



**Examinations Council of Zambia**

# **GUIDELINES**

**FOR THE**

**ADMINISTRATION & MANAGEMENT  
OF EXAMINATIONS**

**IN**

# **ZAMBIA**

© Examinations Council of Zambia 1998  
P O Box 50432, Lusaka, Zambia  
Tel: 260 – 0211 – 252544/82  
Fax: 260 – 0211 - 253690  
E-mail: [info@exams-council.org.zm](mailto:info@exams-council.org.zm)  
Website: [www.exams-council.org.zm](http://www.exams-council.org.zm)  
Facebook: [www.facebook.com/examsCouncilZambia](http://www.facebook.com/examsCouncilZambia)

Revised 2002, 2004, 2008, 2011, 2015, 2018, 2020

This document remains the property of the Examinations Council of Zambia and should never be reproduced, stored in any retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the written permission of the Examinations Council of Zambia.

This booklet may not be sold,  
hired out or otherwise disposed of by way of trade.

Typeset and Design by  
Examinations Council of Zambia

## **PREFACE**

These guidelines were prepared by the Examinations Council of Zambia in collaboration with the Ministry in charge of Education and other stakeholders. They are intended for the efficient and proper conduct, administration and management of examinations in Zambia.

All persons involved in the administration and management of examinations should read this document carefully and strictly apply the guidelines as stated. This document must be kept in a place where it can easily be accessed.

# TABLE OF CONTENTS

Page

<b>PREFACE.....</b>	<b>i</b>
1.0 INTRODUCTION.....	1
2.0 OBJECTIVES OF THE GUIDELINES.....	1
3.0 EXAMINATIONS SECURITY COMMITTEES .....	1
4.0 REGISTRATION AND WITHDRAW OF EXAMINATION CENTRES.....	7
5.0 EXAMINATION ENTRIES AND PENALTIES.....	9
6.0 EXAMINATION FEES AND PENALTIES.....	17
7.0 STORAGE OF EXAMINATION MATERIALS AND PENALTIES .....	18
8.0 DISTRIBUTION OF QUESTION PAPERS.....	19
9.0 WRITING PAPER/ANSWER BOOKLETS/ANSWER SHEETS/GRAPH PAPER / CALCULATORS AND OTHER STATIONERY.....	21
10.0 SUPERVISION OF EXAMINATIONS.....	21
11.0 INVIGILATION OF EXAMINATIONS, PACKING OF SCRIPTS, RELEASE OF WRITTEN QUESTION PAPERS AND PENALTIES.....	27
12.0 COLLECTION OF SCRIPTS, SCHOOL/COLLEGE BASED ASSESSMENT AND PENALTIES.....	31
13.0 TEACHER EDUCATION PROGRAMMES.....	34
14.0 STORAGE OF GRADE NINE (9) SCRIPTS.....	43
15.0 APPOINTMENT OF MARKERS .....	44
16.0 MARKING OF THE GRADE 9 INTERNAL AND EXTERNAL EXAMINATIONS AND PENALTIES.....	44
17.0 MARKING OF THE GRADE 12/GCE EXAMINATIONS AND PENALTIES .....	47
18.0 MARKING OF TEACHER EDUCATION EXAMINATIONS AND PENALTIES .....	48
19.0 RELEASE OF EXAMINATION RESULTS AND CERTIFICATES .....	49
20.0 QUERIES AND APPEALS ON RESULTS .....	49
21.0 MONITORING THE CONDUCT OF EXAMINATIONS .....	50
22.0 MONITORING MARKING CENTRES .....	50
23.0 REPORTING CASES OF EXAMINATION MALPRACTICES DETECTED AT THE MARKING CENTRE .....	50
24.0 MISCELLANEOUS .....	51
25.0 THE ROLE OF THE MINISTRY OF EDUCATION..... (APPENDIX I)	
26.0 OATH/AFFIRMATION OF SECRECY.....(APPENDIX II)	
27.0 APPLICATION FOR EXAMINATION CENTRE STATUS.....(APPENDIX III & IV)	
28.0 DIMENSIONS OF METAL TRUNKS.....(APPENDIX V)	
29.0 CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT.....(APPENDIX VI)	
30.0 DIRECTIONS AND CAUTION TO THE CANDIDATES.....(APPENDIX VII)	
31.0 APPLICATION FOR UNPRINTED OF CERTIFICATE - GRADE 7, 9 (Internal & External), 12/GCE & TEACHER EDUCATION..... (APPENDIX VIII)	
32.0 APPLICATION TO TRAIN AS A SCHOOL CERTIFICATE EXAMINER..... (APPENDIX IX)	

## **1.0 INTRODUCTION**

The integrity of any education system and the qualifications thereof lie in the acceptable practices in the conduct of national examinations. This document provides elaborate guidelines on the proper conduct and management of examinations. Conducting examinations of acceptable standard is the responsibility of all stakeholders at all levels.

It is therefore very important that this document is used by all those responsible for the conduct of examinations and should be readily available for reference whenever in doubt. The document will be reviewed periodically to address emerging issues in the administration and management of examinations.

## **2.0 OBJECTIVES OF THE GUIDELINES**

- 2.1 To ensure proper and timely registration of eligible candidates for examinations at all levels.
- 2.2 To ensure proper conduct and security of examinations at all levels.
- 2.3 To monitor and control the conduct, administration and management of examinations in conjunction with the Ministry in charge of Education.
- 2.4 To seal loopholes that may cause examination irregularities.
- 2.5 To ensure smooth processing of examination results.
- 2.6 To ensure that all examination fees are collected on time and are properly accounted for.
- 2.7 To uphold the credibility of qualifications awarded by the Examinations Council of Zambia both locally and internationally.
- 2.8 To clarify the roles of the Examinations Council of Zambia and the Ministry in charge of Education in the conduct and management of examinations. (Appendix I)
- 2.9 To ensure that quality assurance procedures are followed in examination administration and management.

## **3.0 EXAMINATIONS SECURITY COMMITTEES**

### **3.1 The National Security Committee**

There shall be a National Security Committee to oversee the proper conduct and security of examinations. The Committee shall be constituted by the Council. The composition of the Committee shall be:

- |   |    |
|---|----|
| (i) Chairperson and Vice Chairperson to be appointed by the Council | 2  |
| (ii) Director - Standards and Curriculum                            | 1  |
| (iii) Director - Teacher Education & Specialized Services           | 1  |
| (iv) Principal Education Standard Officer- Examinations             | 1  |
| (v) Provincial Education Officers                                   | 10 |
| (vi) Office of the President- Special Division                      | 1  |

- |  |   |
|--|---|
| (vii) Zambia Police (Headquarters)   | 1 |
| (viii) Drug Enforcement Commission   | 1 |
| (ix) Teacher Unions  | 2 |
| (x) Teaching Council of Zambia   | 1 |
| (xi) The Director, Deputy Director, Heads of Department and Internal Audit of the Examinations Council of Zambia shall be in attendance in the National Security Committee Meetings. The Council Secretary and his/her delegate shall serve as Secretary of the Committee. |   |

The total membership of the Committee shall be 21 and 11 members present at the meeting shall form a quorum.

#### **3.1.1 The functions of the Committee shall be to:**

- 3.1.1.1 produce regulations governing the proper conduct and security of examinations.
- 3.1.1.2 devise ways and means of inculcating security consciousness among all workers in the Ministry in charge of Education, the Examinations Council of Zambia and the general public.
- 3.1.1.3 work with law enforcement and security agencies in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the laws of Zambia.
- 3.1.1.4 advise the Council on matters pertaining to premises, property and security of examination materials.
- 3.1.1.5 serve as the central coordinating mechanism for the Provincial, District, Zonal and School/College Security Committees with regard to the proper conduct and security of examinations.
- 3.1.1.6 devise preventive strategies to curb examination irregularities.

#### **3.1.2 Frequency of Meetings of the National Security Committee**

The National Security Committee shall meet at least 4 times per year and hold Extraordinary meetings when need arises.

#### **3.1.3 Attendance**

The Committee may invite any other person(s) who might be relevant to attend the meeting according to the provisions of the ECZ Act.

### **3.2 The Provincial Security Committee**

There shall be a Provincial Security Committee to oversee the proper conduct and security of examinations at the province. The composition of the committee shall be:

- |  |   |
|--|---|
| (i) Provincial Permanent Secretary (Chairperson) | 1 |
| (ii) Provincial Education Officer ( Secretary)   | 1 |

(iii) Principal Education Standards Officer	1
(iv) Senior Education Standards Officer (Examinations)	1
(v) Provincial Intelligence Officer (Office of the President)	1
(vi) Provincial Local Government Officer	1
(vii) Provincial Commissioner (Zambia Police Service)	1
(viii) Teacher Unions	5
(ix) Representative of District Education Board Secretaries	1
(x) Headteachers' Representative	1
(xi) College Principals' Representative	1
(xii) Drug Enforcement Commission	1
(xiii) ECZ Provincial Representative	1

The total membership of the Committee shall be 17 and 9 members present at the meeting shall form a quorum.

**3.2.1 The functions of the Committee shall be to:**

- 3.2.1.1 ensure that regulations governing the security of examination papers and materials in the province are adhered to.
- 3.2.1.2 devise and implement ways and means of inculcating security consciousness among officers handling examinations in the province.
- 3.2.1.3 work with all law enforcement agencies in the province in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.
- 3.2.1.4 inspect examination centres and inform the Examinations Council of Zambia on matters pertaining to security of premises where examination papers and materials are going to be stored.
- 3.2.1.5 mobilise transport and other logistics for distribution and collection of examination materials in the province.
- 3.2.1.6 devise and implement preventive strategies to curb examination irregularities.

3.2.2 The Provincial Education Officer shall be responsible for the overall supervision and management of examinations in the province.

**3.2.3 Frequency of Meetings of the Provincial Security Committee**

The Provincial Security Committee shall meet at least four times per year and shall hold Extraordinary meetings when need arises.

**3.2.4 Attendance**

The Committee may invite any other person(s) who might be relevant to attend the meeting according to the provisions of the ECZ Act.

### 3.3 The District Security Committee

There shall be a District Security Committee to oversee the proper conduct and security of examinations in the district. The composition of the Committee shall be:

(i) District Commissioner (Chairperson)	1
(ii) District Education Board Secretary (Secretary)	1
(iii) District Education Standards Officer	1
(iv) Town Clerk/Council Secretary	1
(v) Education Standards Officer (General Inspection)	1
(vi) Head teachers' Representatives (Public, Private, Grant Aided)	3
(vii) College Principals' Representative	1
(viii) District Intelligence Officer (Office of the President)	1
(ix) Officer Commanding (Zambia Police Service)	1
(x) Teacher Unions	5
(xi) Drug Enforcement Commission	1

The total membership of the Committee shall be 17 and 9 members present at the meeting shall form a quorum.

#### 3.3.1 The functions of the Committee shall be to:

- 3.3.1.1 ensure that regulations governing the security of examination papers and materials in the district are adhered to.
- 3.3.1.2 Devise ways and means of inculcating security consciousness among officers handling examinations in the district.
- 3.3.1.3 work with all law enforcement and security agencies in the district in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.
- 3.3.1.4 inspect examination centres and inform the Examinations Council of Zambia on matters pertaining to security of premises where examination papers and materials are going to be stored.
- 3.3.1.5 mobilise transport and other resources for distribution and collection of examination materials in the district and Zones.
- 3.3.1.6 devise and implement preventive strategies to curb examination irregularities.

3.3.2 The District Education Board Secretary shall be responsible for the overall supervision and management of examinations in the district.

#### 3.3.3 Frequency of meetings for the District Security Committee

The District Security Committee shall meet at least four times per year and shall hold Extraordinary meetings when need arises.



#### 3.3.4 Attendance

The Committee may invite any other person(s) who might be relevant to attend the meeting according to the provisions of the ECZ Act.

#### 3.4 The Zonal Centre Security Committee

There shall be a Zonal Security Committee to oversee the proper conduct and security of examinations in the Zone. The composition of the Committee shall be:

- |   |   |
|---|---|
| (i) Zonal Centre Headteacher (Chairperson)  | 1 |
| (ii) One other Headteacher of a School in the Zone  | 1 |
| (iii) Officer-In-Charge (Zambia Police Service) /<br>Community Crime Prevention Unit (CCPU) | 1 |
| (iv) Representation from Office of the President  | 1 |
| (v) Parents – Teachers’ Association members   | 2 |
| (vi) Teacher Unions   | 5 |

The total membership of the Committee shall be 11 and 6 members present at the meeting shall form a quorum.

##### 3.4.1 The functions of the Committee shall be:

- 3.4.1.1 ensure that regulations governing the security of examination papers and materials in the Zone are adhered to.
- 3.4.1.2 devise and implement ways and means of inculcating security consciousness among officers handling examinations in the Zone.
- 3.4.1.3 work with all law enforcement agencies in the Zone in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.
- 3.4.1.4 inspect examination centres and inform the Examinations Council of Zambia on matters pertaining to security of premises where examination papers and materials are going to be stored.
- 3.4.1.5 Mobilise transport and other logistics for distribution and collection of examination materials.
- 3.4.1.6 devise and implement preventive strategies to curb examination irregularities

3.4.2 Where examination materials are kept at a Zonal Centre, the Headteacher of that school shall be responsible for the security of the examination materials.

##### 3.4.3 Frequency of meetings for the Zonal Security Committee.

The Zonal Security Committee shall meet at least four times per year and shall hold extraordinary meetings when need arises.

#### 3.4.4 Attendance

The Committee may invite any other person(s) who might be relevant to attend the meeting according to the provisions of the ECZ Act.

### 3.5 School/College Security Committee

There shall be a School/College Security Committee to oversee the proper conduct and security of examinations at the School/College.

#### 3.5.1 The composition of the School Security Committee shall be:

(i)	Headteacher (Chairperson)	1
(ii)	Deputy Headteacher	1
(iii)	Guidance Teacher (Secretary)	1
(iv)	Head of Department /Senior Teacher	1
(v)	Representatives from Teacher Unions	5
(vi)	Parents – Teachers' Committee member	1
(vii)	Representative from Zambia Police Service / Community Crime Prevention Unit	1

The total membership of the Committee shall be 11 and 6 members present at the meeting shall form a quorum.

#### 3.5.2 The College Security Committee

The composition of the College Security Committee shall be:

(i)	Representative of the College Board( Chairperson)	1
(ii)	Principal (Secretary)	1
(iii)	Vice Principal	1
(iv)	Chief Internal Examination Coordinator	1
(v)	Lecturers	2
(vi)	Provincial Education Officer's Representative	1
(vii)	Representative from Zambia Police Service / Community Crime Prevention Unit	1
(viii)	Head of Department/Section	1
(ix)	Teacher Unions	5

The total membership of the Committee shall be 14 and 7 members present at the meeting shall form a quorum.

