



## EXAMINATIONS COUNCIL OF ZAMBIA

### 2023 SECONDARY TEACHER'S DIPLOMA SECOND YEAR- EXAMINATION TIME-TABLE

THE SECONDARY TEACHER'S DIPLOMA TEACHER EDUCATION 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

#### TIME ALLOWANCE FOR QUESTION PAPERS

Please note that **TIME ALLOWED** is shown against the Course/Paper Name, (e.g. SEGC 42001—SPECIAL EDUCATION, GUIDANCE AND COUNSELLING - 3 HOURS). **NO EXTRA TIME IS ALLOWED.** Any time allocated for reading through the questions, studying maps, etc. is included in the total time shown.

1. The Examinations Council of Zambia will consider applications from Centres for modification of the Time-Table. The Principal of the College/Head of Examination Centre should check the Time-Table and immediately report any clashes to the Executive Director, Examinations Council of Zambia. This should include:
  - (i) Two papers appearing in the same period and a third paper appearing in the other period on the same day;
  - (ii) Two papers appearing in the same period, but with no papers appearing in the other period on the same day.

If Candidates are affected by the type of Time-Table clash mentioned in (i) or (ii) above, the Principal of the College/Head of Examination Centre should write to the Executive Director, Examinations Council of Zambia, suggesting how the clash may be resolved. Corrections will be reflected on the Statement of Entry. It is important that Candidates verify their statements of entry with the Time-Table.

2. 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 College/Examination Centre to the Candidates.

**SUPERVISORS ARE REQUIRED TO TAKE ALL NECESSARY STEPS TO ENSURE THAT THE FOLLOWING INSTRUCTIONS ARE BROUGHT TO THE NOTICE OF THE CANDIDATES.**

**1.0 IMPORTANT INSTRUCTIONS TO CANDIDATES**

- 1.1 Be seated in the Examination Room thirty (30) minutes before the start of the Examination. No talking is allowed once you are in the Examination Room. Students must ensure that the desks they are sitting on and the rulers they are using have nothing written on them. If the desk is scribbled on, the candidate should inform the invigilator immediately.
- 1.2 If an Examination Question Paper for which you are not entered is handed to you, or if an Examination Question Paper which is not being written in that particular session is given to you, inform the supervisor immediately.
- 1.3 Pay attention to any general instruction.
- 1.4 Write your **Centre Number** and **Candidate Examination Number** in the spaces at the top of the Question Paper and on all the Answer Sheets used. In addition, write the course name, in the spaces provided on the Answer Sheet. The above information must also be written on any loose papers, e.g. graph papers.
- 1.5 Leave a margin at both right- hand and left -hand edges. **Begin the answer to each separate part of a question on a fresh line.**
- 1.6 **Do not fold your Answer Sheet at any time.**
- 1.7 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.
- 1.8 Remember that handwriting, spelling and grammar will be taken into account. Candidates are required to write their answers in black or blue ink. **Red ink must not be used.** Fountain pens or ball-point pens may be used. Candidates are warned that the use of pale blue ball-point pens contributes to illegibility and that if their work cannot be read, they automatically penalise themselves.
- 1.9 Bring mathematical drawing and dissecting instruments for courses for which they will be needed.
- 1.10 Candidates are warned that the use of Electronic Calculators in the examination room is strictly limited to non-programmable Calculators.

**NOTE: No additional time will be allowed for the failure of a Calculator in the Examination Room.**

- 1.11 Do not spend too much time on answering one question so as to leave yourself no time to answer others which you are able to answer.

1.12 As soon as notice is given to stop writing, check that you have written your Examination Number and Centre Number on the Answer Sheets and any loose papers. Fasten them together at the left-hand top corner (this is normally the order in which you answered the questions); and hand them unfolded to the Supervisor.

**1.13 DO NOT STAPLE ANSWER SHEETS TOGETHER.**

1.14 A Candidate who arrives after **30 minutes from the starting time of an examination will not be allowed to enter into the Examination Room.**

1.15 Students with Special Educational Needs (SEN) are eligible for 25 percent extra writing time.

1.16 Candidates are not allowed to leave the Examination Room half an hour before the end of the period allotted to the paper except by special permission of the Supervisor.

1.17 Candidates must not take any used or unused Answer Sheets out of the Examination Room. Any rough work must be done on the official answer paper and if not handed in with Answer Sheets, must be left on the desks to be collected by the Invigilator.

**2.0. CAUTION TO CANDIDATES BEFORE COMMENCEMENT OF EXAMINATION**

2.1 The Principal of the college/Head of Examination Centre shall announce to the Candidates at an assembly that examinations are about to start and caution them not to involve themselves in Examination Malpractices such as smuggling unauthorized materials including exercise books, notes, text books, cellular phones, etc. in the examination room or allow somebody else to write an examination on their behalf. **All articles mentioned above are therefore not allowed in the Examination room.**

2.2 Where a candidate is involved in Examination Malpractice, all results of such a candidate will be nullified.

2.3 Where a Lecturer 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 Lecturer 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.

2.4 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 subjects/courses

2.5 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 subject/courses.



**EXAMINATIONS COUNCIL OF ZAMBIA**

**2023 SECONDARY TEACHER'S DIPLOMA SECOND YEAR- EXAMINATION TIME-TABLE**

**MORNING SESSION STARTS AT 08:00 HOURS**

**AFTERNOON SESSION STARTS AT 14.00 HOURS**

<b>DAY / DATE</b>	<b>PERIOD</b>	<b>CODE</b>	<b>COURSE NAME</b>	<b>DURATION</b>
<b>FRIDAY</b> 10 <sup>TH</sup> NOVEMBER, 2023	<b>GUIDELINES TO CANDIDATES AND INVIGILATORS</b>			
<b>MONDAY</b> 13 <sup>TH</sup> NOVEMBER, 2023	MORNING	SGC 42001	SPECIAL EDUCATION, GUIDANCE AND COUNSELLING	3 HOURS
<b>FRIDAY</b> 17 <sup>TH</sup> NOVEMBER, 2023	MORNING	CRE 42004	CURRICULUM STUDIES AND ASSESSMENT	3 HOURS

## NOTES

1. All morning papers to start at 08:00 hours and afternoon papers to start at 14: 00 hours.
2. Sitting plans must be made for each session and enclosed in the package for Answer Scripts together with the Attendance Registers.
3. The details on the front of the Security Tamper Evident Envelopes must be correctly filled in.
4. Answer Scripts must be packed and sealed within the Examination Room in the presence of candidates. The Security Tamper Evident Envelopes containing the scripts must be endorsed by the Invigilator and one representative of the Candidates.
5. The Examination Supervisor's report must be endorsed by the Principal of the College/Head of Examination Centre and be submitted together with Answer Scripts in separate envelopes to the Executive Director, Examinations Council of Zambia.
6. It is very important that Principals/Heads of Examination Centres ensure Candidates under examinations are **MADE AWARE** and take **NOTE** of instructions governing the examinations i.e. Instructions and Cautions.