
- 2.1.2 This is a system that has been designed to allow for the registration of candidates at school and district levels.
- 2.1.3 An intending candidate becomes a bonafide candidate only after he/she has been correctly entered by the Head of a registered Examination Centre and confirmed by the Examinations Council of Zambia through the final Attendance register.

2.2 Eligibility

Candidates entering for the Grade 7 Examination must have completed Seven (7) years of Primary Education as per requirements of the Zambian Curriculum.

2.3 Entries

- 2.3.1 All learners on the school register in Grade 6 must be entered for the examination even if they are on suspension, are sick in hospital or even away from school for whatever reason.
- 2.3.2 Transferred Grade 6 learners must be entered for the examination by the school where they were transferred to.
- 2.3.3 Candidates in Public and Mission Schools will be entered on OCRS and will immediately appear on the Provisional Register.
- 2.3.4 For candidates in Public and Mission Schools, a final Provisional Register will be available for printing after registration since there will be no payment of examination fees.
- 2.3.5 Candidates in Private Schools should be pre-entered into the OCRS before paying examination fees.
- 2.3.6 As candidates in Private Schools pay examination fees, they will move to the paid register.
(Refer to Guidelines on Payments of Examination Fees).

3.0 2022 GRADE 9 INTERNAL CANDIDATE REGISTRATION

3.1 Registration

3.1.1 Registration of the Grade 9 Internal candidates for the 2022 Examination will be done through the Online Candidate Registration System (OCRS).

This is a system that has been designed to allow for the registration of candidates at school and district levels.

3.1.2 An intending candidate becomes a bonafide candidate only after he/she has been correctly entered by the Head teacher of a registered Examination Centre and confirmed by the Examinations Council of Zambia through the final Attendance Register.

3.2 Eligibility

3.2.1 Candidates entering for the Grade 9 Internal Examination must have completed Two (2) years of Junior Secondary Education as per requirements of the Zambian Curriculum.

3.2.2 Candidates entering for the Grade 9 Internal examination must be in possession of a Grade 7 Certificate and a valid Grade 7 examination number.

3.3 Entries

3.3.1 All learners on the school register in Grade 8 must be entered for the examination even if they are on suspension, are sick in hospital or even away from school for whatever reason.

3.3.2 Transferred Grade 8 learners must be entered for the examination by the school where they were transferred to.

3.3.3 Candidates in Public and Mission Schools will be entered on OCRS and immediately appear on the provisional register.

3.3.4 For candidates in Public and Mission Schools, a final provisional register will be available for printing after registration since there will be no payment of examination fees.

3.3.5 Candidates in Private Schools should be pre-entered into the OCRS before paying examination fees.

3.3.6 As candidates in Private Schools pay examination fees, they will move to the paid register.

(Refer to Guidelines on Payments of Examination Fees).

4.0 2022 SCHOOL CERTIFICATE CANDIDATE REGISTRATION

4.1 Registration

4.1.1 Registration of the Grade 12 candidates for the 2022 Examination will be done through the Online Candidate Registration System (OCRS). This is a system that has been designed to allow for the registration of candidates at school level.

4.1.2 An intending candidate becomes a bonafide candidate only after he/she has been correctly entered by the Head teacher of a registered Examination Centre and confirmed by the Examinations Council of Zambia through the final attendance register.

4.1.3 All eligible candidates must be pre-registered before payment of examination fees where applicable. Payment can be made using the online payment method.

4.2 Eligibility

4.2.1 Candidates entering for the School Certificate Examination must be in possession of a Grade 9 Certificate, valid examination number and must have completed three (3) years of Senior Secondary Education as per requirements of the Zambian curriculum.

4.2.2 Transferred School Certificate learners must be entered for the examination by the school where they were transferred to.

4.3 Entries

4.3.1 All learners on the school register in Grade 11 must be entered for the examination even if they are on suspension, are sick in hospital or even away from school for whatever reason.

4.3.2 Transferred Grade 11 learners must be entered for the examination by the school where they were transferred to.

4.3.3 Candidates in Public and Mission Schools will be entered on OCRS and will

immediately appear on the Provisional Register.

4.3.4 For candidates in Public and Mission Schools, a final Provisional Register will be printed after registration since there will be no payment of examination fees

4.3.5 Candidates in Private Schools should be pre-entered into the OCRS before paying examination fees.

4.3.6 As candidates in Private Schools pay examination fees, they will move to the paid register.

(Refer to Guidelines on Payments of Examination Fees).

5.0 PROCEDURE FOR REGISTRATION OF CANDIDATES

5.1 The Head teachers/Centre Coordinators are advised to strictly follow the guidelines for the registration of candidates enclosed herewith and in the OCRS Manual.