#### 3.5.3 The functions of the School/College Security Committee shall be to:

2.4.1.1 ensure that regulations governing the security of examination papers and materials in the School/College are adhered to.

2.4.1.2 Devise and implement ways and means of inculcating security consciousness among officers handling examinations in the School/College.

2.4.1.3 work with all law enforcement agencies in the School/College in

implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.

- 2.4.1.4 ensure the security of premises where examination papers and materials are going to be stored.
- 2.4.1.5 mobilise transport and other logistics for collecting and returning of examination materials, where applicable.
- 2.4.1.6 devise and implement preventive strategies to curb examination irregularities

3.5.4 **Frequency of meetings for the School/ College Security Committee**  
The School/College Security Committee shall meet at least four times per year and shall hold Extraordinary meetings when need arises.

3.5.5 The Head of the School/Principal of the College shall ensure that all members of staff are familiar with the guidelines contained in this document.

3.5.6 The Head of the School/Principal of the College shall be responsible for the proper conduct and security of examinations in the School/College.

3.5.7 **Attendance**

The Committee may invite any other person(s) who might be relevant to attend the meeting according to the provisions of the ECZ Act.

3.6 **Oath of Secrecy**

3.6.1 All members of the various Security Committees must take Oath of Secrecy.

3.6.2 The Chairpersons of the various Security Committees shall ensure that all the Committee members take the Oath of Secrecy.

3.6.3 All officers involved in the conduct of examinations must take the oath of secrecy before every examination.

**4.0 REGISTRATION AND WITHDRAW OF EXAMINATION CENTRES**

4.1 The Head of the School/Principal of the College shall ensure that the school/ college is registered as an examination centre.

4.2 Applications for registration of new examination centres shall reach the Examinations Council of Zambia not later than 31<sup>st</sup> July before the year in which the school intends to present candidates for examinations.

4.3 Applications for registration of new examination centres shall be channeled through the District Education Board Secretaries who will submit them to the Provincial Education Officer. The Provincial Education Officer will then submit the application forms to the Examinations Council of Zambia. The deadlines are as indicated:

- (i) by 30<sup>th</sup> April, schools shall submit to the District Education Board Secretary.
  - (ii) by 30<sup>th</sup> June, the District Education Board Secretary shall submit to the Provincial Education Officer.
  - (iii) by 31<sup>st</sup> July, the Provincial Education Officer shall submit to the Examinations Council of Zambia.
  - (iv) by 30<sup>th</sup> September, the Examinations Council of Zambia shall provide feedback to the Provincial Education Officer.
- 4.4 Applications should be made on prescribed forms. These forms can be obtained from the Provincial Education Officer, District Education Board Secretary or downloaded from the ECZ website: ([www.exams-council.org.zm](http://www.exams-council.org.zm)). Samples of these forms are on Appendices III & IV.
- 4.5 For private schools/colleges, applications for examination centre status shall be accompanied by a certified copy of a valid certificate of registration or proof of payment from the Ministry in charge of Education or appropriate agency of the Ministry.
- 4.6 For private schools/colleges, the examination centre status shall be valid for one year only.
- 4.6.1 Private schools/colleges shall be required to pay a one off examination centre registration fee for each examination level/program to the Examinations Council of Zambia upon being awarded examination centre status.
  - 4.6.2 Private schools/colleges shall be required to pay examination centre status annual renewal fees for each examination level/programme as determined by the Examinations Council of Zambia by 30<sup>th</sup> September.
- 4.7 Completed application forms for examination centre status shall be duly signed by appropriate office bearers and date stamped accordingly.
- Note:** *Only schools/colleges that meet the requirements for registration of examination centre status shall be approved. (Appendices III & IV)*
- 4.8 **Withdrawal of Examination Centre Status**
- Examination centre status may be withdrawn due to non-adherence to the examinations guidelines. These may include:
- 4.8.1 **Infrastructure**
    - (i) inadequate Science laboratories
    - (ii) deterioration of infrastructure
    - (iii) poor storage of examination materials
    - (iv) change of location of the centre
    - (v) absence of storage facilities for examination materials

#### **4.8.2 Examination Administration**

- (i) widespread examination malpractices cases
- (ii) poor sitting arrangement (less than a metre apart)
- (iii) poor invigilation
- (iv) late or early starting of examination

4.8.3 For Private schools/colleges, nonpayment of examination centre status renewal fees.

4.8.4 Enrolment figures of less than fifteen (15) candidates except for schools with candidates with Special Educational Needs

#### **4.9 Closure of Private School/College**

If a private school/college closes down, the proprietors should:

4.9.1 inform the Ministry in charge of Education through the DEBS' office in writing with a copy to ECZ.

4.9.2 surrender the candidates' Results Listings, certificates and all other official documents to the DEBS' office.

#### **4.10 Reinstatement of Examination Centre Status**

4.10.1 A school/college whose examination centre status is withdrawn according to:

4.10.1.1 item 4.8.1 shall be reinstated upon re-inspection and confirmation through a report from the District Education Board Secretary and the Provincial Education Officer that the infrastructure situation has been normalized.

4.10.1.2 item 4.8.2 shall qualify to reapply for examination centre status after serving a twenty-four (24) month ban and the normal application process shall be followed.

4.10.1.3 Item 4.8.3 shall have examination centre status reinstated upon payment of a re-registration fee to be determined by the Examinations Council of Zambia.

4.10.1.4 item 4.8.4 shall have examination centre status reinstated upon presentation of adequate figures of fifteen (15) candidates or more.

### **5.0 EXAMINATION ENTRIES AND PENALTIES**

#### **5.1 Entries**

5.1.1 The Headteacher/Principal of the School/College should ensure that the number of candidates registered for examination is not less than 15 except in very exceptional circumstances justified by the PEO.

5.1.2 The Headteacher/Principal of the School/College should ensure that

candidates registered for examinations meet the requirements as stipulated by the Ministry in charge of Education.

- 5.1.3 A learner who is not enrolled in Grade 7 shall not be entered for the Grade 7 Composite Examination.
- 5.1.4 A learner who is not enrolled in Grade 9 shall not be entered for the Junior Secondary School Leaving (Grade 9 Internal) Examination.
- 5.1.5 Candidates to be entered for the Junior Secondary School Leaving (Grade 9 Internal) Examination must have a Grade 7 Certificate and a valid examination number.
- 5.1.6 Candidates to be entered for the School Certificate (Grade 12) Examination must have a Grade 9 Certificate and a valid examination number.
- 5.1.7 Grade 9 External candidates shall be in possession of an original and valid National Registration Card or passport or school identity card issued by the centre where they have registered to write from.
- 5.1.8 There is no restriction to the number of subjects Grade 9 External candidates can enter for.
- 5.1.9 General Certificate of Education candidates shall be in possession of an original and valid National Registration Card or Passport. No other form of identification shall be accepted.
- 5.1.10 There is no restriction to the number of subjects General Certificate of Education candidates can enter for.
- 5.1.11 The candidate who combines Grade 9 results shall use the examination number of the last sitting to enter for Grade 12 Examination.
- 5.1.12 Teacher Education candidates shall have minimum pre-entry qualifications as shall be guided by the Ministry in charge of Education from time to time.
- 5.1.13 Teacher Education candidates shall be in possession of original and valid National Registration Card or Passport.
- 5.1.14 At College level, referred candidates shall be allowed to enter for a maximum of 3 courses.

## **5.2 Validity of an Examination Number**

### **5.2.1 Grade 7 Composite Examination**

The Grade 7 examination number is allocated in the year of examination and it expires in the same year if not used.

**5.2.2 Junior Secondary School Leaving Examination (Grade 9 Internal)**

- 5.2.2.1 Candidates at Grade 9 Internal will use the examination number allocated at Grade 7.
- 5.2.2.2 The examination number will mature for use for the Grade 9 Internal examination after 2 years of Junior Secondary Education.
- 5.2.2.3 The examination number is valid for another 2 years if not used after that it will expire.
- 5.2.2.4 Candidates who fail to make a certificate at the Grade 9 internal examination can register as Grade 9 external and a new number will be allocated.

**5.2.3 Grade 9 External Examination**

The Grade 9 external examination number is allocated in the year of the examination and expires in the same year if not used.

**5.2.4 School Certificate Examination**

- 5.2.4.1 School certificate candidates will use the same examination number they used in Grade 7 and Grade 9 internal to write the examination
- 5.2.4.2 The examination number will mature for use at Grade 12 examination after three years of senior secondary education.
- 5.2.4.3 The examination number is valid for another two years if not used.
- 5.2.4.4 Candidates who want to improve their School Certificate results should sit as GCE candidates.
- 5.2.4.5 Candidates who combined their Grade 9 results to make a Grade 9 certificate will use the Grade 9 external examination number to write the School Certificate examination.
- 5.2.4.6 The Grade 9 external examination number will mature for use for School Certificate Examination after 3 years of senior secondary education.
- 5.2.4.7 The examination number is valid for another two years if not used.

**5.2.5 General Certificate of Education(GCE) Examination**

- 5.2.5.1 The General Certificate of Education (GCE) examination number is allocated in the year of the examination and it expires in the same year.
- 5.2.5.2 Candidates wishing to write the GCE examination in subsequent years will be allocated new numbers and issued with a GCE

Certificate for subjects passed at each sitting if they meet the condition for the award of a school certificate and if not shall be given a statement.

**5.2.6 Teacher Education Examination**

5.2.6.1 Examination numbers will be allocated in the first year and will be used up to the third year.

5.2.6.2 The examination numbers shall be valid for six years from the time of allocation.

**5.3 Combination of Grade 9 Statements of Results**

**5.3.1 Criteria for combination**

5.3.1.1 Only Grade 9 Statements of Results issued by the Examinations Council of Zambia, regardless of when they were obtained, shall be combined.

5.3.1.2 Statements of Results obtained upon sitting a Junior Secondary School Leaving Examination shall be combined with Statements of Results obtained by same candidates after they sit the Grade 9 External Examination.

5.3.1.3 A candidate who obtains a certificate shall not be allowed to combine their results with any other Grade 9 results they may obtain afterwards.

5.3.1.4 Combination shall be allowed if the candidate meets the minimum requirements for the award of a Junior Secondary School Leaving Certificate.

5.3.1.5 A person who applies for combination shall be required to submit the photocopies of the Statements of Results to be combined.

5.3.1.6 The names on the Statements of Results should be the same in order for combination to be done.

5.3.1.7 Combination of Grade 9 Statements of Results can only be done once.

5.3.1.8 Combination shall only be done upon payment of a charge determined by ECZ.

**5.4 Accumulation of G.C.E Certificates**

**5.4.1 Criteria for combination**

5.4.1.1 Only General Certificates of Education (G.C.E) Certificates, regardless of when they were obtained, shall be accumulated provided they were issued by the Examinations Council of Zambia.



- 5.4.1.2 G.C.E Certificates obtained upon sitting a School Certificate Examination shall be accumulated with G.C.E Certificates obtained by the same candidates afterwards.
- 5.4.1.3 School Certificates shall not be accumulated with G.C.E Certificates.
- 5.4.1.4 Accumulation of G.C.E Certificates shall only be possible upon meeting the subject and grade requirements for the Award of a School Certificate.
- 5.4.1.5 A person who applies for accumulation shall be required to submit photocopies of the G.C.E Certificates/Statements of Results to be accumulated.
- 5.4.1.6 The names of the candidate should be the same on all the certificates in order for accumulation to be done.
- 5.4.1.7 Accumulation of G.C.E Certificates can only be done once.
- 5.4.1.8 Accumulation shall only be done upon payment of a charge determined by the E.C.Z.

## **5.5 Learners from Other Examining Boards**

- 5.5.1 A learner who did primary or secondary education under another education system and wishes to write the Junior Secondary School Leaving Certificate Examination or School Certificate shall present their Primary or Junior Secondary School Leaving Examination results to be equated into the Zambian standard, after which an examination number shall be allocated for use in the examination.
- 5.5.2 Equating shall only be done upon payment of a charge determined by the E.C.Z.

5.6 Where candidates are required to pay examination fees, the Headteacher/Principal shall ensure that such candidates are pre-registered and pay examination fees within the stipulated time.

5.7 The Headteacher/Principal of the School/College presenting candidates with Special Educational Needs for examinations shall ensure that details of the nature of special needs of their candidates are submitted to the Examinations Council of Zambia at the time of registration.

### **Examples:**

- (i) Blind – candidates who do not see
- (ii) Low vision – candidates with partial sight
- (iii) Deaf – candidates who do not hear

- (iv) Dumb – candidates who have no speech
  - (v) Deaf and Dumb – candidates who do not hear and have no speech
  - (vi) Hard of hearing – candidates who are partially deaf.
  - (vii) Dyslexia – candidates with an inherited condition that makes it extremely difficult for them to read, write and spell in any language they know
  - (viii) Physical impairment – candidates with severe physical impairment that may not enable them to cope during an examination especially during writing.
  - (ix) Mentally retarded/learning disabilities – candidates who have an I.Q below average (I.Q below 75).
- 5.8 Only Schools/Colleges registered as examination centres shall present candidates for examinations.
- 5.9 Registration of both internal and external candidates shall take place from 1<sup>st</sup> October to 31<sup>st</sup> January the year candidates are due to sit the examination.
- 5.10 Registration of college candidates shall take place from 1<sup>st</sup> February to 31<sup>st</sup> May the year candidates are due to sit the examination.
- 5.11 **No** late entries shall be allowed.
- 5.12 **Online Candidate Registration**
- 5.12.1 Candidates shall be registered using the Online Candidate Registration System (OCRS) that is accessible via the ECZ web portal: [www.systems.exams-council.org.zm/ocrs-portal](http://www.systems.exams-council.org.zm/ocrs-portal).
  - 5.12.2 The Examinations Council of Zambia shall ensure that the Online Candidate Registration System is open on 1<sup>st</sup> October before the year of the examination.
  - 5.12.3 The ECZ shall train all District Administrators of the OCRS.
  - 5.12.4 The Provincial Educational Officers shall appoint trained District Administrators of the OCRS.
  - 5.12.5 The District Administrators of the OCRS will ensure that all users are given credentials to access the system.
  - 5.12.6 First line support shall be within the district by the OCRS District Administrators.
  - 5.12.7 Queries not resolved by the OCRS District Administrators shall be sent to ECZ support on email: [support@exams-council.org.zm](mailto:support@exams-council.org.zm).
  - 5.12.8 Headteachers/Principals shall ensure that computers used for candidate registration are protected with an up to date antivirus.
  - 5.12.9 Headteachers/Principals shall ensure that they compile a list of all candidates showing details such as examination number, candidate name, date of birth, sex and subjects prior to the start of the registration

process. For entry of candidates, the headteacher/principal shall be guided by the system on what details are required for registering a candidate.

