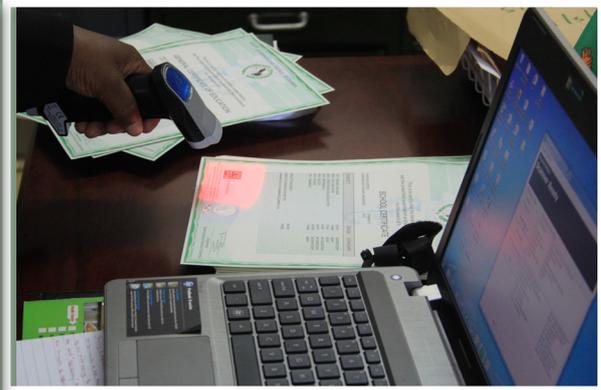
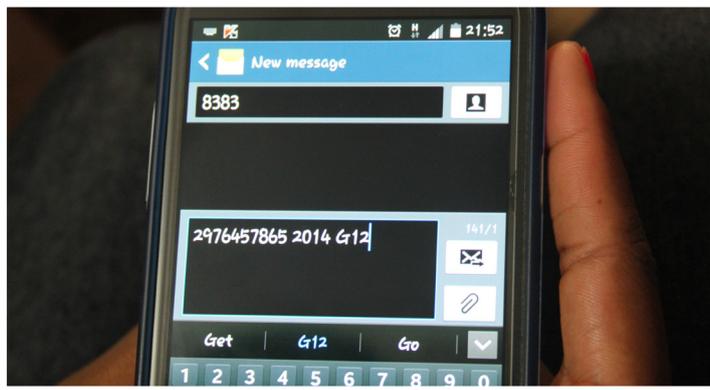
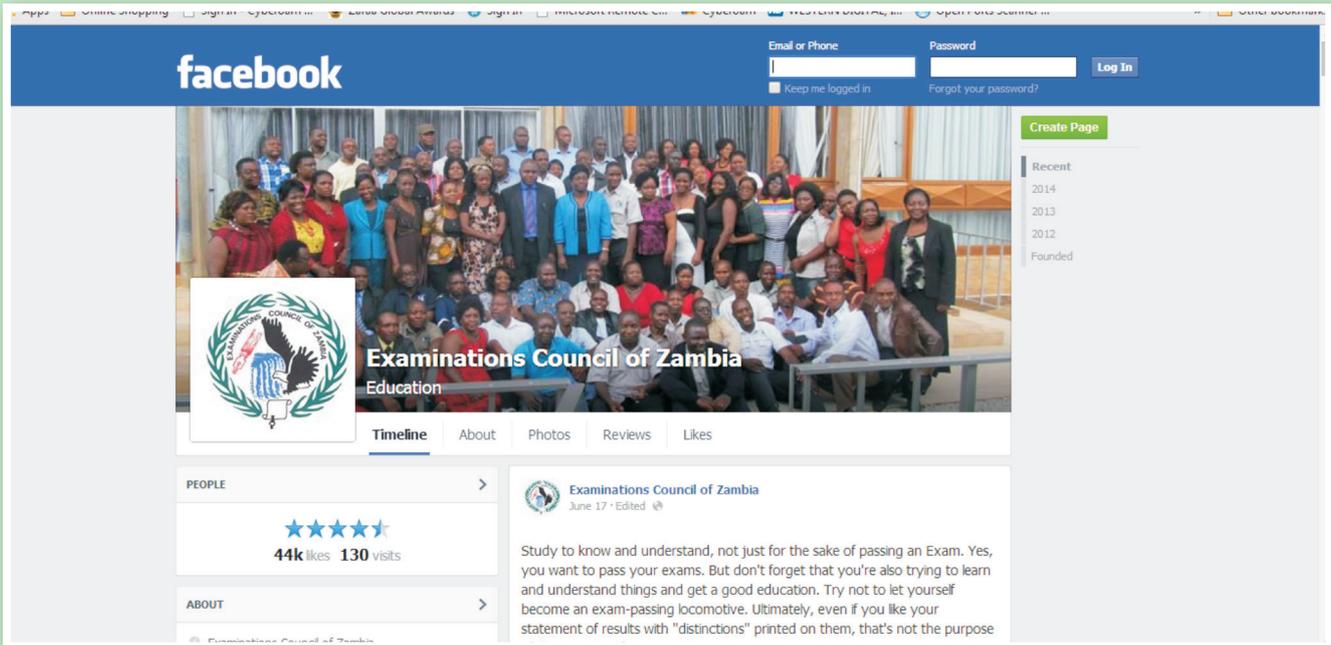




Examinations Council of Zambia



ANNUAL REPORT 2013

TWENTY-SEVENTH ANNUAL REPORT FOR THE EXAMINATIONS COUNCIL OF ZAMBIA
COVERING THE EVENTS OF THE CALENDAR YEAR 2013

TABLE OF CONTENTS

1.0	The Council, Vision and Overview	4
2.0	Governance Structure	5
3.0	Committees of the Council	6
4.0	Chairperson's Report	7
5.0	Director's Report	10
6.0	Reports from Council Committees	13
7.0	Junior Secondary and Primary Education Committee	13
8.0	School Certificate Committee	16
9.0	Teacher Education Committee	18
10.0.	Technical Education, Vocational and Enterprenuership Training Committee	21
11.0	Security Committee	22
12.0	Appeals Committee	23
13.0	Audit Committee	24
14.0	Finance and Administration Committee	25
15.0	Financial statements for the year ended 31st December 2013	27
16.0	Programmes Conducted by the Examinations Council of Zambia	42

1.0. OVERVIEW

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983 with a mandate to conduct examinations at School, Teacher Education, and Technical Education, Vocational and Entrepreneurship Training levels.

