



EXAMINATIONS COUNCIL OF ZAMBIA

2023 SCHOOL CERTIFICATE (SC) EXAMINATION TIME-TABLE

TIME ALLOWANCE FOR QUESTION PAPERS

Please note that **TIME ALLOWED** is shown against the subject /paper name, (e.g., 2167/1 History 2HRS 30 MINUTES).

NO EXTRA TIME IS ALLOWED.

Any time allocated for reading through the questions, studying maps, etc. is included in the total time shown.

- (1) Papers included in the same period should begin at the same time, except that, where a candidate is writing two papers in the same period, the second should be timed to follow the first after an interval not exceeding a quarter of an hour.
- (3)
 - (i) The Examinations Council of Zambia will consider applications from Centres for modification of the Time-tables
 - (ii) Time-Table clashes: Heads of schools/Centres should check the Time-Tables and report any clashes to the Examinations Council of Zambia immediately.

This should include:

- (a) two papers set in the same period with a third paper set in the other period on the same day;
- (b) two papers set in the same period, but with no papers set in the other period on the same day.

If there is a Time-Table clash as mentioned in (a) above, the Head will be requested to write to the Director, Examinations Council of Zambia, suggesting how the clash may be resolved.

If there is a Time-Table clash as mentioned in (b) above, one of the papers may be transferred to the other period on the same day, provided that the security of the examination is maintained. The Head of school /Centre will be required to write to the Director, Examinations Council of Zambia, to inform the Council which paper is to be transferred.

- (4) Examination Centres must ascertain from the Examinations Council of Zambia, the dates for any papers not mentioned.

- (5) Notices of the times at which the examination will start and of any changes in this time-table as printed, will be communicated by the Examination Centre to the candidates.
- (6) No candidate may take more than one of the papers bracketed together.

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 learners 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 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 questions 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 given at the head of a question paper (e.g., Directions limiting the number of questions that may be answered).
4. Write the centre number, and your 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 the name of the subject as well as your examination number on the first sheet of each set of papers. If you are using an inserted Answer Booklets, you need only write this information on the cover and on any loose maps, graph papers, etc.
5. Leave a margin at both right-hand and left-hand edges. Begin the answer to each separate part of a question on a fresh line.
6. **Do not fold your Answer Sheets / 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.** Fountain pens or ball-point pens may 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. **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 used for diagrams only.

10. **Do not use ink to shade the multiple-choice Answer Sheets.**
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 calculators in the examination room is limited strictly to non-programmable calculators. Pocket computers and any other supplementary material must in no circumstances be taken into the Examination Room.
12. Candidates are allowed to use electronic calculators in Examination room during the following subject papers:
- 4024/2 Mathematics Paper 2
 - 5054 Physics
 - 5070 Chemistry
 - 5124 Science
 - 4030 Additional Mathematics
 - 7010/2 Principles of Accounts
13. **No additional time will be allowed for failure of a calculator or any other instrument in the Examination Room. (New)**
14. 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.
15. Do not spend too much time on one question so as to leave yourself no time to answer others which you are able to answer.
16. **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 tear apart when they are turned over.
17. **Do Not Staple Answer Booklets Together.**
18. A candidate who arrives after 30 minutes from the starting time of an examination will not be allowed to enter into the Examination Room. Absolute punctuality is essential. 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.
19. Candidates with Special Educational Needs (SEN) are eligible for 25 percent extra writing time.
20. **CAUTION TO CANDIDATES BEFORE COMMENCEMENT OF EXAMINATIONS**
- 20.1. 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, text books, cellular phones, etc. in the examination room or somebody else writing an examination on behalf of a candidate.
- 20.2. Where a candidate will be involved in examination malpractice, results of such a candidate in the subjects will be nullified.

- 20.3. All articles such as exercise books, notes, text books, cellular phones, etc. should be surrendered to the Invigilator as candidates enter the examination room.
- 20.4. Where a teacher or some other person writes an examination on behalf of a candidate, the results of such a candidate will be nullified in all subjects. The teacher will face criminal prosecution as well as disciplinary action. Any other person who may not be a Ministry of Education official will be reported to the police for criminal prosecution.
- 20.5. Teachers in examination classes should also actively sensitize candidates against examination malpractices and the ensuing penalties which include nullification of all results and being barred from writing examinations conducted by the Examinations Council of Zambia.
- 20.6. 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.
- 20.7. Disorderly conduct or causing disturbances in or near the Examination Room may be treated as misconduct leading to disqualification and nullification of results in all the subjects.
- 20.8. Use of vulgar Language (insults) in or near the Examination Room or on the scripts will be treated as misconduct leading to Disqualification and nullification of results in all the subjects.