- 5.12.10 Headteachers/Principals shall ensure that all the required details are entered. Particular attention must be paid to the correct spellings of names of candidates.
- 5.12.11 The System User Manual gives a step by step guide on how to use the OCRS and can be downloaded online from the link: [www.systems.exams-council.org.zm/ocrs/downloads](http://www.systems.exams-council.org.zm/ocrs/downloads).
- 5.12.12 It is the responsibility of the candidate to ensure that his/her Examination Entry details are correctly entered in the system by verifying and signing the provisional register.
- 5.12.13 Under no circumstance should anyone else sign on behalf of the candidate on the provisional register or on the examination registration form for college students. Such an act will attract a charge from the immediate supervisor.
- 5.12.14 The PEO and the DEBS shall monitor the online candidate registration progress in their respective provinces and districts.

### **5.13 Submission of Registration Entries**

#### **5.13.1 Schools/Colleges**

Headteachers/Principals shall print the provisional registers so that candidates check and make corrections for the following:

- (i) misspelt names
- (ii) missing subjects
- (iii) omitted candidates
- (iv) school choices
- (v) invalid dates of birth
- (vi) omitted examination numbers
- (vii) invalid examination numbers
- (viii) sex
- (ix) wrong subject entry

5.13.2 Headteachers/Principals shall ensure that all candidates are correctly registered before the closing date and final provisional registers printed and signed by the candidates.

5.13.3 Headteachers/Principals shall deliver to the District Education Board Secretary the following documents:

- (i) three copies of provisional registers printed after verification and signed by the candidates.

- (ii) copy of payment report
- (iii) centre subject totals
- (iv) report on candidates with Special Educational Needs (SEN)

5.13.4 Candidate details presented at the time of registration shall not be changed at any time after the close of registration. The Headteachers/ Principals should ensure that the candidate information is as a candidate would like it to appear on the certificates.

5.13.5 Entries submitted through any other means other than the OCRS shall not be accepted.

#### **5.14 District Education Board Secretary**

5.14.1 The District Education Board Secretary shall ensure that all candidates have been entered in line with the Online Candidate Registration System.

5.14.2 The District Education Board Secretary shall ensure that the provisional registers are duly signed by the candidates.

5.14.3 The District Education Board Secretary shall deliver to the Provincial Education Officer the following documents:

- (i) signed provisional registers from the centres
- (ii) copies of payment reports from the centres
- (iii) Entry summary report
- (iv) centre subject totals
- (v) Report on candidates with SEN

5.14.4 The District Education Board Secretary shall ensure that they receive duly signed provisional registers by candidates.

5.14.5 Entries submitted through any other means than the OCRS shall not be accepted.

#### **5.15 Provincial Education Officer**

5.15.1 The Provincial Education Officer shall receive all the documents outlined in 5.14.3 from the District Education Board Secretary.

5.15.2 The Provincial Education Officer shall ensure that the following documents are delivered to the Examinations Council of Zambia:

- (i) signed provisional registers from the schools
- (ii) centre subject/course totals
- (iii) copies of payment reports from the schools
- (iv) export summary report from schools
- (v) Report on candidates with Special Education Needs

#### **5.16 Examinations Council of Zambia**

- 5.16.1 The signed provisional registers, centre subject/course totals, entry summary reports and the payment reports shall then be received by the ECZ for checking.
- 5.16.2 ECZ shall check that payments reports reconcile with all candidates registered.
- 5.16.3 Where the payment details do not reconcile, the documents shall be returned to the Provincial Education Officer for correction.  
The Examinations Council of Zambia shall meet the cost for delivery of documents from the Provincial Education Officer's office only once.
- 5.16.4 The Examinations Council of Zambia will not accept documents from individual Schools/Centres/Colleges.

#### **5.17 Penalties**

- 5.17.1 Appropriate disciplinary action shall be taken by the Provincial Education Officer against the District Education Board Secretary/ Principals /Head teachers failing to submit completed entries on time.

### **6.0 EXAMINATION FEES AND PENALTIES**

#### **6.1 Examination Fees**

- 6.1.1 All candidates should be pre-registered in the OCRS before paying examination fees.
- 6.1.2 It is the responsibility of the Headteachers/Principals to inform registered candidates of the available payment methods for paying examination fees.
- 6.1.3 There should be no DIRECT CASH DEPOSITS into any of the ECZ bank accounts.
- 6.1.4 Available payment options shall be advised at the beginning of each registration cycle.
- 6.1.5 Each candidate who pays the examination fees shall be able to print a receipt generated from the payment gateway or any other available payment option.
- 6.1.6 All officers involved in the accounting for examination fees shall adhere to the Government of the Republic of Zambia and Examinations Council of Zambia financial regulations.
- 6.1.7 Candidates shall pay examination fees not later than the deadline to be announced by the Examinations Council of Zambia for each examination year.

6.1.8 Examination fees are not transferable from one examination year to the other or from one candidate to another.

## **6.2 Penalties**

6.2.1 If a candidate fails to sit an examination after payment of examination fees, the fees paid shall be forfeited.

6.2.2 The ECZ will refund over and wrong deposits made into the ECZ Bank Accounts less 15 percent surcharge as administration fee.

## **7.0 STORAGE OF EXAMINATION MATERIALS AND PENALTIES**

### **7.1 Storage**

7.1.1 The District Education Board Secretary shall ensure that every School / College has a lockable steel metal box.

7.1.2 All Schools/Colleges must have standard lockable steel trunks with the following specifications:

- (i) the body should be mild steel sheet;
- (ii) the thickness of the sheet must be 1.5mm;
- (iii) the frame/skeleton should be of mild steel angle bars –15mm x 15mm x 3mm;
- (iv) double locking system;
- (v) trunk size should be 1000mm x 500mm x 400mm;
- (vi) should have reinforced handles – round bars (6mm diameter x 150mm);
- (vii) padlocks should be strong stainless steel preferably moon locks;
- (viii) the locking latches should be made of mild steel flat bars (6mmx 150mm) for double locking system.

7.1.3 The steel trunks must have a minimum of two locking points with corresponding sets of keys to be kept by different officers. Each officer should keep keys for only one locking point (Appendix v).

7.1.4 All Schools/Colleges shall have standard strong rooms with the following specifications:

- (i) minimum size of 3m by 2.5m height;
- (ii) reinforced concrete walls;
- (iii) reinforced concrete roof;
- (iv) entrance door should be made of mild steel-double layered – 2mm thick – double locking system. The grill door should be made of 16mm thick deformed steel bars and should have a provision of 2 padlocking system;
- (v) type of locks – strong stainless steel padlocks;

(vi) if there is a window it should be up near the roof and should be burglar barred with 16mm thick deformed steel bars and

(vii) it may or may not be a stand-alone structure.

7.1.5 All District Education Board Secretaries' offices shall have standard strong rooms with the following specifications:

(i) minimum size of 20.7 m long by 7.2m wide by 4.66 height(up to roof level);

(ii) reinforced concrete walls;

(iii) reinforced concrete roof;

(iv) entrance door should be made of mild steel-double layered – 2mm thick – double locking system. The grill door should be made of 16mm thick deformed steel bars and should have a provision of 2 padlocking system;

(v) type of locks – strong stainless steel padlocks;

(vi) if there is a window it should be up near the roof and should be burglar barred with 16mm thick deformed steel bars and

(vii) it may or may not be a stand-alone structure.

7.1.6 The doors to the strong rooms should have a minimum of two locking points whose keys must be kept by different officers. Each officer should keep keys for only one locking point.

#### 7.1.7 Penalties

7.1.7.1 An Examination Centre which has no strong room and lockable steel trunks shall not be supplied with examination question papers by the District Education Board Secretary. Candidates from such centres shall not miss their examinations, as they shall be relocated to a centre that has proper security for the storage of examination papers.

7.1.7.2 A District Education Board Secretary's office which has no standard strong room shall not be supplied with examination materials. Examination materials shall be delivered to the Provincial Education Officer.

## 8.0 DISTRIBUTION OF QUESTION PAPERS

8.1 The Examinations Council of Zambia shall deliver examination question papers directly to District Education Board Secretary's office under police escort.

### 8.2 In urban centres:

8.2.1 No individual school shall be allowed to keep question papers in their strong rooms.

- 8.2.2 Question papers for schools will be stored in secure District/Zonal strong rooms to be identified by the District Education Board Secretary.

**8.3 In rural centres:**

- 8.3.1 Question papers shall be stored in secured zonal and district strong rooms and distributed on a daily basis to schools within a radius of 15km.
- 8.3.2 The District Education Board Secretary shall make provision for the safe custody and security of examination question papers for centres outside the radius of 15km.
- 8.3.3 Distribution of question papers to Schools/Colleges shall be done by the District Education Board Secretary under police escort.
- 8.3.4 For urban Schools/Centres, District Security Committees shall mobilise and station vehicles at each Zonal strong room for the purpose of distribution and collection of examination question papers.
- 8.3.5 On receipt of question papers, the Headteacher/Principal in the presence of the office of District Education Board Secretary should check the packets to ensure that they have received the correct quantity of examination question papers as shown on the delivery note enclosed in one of the boxes.
- 8.3.6 Where there is a shortfall of examination question papers, the Headteacher/Principal should immediately notify the District Education Board Secretary providing documentary evidence such as delivery notes, packing slips and copies of the attendance register for that particular subject paper or centre.
- 8.3.7 The District Education Board Secretary shall immediately send the documents to the Provincial Education Officer and the Director, Examinations Council of Zambia.

**9.0 WRITING PAPER/ANSWER BOOKLETS/ANSWER SHEETS/GRAPH PAPER / CALCULATORS AND OTHER STATIONERY**

**9.1 Writing Paper, Answer Booklets/Sheets and Graph Paper**

- 9.1.1 The Examinations Council of Zambia shall provide writing paper, Booklets, Answer Sheets and graph paper, where necessary, to all candidates at Grade 7, Grade 9, Grade 9 External, Grade 12, General Certificate of Education and Teacher Education examinations.
- 9.1.2 Only writing Paper/Answer Booklets/Answer Sheets provided by the Examinations Council of Zambia shall be used for examination purposes.



## 9.2 Calculators

9.2.1 School Certificate or General Certificate of Education Candidates shall be allowed to use calculators in the following subjects:

- (i) Mathematics Paper 2
- (ii) Physics
- (iii) Chemistry
- (iv) Science
- (v) Additional Mathematics
- (vi) Principles of Accounts Paper 2

9.2.2 Calculators to be used must not possess the following features:

- (i) Facility for storage of formulae
- (ii) Facility for drawing and storage of graphics
- (iii) Dictionary facility and language translators
- (iv) Algebraic storage facility
- (v) Any other programming facility
- (vi) Ability to communicate with other machines or the internet

## 10.0 SUPERVISION OF EXAMINATIONS

### 10.1 Roles and Responsibilities

10.1.1 The DEBS shall recommend to the PEO Supervisors for Grades 7, 9, Grade 9 External, 12 and GCE Examinations.

10.1.2 The Principal of the College shall recommend to the PEO Supervisors for Teacher Education Examinations.

10.1.3 The PEO shall appoint Supervisors for Grades 7, 9, 12, Grade 9 External, GCE and Teacher Education examinations.

10.1.4 The overall responsibility with regard to the proper conduct and security of examinations in the School/College lies with the Headteacher of the School/Principal of the College.

10.1.5 The Headteacher of the School/Principal of the College is expected to remain in station throughout the examination period to ensure the proper conduct of the examinations.

10.1.6 **The duties of the Headteacher/Principal of a School/College shall be to:**

10.1.6.1 Ensure that all preliminary preparations, including provision of wall clocks in all examination rooms, are done before the start of the examinations.

10.1.6.2 Ensure that the candidate examination malpractice declaration statements are administered to all candidates (Appendix vi).

- 10.1.6.3 Brief candidates on points listed in the “direction and caution to candidates”. (Appendix vii).
- 10.1.6.4 Check that the School/College has received the required question papers and stationery. Where there is a shortfall of question papers and stationery, the Headteacher/ Principal should immediately notify the District Education Board Secretary.
- 10.1.6.5 Identify the candidates to the supervisor, invigilators and witness the searching of the candidates.
- 10.1.6.6 In urban areas, personally collect the question papers for the day from the Zonal Strong room and lock them in a secure cabinet/trunk until they are required.
- 10.1.6.7 Hand over the question papers to the Supervisor at the start of the examination.
- 10.1.6.8 Witness the opening of the question paper envelopes and verification of the numbers enclosed.
- 10.1.6.9 Monitor the performance of the Supervisors and Invigilators, review their performance and, where possible, make changes to improve delivery.
- 10.1.6.10 Receive the sealed script envelopes from the Supervisor and to return the script envelopes for the day to the zonal storage centre or lock them up.
- 10.1.6.11 Ensure that any persons who come to monitor the centre have been authorised by the Ministry in charge of Education/ Examinations Council of Zambia with proof of identification.
- 10.1.6.12 Write a report on the conduct of the examinations which should be sent to the Director, Examinations Council of Zambia through the District Education Board Secretary and Provincial Education Officer.
- 10.1.6.13 The Headteacher/Principal shall ensure that keys for different locking points of the strong room and the trunks are kept by different people.
- 10.1.6.14 The Headteacher/Principal shall propose names of support personnel to be appointed by the District Education Board Secretary as:
  - (i) **Transcriber** – a person who writes for a special needs candidate.

- (ii) **Tape Recording Assistant** – a person who carries out the recording of the responses of a candidate with SEN on tape.
- (iii) **Reader** – a person who takes readings for a candidate with SEN and/or writes for him/her during examinations.
- (iv) **Amaneunsis** – a person who provides physical support to a candidate with SEN during examinations.
- (v) **Sign language interpreter** – is a hearing person who knows sign language and does the interpretation to the deaf candidate during examinations.

10.1.6.15 Where supervision can be done on exchange basis with the approval of the Provincial Education Officer this should be encouraged.

#### 10.1.7 The duties of the Examinations Supervisor shall be to:

- 10.1.7.1 Ensure that all officers concerned with examinations at a centre know and follow examinations regulations strictly and are efficiently supervised.
- 10.1.7.2 Collect examination question papers and materials from the Headteacher/ Principal and check that there is the correct number of bags of question papers and answer sheets as indicated on the delivery note.
- 10.1.7.3 Report any discrepancies through the Headteacher of the School/Principal of the College to the District Education Board Secretary and to the Director, Examinations Council of Zambia with copies to the Provincial Education Officer
- 10.1.7.4 Ensure that bundles of question papers and materials are intact and not tampered with and submit a written report through the Headteacher of the School/Principal of the College to the District Education Board Secretary and the Director, Examinations Council of Zambia with copies to the Provincial Education Officer on the condition in which bags and boxes containing examination papers/materials were received.
- 10.1.7.5 Ensure the security of all examination question papers and materials collected from the Headteacher, before and after the writing of every examination.
- 10.1.7.6 Ensure that all internal candidates are properly identified through the use of School/College identification cards.