5.2 The Provincial Education Officers and District Education Board Secretaries should ensure that checklists are used to verify that all registered examination centres have presented candidates on the printed and signed Provisional Candidate registers from the schools/centres.

5.3 Verification of data is one quality control measure which ensures that all candidates have been registered. You are therefore urged not to skip any of the verification processes.

6.0 PERIOD FOR REGISTRATION

6.1 The commencement date for registration of candidates in Schools/Centres for the 2022 Examination is **Monday, 31st January, 2022**.

6.2 The closing date for registering candidates in Schools/Colleges/Centres for the 2022 Examination is **Monday, 28th February, 2022**.

6.3 There will be no extension to the closing date for receipt of entries as the date for procurement of examination materials cannot be changed.

7.0 2022 EXAMINATIONS SCALE OF FEES

7.1 Following Government pronouncement of free education in Public schools, the following shall apply;

(a) Candidates in Public Schools shall not pay examination fees;

- (b) Candidates in Grant Aided/ Mission Schools shall not pay examination fees as Government will deduct the amounts payable by candidates and remit to ECZ

7.2 Candidates in Private Schools shall pay Examinations fees as follows;

S/n	Level	Amount
1.	Grade 7	K60.00 per candidate
2.	Grade 9 Internal	K160.00 per candidate
3.	Grade 12	K440.00 per candidate

8.0 REGISTRATION AND RENEWAL FEES FOR PRIVATE EXAMINATION CENTRES

- 8.1 The Examinations Council of Zambia has announced Centre Registration and Renewal fees to be paid by Private Schools for the year 2022.
- 8.2 **Note that Private Examination Centres that have unpaid centre renewal fees shall be deactivated and the centres will only access the Online Candidate Registration System platform for the year 2022 once they have paid for the renewal of their Examination Centre.**
- 8.3 The fees payable by Schools/Centres for the year 2022 examinations are as follows:

Examination Centre Registration

Sn	Level	Amount
1	Grade 7	K3,600.00
2	Grade 9	K4,800.00
3	Grade 12	K7,200.00
4	GCE	K7,800.00
5	Teacher Education	K14,400.00

Examination Centre Renewal

Sn	Level	Amount
1	Grade 7	K2,800
2	Grade 9	K3,600
3	Grade 12	K6,000
4	GCE	K6,000
5	Teacher Education	K 12,000.00

Note: Examination Centres should obtain the account numbers to be used for paying centre registration/renewal fees from the ECZ Service Centre in their Province.

9.0 GUIDELINES FOR REGISTRATION OF CANDIDATES

- 9.1 The following are the requirements to register a candidate;
 - (i) A computer, smart phone, or Tablet enabled with internet/
 - (ii) Internet browser (Firefox, Chrome, Edge are recommended)/
 - (iii) Basic knowledge on how to navigate the web/
 - (iv) Candidates must be pre-registered in OCRS/
- 9.2 To register candidates, launch your web browser on your device and enter the following web address: www.systems.exams-council.org.zm into the address bar of your browser and then press the Enter key or search.
- 9.3 Once the correct address has been entered, choose option 1, “ONLINE CANDIDATE REGISTRATION SYSTEM” and you will be taken to a page for you to choose.
- 9.4 You’ll need to sign into your account given by ECZ / DISTRICT ADMIN using your credentials, username, password and the level you are working with.
- 9.5 Select the centre you are logged in with and the examination year.
- 9.6 Click on the “Save and Continue” button and you’ll be taken to a page where subjects are selected.
- 9.7 Choose appropriate subjects for the candidate and click ‘Complete Registration’. After successfully completing registration, click on the “HOME” button and sign out or continue registering more candidates.

10.0 PAYMENT METHODS

- 10.1 All 2022 Grades 7, 9 Internal and 12 examination candidates from Private Schools will pay for examinations through the payment gateway.
- 10.2 There should be **NO DIRECT DEPOSITS** into any of the ECZ Bank Accounts to avoid candidates not migrating to the paid register.
- 10.3 The only available channels will be ;
 - 10.3.1 Payment Gateway (Online - Airtel Mobile Money, MTN Mobile Money, Zamtel Kwacha and VISA)

10.3.2 ZANACO Branches (through Bill Muster only)

10.3.3 ATLASMARA (Airtel Mobile Money, MTN Mobile Money, Zamtel Kwacha, School pay Website,)

11.0 PAYMENT GATEWAY - GUIDELINES FOR MAKING ONLINE PAYMENTS OF EXAMINATION FEES BY CANDIDATES USING MOBILE MONEY

11.1 The following are the requirements to make a payment;

- (i) A computer, smart phone, or Tablet enabled with internet
- (ii) Internet browser (Firefox, Chrome, Edge are recommended)
- (iii) Basic knowledge on how to navigate the web
- (iv) Candidates' details must be pre-entered in OCRS.

