



**Examinations Council of Zambia**

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**Guidelines and Regulations  
on Candidate Registration for  
2022 Teacher Education  
Examinations**

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**Examinations Council of Zambia**

**2022 Guidelines and Regulations  
on Candidate Registration for  
Teacher Education**

## **Abbreviations and Acronyms**

OCRS	Online Candidate Registration System
DEBS	District Education Board Secretary
ECZ	Examinations Council of Zambia
ECE	Early Childhood Education
PTD	Primary Teacher Education
SEN	Special Educational Needs
PEO	Provincial Education Officer
CBA	College Based Assessment

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## **1.0 2022 FIRST YEAR TEACHER EDUCATION CANDIDATE REGISTRATION**

### **1.1 Registration**

Registration of the Teacher Education 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 the College level.

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

### **1.2 Eligibility**

Candidates entering for the Early Childhood Education (ECE) and Primary Teachers' Diploma (PTD) Examinations must have Five (5) "O-LEVEL (Five credits) including English, Mathematics and a Science subject, as per requirements of the Zambian Curriculum.

Candidates entering for the Junior Teachers' Diploma Examination must have Two Merits for teaching subjects and any three credits as per requirements of the Zambian Curriculum

### **1.3 Entries**

All students on the College register in respective education programmes must be entered for the examination even if they are on suspension, are sick in hospital or even away from College for whatever reason.

### **1.4 Procedure for Registration of Candidates**

- 14.1 The Principals/Centre Coordinators are advised to strictly follow the guidelines for the registration of candidates;
- 14.2 Only provisional candidate registers printed after verification by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Needs (SEN) Reports and Centre subject totals for each centre.
- 14.3 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 as outlined in the manual.

## **2.0 2022 RETURNING CANDIDATES REGISTRATION**

### **2.1 Registration**

Registration of the Returning students 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 the College level.

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

### **2.2 Eligibility**

Returning students entering for the Early Childhood Education, Primary and Junior Secondary Teachers' Diploma Examinations are eligible only after:

- clearing or passing the preceding or previous Teacher Education examination as confirmed by the Examinations Council of Zambia;
- failing only in not more than two courses at the previous year's examination.

### **2.3 Entries**

All returning students on the College register must be entered for the examination even if they are on suspension, are sick in hospital or even away from school for whatever reason.

### **2.4 Procedure for Registration of Candidates**

2.4.1 The Principals/Centre Coordinators are advised to strictly follow the Guidelines for the registration of Candidates.

2.4.2 Only provisional registers printed after verification by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Needs Reports and Centre subject totals for each centre.

2.4.3 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 as outlined in the manual.

## **3.0 Period for Registration**

3.1 The commencement date for registration of candidates in Colleges/Centres for the 2022 Examination is Thursday, 3<sup>rd</sup> March, 2022.

3.2 The closing date for registering candidates in Colleges/Centres for the 2022 Examination is Tuesday, 31<sup>st</sup> May, 2022.

3.3 There will be no extension to the closing date for receipt of entries as the date for procurement of examination question papers cannot be changed.

#### 4.0 2022 EXAMINATIONS SCALE OF FEES

The Examinations Council of Zambia has announced Examination fees to be paid by candidates for the year 2022 College Examinations.

The scale of examination fees payable by College Examination candidates for the year 2022 examinations is as follows:

<b>Sn</b>	<b>Level</b>	<b>Amount</b>
1	<b>Teacher Education</b>	
	Entry fee	K60.00 per candidate
	Subject fee	K100.00 per subject

#### 5.0 REGISTRATION AND RENEWAL FEES FOR PRIVATE EXAMINATION CENTRES

5.1 The Examinations Council of Zambia has announced Centre Registration and Renewal fees to be paid by Private Centres for the year 2022.

5.2 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.

5.3 The fees payable by Schools/Centres for the year 2022 examinations are as follows:

##### **Examination Centre Registration**

<b>Sn</b>	<b>Level</b>	<b>Amount</b>
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**

<b>Sn</b>	<b>Level</b>	<b>Amount</b>
1	Grade 7	K2,880
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*

## **6.0 GUIDELINES FOR REGISTRATION OF CANDIDATES**

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 Select the centre you are logged in with and the examination year.
- 6.6 Click on the “Save and Continue” button and you’ll be taken to a page where subjects are selected.
- 6.7 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.

## **7.0 PAYMENT METHODS**

- 7.1 All 2022 examination candidates from Colleges will pay for examinations through the payment gateway.
- 7.2 There should be NO DIRECT DEPOSITS into any of the ECZ Bank Accounts to avoid candidates not migrating to the paid register.
- 7.3 The only available channels will be:
  - Payment Gateway (Online - Airtel Mobile Money, MTN Mobile Money,
  - Zamtel Kwacha and VISA);
- 7.4 ZANACO Branches (through Bill Muster only – Institution ID 6184) ATLASMARA (Airtel Mobile Money, MTN Mobile Money, Zamtel Kwacha, School pay Website,)