- 10.1.7.7 Ensure that General Certificate of Education candidates are properly identified through the use of original valid National Registration Cards or Passport.
- 10.1.7.8 Ensure that Grade 9 External candidates are properly identified through original and valid national registration cards or passports or school identity cards. Candidates with defaced identity documents shall not be allowed into the examination room.
- 10.1.7.9 Ensure that the examination materials are kept under lock and key and that under no circumstances should any person, other than the examinations Supervisor himself or herself in the presence of the Headteacher/Principal have access to the steel metal box or strong room where examination materials are kept.
- 10.1.7.10 Discuss with the Headteacher/Principal the examination arrangements a day or two before examinations begin.
- 10.1.7.11 Discuss with the Invigilators on the conduct of the examination one day before the examination begins.
- 10.1.7.12 Ensure that there shall be at least a metre between one candidate and another in the seating arrangements, according to the descending order of examination numbers.
- 10.1.7.13 Ensure that there is a seating plan drawn for every examination session.
- 10.1.7.14 Ensure that the seating plan is enclosed together with the examination scripts in the script envelope.
- 10.1.7.15 Ensure that the date and time for taking each examination are strictly adhered to. A candidate who arrives after 30 minutes from the starting time of an examination will not be allowed to enter into the examination room.
- 10.1.7.16 Ensure that candidates do not leave the examination room in the first 30 minutes and the last 30 minutes of the examination.
- 10.1.7.17 Ensure that examination script envelopes are securely delivered to the Headteacher/Principal for safe storage.
- 10.1.7.18 Ensure that the attendance register has been duly marked in triplicate during the session and candidates that are present sign against their names. The duplicate should be correctly aligned with the original register.
- 10.1.7.19 Ensure that Invigilators maintain constant and effective supervision of candidates throughout the examination period.

- 10.1.7.20 Ensure that the Invigilator does not go through a question paper while the candidates are writing their examinations.
- 10.1.7.21 Ensure that all candidates are searched so that no material that can be used as an aid in the examination is introduced into the examination room, such as textbooks, exercise books, atlases, notes, pieces of paper, including cellular phones.
- 10.1.7.22 Ensure that female Invigilators search female candidates and male Invigilators search male candidates.
- 10.1.7.23 Ensure that any candidate who refuses to be searched shall not be allowed to write the examination,
- 10.1.7.24 The question papers remaining after distribution should be locked up in a metal trunk in an examination room and keys kept by the Examination Supervisor.
- 10.1.7.25 Maintain order and discipline together with Invigilators,
- 10.1.7.26 Expel from the entire examination, in consultation with the Headteacher/Principal of the School/College any candidate who is involved in an examination malpractice misconduct about which there is no doubt such as:
- (i) a candidate(s) caught with smuggled notes, text books, answers, cellular phones or other materials in the examination room.
  - (ii) a candidate(s) who misconducts himself/herself in such a manner that his/her continued presence would disrupt the examination.
  - (iii) a person(s) who is not registered to take the examination, but with intent to impersonate, presents himself/herself to write the examination for a registered candidate. Such a person(s) should also be reported to the police.
  - (iv) candidate(s) with prior knowledge of part or all of the examination such as being in possession of questions or answers handwritten or photocopied or otherwise related to the examination for that session.
- 10.1.7.27 Submit a written report on the conduct of examinations through the Headteacher /Principal and the District Education Board Secretary to the Director, Examinations Council of Zambia copied to the Provincial Education Officer at the end of the examinations,

10.1.7.28 Send the report directly to the District Education Board Secretary in a case where the Headteacher of a School/Principal of a College is involved in the malpractice.

10.1.7.29 Submit a report on each case of examination irregularity or malpractice to the Director, Examinations Council of Zambia including the following documents duly signed:

- (i) materials confiscated from the candidate,
- (ii) signed original exculpatory statement by the candidate.
- (iii) original signed statement by the Invigilator.
- (iv) a copy of the seating plan.
- (v) where the unauthorised material is on the body of the candidate such as on the thighs or palms, the candidate should be made to copy the material onto a piece of paper duly signed for authentication by the candidate, Invigilator and the Supervisor,
- (vi) where the unauthorised material is destroyed by the candidate, the candidate should be made to write a statement about the incident which should be duly signed by the candidate, Invigilator and the Supervisor. In an event that the candidate refuses to write and sign a statement then the reports by the Supervisor and centre Headteacher/Principal confirming the malpractice shall suffice.
- (vii) where a candidate is found copying from another candidate, such a candidate should be allowed to continue writing the examination but a report of the case should be made to the Director, Examinations Council of Zambia. Such a candidate(s) should submit a signed exculpatory statement.

10.1.8 Where supervision can be done on exchange basis with the approval of the Provincial Education Officer this should be encouraged.

#### 10.1.9 Penalties

10.1.9.1 Any candidate who refuses to be searched shall not be allowed to write the examination.

10.1.9.2 Any candidate without the authorized form of identity shall not be allowed to write the examination. No Police Report shall be used as an identity.

10.1.9.3 Any candidate who is expelled from the entire examination shall have all the papers they have written nullified automatically.

10.1.9.4 An Invigilator found reading questions to candidates shall be replaced and appropriate disciplinary action should be taken.

## **11.0 INVIGILATION OF EXAMINATIONS, PACKING OF SCRIPTS, RELEASE OF WRITTEN QUESTION PAPERS AND PENALTIES**

### **11.1 Invigilation**

- 11.1.1 Invigilators shall be recommended by the Headteacher and appointed by the District Education Board Secretary.
- 11.1.2 Only mature and trustworthy teachers or lecturers of integrity are to be appointed as Invigilators.
- 11.1.3 A minimum of two Invigilators shall be appointed for every examination room.
- 11.1.4 At no time should candidates in an examination room be left without an Invigilator.
- 11.1.5 Invigilators shall be vigilant in the course of duty. They shall not engage themselves in any other activities such as reading a novel or newspapers, answering the question paper, knitting, chatting etc.
- 11.1.6 No teacher/lecturer shall invigilate classes that they teach.
- 11.1.7 No teacher/lecturer or any other person who is not an Invigilator shall be allowed to enter an examination room.
- 11.1.8 Where invigilation can be done on exchange basis with the approval of the Provincial Education Officer this should be encouraged.
- 11.1.9 Ensure that candidates are escorted to the lavatory and searched after coming from the lavatory.
- 11.1.10 Immediately the candidates are seated in the examination room, the Invigilator will caution the candidates about examination malpractice offences of cheating including smuggling of unauthorised materials such as exercise books, notes, text books, cellular phones, etc; in the examination room.
- 11.1.11 The Invigilator will announce a caution to the candidates before the examination starts that there should be no examination malpractice. If any candidates still had in their possession note books, exercise books, notes, text books, atlases, pieces of paper including cellular phones, etc., these should be surrendered to the Invigilator immediately for safe keeping to be collected after the examination is over.

- 11.1.12 The Invigilator should also announce to the candidates that where a candidate will be found with note books, exercise books, notes, text books, atlases, pieces of paper including cellular phones, etc., when the examination is in progress, such a candidate will immediately be stopped from writing the examination and will be expelled from the rest of the remaining examination papers.
- In addition to the expulsion, the examination results of such a candidate will be nullified in all subjects.
- 11.1.13 The invigilator will check that all internal candidates have School identity cards. Internal candidates without school identity cards shall not be allowed to enter the examination room.
- 11.1.14 The Invigilator will check the identity of all General Certificate of Education candidates through the production of original valid National Registration Cards or Passports. General Certificate of Education candidates without the named identification cards shall not be allowed to enter the Examination room.
- 11.1.15 The Invigilator will check the identity of all Grade 9 External candidates through the production of original and valid National Registration cards, school identity cards or passports. Grade 9 External candidates without the named identification shall not be allowed to enter the examination room.
- 11.1.16 Invigilators shall ensure that no candidate submits:
- (i) folded, dirty or torn answer sheet.
  - (ii) more than one script
  - (iii) rough work or papers which were not supplied by the Examinations Council of Zambia
- 11.1.17 Invigilator shall ensure that candidates have written their details on each of the answer script used e.g. examination numbers, subject/ paper name and number.
- 11.1.18 The invigilator shall implement instructions from the Examinations Council of Zambia to suit the different degrees of disability of the candidates upon request from the centre.
- 11.1.19 A seating plan should NOT be prepared in advance as some candidates may not attend all examination sessions. It should be prepared during the examination.
- 11.1.20 Candidates with Special Educational Needs are eligible to 25% extra writing time.



## **11.2 Penalties**

- 11.2.1 The Headteacher/Principal shall drop and charge an Invigilator who flouts these regulations and report to the District Education Board Secretary for disciplinary action.
- 11.2.2 Any Teacher/Lecturer who has been involved in examination malpractice shall be barred from any Examinations Council of Zambia examinations activities for life.

## **11.3 Packing of Scripts**

- 11.3.1 The Examinations Council of Zambia shall supply Schools/Colleges with tamper-evident envelopes for use to pack scripts. Any unused tamper evident envelopes must be returned to the Examinations Council of Zambia.
- 11.3.2 The Invigilator shall pack Grades 9 Internal/External, 12/General Certificate of Education and Teacher Education scripts according to the Attendance Register and number the packs in the order of the scripts.
- 11.3.3 The Invigilator shall pack Grades 9 Internal/External, 12/ General Certificate of Education and Teacher Education candidates' scripts together with the seating plan and two copies of the marked and signed attendance register and seal the tamper-evident envelopes in the presence of the candidates in the examination room. This should be done immediately after each examination session.
- 11.3.4 The School/College shall retain the original copy of the marked attendance register.
- 11.3.5 The Invigilator shall sign the sealed tamper-evident envelope to certify the envelope was intact in the examination room.
- 11.3.6 A representative of the candidates shall countersign the sealed tamper-evident envelope as a counter measure intended to confirm that the sealed tamper-evident envelope was intact and was sealed in the presence of candidates in the examination room.
- 11.3.7 The invigilator shall ensure that no candidate leaves the examination room with a question paper, unused or used answer paper/ booklet or graph paper.
- 11.3.8 The Invigilator shall immediately deliver the sealed and signed scripts tamper-evident envelopes to the Examinations Supervisor.
- 11.3.9 The Examinations Supervisor shall receive the scripts tamper-evident envelopes and shall check the envelopes to make sure that they are intact.

- 11.3.10 Where a script tamper-evident envelope shall be delivered opened or tampered with, the Examinations Supervisor shall immediately report the matter to the Head teacher of the School/Principal of the College. The Examinations Supervisor shall at the same time request the Invigilator to submit a written report on the opened or tampered with scripts tamper-evident envelope.
- 11.3.11 The Examinations Supervisor shall also prepare a written report on the opened or tampered with scripts tamper-evident envelope.
- 11.3.12 The Head teacher of a School/Principal of a College shall keep scripts tamper-evident envelopes under lock and key and shall make sure that the scripts tamper-evident envelopes are not tampered with. Any unused tamper evident envelopes must be returned to the Examinations Council of Zambia.
- 11.3.13 The Head teacher /Principal shall ensure that ablutions are searched every time after a candidate has made use of it.
- 11.3.14 Where an Examination centre packs question papers instead of scripts for the candidates such scripts shall NOT be marked and consequently results shall **NOT** be processed.
- 11.3.15 Where a centre does not submit the scripts for candidates through DEBS, PEO at the time scripts are submitted for marking, such scripts shall **NOT** be marked consequently results shall NOT be processed.

#### **11.4 Release of written Question Papers**

Written question papers shall remain confidential and locked in the strong room until results for that examination are released.

#### **11.5 Penalties**

- 11.5.1 Where a report of tampering or opening of a scripts tamper-evident envelope has been received, the District Education Board Secretary (DEBS) shall institute investigations immediately. While investigations are going on, the officer who was responsible for the scripts tamper-evident envelope at the time that the tampering or opening of the envelope was discovered shall immediately be suspended from official duty.
- 11.5.2 Where a School/College fails to comply with arranging the candidates' scripts in descending order of their examination numbers, the Head teacher/Principal shall be summoned to the marking centre at their own expense to arrange the scripts accordingly.

- 11.5.3 Appropriate disciplinary action shall be taken against the Headteacher/ Principal that fails to comply or fails to ensure compliance with the above guidelines.
- 11.5.4 Unauthorised possession of an examination question paper before results for that examination are released shall constitute a malpractice and be treated in accordance with procedures for handling malpractices.

## **12.0 COLLECTION OF SCRIPTS, SCHOOL/COLLEGE BASED ASSESSMENT AND PENALTIES**

### **12.1 Collection of Scripts**

- 12.1.1 The Examinations Council of Zambia shall provide the script summary forms to all District Education Board Secretary.
- 12.1.2 In urban Schools and Schools at the Districts, written candidate scripts in sealed tamper-evident envelope will be collected by the DEBS on a daily basis for safe custody. No urban School or a School at the District is to keep written candidates scripts within their premises overnight.
- 12.1.3 The District Education Board Secretary will collect candidates' written answer scripts sealed in tamper-evident envelopes from *schools outside the radius of 15km* immediately the last paper has been written.
- 12.1.4 The Head teacher of a School/Principal of a College shall complete, sign and submit a script summary form in duplicate indicating the number of scripts and tamper-evident envelopes to the District Education Board Secretary. The Head teacher of a School/Principal of a College shall at the same time submit to the District Education Board Secretary copies of all reports including malpractices reports received concerning the conduct of examinations in the School/the College.
- 12.1.5 The District Education Board Secretary shall fill in the script summary form in duplicate indicating the number of scripts and scripts tamper-evident envelopes collected from the centres.
- 12.1.6 The District Education Board Secretary shall in the presence of each Head of a School/Principal of a College check to confirm that the scripts tamper-evident envelopes thus collected were intact.
- 12.1.7 The Examinations Council of Zambia shall collect the Grade 7 answer sheets from the Provincial Education Officer on a given date once only.
- 12.1.8 The District Education Board Secretary shall deliver Grade 9 Internal and External scripts and tamper-evident envelopes and marksheets to marking centres designated by the Provincial Education Officer.

- 12.1.9 At the end of the Grade 9 marking exercise, the District Education Board Secretary shall collect the marked scripts, attendance registers and Transcription Reports.
- 12.1.10 The marked answer scripts will be taken to a central place as designated by the Provincial Education Officer to be available for resolving missing marks queries. The marked scripts will be kept for six months from the date Grade 9 results are announced and thereafter be destroyed.
- 12.1.11 The Examinations Council of Zambia shall collect the Grade 9 attendance registers and Supervisor's reports from the Provincial Education Officer on a given date once only.
- 12.1.12 When marking has been completed, the second copy of the marked attendance registers will be put together with the marked answer scripts and the third copy will be put together with the Transcription Reports:-
- 12.1.13 The District Education Board Secretary shall collect and deliver the Grade 12 scripts tamper-evident envelopes from Schools and deliver to Provincial Education Officer.
- 12.1.14 The Examinations Council of Zambia shall collect Grade 12 scripts tamper evident envelopes and reports from the Provincial Education Officer on a given date once only.