The Council became operational in January, 1987 as a semi-autonomous (parastatal) entity that obtains policy direction from the Ministry in charge of Education.

The functions of the ECZ are to:

- i. Conduct examinations;
- ii. Award certificates or diplomas to candidates who pass examinations conducted by the Council;
- iii. Carry out relevant research in examinations;
- iv. Advise any public institution on development and use of any system of testing or examining when requested to do so;
- v. Formulate syllabuses for examinations;
- vi. Promote international recognition of qualifications conferred by the Council;
- vii. Approve or reject appointment of examiners;
- viii. Organise training courses for, or arrange for training of examiners, markers, supervisors, invigilators and other persons connected with examinations; and
- ix. Invite any person or body either in or outside Zambia to assist the Council in the conduct of examinations.

Vision Statement

The Examinations Council of Zambia will be a leading examining board in providing accurate and timely assessment and certification systems reflective of the competencies of learners and the education system in a prospering economy.

Mission Statement

The Examinations Council of Zambia will provide an effective and efficient system for setting and conducting assessments of comparable international standards.

Guiding Principles

The Council and its employees have a long and continuing tradition of distinguished public service. The six core principles that support the ECZ core values are as follows:

- i. Integrity
- ii. Competence
- iii. Teamwork
- iv. Effectiveness
- v. Information stewardship
- vi. Fairness
- vii. Good Governance

2.0. GOVERNANCE STRUCTURE

COUNCIL

The Council is the supreme policy making body of the ECZ. Over the stated period, the Council continued to provide policy oversight and strategic direction. The members of the Council are listed below:



Prof Samuel F. Banda
Chairperson



Ms Wabei N. Mangambwa
Vice Chairperson



Mr Chishimba Nkosha
Member



Prof Christopher C. Chama
Member



Mr Alex M.K. Simumba
Member



Mr Eddie K. Mwitwa
Member



Col Lloyd K. Mwila
Member



Mr Jonathan M. Ngo'nga
Member



Dr Patrick K. Nkanza
Member



Mrs Cecilia N. Sakala
Member



Mr Lazarus B.Y. Kalirani
Member



Mr Wamuyuwa Sitibekiso
Member

3.0. COMMITTEES OF THE COUNCIL

During the year under review, there were eight (8) Committees, namely:

1. Finance and Administration
2. Security
3. School Certificate
4. Junior Secondary and Primary Education
5. Teacher Education
6. Technical Education, Vocational and Entrepreneurship Training (TEVET)
7. Audit
8. Appeals

The following were the number of times Committees met to deliberate on Council business;

	Name of Council/Committee	Scheduled Meetings	Extraordinary Meetings
1	Council	4	7
2	Junior Secondary and Primary Education	4	2
3	School Certificate	4	2
4	Teacher Education	4	5
5	Technical Education, Vocational and Entrepreneurship Training	4	2
6	Security Committee	4	0
7	Appeals	3	0
8	Audit	4	0
9	Finance and Administration	4	3

MANAGEMENT

Management provided leadership in policy interpretation and implementation of all day to day activities of the ECZ. The management team comprised the following :

Mr Michael M. Chilala	Director
Mr Jolly S. Chembe	Deputy Director
Mrs Jacqueline C.M. Chikwama	Council Secretary
Mr Stanley M. Siasinyanga	Chief Accountant
Mr Joe Kanyika	Assistant Director, Research and Test Development Department
Mr Nalumino Moola	Assistant Director, Information Technology Department
Mrs Maria G. Mulenga	Assistant Director, Examinations Administration Department

4.0. CHAIRPERSON'S REPORT

The Examinations Council of Zambia Council made the following policy related resolutions during the year 2013;

4.1. Revised Setting Rates and Allowances for Examiners

The Council resolved to introduce a daily allowance of K130 to be paid during the actual marking exercise to each marker. The allowance was payable only for the planned and not the extended marking period.

4.2. Payment of Honorarium to Members of Staff

The Council resolved to pay honorarium to seven (7) members of staff who had not been paid in 2011, using the 2009 salary as that was the year when the resolution to abolish the condition of service on payment of honorarium was made. Council further resolved to recover from members of staff who were paid honorarium in 2011, the overpayments arising from the use of the 2011 basic salary instead of the 2009 basic salary.

4.3. Financial Management

The Council resolved to close the over 80 District Accounts that were previously used to collect examination fees and then engage five (5) banks to establish a centralised system to be used for collection of examination fees in future. This was done to reduce the cost of collecting fees and ensure timely reconciliation of accounts used to collect examination fees.