EXAMINATIONS COUNCIL OF ZAMBIA

2023 SCHOOL CERTIFICATE EXAMINATION TIME-TABLE

MORNING SESSION BEGINS AT 08:00 HOURS
MID-MORNING SESSION BEGINS AT: 11:30 HOURS
AFTERNOON SESSION BEGINS AT 14:00 HOURS

THE SCHOOL CERTIFICATE EXAMINATION FOR 2023 WILL BE WRITTEN ON THE DATES SHOWN IN THE TIME-TABLE BELOW AND WILL BE CONDUCTED IN ACCORDANCE WITH THE REVISED 2020 GUIDELINES FOR THE ADMINISTRATION AND MANAGEMENT OF EXAMINATIONS IN ZAMBIA

DAY	BEGIN AT 08:00 HOURS	BEGIN AT 11:30 HOURS	BEGIN AT 14:00 HOURS
FRIDAY 3 RD NOVEMBER 2023		GUIDELINES TO CANDIDATES AND INVIGILATORS	
MONDAY 6 TH NOVEMBER 2023	1121/2 ENGLISH LANGUAGE 2 - 2 HOURS	1121/1 ENGLISH LANGUAGE 1 -1 HOUR 45 MINUTES	7100/1 COMMERCE 1 - 2 HOURS 30 MINUTES
TUESDAY 7 TH NOVEMBER 2023	5090/2 BIOLOGY 2 - 1 HOUR 45 MINUTES	5090/1 BIOLOGY 1 -50 MINUTES	6045/1 DESIGN AND TECHNOLOGY 1 - 2 HOURS 30 MINUTES
WEDNESDAY 8 TH NOVEMBER 2023	4024/1 MATHEMATICS 1 - 2 HOURS	2011/1 LITERATURE IN ENGLISH 1 -1 HOUR 30 MINUTES	6020/1 MUSICAL ARTS EDUCATION 1 - 2 HOURS 30 MINUTES
THURSDAY 9 TH NOVEMBER 2023	4024/2 MATHEMATICS 2 (CALCULATOR VERSION) - 2 HOURS 30 MINUTES		2011/2 LITERATURE IN ENGLISH 2 -1 HOUR 45 MINUTES

DAY	BEGIN AT 08:00 HOURS	BEGIN AT 11:30 HOURS	BEGIN AT 14:00 HOURS
FRIDAY 10 TH NOVEMBER 2023	5054/2 PHYSICS 2 - 2 HOURS 5124/1 SCIENCE 1 - 2 HOURS	5054/1 PHYSICS 1 - - 1 HOUR	3147/1 LUNDA 1 - 2 HOURS 3148/1 LUVALE 1 - 2 HOURS 3149/1 KIIKAONDE 1 - 2 HOURS 3153/1 ICIBEMBA 1 - 2 HOURS 3154/1 CHITONGA 1 - 2 HOURS 3156/1 CINYANJA 1 - 2 HOURS 3160/1 SILOZI 1 - 2 HOURS
MONDAY 13 TH NOVEMBER 2023	5070/2 CHEMISTRY 2 - 2 HOURS 5124/2 SCIENCE 2 - 2 HOURS	5070/1 CHEMISTRY 1 - 1 HOUR	3147/2 LUNDA 2 - 2 HOURS 3148/2 LUVALE 2 - 2 HOURS 3149/2 KIIKAONDE 2 - 2 HOURS 3153/2 ICIBEMBA 2 - 2 HOURS 3154/2 CHITONGA 2 - 2 HOURS 3156/2 CINYANJA 2 - 2 HOURS 3160/2 SILOZI 2 - 2 HOURS
TUESDAY 14 TH NOVEMBER 2023	2030/1 CIVIC EDUCATION 1 - 2 HOURS 30 MINUTES	6010/1 ART AND DESIGN 1 - 1 HOUR 30 MINUTES	2167/2 HISTORY 2 - 2 HOURS 30 MINUTES
WEDNESDAY 15 TH NOVEMBER 2023	7110/2 PRINCIPLES OF ACCOUNTS 2 - 2 HOURS	7110/1 PRINCIPLES OF ACCOUNTS 1 - 1 HOUR	2167/1 HISTORY 1 - 2 HOURS 30MINUTES
THURSDAY 16 TH NOVEMBER 2023	2044/1 RELIGIOUS EDUCATION - 2 HOURS 30MINUTES 2046/1 RELIGIOUS EDUCATION - 2 HOURS 30 MINUTES	2218/2 GEOGRAPHY 2 - 2 HOURS	7010/1 COMPUTER STUDIES 1 - 2 HOURS 40 MINUTES

FRIDAY 17 TH NOVEMBER 2023	6065/1 FOOD AND NUTRITION 1 - 2 HOURS 6075/1 HOME MANAGEMENT 1 - 2 HOURS 6050/1 FASHION AND FABRICS 1 - 2 HOURS	2218/1 GEOGRAPHY 1 - 1 HOUR 30 MINUTES	5037/1 AGRICULTURAL SCIENCE 1 -2 HOURS
MONDAY 20 TH NOVEMBER 2023	4030/2 ADDITIONAL MATHEMATICS 2 - 2 HOURS 30 MINUTES	6080/1 PHYSICAL EDUCATION 1 - 2 HOURS 30 MINUTES	3017/1 CHINESE LANGUAGE - 1 HOURS 45 MINUTES
TUESDAY 21 TH NOVEMBER 2023	4030/1 ADDITIONAL MATHEMATICS 1 - 2 HOURS	3016/1 FRENCH 1 -2 HOURS	

NOTES:

1. Attendance registers: one copy of the marked attendance register must be enclosed in the package for answer scripts.
2. Seating plans: two copies of the seating plan must be made for each paper. One copy to be packed together with the answer scripts and the other copy to remain in school.
3. Scripts must be packed and sealed within the examination room in the presence of candidates and the bags endorsed by a candidate and an invigilator.
4. All examination sessions should start on time as indicated on the timetable. The school/centre will be penalised for starting the examinations late or earlier than the stipulated time.