## 12.2 **School/College Based Assessments Marks**

- 12.2.1 School/College Based Assessments shall be prepared , administered and marked/scored by Schools/Colleges in the following subjects:-

### **Grade 5, 6 and 7**

- 1/1 English Language
- 2/1 Social Studies
- 3/1 Mathematics
- 4/1 Integrated Science
- 5/1 Cinyanja
- 5/2 Icibemba
- 5/3 Silozi
- 5/4 Chitonga
- 5/5 Luvale
- 5/6 Lunda
- 5/7 Kiikaonde
- 8/1 Creative and Technology Studies

### **Grade 9**

205/2 Art and Design Paper 2 (Practical and Course Work)  
208/3 Musical Arts Education Paper 3 (Performing)  
305/2 French Paper 2 (Oral and Aural)  
309/2 Chinese Language Paper 2 (Oral and Aural)  
402/2 Computer Studies Paper 2 (Practical)  
501/2 Agricultural Science Paper 2 (Practicals and Project)  
502/2 Integrated Science Paper 2 (Practical)  
601/2 Home Economics Paper 2 (Practical)  
608/2 Design and Technology Paper 2 (Practical and Course Work)  
701/2 Physical Education Paper 2 (Practical)

### **GRADE 12**

2218/3 Geography Paper 3 (Field Project)  
3016/2 French Paper 2 (Oral and Aural)  
3017/2 Chinese Language Paper 2 (Oral and Aural)  
5037/2 Agricultural Science Paper 2 (Practical and Project)  
5054/3 Physics Paper 3 (Practical)  
5070/3 Chemistry Paper 3 (Practical)  
5090/3 Biology Paper 3 (Practical)  
5124/3 Science Paper 3 (Practical)  
6010/2 Art and Design Paper 2 (Practical and Coursework)  
6020/2 Musical Arts Education Paper 2 (Performing)  
6045/2 Design and Technology Paper 2 (Practical & Project)  
6050/2 Fashion & Fabrics Paper 2 (Practical)  
6050/3 Fashion & Fabrics Paper 3 (Practical & Coursework)  
6065/2 Food and Nutrition Paper 2 (Practical)  
6075/2 Home management Paper 2 (Practical & Coursework)  
6080/2 Physical Education Paper 2 (Practical)  
7010/2 Computer Studies (Practical & Project)

12.2.2 The School Based Assessments are compulsory to all candidates and shall contribute a stipulated percentage of the final mark for each subject and at each grade.

12.2.3 All School Based Assessment tasks should be prepared in accordance with subject specific guidelines stipulated in 'Guidelines for the Administration of School Based Assessment at Primary School Level' and 'Guidelines for the Administration of School Based Assessment at Secondary School Level'.

12.2.4 All prescribed papers in a subject must be taken by all candidates in that subject. A candidate who misses any component/paper in a multiple paper subject will be deemed to be absent in the subject as grading is not done on partial marks.

12.2.5 Schools/Colleges shall enter the SBA/CBA marks onto the ECZ Online Marks Entry System (OMES)

12.2.6 Submission of SBA/CBA marks to the Examinations Council of Zambia should be done by the following dates:

(i) 31<sup>st</sup> July each year for Grades 7, 9 Internal/External and Grade 12/ GCE.

(ii) 30<sup>th</sup> September each year for Teacher Education College

12.2.7 Head teachers of Schools/ Principals of Colleges should print and submit a signed hard copy of all SBA/CBA marks to the DEBS for onward submission to ECZ

### **12.3 Penalties**

12.3.1 There shall be no submission of SBA/CBA marks after results have been released.

12.3.2 Disciplinary action shall be taken against any Head teacher/Principal or any other officer who:

(i) packs scripts wrongly,

(ii) loses scripts,

(iii) delivers scripts late

(iv) commits any other related offences.

12.3.3 The Head teacher/Principal who delivers scripts late shall do it at their own cost.

## **13.0 TEACHER EDUCATION PROGRAMMES**

13.1 All the courses for Teacher Education in all the three programs shall have components of college based assessment.

13.2 All teaching courses and some educational courses will be school based assessed in first and second year.

13.3 The other Educational courses, as indicated in the tables below will have a centrally set examination at the end of every academic year from first to third year and a continuous/college based assessment component.

13.4 In third year all courses, except a few as outlined in the tables below, will have a college based component and a centrally set examinations.

## EARLY CHILDHOOD EDUCATION SECONDARY TEACHER'S DIPLOMA COURSES

### Year One

Sn	Courses	Codes	Examinations
1	Sociology of Education and Child Psychology	SCP 2101	Centrally Set Examination
2	History and Philosophy of Education	HPE 2102	College based
3	Early Child Teaching Method and Production of T/L Aids	ETM 2103	College based
4	Health Education	EHE 2104	College based
5	Information Communication Technology	ICT 2105	Centrally Set Examination
6	Literacy And Languages Development I	LLD 2106	College based
7	Environmental Science I	ESE 2107	College based
8	Pre- Mathematics I	PME 2108	College based
9	Social Studies I	SSE 2109	College based
10	Expressive Arts I	EAE 2110	College based

### Year Two

Sn	Courses	Codes	Examinations
1	Special Education Guidance and Counselling	SEG 2201	Centrally Set Exam
2	Early Education Management and Organisation	EEM 202	Centrally Set Exam
3	Education Research Methods (Res/Proposal)	ERP2203	College Based
4	Teaching Practice Practical I	TPE 2204	College Based
5	Literacy And Languages Development II	LLD 2206	College Based
6	Environmental Science II	ESE 2207	College Based
7	Pre- Mathematics II	PME 2208	College Based
8	Social Studies II	SSE 2209	College Based
9	Expressive Arts II	EAE 2210	College Based

### Year Three

Sn	Courses	Codes	Examinations
1	Entrepreneurship	EED 2301	Centrally Set Examination
2	Education Research Methods (Res/Report)	ERR 2303	College Based
3	Teaching Practice Practical II	TPE 2304	College Based
4	Literacy And Languages Development III	LLD 2306	Centrally Set Examination
5	Environmental Science III	ESE 2307	Centrally Set Examination
6	Pre- Mathematics III	PME 2308	Centrally Set Examination
7	Social Studies III	SSE 2309	Centrally Set Examination
8	Expressive Arts III	EAE 2310	Centrally Set Examination



## PRIMARY TEACHER'S DIPLOMA EXAMINATION COURSES

### Year One

Sn	Courses	Codes	Examinations
1	Educational Psychology and Sociology of Education	EPS3101	Centrally Set Examination
2	History And Philosophy Of Education	HPE 3102	School Based
3	Information Communication Technology	ICT 3103	Centrally Set Examination
4	Literacy And Languages I	LLE3104	College Based
5	Integrated Science I	ISE3109	College Based
6	Mathematics I	MAE 3105	College Based
7	Technology Studies Education I	TSE3108	College Based
8	Social Studies I	SSE 3107	College Based
9	Expressive Arts I	EAE3106	College Based

### Year Two

Sn	Courses	Codes	Examinations
1	Special Education Guidance And Counselling	SGC 3200	Centrally Set Examination
2	Theory And Practice Of Education	TPE 3202	Centrally Set Examination
3	Education Research Methods (Research Proposal)	ERP 3210	College Based
4	Teaching Practice I	TPE 3201	College Based
5	Literacy And Languages II	LLE 3204	College Based
6	Integrated Science II	ISE3209	College Based
7	Mathematics II	MAE 3205	College Based
8	Technology Studies Education II	TSE3208	College Based
9	Social Studies II	SSE 3207	College Based
10	Expressive Arts II	EAE3206	College Based

### Year Three

Sn	Courses	Codes	Examinations
1	Education Management And Administration	EMA 3301	Centrally Set Examination
2	Entrepreneurship	EED 3302	Centrally Set Examination
3	Education Research (Research Report)	ERR 3310	College Based
4	Teaching Practice II	TPE 3302	College Based
5	Literacy And Languages III	LLE3304	Centrally Set Examination
6	Integrated Science III	ISE3309	Centrally Set Examination
7	Mathematics III	MAE 3305	Centrally Set Examination
8	Technology Studies Education III	TSE3308	Centrally Set Examination
9	Social Studies III	SSE 3307	Centrally Set Examination
10	Expressive Arts III	EAE3306	Centrally Set Examination



## JUNIOR SECONDARY TEACHER'S DIPLOMA COURSES

### Year One

Sn	Course	Subject	Codes	Assessment
1	Education Studies	Education Psychology and Sociology of Education	EPS 41000	Centrally Set Examination
		History and Philosophy of Education	HPE 41002	College Based
		Communications and Study Skills	CSS 41003	College Based
		Information Communication Technology	ICT 41005	Centrally Set Examination
2	English Language	English Teaching Methods I	ELE 41061	College Based
		The Structure of English Language and Linguistic I	ELE 41062	College Based
		Literature in English I	ELE 41063	College Based
3	French as a Foreign Language	French Teaching Methods I	FFL 41071	College Based
		Introduction to French Language	FFL 41072	College Based
		Introduction to Francophone Literature	FFL 41073	College Based
4	Zambian Languages	Zambian Languages Teaching Methods I	ZLE 41081	College Based
		Introduction to Language and Linguistics	ZLE 41082	College Based
		Introduction to Literature in Zambian Languages	ZLE 41083	College Based
5	Social Studies Education	Social Studies Teaching Methods I	SSE 41091	College Based
		Social Studies Educational I ( <i>Man the Social Being Political Development and Governance in Zambian, Man and the Environment I</i> )	SSE 41092	College Based
6	Mathematics Education	Mathematics Education I	MED 41101	College Based
		Mathematics Teaching Methods I	MED 41102	College Based
7	Integrated Science Education	Integrated Science Teaching Methods I	ISE 41111	College Based
		Biology I - Foundation Biology	ISE 41112	College Based
		Chemistry I - Foundation Chemistry	ISE 41113	College Based
		Physics I - Foundation Physics	ISE 41114	College Based
8	Agricultural Science Education	Agriculture Science Teaching Methods I	ASE 41121	College Based
		Agricultural Science Education I ( <i>Biology (Botany &amp; Zoology) Physical Science (Physics and Chemistry), Agricultural Mathematics &amp; Biometry, Farm Practice I (School based)</i> )	ASE 41122	College Based
		Farm Practice I (School based)	ASE 41125	College Based
10	Computer Studies Education	Computer Teaching Methods I	CSE 41131	College Based
		Computer Education Studies I	CSE 41132	College Based
12	Business Studies Education	Business Teaching Methods I	BSE 41141	College Based
		Financial Accounting	BSE 41142	College Based
		Office Management	BSE 41143	College Based

13	Design & Technology	Design and Technology Teaching Methods I	DTE 41151	College Based
		Graphic Communication	DTE 41152	College Based
		Engineering Mathematics	DTE 41153	College Based
		Materials and Processes (Metal)	DTE 41154	College Based
14	Home Economics & Sports	Home Economic Teaching Methods I	HEH41161	College Based
		Introduction to Nutrition	HEH41162	College Based
		Introduction to Needlework and Crafts	HEH 41163	College Based
		Home Management I	HEH41164	College Based
15	Art & Design Education	Art & Design Teaching Methods I	ADE 41171	College Based
		Introduction to Art	ADE 41172	College Based
		Graphic Design & Crafts I	ADE 41173	College Based
16	Musical Arts Education	Music teaching Methods I	MAE41181	College Based
		Music Theory I	MAE41182	College Based
		Applied Music I (School based)	MAE41184	College Based
17	Physical education & Sports	Teaching Methods in Physical Education I	PES 41191	College Based
		Introduction to Physical Education	PES 41192	College Based
		Human Anatomy & Health of Physical Education	PES 41193	College Based
		Recreation & Development of sports skills I	PES 41194	College Based
18	Religious Education	Religious Education Teaching Methods I	RED41201	College Based
		Religious Education II	RED41202	College Based

### Year Two

Sn	Course	Subject	Codes	Assessment
1	Education Studies	Special Education Guidance and Counselling	SGC 42001	Centrally Set Examination
	Curriculum studies and Assessment	C R E 42004	Centrally Set Examination	
	Education Research (R/Proposal) (School based)	E R P 42002	College Based	
	Teaching Practice Practical I (School based)	STP 42003	College Based	
2	English Language Education	English teaching Methods II	ELE 42061	College Based
	The Structure of English Language and Linguistics II	ELE 42062	College Based	
	Literature in English II	ELE 42063	College Based	
3	French as a Foreign Language Education	French Teaching Methods II	FFL 42071	College Based
	Intermediate French Language	FFL42072	College Based	
	African Francophone Literature, Drama & Poetry	FFL 42073	College Based	

4	Zambian Lang. Education	Zambian Languages Teaching Methods II	ZLE 42081	College Based
	The Phonology and Morphology of Zambian Languages	ZLE 42082	College Based	
	Oral and Written Literature in Zambian Languages	ZLE 42083	College Based	
5	Social Studies Education	Social Studies Teaching Methods I	SSE 42091	College Based
	Social Studies Education II ( <i>Man the Social Being II Political Development and Governance in Zambia Man and the Environment II</i> )	S S E 42092	College Based	
6	Mathematics Education	Mathematics II	MED 42101	College Based
	Mathematics Teaching Methods II	M E D 42102	College Based	
7	Integrated Science Education	Integrated Science Teaching Methods II	ISE 42111	College Based
	Biology II ( <i>Plant &amp; Animal Physiology</i> )	ISE 42112	College Based	
	Chemistry II ( <i>Chemical Processes</i> )	ISE 42113	College Based	
	Physics II ( <i>Optics and Wave Motion</i> )	ISE 42114	College Based	
8	Agricultural Science Education	Agriculture Science Teaching Methods II	ASE 42121	College Based
	Agricultural Science Education II ( <i>Crop Science &amp; Principles of Sustainable Agriculture, Animal science, Soil Science</i> )	A S E 42122	College Based	
	Farm Practice II (College based) (School based)	A S E 42125	College Based	
9	Computer Studies Education	Computer Teaching Methods II	CSE 42131	College Based
	Computer Studies Education II ( <i>Systems Analysis &amp; Design, Database Design, Computer Networks &amp; Data Communications</i> )	C S E 42132	College Based	
10	Business Studies Education	Business Studies Teaching Methods II	BSE 42141	College Based
	Business Mathematics and Statistics	B S E 42142	College Based	
	Entrepreneurship	B S E 42143	College Based	