4.4. Conversion of the Guest House into a Service Centre

The Council resolved to convert the Guest house into a Service Centre in order to improve Council operations and serve the public in a more conducive environment. The Service Centre would among others offer the following services to the public;

- i. Certification of Results;
- ii. Combination of Grade 9 Statement of Results;
- iii. Replacement of Certificates/Statement of Results;
- iv. Equating of foreign qualifications;
- v. Receiving and resolving of issues of missing marks; and
- vi. Accumulation of General Certificate of Education (GCE) Certificates.

4.5. Authority to Conduct Early Education Examinations

The Council resolved that the ECZ should seek authority from the Ministry of Education, Science, Vocational Training and Early Education to conduct examinations for Early Childhood Teacher Education sector since the bodies involved in such examinations were not mandated to do so by law.

4.6. Position of Deputy Director

The Council resolved to freeze the position of Deputy Director until further notice. This was because the roles of the Deputy Director were not specified and conflicted with those of the Director.

4.7. Approval of Policy Documents

The Council approved the Disciplinary and Grievances Procedures Code. Other documents developed and approved by the Council were the generic Contract of Employment Document and revised Conditions of Service, which included harmonised salaries for all members of staff. Council also approved the Performance Management and Development Form Set for implementation effective January, 2014.

With regard to examinations security, Council approved the Candidate Anti-Malpractice Declaration Form, which would be signed by both candidates and their parents or guardians before the examination commenced, effective 2014.

4.8. Commutation of Accrued Leave days as at 30th June 2013

Following the harmonisation of salaries and conditions of service, management observed that the bill for accrued leave days would exert pressure on the ECZ budget following the harmonisation of salaries effective 1st July 2013. The Council therefore, approved the freezing of leave days for all members of staff as at 30th June 2013 and that the frozen leave days be commuted to cash using the salaries as at 30th June 2013.

4.9. Consideration of the Report from the Standing Appeals Committee

The Council resolved to uphold the recommendations of the Standing Appeals Committee to release the results for seven (7) candidates from St Joseph's Secondary School. However, the Council declined the appeal from one candidate from Mumbwa High School as the material evidence confirmed that the candidate actually smuggled pre-written materials into the examination room. The Council further upheld the decision to nullify results for twenty seven (27) from Mutundu Basic School in Mufulira for engaging themselves in malpractice during the 2012 Grade 12 examinations.

4.10. Security Committee Meetings

Council resolved to hold all Security Committee meetings in Lusaka in order to cut down on the costs as opposed to rotating the venue of the meetings in the ten (10) Provinces.

4.11. Approval of the 2014 Examinations Council of Zambia Budget

The Council approved the 2014 ECZ Budget, which provided for a 5% salary increment for all members of staff and an increment in examination fees payable at Grade 12, General Certificate of Education (GCE) levels and Teacher Education examinations.

4.12. Court and Legal Issues

Council ratified the decision made by management to close the matter against Kachame Roofing. Additionally, Council ratified the decision by the Finance and Administration Committee to write off the debt of K40,200.00 owed to Council by Festivals Catering Services and close the matter. This was because there was a high risk of Council spending more resources pursuing the debt than would be recovered.

4.13. Financial Performance for the Year ended 31st December 2013

The Council had received a total income of K83, 018,613.00 against an expenditure of K89, 674, 755.00. The net assets for the year ending 31st December 2013 were K 43, 919, 781.00. (Refer to the Financial Statements attached for the Year ended 31st December 2013 for details).

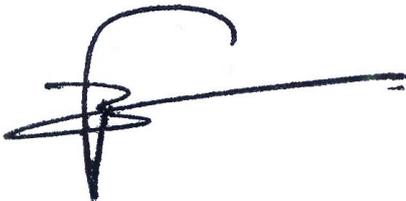
4.14. Highlights of the 2013 Examinations

The following were notable highlights relating to examinations in 2013:

1. The year 2013 recorded more candidates entering the Grade 7 Composite Examination as compared to 2012 (352,266 and 337,706 respectively) with candidature increasing by 4.31 percent. Overall, there was a 3.13 percent candidature increase for boys while the candidature for girls increased by 5.59 percent which translated to 5,491 and 9,069 for boys and girls respectively. The proportion of learners obtaining division 1, 2 and 3 increased by 1.27 percent, 1.85 percent and 0.69 percent respectively. The proportion of learners obtaining division 4 dropped by 3.8 percent.
2. 353,443 candidates entered for the Junior Secondary School Leaving (Grade 9) Examination in 2013 as compared to 345,565 candidates in the year 2012, representing a 2.3 percent increase. The number of girls who entered the examination in 2013 increased by about 5 percent while that of boys increased by about 1 percent. The proportion of candidates obtaining certificates increased from the 51.49 percent in the year 2012 to 54.89 percent in 2013 resulting in an overall increase in the proportion of learners obtaining certificates by 3.4 percent.
3. In 2013, a total of 106,956 candidates entered for the Grade 12 examination compared to 105,825 candidates in the year 2012 representing a 1.07 percent increase. The number of girls who entered the examination in 2013 decreased by about 0.38 percent while that of boys increased by about 2.17 Percent. The proportion of candidates obtaining certificates increased by 2.13 percent from 58.08 percent in the year 2012 to 60.21 percent in 2013. The proportion of boys with certificates increased to 61.98 percent from 60.47 percent in 2012 and the proportion of girls obtaining certificates increased from 54.98 percent in 2012 to 57.85 percent in 2013.
4. The 2013 Zambia Teacher Education Course (ZATEC) Examination, Pre-school Teacher Education Examination recorded an increase in the number of candidates who entered for the examination. The number of candidates who entered the examination increased from 67 in 2012 to 153 in 2013 representing a 128 percent increase. The 2013 ZATEC Examination levels one and two (ZATEC I and ZATEC II), recorded a decline in the number of candidates who entered for both examinations between the years 2012 and 2013. The ZATEC I, which is a promotion examination, had a decline in candidature from 1,703 in the year 2012 to 1,203 in 2013. The ZATEC II which is the final examination also recorded a decline in candidature from 1,714 candidates in 2012 to 1,522 in 2013.