11.2 To access the payment gateway, launch your web browser on your device and enter the following web address: www.systems.exams-council.org.zm into the address bar of your browser and then press the Enter key or search.

11.3 Once the correct address has been entered Choose option 5 “ONLINE PAYMENT” and you will be directed to the payment gateway.

11.4 On the home page for the Payment Gateway, click on the “Candidate Payment” button.

11.5 Select the Exam level, enter candidate’s examination number, and the captcha and then click “Next”.

11.6 Choose the service by selecting the option “Candidate Examination Registration” and an invoice will be generated containing the subjects registered for and the examination fee. It also shows the different Payment Methods.

11.7 In this Illustration we shall use Zamtel Kwacha. Click on the “I Accept Invoice” button and you’ll be redirected to the payment option page.

11.8 Enter mobile number for the person paying and click on the “MAKE PAYMENT” button and you will receive a prompt on your mobile phone which you would need to accept for the payment to be successful.

11.9 A message displays when the transaction on your mobile money account is successful.

11.10 Once the payment is done successfully, the candidates will appear on the final Provisional Register on the OCRS.

11.11 Click on the “GO BACK” button and you’ll be directed to a page where you can download the receipt.

Notes:

1. *You can download the receipt immediately or by using the reference number which can be accessed in the menu on the top right corner of the web page.*
2. *There is no need for the school to issue ECZ manual receipts since electronic receipts are issued online and can be downloaded by candidates.*

12.0 PAYMENT GATEWAY - GUIDELINES FOR MAKING ONLINE PAYMENTS OF EXAMINATION FEES BY CANDIDATES USING VISA

12.1 Requirements

The following are the requirements to make a payment;

- 12.1.1 A computer, smart phone, or Tablet enabled with internet browser (Firefox, Chrome, Edge are recommended)
- 12.1.2 Basic knowledge on how to navigate the web
- 12.1.3 Candidates must be pre-registered in OCRS
- 12.1.4 A valid VISA Card
- 12.1.5 To access the payment gateway, launch your web browser on your device and enter the following web address: [.systems.exams- council.org.zm](http://systems.exams-council.org.zm) into the address bar of your browser and then press the *Enter* key or search.

12.2 Procedure for Making a Payment

- 12.2.1 Once the correct address has been entered Choose option 5 “ONLINE PAYMENT” and you’ll be directed to the payment gateway.
- 12.2.2 On the home page for the Payment Gateway, click on the “Candidate Payment” button. Select the Examination level, enter candidate’s examination number, and the captcha and then click “Next”.
- 12.2.3 Choose the service by selecting the option “Candidate Examination Registration” and an invoice will be generated containing the subjects registered for and the examination fee. It also shows the different Payment Methods.
- 12.2.4 Click on the “I Accept Invoice” button and you’ll be redirected to the payment option.

- 12.2.5 Select the card payment option, which will open up a form where the customer would have to complete their billing information.
- 12.2.6 Customer only has to enter their Email and Phone Number. Once completed, the customer clicks the send payment confirmation button
- 12.2.7 The customer then reviews their billing information to be used when making their VISA payment. Once Billing information is confirmed the customer clicks the Proceed to Enter Card Details button to open the VISA Card acceptance page.
- 12.2.8 Once on the VISA card details page, the customer selects the VISA card Type Then enters their VISA card number, selects the Expiration date for their VISA Card and clicks the next button to proceed to the VISA payment review page.
- 12.2.9 On the Payment Review page the customer reviews their payment details and clicks the Pay button to begin their Visa payment transaction.
- 12.2.10 Once the customer clicks the “Pay” button a One Time Password (OTP) is sent to their phone to approve their VISA card transaction.
- 12.2.11 The customer then enters the received OTP and clicks the submit button, which will complete their VISA payment and a success page is then displayed.
- 12.2.12 Once the customer clicks the done button, they are then redirected back to the Fees Collection System, where they can download their Receipt.