11	Design & Tech Education	Design and Technology Teaching Methods II			DTE 42151	College Based
	Electrical Engineering			D T E 42152	College Based	
	Carpentry and joinery			D T E 42153	College Based	
	Brick Laying and plastering			D T E 42154	College Based	
12	Home Economics & Hospitality Education	Home Economics Teaching Methods II			HEH 42161	College Based
	Food, Nutrition and dietetics			H E H 42162	College Based	
	Needlework & crafts			H E H 42163	College Based	
	Home Management II			H E H 42164	College Based	
13	Art and Design Education	Art & Design Teaching Methods II			ADE 42171	College Based
	Graphic Design & Crafts II			A D E 42172	College Based	
	Drawing, Colour and Painting I			A D E 42173	College Based	
14	Musical Arts Education	Music teaching Methods II			MAE 42181	College Based
	Music Theory II			M A E 42182	College Based	
	African Musical Arts			M A E 42183	College Based	
	Applied Music II (School based)			M A E 42184	College Based	
15	Physical Education Sports	Teaching Methods in Physical Education II			PES 421901	College Based
	Physical Fitness and Health			P E S 42192	College Based	
	Recreation and development of sports skills II			P E S 42193	College Based	
	Psychology and Sociology of Sport			P E S 42194	College Based	
16	Religious Education	Religious Education Teaching Methods II			RED 42201	College Based
	Religious Education II			R E D 42202	College Based	

### Year Three

1	Education Studies	Entrepreneurship	EED 43001	Centrally Set Examination
	Education Leadership and Management	ELM 43002	Centrally Set Examination	
	Education Research (Research Report) (School based)	ERR 43003	College Based	
	Teaching Practice Practical II (School based)	STP 43004	College Based	
2	English Language	English Teaching Methods III	ELE 43061	Centrally Set Exam
	Education	ELE 43062	Centrally Set Examination	
	The Structure of English Language and Linguistics III	ELE 43063	Centrally Set Examination	
3	English Literature			
	French as a Foreign Language	French Teaching Methods III	FFL 43071	Centrally Set Exam
	French Language and Linguistics	FFL 43072	Centrally Set Examination	
4	French Literature	FFL 43073	Centrally Set Examination	
	Zambian Language Education	Zambian Languages Teaching Methods III	ZLE 43081	Centrally Set Examination
	The Syntax and Semantics of Zambian Languages	ZLE 43082	Centrally Set Exam	
5	Literary Analysis in Zambian Languages	ZLE 43083	Centrally Set Examination	
	Social Studies Education	Social Studies Teaching Methods III	SSE 43091	Centrally Set Examination
	Social Studies Education III (Aspects of Zambia's Economy I, Foreign Influence On Zambia)	SSE 43095	Centrally Set Examination	
6	Regional and International Organisations)			
	Mathematics Education	Mathematics III	MED 43101	Centrally Set Examination
	Mathematics Teaching Methods III	MED 43102	Centrally Set Examination	

7	Integrated science Education	Integrated Science Teaching Methods III	ISE 43111	Centrally Set Examination
	Biology III Genetics, Health and Environment	ISE 43112	Centrally Set Examination	
	Chemistry III Organic and Electro--Chemistry	ISE 43113	Centrally Set Examination	
	Physics III Electricity, Magnetism and Radiation Physics	ISE 43114	Centrally Set Examination	
8	Agricultural Science Education	Agriculture Science Teaching Methods III	ASE 43121	Centrally Set Examination
	Agricultural Science III	ASE 43122	Centrally Set Examination	
	<i>Agriculture Business Management Agriculture Science Research Project(School based, Agriculture Engineering)</i>	ASE 43123	College Based	
	Agricultural Science Research Project Farm Practice III (College based) (School based)	ASE 43124	College Based	
9	Computer Studies Education	Computer Teaching Methods III	CSE 43131	Centrally Set Examination
	Computer III <i>Basic Computer Programming( Legal and Professional Issues in Computing Legal and Professional Issues in Computing Web Design Technology)</i>	CSE 43132	Centrally Set Examination	
10	Business Studies Education	Business Studies Teaching Methods III	BSE 43141	Centrally Set Examination
	Micro-Economics	BSE 43142	Centrally Set Exam	
	Business and Company Law	BSE 43143	Centrally Set Exam	
11	Design & Tech Education	Design and Technology Teaching Methods III	DTE 43151	Centrally Set Examination
	System Technology	DTE 43152	Centrally Set Examination	
	Materials and Processes -Plastics and Ceramic	DTE 43153	Centrally Set Examination	

12	Home Economics and Hospitality Education	Home Economics Teaching Methods III	HEH 43161	Centrally Set Examination
	Food Safety and Applied Nutrition(School based)	HEH 43162	Centrally Set Examination	
	Garment construction	HEH 43163	Centrally Set Exam	
	Business, environment and management	HEH 43164	Centrally Set Examination	
13	Art and Design Education	Art & Design Teaching Methods III	ADE 43171	Centrally Set Examination
	Graphic Design and Crafts III	ADE 43172	Centrally Set Examination	
	Drawing, Colour and Painting II	ADE 43173	Centrally Set Examination	
14	Musical Arts Education	Music Teaching Method III	MAE 43181	Centrally Set Examination
	Music Theory III	MAE 43182	Centrally Set Examination	
	Composition and Analysis	MAE 43183	Centrally Set Exam	
	Applied music III (School based)	MAE 43184	College Based	
15	Physical Education and Sports	Teaching Methods in Physical Education III	PES 43191	Centrally Set Examination
	Recreation and development of sports skills III	PES 43192	Centrally Set Examination	
	Entrepreneurship & Management Administration of Sport	PES 43193	Centrally Set Examination	
	Biomechanics, Health and Nutrition in Sport	PES 43194	Centrally Set Examination	
	Adapted Physical Education (School based)	PES 43196	Centrally Set Examination	
16	Religious Education	Religious Education Teaching Methods III	RED 43201	Centrally Set Examination
	Religious III	RED 43202	Centrally Set Examination	

#### 14.0 STORAGE OF GRADE NINE (9) SCRIPTS

14.1 The Grade 9(Internal and External) marked answer scripts shall be taken to a central place as designated by the Provincial Education Officer to be available for resolving unprocessed marks. The marked scripts shall be kept for six months from the date Grade 9 results are announced and thereafter shall be destroyed.



- 14.2 The Grade 12, GCE and Teacher Education marked answer scripts shall be kept at ECZ to be available for resolving unprocessed marks. The marked scripts shall be kept for six months from the date results are announced and thereafter shall be destroyed.

## **15.0 APPOINTMENT OF MARKERS**

- 15.1 Teachers to be appointed Grade 9 Markers shall be qualified School teachers who have taught for a minimum of three years in the respective subject and hold a minimum qualification of a Junior Secondary Teachers' Diploma.
- 15.2 Teachers to be appointed as Grade 9 markers shall be recommended by the Headteacher through the DEBS for appointment by the PEO.
- 15.3 Where trained Grade 12 Examiners are available, they shall be appointed to mark Grade 9 examinations in their respective subjects.
- 15.4 Where there is a trained Grade 12 Examiner in a panel, the Grade 12 Examiner shall be appointed Chief Marker of the panel.
- 15.5 Where there is a second Grade 12 Examiner in a panel, that second Grade 12 Examiner shall be appointed Deputy Chief Marker.
- 15.6 If there are any more Grade 12 Examiners in a school, these shall be appointed as Markers.
- 15.7 For the rest of the subject(s), competent and responsible Markers shall be appointed Chief Markers.
- 15.8 Only practicing teachers shall be appointed as Markers at Grade 9.
- 15.9 Markers shall cease to mark upon attainment of the age of sixty five years.

## **16.0 MARKING OF THE GRADE 9 INTERNAL AND EXTERNAL EXAMINATIONS AND PENALTIES**

### **16.1 Marking of the Grade 9 Internal and External Examination scripts**

- 16.1.1 The marking of scripts shall be done in accordance with laid down guidelines and procedures.
- 16.1.2 The electronic marksheets, marks entry system and all the prerequisite software will be sent to the Provincial Educational Officer two weeks prior to the beginning of marking.

### **16.2 Roles of the Marking Centre Chairperson**

The Centre Chairperson shall be the Headteacher of the School and shall be assisted by the Deputy Headteacher. The Chairperson shall be responsible for the overall administration and supervision of the Marking Centre in conjunction with Chief Markers.

- 16.2.1 The Chairperson shall be responsible for receiving from the DEBS all the documents needed for the marking exercise, such as:
- (i) lists of Chief Markers, Deputy Chief Markers and Markers for each subject paper.



- (ii) candidates answer scripts for the centre.
- (iii) marking keys/schemes
- (iv) Stationery required for the marking exercise.

16.2.2 The Chairperson shall also ensure that:

- (i) Every marker does the work as laid down in the marking procedure.
- (ii) Discipline is maintained at the marking centre.
- (iii) Where necessary dismiss Markers, in consultation with the Chief Marker, who prove to be incompetent or dishonest during the marking session with a report to the DEBS and Examinations Council of Zambia.
- (iv) There is security of all examination materials including candidates' answer scripts and marking keys/schemes at the marking centre.
- (v) The Chief Marker should prepare a checklist for the documents he/she is handling over to the marking centre chairperson.

16.2.3 At the end of the marking exercise, the Chairperson is responsible for the collection of the following documents from Chief Markers:

- (i) a copy of the completed attendance registers.
- (ii) sample scripts, selected after marks have been entered on the mark sheets
- (iii) Chief Markers/Team Leaders' reports.
- (iv) reports from the markers to the chief markers on any serious irregularities observed during marking such as:
  - a) envelopes not securely fastened,
  - b) scripts missing from envelopes,
  - c) attendance registers not enclosed in the scripts envelopes,
  - d) attendance registers not marked and
  - e) evidence of malpractice.
- (v) Markers and Data Operators signed claim forms
- (vi) Transcription Checklists
- (vii) Omission Forms

16.2.4 The Chairperson shall clear the chief markers only when all the documents have been received.

**16.3 The roles of the Education Standards Officer (General Inspection) shall be to:**

16.3.1 Deliver the Answer Scripts, Marking Keys, Marking Stationery and Markers' list to the Centre Chairperson.

- 16.3.2 Monitor marking process and report to the District Education Board Secretary.
- 16.3.3 Deliver marked scripts, mobile hard drives, Claim forms to the Provincial Education Officer for onward transmission to Examinations Council of Zambia.

#### **16.4 The roles of Systems Administrators**

- 16.4.1 The System Administrator shall be appointed from amongst teachers who have been trained by ECZ as Systems Administrators from the Ministry in charge of Education.
- 16.4.2 The Systems Administrator at the Marking Centre will be responsible for:-
  - (i) installing the marks entry software and all the other related software that works with the application as provided by ECZ on all the computers that will be used for marking.
  - (ii) supervising the Data Entry Staff in the 'Data entry Room.
  - (iii) training and assisting Users in the use of the marks entry system and any other related problems such as printing and configuring printers.
  - (iv) creating user logins for the data entry staff on all the computers that will be used for entering marks.
  - (v) updating the Markers' details in the system.
  - (vi) ensuring that data are correctly entered in the marks entry system by the data entry officers.
  - (vii) apportionment of scripts in the system.
  - (viii) allocating Markers and Data Entry Operators in belts
  - (ix) performing daily data backups.
  - (x) producing and printing reports.
  - (xi) consolidating data and submitting marks using the prescribed system.
  - (xii) final export of the data (Markers, marks, payment schedules).

#### **16.5 Penalties**

- 16.5.1 Where the standard of marking for a Marker is reported to be unsatisfactory, that Marker shall be discontinued from marking.
- 16.5.2 Where a Grade 12 Examiner has been appointed to mark Grade 9 examination scripts, and does not mark to standard, that Examiner shall be discontinued from marking at both Grade 9 and Grade 12.
- 16.5.3 An Examiner/Marker who is involved in examinations malpractice shall never be allowed to participate in examinations work, such an

Examiner shall be reported to the police for criminal proceedings and administrative disciplinary action shall be taken against him/her.

- 16.5.4 An Examiner/Data Entry Operator who fails to record/enter marks correctly shall be discontinued from participating in marking.

## **17.0 MARKING OF THE GRADE 12/GCE EXAMINATIONS AND PENALTIES**

### **17.1 Appointment of Examiners**

- 17.1.1 The practicing Teachers/Lecturers apply on prescribed forms which can be obtained from Examinations Council of Zambia, web portal or the District Education Board Secretary office.
- 17.1.2 The Headteacher/ Principal shall recommend the Teachers/Lecturers for training by signing the application form before submitting it to the Examinations Council of Zambia.
- 17.1.3 The Examinations Council of Zambia shall train and appoint the Examiners.
- 17.1.4 The Teachers/Lecturers to be appointed as Examiners shall have a minimum qualification of a degree and should have at least three years teaching experience.
- 17.1.5 All Examiners shall sign a contract with ECZ annually before marking commences.
- 17.1.6 Examiners shall cease to mark upon attainment of the age of sixty five years

### **17.2 Marking of the Grade 12 Examination**

- 17.2.1 Only trained Examiners shall be appointed as Examiners.
- 17.2.2 The marking of scripts shall be done in accordance with laid down guidelines and procedures as stipulated in the Guidelines for Marking.

### **17.3 Roles of the Marking Centre Coordinator**

- 17.3.1 The Marking Centre Coordinator is responsible for the overall administration and supervision of the marking at the Marking Centre. (for details refer to Guidelines For Marking).

### **17.4 Penalties**

- 17.4.1 Where the standard of marking for an Examiner is reported to be unsatisfactory, that Examiner shall be discontinued from participating in marking.
- 17.4.2 An Examiner who is involved in examination malpractice shall never be allowed to participate in examination work. Such an Examiner shall be reported to the police for criminal proceedings and administrative disciplinary action shall be taken against him/her.

- 17.4.3 Where the standard of entering of marks by an examiner is reported to be unsatisfactory, that examiner shall be discontinued from entering marks.
- 17.4.4 An Examiner who misconducts him/herself shall be discontinued from marking.

## **18.0 MARKING OF TEACHER EDUCATION EXAMINATIONS AND PENALTIES**

### **18.1 Appointment of Examiners**

- 18.1.1 The practicing Lecturers apply on prescribed forms which can be obtained from Examinations Council of Zambia or the District Education Board Secretary office.
- 18.1.2 The Principal shall recommend the Lecturers for training by signing the application form before submitting it to the Examinations Council of Zambia.
- 18.1.3 The ECZ shall train and appoint the Examiners for Teacher Education examination scripts
- 18.1.4 Lecturers to be appointed as Teacher Education Examiners shall have a minimum qualification of a degree and at least three years teaching experience.
- 18.1.5 All Examiners shall sign a contract with ECZ annually before marking commences.
- 18.1.6 Examiners shall cease to mark upon attainment of the age of sixty five years.

### **18.2 Marking of Teacher Education Examinations**

- 18.2.1 Only trained Examiners shall be appointed as Examiners.
- 18.2.2 The marking of scripts shall be done in accordance with the laid down guidelines and procedures as stipulated in the Guidelines for Marking
- 18.2.3 Roles of Marking Centre Coordinator.  
The Marking Centre Coordinator is responsible for the overall administration and supervision of the marking at the Marking Centre. (for details refer to Guidelines for Marking).