5. The general performance for the 2013 Teacher Education Examination showed a decline in centrally set examinations. The Pre-school examination had no candidates who failed with the majority (57.2%) obtaining Credit. ZATEC I recorded a pass mark of 67.8 percent (792 candidates) with 376 failing the examination representing a 32.2 percent fail rate. ZATEC II recorded only 2.16 percent of candidates failing the exam, 18.09 percent were referred, while 79.75 percent of the candidates passed the examination.

I hereby commend all members of Council, Management and staff for their commitment and hardwork as we strive to fulfil the objectives outlined in the ECZ Strategic Plan.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line extending to the right.

Prof. Samuel F. Banda
COUNCIL CHAIRPERSON

5.0. DIRECTOR'S REPORT

In line with the Strategic Plan of the Council, various activities were undertaken during the year under review. This report highlights activities undertaken under the six strategic focus areas of the 2009 – 2015 Strategic Plan. The implemented activities were the following:

5.1. Strategic Focus Area 1: Test Development

i. Some of the members of staff in the Research and Test Development were trained in the Development of Examination Syllabi (Assessment Schemes). The training was facilitated by a renowned expert in assessment- Mr Martin Ripley, with the support of the World Bank and the Russian Education Aid for Development (READ) Trust Fund. The objective of this activity was to equip officers with skills in the development of examination syllabi (assessment schemes), and ultimately develop the examination syllabi for all examinations conducted by Council.

ii. A total of 27 members of staff drawn from various departments of the Council were trained in Item Response Theory (IRT). The training was among the various capacity building activities achieved through the support of the World Bank and Russian Education Aid for Development (READ) Trust Fund. The training was facilitated by Mr Fernando Cartwright (PhD) - a Social Science Researcher, Software Developer and Psychometrician. The trainees had hands-on experience using the IATA, a software package for analysing psychometric and educational assessment data.

iii. A total of 52 members of the Technical Committee of the National Assessment Programme participated in development of tools (tests and questionnaires) for the maiden Grade 9 National Assessment Survey, targeting three subjects namely English, Mathematics and Environmental Science. The participants included 18 ECZ members of staff, 9 MESVTEE staff and 25 teachers (Item Writers).

5.2. Strategic Focus Area 2: Examinations Administration

i. The Council reviewed the conduct of the 2012 Examinations. Participants included Senior Education Standards Officers (SESOs) and Education Standards Officers - General Inspection (ESO-GIs). The aim of the review was to make resolutions leading to improvement in the conduct of examinations in future.

ii. Management implemented the revised rates for setters and markers, by between 50 and 200 percent. One major development was the introduction of a daily allowance of K130 per day, which was not part of the schedule of fees before.

iii. For the first time ever, Council introduced the Statement of Entry, a personalised examination timetable for candidate. The document contains candidates' personal details, examination number, school/centre name, subjects entered for, the dates and times when the papers entered for will be written.

iv. Following approval by Council, management intensified preparations for the introduction of the June General Certificate of Education (GCE) Examination on a self-sustaining basis, planned for 2014. 75 examination centres countrywide were approved for the examination. Systems for registering candidates, actual registration of candidates and systems for processing the results were all planned and set up to ensure success of the examination in 2014.

v. Management implemented the policy that requires the use of the National Registration Card of Passport as the only identities acceptable for a GCE candidates to be allowed into the examination room. This arose from the increased cases of impersonation amongst General Certificate of Education (GCE) candidates. For the internal candidates, the ECZ directed that only candidates with valid Identity Cards from the school/centre shall be allowed to enter the examination room.

vi. Effective 2013, Council revised the timetabling of examinations by swapping the School Certificate Theory with Practical Examinations. The Theory Examinations would run before the Practical Examinations. This was meant to reduce the period in which theory papers would stay in the field before they are written.

vii. Management carried out consultations on the development and administration of Examinations for Learners with Special Educational Needs (SEN). The goal was to identify the challenges related to examinations for the learners with SEN and receive recommendations on how they could be resolved. The overall aim was to reform the conduct of examinations for learners with SEN in future.