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

- 8.1 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.
- 8.2 To access the payment gateway, launch your web browser on your device and enter the following web address: [www.systems.exams-council.org.zm](http://www.systems.exams-council.org.zm) into the address bar of your browser and then press the Enter key or search.
  - 8.3 Once the correct address has been entered Choose option 5 "ONLINE PAYMENT" and you will be directed to the payment gateway.
  - 8.4 On the home page for the Payment Gateway, click on the "Candidate Payment" button.
  - 8.5 Select the Exam level, enter candidate's examination number, and the captcha and then click "Next".
  - 8.7 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.
  - 8.8 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.
  - 8.9 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.
  - 8.10 A message displays when the transaction on your mobile money account is successful.
  - 8.11 Once the payment is done successfully, the candidates will appear on the final Provisional Register on the OCRS.
  - 8.12 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 College to issue ECZ manual receipts since electronic receipts are issued online and can be downloaded by candidates.

## **9.0 PAYMENT GATEWAY - GUIDELINES FOR MAKING ONLINE PAYMENTS OF EXAMINATION FEES BY CANDIDATES USING VISA**

### **9.1 Requirements**

The following are a payment; the requirements to make

- 9.1.1 A computer, smart phone, or Tablet enabled with internet browser (Firefox, Chrome, Edge are recommended);
- 9.1.2 Basic knowledge on how to navigate the web;

- 9.1.3 Candidates must be pre-registered in OCRS;
- 9.1.4 A valid VISA Card;
- 9.1.5 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.

## **9.2 Procedure for Making a Payment**

- 9.2.1 Once the correct address has been entered, Choose option 5 “ONLINE PAYMENT” and you’ll be directed to the Payment Gateway.
- 9.2.2 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”.
- 9.2.3 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.
- 9.2.4 Click on the “I Accept Invoice” button and you’ll be redirected to the payment option.
- 9.2.5 Select the card payment option, which will open up a form where the customer would have to complete their billing information.
- 9.2.6 Customer only has to enter their Email and Phone Number. Once completed, the customer clicks the send payment confirmation button.
- 9.2.7 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.
- 9.2.8 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.
- 9.2.9 On the Payment Review page the customer reviews their payment details and clicks the Pay button to begin their Visa payment transaction.
- 9.2.10 Once the customer clicks the “Pay” button a One Time Password (OTP) is sent to their phone to approve their VISA card transaction.

9.2.11 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.

9.2.12 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](http://system.exams-council.org.zm))
2. There is no need for the College to issue ECZ manual receipts since electronic receipts are issued online and can be downloaded by candidates.

## **10.0 ZANACO WALK-IN CLIENTS - GUIDELINES FOR MAKING PAYMENTS**

10.1 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.

10.2 The Client will Select Bill Payment Cash on Dashboard of Tablet.

10.3 Client will enter their full name (Depositor's name).

10.4 Client will enter mobile phone number (Depositor's number)

10.5 Client will enter a One-Time-Password (OTP), which is sent to the depositor's phone number.

10.6 Client will key in Details;

10.7 Select "Examinations Council" under "Merchant"

10.8 Enter the Candidates "Examination Number" under the "Consumer Number"

10.9 Enter amount being Deposited

10.10 Date of Deposit

10.11 Client will input the denomination of the deposit Amount.

10.12 Client will confirm the details displayed on the confirmation screen which will be;

10.12.1 Merchant – Examinations Council;

10.12.2 Consumer Name - Candidate Name;

10.12.3 Bill Amount – Total Cash being deposited

10.13 Client will sign on the screen

10.14 Token is Generated and sent to the depositor phone number.

10.15 Client gives Token to Zanaco Teller. Zanaco Teller processes the deposit.

10.16 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.

10.17 The Client can download the receipt from the Fees Collection System.

## **11.0 ATLAS MARA BANK - GUIDELINES FOR MAKING PAYMENTS**

### **11.1 Using MTN Mobile Money**

#### **11.1.1 Requirements**

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

### **11.2 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

### **11.3 Using AIRTEL Money**

#### **11.3.1 Requirements**

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

#### **11.3.2 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

## 11.4 Using ZAMTEL Kwacha

### 11.4.1 Requirements

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

### 11.4.2 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

## 11.5 School pay Website

### 11.5.1 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](http://www.schoolpay.co.zm) into the address bar of your browser and then press the *Enter* key or search'

### 11.5.2 Procedure for Making a Payment

- (i) Visit the School Pay website ([www.schoolpay.co.zm](http://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.*

## **12.0 SUBMISSION OF CANDIDATE REGISTRATION REPORTS**

- 12.1 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.
- 12.2 Principals/Heads of Centres shall deliver Candidate Registration Reports to the District Education Board Secretary by Tuesday, 7<sup>th</sup> June, 2022.
- 12.3 The District Education Board Secretary will deliver the Candidate Registration Reports to the Provincial Education Officer by Tuesday, 14<sup>th</sup> June, 2022.
- 12.4 The Provincial Education Officer will deliver Candidate Registration Reports and accompanying documents to the Examinations Council of Zambia from Monday, 20<sup>th</sup> June, 2022 to Friday, 24<sup>th</sup> June, 2022.
- 12.5 The deadlines must be adhered to.