### **18.3 Penalties**

- 18.3.1 Where the standard of marking for an Examiner is reported to be unsatisfactory, that Examiner shall be discontinued from participating in marking.
- 18.3.2 An Examiner who is involved in examination malpractice shall never be allowed to participate in examinations work, such an Examiner shall be reported to the police for criminal proceedings and administrative disciplinary action shall be taken against him/her.

18.3.3 Where the standard of entering of marks by an examiner is reported to be unsatisfactory, that examiner shall be discontinued from entering marks.

18.3.4 An Examiner who misconducts him/herself shall be discontinued from marking.

## **19.0 RELEASE OF EXAMINATION RESULTS AND CERTIFICATES**

19.1 All results shall be released directly to the Ministry in charge of Education.

19.2 All certificates shall be released directly to the Ministry in charge of Education.

## **20.0 QUERIES AND APPEALS ON RESULTS**

### **20.1 Procedure on submission of queries and appeals**

20.1.1 It is the responsibility of the Headteacher of the School/Principal of the College to check the results listings for errors and omissions for candidates and then report these to the Examinations Council of Zambia.

20.1.2 Queries and appeals on all examinations, namely Grade 7, Grade 9, Grade 12, General Certificate of Education and Teacher Education shall be sent directly by Headteachers of Schools or Principals of Colleges to the Director, Examinations Council of Zambia through the normal channel (School/College, DEBS, PEO).

### **20.2 Remarking**

20.2.1 All appeals for remarking shall be accompanied by a letter from the centre/school where a candidate wrote the examination from.

20.2.2 Remarking shall be done at a fee to be determined by the Examinations Council of Zambia.

20.2.3 Requests for remarking should be made within Five (5) months after the release of results.

20.3 The Examinations Council of Zambia shall not add or remove names or initials after the Grade 7 Composite Examination results have been released. Only spelling errors shall be amended on statements of results.

20.4 No amendments shall be effected after certificates have been printed.

20.5 Deadline for submission of queries:

20.5.1 The deadline for submission of Grade 9 External and G.C.E queries shall be 28th February following the year of the Examination.

20.5.2 The deadline for submission of Grades 7, 9 Internal, 12 and Teacher Education queries shall be 31<sup>st</sup> May following the year of the Examination.

20.6 Statements of results are valid only until Certificates are printed.

## **21.0 MONITORING THE CONDUCT OF EXAMINATIONS**

The Examinations Council of Zambia and Ministry in charge of Education shall monitor the conduct of examinations across the country.

## **22.0 MONITORING MARKING CENTRES**

The Examinations Council of Zambia and Ministry In charge of Education shall monitor the marking process in marking centres.

## **23.0 REPORTING CASES OF EXAMINATION MALPRACTICES DETECTED AT THE MARKING CENTRE**

- 23.1 Where an Examiner/Marker suspects dishonest work, he/she should immediately submit the marked script(s) in question to the Team Leader/Chief Marker with a report of the reasons for the suspicions.
- 23.2 Where the Team Leader/Chief Marker considers the suspicions as reasonable, he/she will add comments before sending the documents to the Director, Examinations Council of Zambia in a separate envelope marked "MALPRACTICE". The report should be in sufficient detail for the reasons for suspicion to be readily apparent.
- 23.3 Reports should be made even if the candidate has gained nothing from his/her dishonesty and is a clear failure. It is the intention to cheat, which alone, is relevant and must be dealt with if the reputation of the examination is to be protected.
- 23.4 Team Leaders/Chief Markers should keep a record of all cases of examination malpractice detected in their panels. The original copy of the record must be sent to the Director, Examinations Council of Zambia.
- 23.5 All reports, with material evidence, should be put in an envelope sealed and clearly marked "MALPRACTICE" and sent to the Director, Examinations Council of Zambia.
- 23.6 Each report of examination malpractice submitted should clearly indicate the following:-
  - (i) **Examination Number** of the candidate.
  - (ii) **Name** and **Code Number** of the School.
  - (iii) **Name** and **Code Number** of the marking centre
  - (iv) **Name** and **Code Number** of the subject/paper
  - (v) **Details** of the malpractice

Material evidence enclosed concerning the malpractice should be clearly labelled with the candidate's examination number and should be signed by both the Chief Marker and the Marker/Examiner.

- 23.7 Envelopes containing malpractice reports shall be submitted separately from all other documents submitted to the Examinations Council of Zambia.
- 23.8 It is the responsibility of the Centre Chairperson at Grade 9 and Chief Examiner/ Team leader at Grade 12 and Teacher Education to ensure that the envelopes containing malpractice reports are submitted to the Examinations Council of Zambia at the same time as the marks.
- 23.9 Schools/Centres should desist from enclosing malpractice documents in the tamper evident envelopes for answer scripts. These should be promptly handed over to the District Education Board Secretary's office and then forwarded to the Provincial Education Officer for compilation of information and submitted to the Director - Examinations Council of Zambia.

#### **24.0 MISCELLANEOUS**

Candidates who are unable to write their examinations the same year due to sickness, pregnancy and other circumstances should be allowed to write the following year. The Headteacher should submit a report to District Education Board Secretary enroute to Examinations Council of Zambia by 31st December of each year.

# APPENDICES



P/S Files: *any*  
29/10/02  
MGEC/101/7/101

MINISTRY OF GENERAL EDUCATION AND CULTURE

P.O. Box 50093,  
LUSAKA.

5th June, 1987.

CIRCULAR NO. PS 2 (12) of 1987

TO: All Chief Education Officers

THE ROLE OF THE MINISTRY OF GENERAL EDUCATION  
AND CULTURE IN THE ADMINISTRATION OF SCHOOLS  
EXAMINATIONS (GRADES 7, 9, 12)

As you are, no doubt, aware, the Examinations Council of Zambia established under an Act of Parliament of 1983 is now operational as an autonomous body charged with the responsibility of administering and processing school, Teacher Training and Technical College examinations.

2. However, the establishment of the Examinations Council does not mean that all matters pertaining to school examinations will be the sole responsibility of the Council. There are certain aspects of examinations administration which still remain the responsibility of the Ministry of General Education and Culture. The following are some of the responsibilities of the Ministry in as far as the administration of examinations is concerned:-

- (a) Distribution of examinations materials to regions and centres;
- (b) Storage of examinations materials at regions and centres;
- (c) Invigilation and supervision of examinations;
- (d) Delivery of scripts to marking centres;
- (e) Publications and announcement of examination results
- (f) Distribution of certificates;
- (g) Collection of examination fees, and
- (h) Procurement of requisites for practical examinations.


2/.....

3. The Examinations Council will be responsible for arranging the setting and printing of Examination Papers; marking of examination scripts and processing examination results up to their declaration.

4. In the light of the above, the Ministry of General Education and Culture and the Examinations Council of Zambia will meet costs related to the performance of their respective duties. Consequently the Ministry will, as usual, maintain a vote on the Examinations expenses. The Examination Officers in the regions will continue to remain employees of the Ministry of General Education and Culture Council employees shall remain at the Examinations Council of Zambia Headquarters in Lusaka.

5. Chief Education Officers are, therefore, requested to exercise their normal responsibilities on the administration of school examinations in their respective regions, and should also take note that the Examination Officers in the regions are directly under their control.

6. Please take note also that the marking of the Grade 9 examinations will continue to be decentralised and Examination Officers in Regions will continue to supervise it. Officers will be paid an allowance for the job by the Examinations Council of Zambia.

  
M.R.K. BANDA  
PERMANENT SECRETARY  
MINISTRY OF GENERAL EDUCATION & CULTURE

- c.c. Secretary to the Cabinet.
- c.c. Permanent Secretary, Ministry of Finance.
- c.c. All Provincial Permanent Secretaries.
- c.c. Permanent Secretary, Ministry of Higher Education.
- c.c. The Director, Examinations Council of Zambia.

**EXAMINATIONS COUNCIL OF ZAMBIA****OATH/AFFIRMATION OF SECRECY**

I .....having been appointed to the  
Position of .....

.....do swear/solemnly and  
sincerely declares and affirm that I will not directly, indirectly, reveal or transmit any  
information or matter which has been brought under my consideration or which has been  
made known to me by reason of my service to the Examinations Council of Zambia except  
with the authority of the Examinations Council of Zambia.

**SO HELP GOD**

.....

SWORN/DECLARED by the said

.....

at ..... this .....

day of ..... 20 .....

Before me

.....

“Delete words if the person desires to make an affirmation in lieu of taking an oath”.



**EXAMINATIONS COUNCIL OF ZAMBIA**

**APPLICATION FOR EXAMINATION CENTRE STATUS**

Submission of Application Form to Examinations Council of Zambia

Submitted by: .....

**Name in Block Letters**

Signature: .....

Date: .....

Received by: .....

**Name in Block Letters**

Signature: .....

Date: .....

FILL IN ALL SECTIONS OF THE FORM ACCURATELY IN BLOCK LETTERS

**1.0 SCHOOL/CENTRE DETAILS**

- 1.1 Province: .....
- 1.2 District: .....
- 1.3 Name of School/Centre: .....
- 1.4 Physical Address (i.e. Residential area, village etc).....
- 1.5 Postal Address: .....

**2.0 STATUS BEING APPLIED FOR (Tick applicable box)**

Grade	Tick	Status	Tick	Centre Type	Tick
7		Internal		Grant Aided	
		External		Private	
				Other (Specify)	
9		Internal		Grant Aided	
		External		Private	

**3.0 YEAR THE SCHOOL INTENDS TO PRESENT CANDIDATES: .....**

- 3.1 Applications for registration of new Examination Centres shall reach Examinations Council of Zambia not later than 30<sup>th</sup> June before the year in which the school/centre intends to present candidates for examinations.

**4.0 SCHOOL ENROLLMENT/CLASS PATTERN**

- 4.1 Regular/Internal Classes

GRADE	NO OF CLASSES	NUMBER OF PUPILS	
		PREVIOUS YEAR	CURRENT YEAR
6			
7			
8			
9			

**5.0 STORAGE AND SECURITY OF EXAMINATION QUESTION PAPERS**

- 5.1 Where will the examination papers be kept?
- (i) When they are received from the District Education's office before the examination begin: .....
- (ii) During the examinations: .....
- 5.2 (Tick where applicable)
- 5.2.1 Does the school have a Strong room?

YES	NO

5.2.2 State the type of Strong room.

Stand Alone	Within a secure room

5.2.3 (a) Stand Alone Strong Room

(i) Does the entrance have a grill door?

YES	NO

(iii) If the strong room has windows, are the windows burglar-barred?

YES	NO

(iii) State the type of reinforcement the roof has

.....

(b) Strong room with a secure room

(i) Does the secure room have a grill door?

YES	NO

(ii) Does the secure room have Burglar bars on windows?

YES	NO

(iii) State type of reinforcement the roof of the secure room has

.....

5.3 State the number of lockable steel trunks available for examinations.

5.4 State the number of locks on each steel trunk

6.0

## ACCOMMODATION

6.1 Candidates sitting one meter apart and normal learning for non-examination classes taking place, state number of :

6.1.1 Classrooms available for examinations

-----

6.1.2 One Seater desks

6.1.3 Two-Seater desks

6.2 State number of laboratories available for teaching.

6.2.1 Attach lists of equipment, apparatus and chemicals stocked in each of the laboratories ticked.

6.3 State the number of rooms available for teaching.

6.3.1 Woodwork

6.3.2 Metalwork

6.3.3 Technical Drawing

6.3.4 Total number of room available for teaching Industrial Arts

6.3.4 Attach a list of equipment stocked in each Industrial Arts.

6.4 State the number of rooms available for teaching of Home Economics.

6.4.1 Attach a list of equipment stocked in each of the Home Economics rooms

7.0 **LIST OF SUBJECTS OFFERED IN THE SCHOOL**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

8.0 **TEACHING STAFF**

- 8.1 A list of names of teachers, qualification(s) and subject(s) taught should be attached to this checklist.

Name of Headteacher: .....

Signature of Headteacher: .....

DATE STAMP

9.0 **RECOMMENDATIONS**

- 9.1 Inspection Team

Name	Position	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....

Date: .....

- 9.2 Comments by District Education Board Secretary (DEBS)

.....

.....

.....

.....

.....

Recommended/Not Recommended



Name: .....

Signature: .....

Date: .....

DATE STAMP

9.3 Comment by Principal Education Standards Officer (Examinations)

.....  
.....  
.....  
.....  
.....

Recommended/Not Recommended

Name: .....

Signature: .....

Date: .....

DATE STAMP

9.4 Comments by Provincial Education Officer

.....  
.....  
.....  
.....

Recommended/Not Recommended

Name: .....

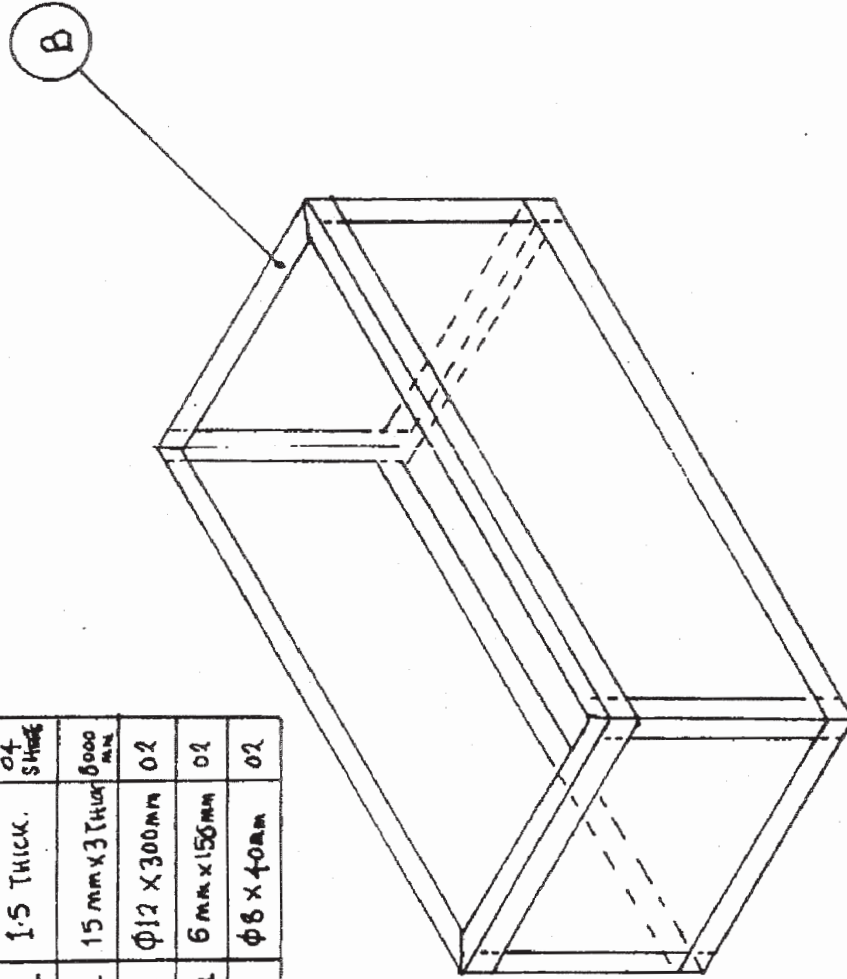
Signature: .....