5.3. Strategic Focus Area 3: Capacity Building

- i. The Council participated at the Southern African Association for Educational Assessment (SAAEA) and the Association for Educational Assessment in Africa (AEAA). Council representatives presented a total of five (5) professional and research based papers at the two conferences; three (3) at SAAEA and two (2) at the AEAA. As a confirmed host for the 2014 AEAA Annual Conference, the Council intensified preparations to host the Conference.
- ii. Within the same year, the Council successfully completed the implementation of the activities under the Russian Education Aid for Development (READ). The successful implementation of the READ activities earned the Council its inclusion in the Programme for International Student Assessment (PISA), to commence in 2014.
- iii. The Council also participated in standards fixing and other benchmarking activities in Zimbabwe, Swaziland, Lesotho, Malawi and Kenya.
- iv. Council members and the management team were trained in Corporate Governance, with the facilitation of the Institute of Directors of Zambia (IOD). This was done to enhance opportunity for adherence to good cooperate governance principles.
- v. Fifteen (15) members of staff drawn from different departments attended a Fire Safety training facilitated by the Jubilee Fire Services Limited. The training equipped staff with the skills and knowledge to manage fire extinguishers, and instilled a sense of assertiveness in tackling any potential fires that may arise in future in the Council.
- vi. The Drug Enforcement Commission (DEC) held an Awareness Talk on Drug Abuse and Money Laundering with staff at the Council. The talk enabled staff to understand and appreciate issues that surround drugs and their effects. The Talk also enabled members of staff develop the skill to deal with family issues regarding drugs and assist their families in addressing issues of substance abuse, should they arise.

5.4. Strategic Focus Area 4: Certification

The Council issued Certificates and dispatched them to successful candidates by end of November 2013. Council continued to replace statements of results and certificates for candidates who had lost them. A print advert was placed in the daily newspapers notifying the public that the 2013 Certificates had been dispatched to schools and examination centres for collection.

5.5. Strategic Focus Area 5: Advisory Services, Research and Innovation

- i. The Council held the inaugural Annual Performance Review Meeting aimed at providing focused and targeted feedback to key education policy makers, Directors of the various directorates in the Ministry of Education, Science, Vocational Training and Early Education (MESVTEE), Provincial Education Officers, teacher unions, donor agencies, civil society organisations, classroom teachers and all contributors to the different initiatives and interventions aimed at improving the quality of education delivery in the country. The Council generated performance reports by level and subject, highlighting characteristics of good, average and poor responses to examination questions and factors that may have caused challenges. The meeting made resolutions and identified the appropriate implementing agencies for each resolution.
- ii. The Council hosted the third Southern Africa Association for Educational Assessment (SAAEA) Research Forum meeting, which attracted 23 delegates from Malawi, South Africa, Mozambique, Botswana, Lesotho, Zimbabwe and Swaziland examining boards.

The Research Forum was established to provide a platform for test developers and administrators, curriculum specialists and researchers to exchange ideas and best practices, and drive research, innovation and development in the area of educational assessment within the Southern Africa Development Community (SADC) sub-region.

- iii. The Council conducted an internally financed study on the Causes of Abnormal Curves during the marking of Grade 9 Examination Scripts. Other studies included the Grade 9 National Assessment Survey and the Study on Absenteeism from Public Examinations.

5.6. Strategic Focus Area 6: Support Services

- i. Management moved to implement the decision to close the District Examination Fees Collection Accounts countrywide on 31st July, 2013 and established a centralised system to reduce the cost of collecting fees and make it easy for the fee collection accounts to be reconciled, in adherence to financial regulations. This saved the Council of over

K100,000 annually in terms of maintenance and transactional fees previously incurred on District Accounts. Additionally, management signed Bill Muster agreement with Zanaco for collection of fees charged for various services. With this innovation, the ECZ ceased to collect cash and began to provide services based on Bank Deposit Slips.

ii. Management opened the library for use by staff and the public on 9th August 2013. Located within the main building, the Library plays a very important role in dissemination and knowledge exchange. The Library is a knowledge repository centre of the ECZ for research, studying, borrowing of books and reference services as it provides support towards educational, civic and cultural activities by providing timely and up to date information.

iii. For the first time ever, Council staff joined the rest of the world in commemorating 2013 Labour Day Cerebrations which fall on 1st May each year. The Council for the first time awarded 8 members of staff for their contribution towards the growth and development of the institution in divergent ways.

5.7. Strategic Focus Area 7: Information, Education and Communication

i. Management established a Facebook page www.facebook.com/examsCouncilZambia to provide a platform for the public and stakeholders to access unlimited valuable information on examination related issues.

ii. Additionally, the Council obtained a Short Code 8383 (Toll free line) for both Voice and Short Message Service (SMS) from the Zambia Information Communication Technology Authority (ZICTA) assigned to the ECZ. The need to have a toll free line arose from the observation that some members of the general public failed to report examination irregularities or make general inquiries due to among other issues, either the cost of communicating. The Toll Free Line is currently available to Zamtel subscribers only.

iii. The Council aired six (6) Series of 25 minutes recorded discussion programmes on Muvi Television. The programmes featured Senior ECZ staff and key stakeholders from the Ministry of Education, Science, Vocational Training and Early Education. The focus was on the operations of the Council and services offered.

iv. The Council finalised the procurement process for the renovation of the Guest House at Plot 1926 Msuzi Road, Woodlands into a state of the art Service Centre. Construction works were planned to commence in January 2014.

v. Management held press briefings to publicise the major innovations the Council had implemented. Council continued to monitor public opinion concerning withdrawal of examination centre status from some schools and reports of examination malpractices, and provided appropriate and timely feedback to the public on issues raised.

vi. The Council participated in the 2013 Zambia International Trade Fair (ZITF) in Ndola and the Zambia Agricultural and Commercial Show. The two events provided an opportunity for the ECZ to interact with the public and disseminate information on examinations.