NOTE:

1. *Detailed instructions on how to make payments using the payment gateway can be downloaded from the ECZ Website (system.exams-council.org.zm)*
2. *There is no need for the school to issue ECZ manual receipts since electronic receipts are issued online and can be downloaded by candidates.*

13.0 ZANACO WALK-IN CLIENTS - GUIDELINES FOR MAKING PAYMENTS

- 13.1 A client who walks into any ZANACO branch will make the payment using any **Work-Flow Tablet located at various points in the branches.** On the tablet, the Bill Muster Deposit for examination fees to ECZ will be made.
- 13.2 The Client will Select Bill Payment Cash on Dashboard of Tablet

- 13.3 Client will enter their full name (Depositor's name).
- 13.4 Client will enter mobile phone number (Depositor's number)
- 13.5 Client will enter a One-Time-Password (OTP), which is sent to the depositor's phone number.
- 13.6 Client will key in Details;
- 13.7 Select "Examinations Council" under "Merchant"
- 13.8 Enter the Candidates "Examination Number" under the "Consumer Number"
- 13.9 Enter amount being Deposited
- 13.10 Date of Deposit
- 13.11 Client will input the denomination of the deposit Amount.
- 13.12 Client will confirm the details displayed on the confirmation screen which will be;
 - 12.12.1 Merchant – Examinations Council
 - 12.12.2 Consumer Name - Candidate Name
 - 12.12.3 Bill Amount – Total Cash being deposited
- 13.13 Client will sign on the screen
- 13.14 Token is Generated and sent to the depositor phone number.
- 13.15 Client gives Token to Zanaco Teller. Zanaco Teller processes the deposit.
- 13.16 If the transaction is successful, one copy of the Deposit Slip is kept by the bank and the other given to the client and the candidates will appear on the Register on the OCRS.
- 13.17 The Client can download the receipt from the Fees Collection System.

14.0 ATLAS MARA BANK - GUIDELINES FOR MAKING PAYMENTS

14.1 Using MTN Mobile Money

14.1.1 Requirements

You need a cell phone or tablet with an MTN Money registered sim card

14.1.2 Procedure for Making a Payment

- (i) Customer dials *305#
- (ii) Select option 2. Pay ECZ
- (iii) Select Level
- (iv) Enter Examination number
- (v) Verify Candidate details (Name, Centre, Amount to pay)
- (vi) Authorise transaction with mobile money Pin

14.2 Using AIRTEL Money

14.2.1 Requirements

You need a cell phone or tablet with an Airtel Money registered sim card.

14.2.2 Procedure for Making a Payment

- (i) Dial *778#
- (ii) Select option 4 Make Payment
- (iii) Select option 6 School Fees
- (iv) Select option 1. School Pay (From School Pay) You will get a message to access Schoolpay “Redirection to Schoolpay”
- (v) Select Option 2. Pay ECZ
- (vi) Select Level
- (vii) Enter Examination number
- (viii) Verify candidate details (Name, Centre, Amount to pay)
- (ix) Authorise transaction with mobile money Pin

14.3 Using ZAMTEL Kwacha

14.3.1 Requirements

You need a cell phone or tablet with a Zamtel Kwacha registered sim card

14.3.2 Procedure for Making a Payment

- (i) Dial *368#
- (ii) Select option 4 School Pay
- (iii) Select option 2. Pay ECZ
- (iv) Select Level
- (v) Enter Examination Number
- (vi) Verify candidate details (Name, Centre, Amount to pay)
- (vii) Authorise transaction with mobile money Pin

14.3 School pay Website

14.3.1 Requirements

The following are the requirements to make a payment;

- (i) A computer, smart phone, or Tablet enabled with internet browser (Firefox, Chrome, Edge are recommended)
- (ii) Basic knowledge on how to navigate the web
- (iii) Candidates must be pre-registered in OCRS
- (iv) To access the school pay website, launch your web browser on your device and enter the following web address: www.schoolpay.co.zm into the address bar of your browser and then press the *Enter* key or search'

14.3.2 Procedure for Making a Payment

- (i) Visit the School Pay website (www.schoolpay.co.zm)
- (ii) Select Pay ECZ
- (iii) Select Channel (Airtel Mobile Money and MTN Mobile Money)
- (iv) Select Level
- (v) Enter Examination Number
- (vi) Verify details and enter phone number
- (vii) Authorise transaction with mobile money Pin

Note: *The receipt for all Atrasmara payment methods can be downloaded from the school pay website.*

15.0 SUBMISSION OF CANDIDATE REGISTRATION REPORTS

Only Provisional Candidate Registers printed after verification and signed by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Needs Reports, Centre subject totals and Payment Reports for each Centre.

- 15.1 Heads of Schools/Centres shall deliver Candidate Registration Reports to the District Education Board Secretary by **Friday, 4th March, 2022**.
- 15.2 The District Education Board Secretary will deliver the Candidate Registration Reports to the Provincial Education Officer by **Friday, 11th March, 2022**.
- 15.3 The Provincial Education Officer will deliver Candidate Registration Reports and accompanying documents to the Examinations Council of Zambia from **Monday, 14th March, 2022 to Friday, 18th March, 2022**.
- 15.4 **The deadlines must be adhered to as there will be no extension after the closing date.**