Date: .....

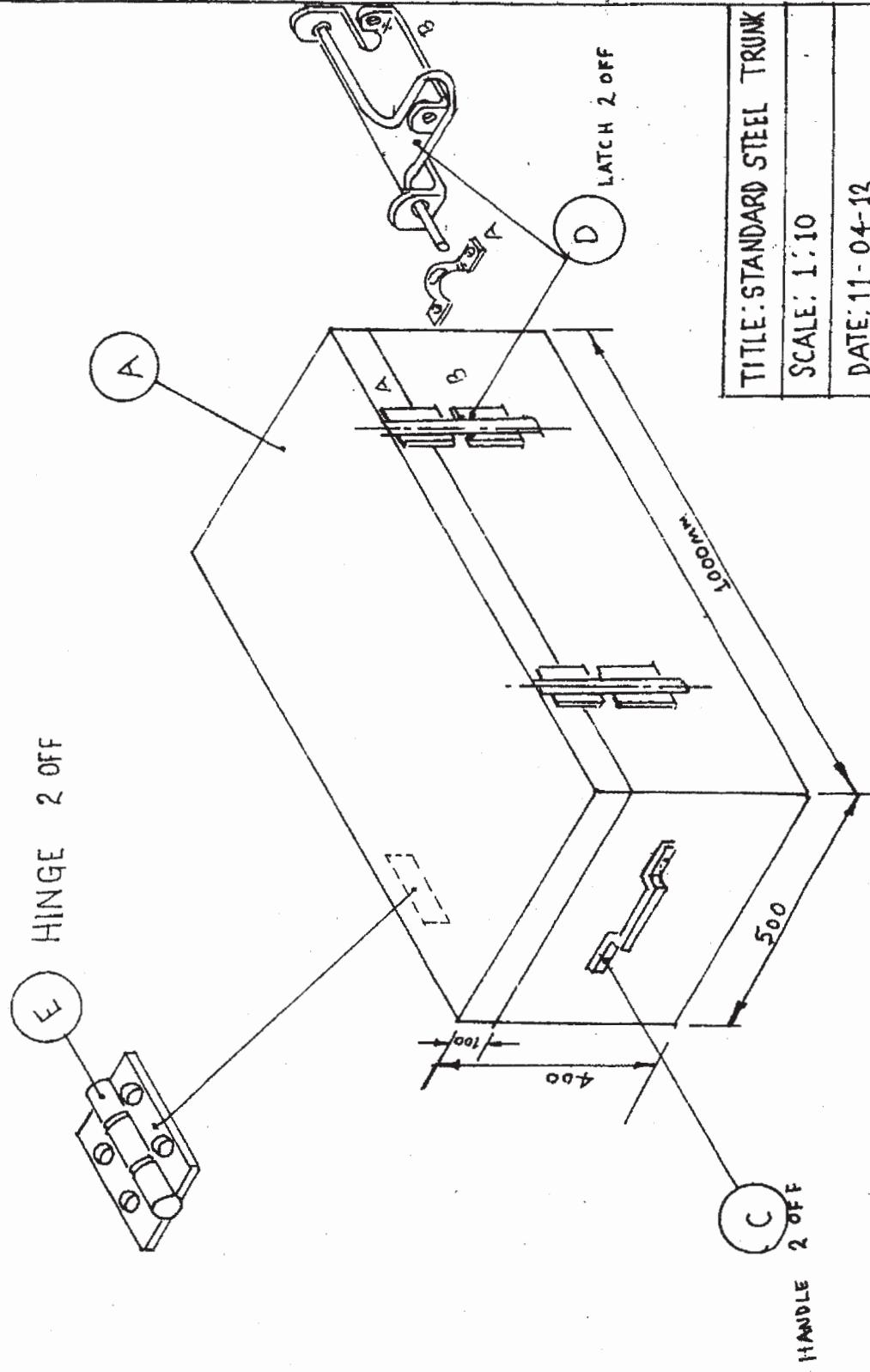
DATE STAMP

APPENDIX V

PARTS LIST				
REF	NAME	MATERIAL	MEASUREMENT	NO
A	BODY	MILD STEEL	1.5 THICK.	04 SHEETS
B	ANGLE BARS	MILD STEEL	15 mm x 3 THICK	8000 mm
C	HANDLE	MILD STEEL	Φ 12 x 300 mm	02
D	LATCH	MILD STEEL	6 mm x 150 mm	01
E	HINGE	MILD STEEL	Φ 8 x 40 mm	02



APPENDIX V



TITLE: STANDARD STEEL TRUNK
SCALE: 1:10
DATE: 11-04-12



## MINISTRY OF EDUCATION

## CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT

PROVINCE: ..... SCHOOL CODE: .....

SCHOOL: .....

I ..... Examination Number

..... being a candidate for the Grade .....  
Examination in the year ..... Do hereby declare that I will abide by the Examinations  
Regulations as set by the Examinations Council of Zambia and that I will not engage myself  
in Examination Malpractices/misconduct such as:

1. Smuggling into the Examination Room notes; textbooks, exercise books, cell phones or any other material that may be used as an aid in the Examination.
2. Entering the Examination Room with pre-written answers/formulas or pieces of paper, cloth or any part of my body.
3. Copying from another candidate during the Examination.
4. Allowing another person to write the Examination on my behalf.
5. Conducting myself in such a manner that my continued presence would disrupt the smooth conduct of the Examination
6. Refusing to be searched.

I agree that I will be expelled from the entire Examination should I involve myself in any form of Examination Malpractices/misconduct. I further agree that should I refuse to be searched, I shall not be allowed to write the Examination.

Name: ..... Name of Parent/Guardian: .....

Signature: ..... Signature: .....

Date: ..... Date: .....



## EXAMINATIONS COUNCIL OF ZAMBIA

### DIRECTIONS AND CAUTION TO THE CANDIDATES

HEADS OF SCHOOLS/CENTRES SHOULD ENSURE THAT THE FOLLOWING INSTRUCTIONS ARE BROUGHT TO THE NOTICE OF THE CANDIDATES UNDER EXAMINATION

#### IMPORTANT DIRECTIONS TO CANDIDATES

Teachers are advised to take care that their pupils are carefully drilled to carry out these directions. Numbers 3,4 and 11 below are very frequently disregarded and candidates sometimes suffer a loss of marks in consequence.

1. Be seated in the Examination Room five (5) minutes before the start of the Examination. No talking is allowed once you are in the Examination Room.
2. If an Examination paper for which you are not entered is handed to you, or if the question indicate that a map or other form should also have been given out, speak to the Supervisor immediately.
3. Attend carefully to any general directions that may be give at the head of a question paper (e.g. Directions limiting the number of questions that may be answered).
4. Write your name, centre number, and candidate examination number in the spaces at the top of the Answer Booklet. In addition, write the subject name, subject code number and paper number in the spaces provided on the Answer Booklet. The above information must also be written on any loose papers e.g. maps, graph papers, etc. Clear figures in the right-hand top corner of every sheet of writing paper, etc. which you use, and your name and the name of subject as well as your number of the first sheet of each set of papers. If you are using Answer Booklets, you need only to write this information on the cover and on any loose maps, squared papers etc.
5. Leave a margin at both right- and left-hand edges. Begin the answer to each separate part of a question on a fresh line.
6. **Do not fold your Answer Sheet/Booklets at any time.**
7. Write the number of the question clearly in the left-hand margin at the beginning of each answer. Do not copy the question. Be careful to use the same system of numbering as it appears in the question paper. Leave a blank space after the answer to each question.
8. Remember that handwriting and spelling will be taken into account. Candidates are required to write their answers in black or blue-black ink. Red ink must not be used.
9. 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. B or HB pencils must be used for answering multiple choice tests and soft erasers should be used. Pencils or ball point pens in other colours may be for diagrams only.

**10. Do not use ink to shade the multiple-choice Answer Cards.**

11. The use of map stencils in all Geography papers is forbidden. Bring mathematical drawing and dissecting instruments for subjects for which they will be needed. Candidates are warned that the use of electronic calculator in the examination room is limited strictly to non-programmable calculators. Pocket computers and any other supplementary material must be in no circumstances be taken into the Examination Room.
12. No additional time will be allowed for the failure of calculator in the Examination Room.
13. Read each question very carefully. Much time may be wasted in writing down information that is not asked for, and no marks are given for it.
14. Do not spend too much time on one or two questions so as to leave yourself no time to answer others which you are able to answer.
15. As soon as notice is given to stop writing, fasten any loose papers to the left-hand corner of the Answer Booklet (this is normally the order in which you answered the questions), see that they all have your examination number written upon them, fasten them together at the left-hand top corner and hand them unfolded to the Supervisor. (If more than one Booklet is used, tie them together). Do not tie your Answer Booklets together so tightly that the pages that tear apart when they turned over.

**16. DO NOT STAPLE ANSWER BOOKLETS TOGETHER**

17. A candidate who arrives late will be required to give a satisfactory reason to the Supervisor. 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. Listening Comprehension). 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.

**18. CAUTION TO CANDIDATES BEFORE COMMENCEMENT OF EXAMINATIONS**

- 18.1 The Head of school/centre shall announce a caution to the candidates at an assembly that examinations were about to start and candidates should not involve themselves in examination malpractices such as smuggling of unauthorized materials including exercise books, notes, textbooks, cellular phones, etc. in the examination room or somebody else writing an examination on behalf of a candidate.
- 18.2 Where a candidate will be involved in examination malpractice, all results of such a candidate in all subjects will be cancelled or nullified.
- 18.3 All articles such as exercise books, notes, textbooks, cellular phones etc. should be surrendered to the Invigilator as candidates enter the examination room.
- 18.4 Where a teacher or some other person writes an examination on behalf of a candidate, the results of such a candidate will be cancelled or 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 Education official will be reported

to the Police for criminal prosecution.

- 18.5 Teachers in examination classes should also actively sensitize candidates against examination malpractices and ensuing penalties which include cancellation or nullification of all results and being barred from writing examinations conducted by the Examinations Council of Zambia.
- 18.6 Candidates must return immediately to the Invigilator any incorrect question paper given to them and must not take any used or unused writing paper out of the Examination Room. Any rough work must be done on the official answer paper and if not to be sent with answers, must be left on the desks to be collected by the Invigilator.
- 18.7 Disorderly conduct or causing disturbances in or near the Examination Room may be treated as misconduct leading to disqualification.
- 18.8 Use of vulgar language (insults) in or near the Examination Room or on the scripts will be treated as misconduct leading to disqualification and cancellation of results in all the subjects.

NO:.....



Form 1(c) ECZ/101/1/20

**EXAMINATIONS COUNCIL OF ZAMBIA****APPLICATION FOR UNPRINTED OF CERTIFICATE - GRADE 7, 9 (Internal & External), 12/GCE & TEACHER EDUCATION****SECTION A: CANDIDATE'S USE ONLY**

SURNAME:..... OTHER NAMES:.....  
 COLLEGE/SCHOOL:..... CENTRE CODE:.....  
 EXAM NUMBER:..... YEAR OF EXAM:.....  
 SIGNATURE:..... PHONE NO:..... DATE:.....  
 REASON:.....

**SECTION B: (ECZ official use only)**

SUBJECT OFFERED	GRADE	STANDARD	INDEX NO
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....
6.....	.....	.....	.....
7.....	.....	.....	.....
8.....	.....	.....	.....

Results verified by:..... Signature:..... Date:.....

Results cross-checked by: Senior Examinations Officer..... Signature:..... Date:.....

**SECTION C: PRINTING**

Printed by: ..... Signature:..... Date:..... Designation:.....

**SECTION D: QUALITY ASSURANCE**

Checked by: Senior Examinations Officer..... Signature:..... Date:.....

**SECTION E: AUTHORIZATION**

Authorised/Not Authorised

Manager: Signature:..... Date:..... Date Stamp:.....

**SECTION F: ISSUANCE**

Issued by: ..... Signature:..... Date:..... Designation:.....







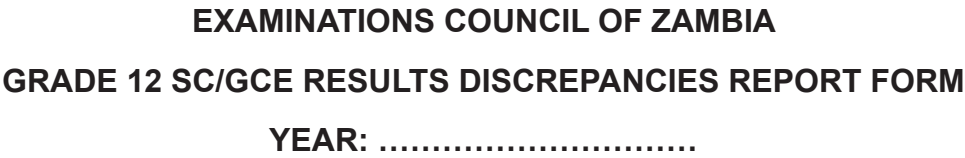
**EXAMINATIONS COUNCIL OF ZAMBIA**  
**GRADE 12 SC/GCE – AMENDMENT FORM**

**YEAR:** .....

CENTRE NAME	EXAMINATION NUMBER	NAME OF CANDIDATE	CANDIDATE'S CORRECT NAME(S)

**ACTIONED BY:** .....

**DATE:** .....



**SCHOOL/CENTRE:** ..... **CODE:** .....

[illegible]



## EXAMINATIONS COUNCIL OF ZAMBIA

### APPLICATION TO TRAIN AS A SCHOOL CERTIFICATE EXAMINER

Complete this form and return it to the Director, Examinations Council of Zambia, P O Box 50432, Lusaka. Clearly marked "For the Attention of the Principal Examinations Specialist".

#### PERSONAL DETAILS

Name: Mr/Mrs/Ms/Dr .....

Surname

Other Names

Nationality: .....

TS Number: .....

Work Address

Home Address

.....  
.....  
.....

.....  
.....  
.....

Phone Number: .....

#### QUALIFICATIONS

ACADEMIC	COLLEGE/UNIVERSITY	YEAR OBTAINED
PROFESSIONAL		

#### ATTACHMENTS

1. NRC
2. School Certificate
3. Degree
4. Teaching Council of Zambia Certificate

**MAJOR TEACHING SUBJECTS**

.....  
.....  
.....

**MINOR TEACHING SUBJECTS**

.....  
.....  
.....

**SUBJECT**

I wish to train as an Examiner in .....  
.....

**EXPERINCE**

Present Post: .....

School/Institution: .....

Please give details of schools where you have taught, giving subject, grades taught and dates (year)

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature: ..... Date: .....

**REFEREES**

The Headteacher or Head of Institution is requested to comment briefly on the suitability of the candidate.

.....  
.....  
.....  
.....

Name: .....

Date: .....