Michael M. Chilala
DIRECTOR

6.0. REPORTS FROM COMMITTEES OF COUNCIL

7.0. JUNIOR SECONDARY AND PRIMARY EDUCATION COMMITTEE

The Junior Secondary and Primary Education Committee presided over the Grade 7 Composite Examination and the Junior Secondary School Leaving (JSSL) or Grade 9 Examination.

The Committee comprised six (6) members as listed below:

Prof Christopher C. Chama	Chairperson
Mr Rodgers Zulu	Member
Mr Emade Sakala	Member
Mrs Exhilda Gondwe	Member
Mrs Josephine Shamwana Lungu	Member
Mrs Annie Phiri Bwalya	Member

Matters Considered and Approved by the Committee

7.1. Penalties for starting examinations late

The Committee recommended that the penalty for examination centres that started their examinations late be clearly spelt out by the ECZ in the ECZ guidelines.

7.2. 2013 Junior Secondary School Leaving Examination (Grade 9) Timetable

The Committee considered the proposal to conduct the 2013 Grade 9 Timetable by starting with Theory Papers and ending with Practical Papers.

7.3. Approval of Grade 9 Application Centre Status

The Committee approved 31 applications for examination centre status which met the basic requirements and rejected six (6) applications.

7.4. 2012 pending Grade 9 Suspected Examination Malpractice Cases

Out of 22 pending 2012 Grade 9 suspected examination malpractice cases, the Committee resolved as follows:

- i. Seven (7) candidates had all their results nullified;
- ii. Ten (10) candidates had their results released as there was no evidence to warrant nullification of results; and
- iii. Five (5) cases were deferred for further clarification.

7.5. Approval of 2014 Applications for Grade 7 Examination Centre Status

The Committee approved one hundred and eighty two (182) applications, rejected six (6) and deferred four (4) applications for further clarifications.

7.6. Approval of 2013 Examination Results

The Committee approved the 2013 Grades 7 and Grade 9 Examination Results. The highlights of the 2013 Grade 7 and Grade 9 Examinations were as follows:

i. Grade 7 Composite Examination Results

The year 2013 recorded more candidates (352,266) entering the Grade 7 Examinations as compared to the year 2012 (337,706) with candidature increasing by 4.31 percent. Overall, there was a 3.13 percent increase for the boys while the girls increased by 5.59 percent.

Absenteeism from the examination increased from 9.85 percent in 2012 to 11.30 percent in 2013. The increase in the proportion of learners absent from the examination was 1.47 percent for boys and 1.49 percent for girls. The overall proportion of candidates who were absent increased by 1.45 percent from 2012.

Learner performance improved with more learners obtaining Divisions 1, 2 and 3. The proportions of learners obtaining Division 1, 2 and 3 increased by 1.27 percent, 1.85 percent and 0.69 percent respectively. The proportion of learners obtaining Division 4 dropped by 3.8 percent.

2013 Grade 7 Certificate Classifications

Year	Grade 7 Certificate Classification				Total
	Div. 1	Div. 2	Div. 3	Div. 4	
2013	58,737	72,919	53,070	127,717	312,443
2012	53,539	65,640	49,782	136,468	305,429
2013 Proportions	18.80	23.34	16.99	40.88	
2012 Proportions	17.53	21.49	16.30	44.68	
Proportion Difference	1.27	1.85	0.69	-3.80	

Grade 8 Progression Rates and Provincial Rankings

Of a total number of 312 443 candidates (161 276 boys and 151 167 girls) who sat for the 2013 Grade 7 Composite Examination, 279 186 (142 613 boys and 136 573 girls) were selected to Grade 8, giving a progression rate of 89.36 percent (88.43% boys and 90.35% girls). While the progression rate in 2012 was 93 percent. The highest progression rate was recorded in Luapula province at 100%, followed by Western Province at 99.31%. Three provinces had progression rates below 90 percent and these were Northern Province (85%); Muchinga (80.31%) and Lusaka (72%).

All the girls who sat the Grade 7 Composite examination in Western and Eastern Provinces were selected into Grade 8, while Luapula Province was the only one with a 100% progression rate for both boys and girls. The trends in progression rates revealed that the gap between girls and boys closed up in 2011 and since then there has been no significant differences in terms of progression rates.



Trends in Progression Rates at Grade 7 Level 2005 to 2013

ii. The 2013 Junior Secondary School (Grade 9) Leaving Examination (JSSLE)

The year 2013 recorded 353,443 candidates entering the Grade 9 Examinations as compared to 345,565 candidates in the year 2012 representing a 2.3 percent increase. The number of girls who entered the examination in 2013 increased by 5 percent while that of boys increased by 1 percent.

All the provinces recorded an increase in the rate of absenteeism from the year 2012 to 2013 with the overall absenteeism rate increasing from 15.74 percent in 2012 to 19.18 percent in 2013. This gave a percentage increase of 3.4 percent.

Certificates

The proportion of candidates obtaining certificates increased from 51.49 percent in the year 2012 to 54.89 percent in 2013 resulting in an overall increase in the proportion of learners obtaining certificates to 3.4 percent. The proportion of boys who obtained certificates in 2013 increased to 56.83 percent from 54.92 percent in 2012, whereas the proportion of girls obtaining certificates increased from 50.96 percent in 2012 to 52.77 percent in 2013.

Western and North Western Provinces recorded larger proportions of candidates obtaining certificates, followed by Muchinga and Central Provinces. Luapula Province recorded the smallest increase (0.53%) in the proportion of candidates obtaining certificates while Southern Province recorded a decline (-0.55%) in the number of candidates obtaining certificates.

Performance by School Type

In the 2013 Junior Secondary School Leaving Examinations, 92.4 percent GRZ schools, 3.9 percent Private schools, 3.3 percent Grant-Aided and 0.4 percent Community schools presented candidates. Analysis by school type showed that private schools had the highest performance followed by Grant-Aided schools. Community schools performed better than GRZ schools, which had mean performance scores below the national mean.

Running Agency	Aggregate Standardised Score	Ranking
Private	1	
Grant Aided	3.93	2
Community	1.26	3
National	Mean	
GRZ	4	

2013 Grade 9 Standardized Scores by School

Performance Rankings

The ranking of results indicated that 22 districts had performance means above the national mean while the rest of the districts had performance means below the national mean (335.14). The three districts with the highest means were Chavuma (358.57), Senanga (348.38), and Luangwa (345.93) while districts with lowest means were Kazungula (310.28), Luwingu (311.19), and Chilubi (311.26).

Grade 10 Progression Rates

In 2013, a total of 285, 636 candidates sat for the Grade 9 JSSLE examination, and of these 149, 258 were boys and 136, 378 were girls. Of all the boys who sat for this examination, 54,804 (36.72%) were selected to grade 10 while 51,161 (37.5%) of girls were selected to grade 10. The progression rate from Grade 9 to Grade 10 increased from 34.65 percent in 2012 to 37.10 percent in 2013. The highest progression rate was recorded in North Western Province at 63.68 percent, followed by Copperbelt and Lusaka at 44.59 percent and 43.47 percent respectively. The rest of the provinces recorded progression rates lower than 40 percent.

8.0. SCHOOL CERTIFICATE COMMITTEE

The School Certificate Committee presides over the Joint School Certificate and General Certificate of Education Examinations on behalf of Council.

The Committee composed eight (8) members as listed below:

Mr Chishimba Nkosha	Chairperson
Col Lloyd K. Mwila	Vice Chairperson
Prof. Jassiel N. Zulu	Member
Mr George L. Nahonge	Member
Mr Francis Manda	Member
Mr Christopher Mvula	Member
Sr Angela Bwalya	Member
Mr Trust M. Hanguwa	Member

Matters Considered and Approved by the Committee

8.1. Appeal from City of Education and Jarmy Private School

The Committee resolved to uphold the earlier decision to deregister City of Education and Jarmy Private School due to failure to observe examination guidelines. The two examination centres were informed of the Committees decision through the Provincial Education Officer.

8.2. Grade 12/GCE Examination Timetable for 2013

The Committee approved the 2013 Grade 12/GCE Examination Timetable. The examinations would start with Theory Papers and end with Practical Papers. The changes to the Timetable was a deliberate intervention by the ECZ to reduce the occurrence of various forms of examination malpractice which were rampant at this level.

8.3. Recommendation on Examination Malpractices

The Committee recommended that some schools should be written to through the Provincial Education Officers to warn them and to commend Schools with a clean examination malpractice record. The Committee further resolved to make a follow up on the schools/centres where there was massive assistance during examinations.

8.4. 2012 Grade 12/GCE Examination Malpractice Cases

Of the three hundred and fifteen (315) reported examination malpractice cases, the Committee resolved as follows:

- i. Nullified all the results for 284 candidates;
- ii. Released results for two (2) candidates; and
- iii. Deferred 29 cases due to insufficient documentation to aid decision making by the Committee.

8.5. Approval of new Grade 12/GCE Examination Centres for 2014

The Committee approved six (6) applications for Grade12 Internal Examination Centre Status. The Committee further resolved that the Provincial Education Officers should be advised to monitor the six (6) Schools during the 2013 examinations as the schools were conducting the examinations for the first time.

8.6. Unreliable Examiners

The Committee resolved to terminate the services of ten (10) Examiners due to various offences committed during the 2013 marking exercise.

8.7. Accumulation of GCE Results

The Committee approved the Accumulation of the GCE Certificates.

8.8. Approval of the 2013 Grade 12/GCE Examination Results

The Committee approved the 2013 Grade 12/GCE Examination results. The highlights of the Examination are as follows:

Candidature

The year 2013 recorded more candidates entering the Grade 12 Examinations with 106,956 entering in 2013 as compared to 105,825 candidates in the year 2012 representing a 1.07 percent increase. The number of girls who entered the examination in 2013 decreased by about 0.38 percent while that of boys increased by about 2.17 Percent.

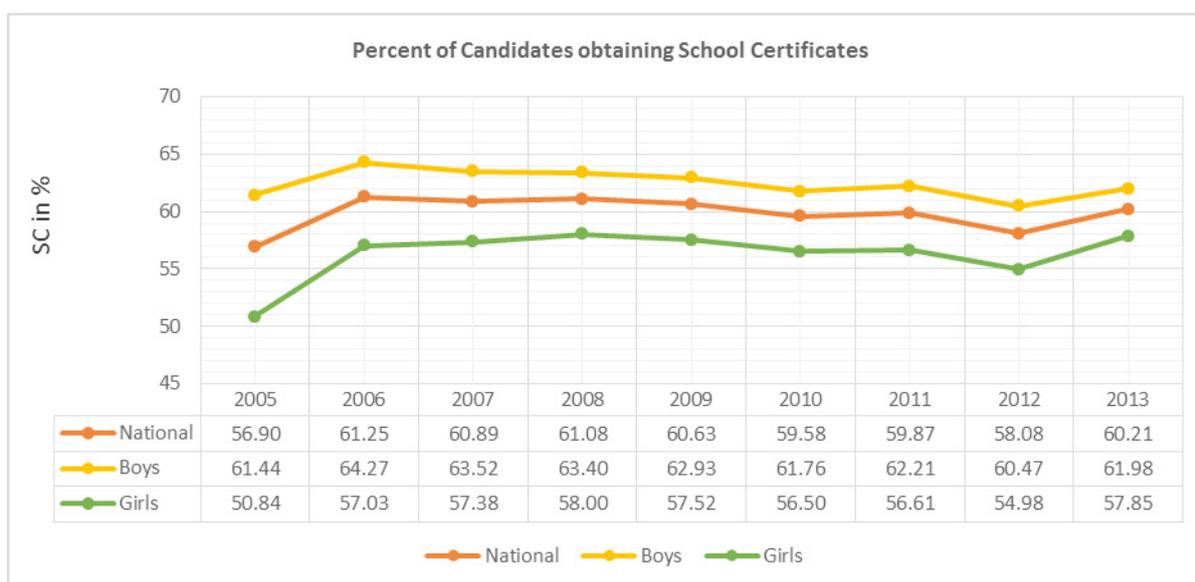
General Performance

The proportion of candidates obtaining certificates increased by 2.13 percent from 58.08 percent in the year 2012 to 60.21 percent in 2013. The proportion of boys with certificates increased to 61.98 percent from 60.47 percent in 2012 and the proportion of girls obtaining certificates increased from 54.98 percent in 2012 to 57.85 percent in 2013.

Muchinga and Southern Provinces recorded a larger proportion of candidates obtaining certificates (69.16% and 64.47% respectively) during the year under review, followed by Eastern and Lusaka Provinces which recorded increments of 64.25 percent and 61.59 percent respectively. Luapula and Western Provinces recorded the lowest proportion of candidates that obtained school certificates (51.19% and 53.02% respectively).

Muchinga, North-Western, Copperbelt and Central Provinces recorded an increase in the proportions of candidates that obtained School Certificates in 2013 compared to 2012 while Northern, Luapula, Lusaka and Eastern provinces recorded a reduction in the proportion of candidates that obtained school certificates in 2013 compared to 2012. Overall, the nation recorded an increase of 2.13 percent in the proportion of candidates that obtained school certificate.

A trends analysis on candidates obtaining School Certificate from 2005 to 2013, revealed that the number of boys obtaining school certificates have been more (62.44%) compared to the girls (56.30%).



Trends in Candidates Obtaining School Certificates 2005 to 2013

General Certificate of Education (GCE)

There was a marginal increase in the proportion of learners who obtained GCE certificates in 2013 (39.77%) compared to 2012 (38.09%). The provinces which recorded the highest proportion of candidates with GCE certificates were Luapula Province (46.27%), Western Province (43.93%) and Northern Provinces (42.42%). Muchinga Province recorded the lowest proportion of candidates that obtained GCE certificates.

9.0. TEACHER EDUCATION COMMITTEE

The Committee presided over the Zambia Teacher Education Course (ZATEC) Examinations of behalf of Council. The Committee comprised seven (7) members as listed below:

Mr Jonathan M. Ng'onga	Chairperson
Mr Lazarous B.Y. Kalirani	Vice Chairperson
Mrs Agness M. Shipanuka	Member
Mr Tresphod Musakanya	Member
Mr Chola Simpasa	Member
Dr Vincent Chinyonga	Member
Mrs In'utu Kalumiana	Member

Matters Considered and Approved by the Committee

9.1. Performance of 2012 Zambia Teacher Education Course (ZATEC) Second Year candidates in Practical Papers than Theory Papers

The Committee noted that Assessment Schemes which are used to award marks in courses with a Project component were not standardized, and that this left room for Lecturers to award marks arbitrary. The members noted that the projects were marked over a long period at different stages of the project development. In view of this, the Committee resolved that Lecturers needed to be oriented on assessment skills so as to help them appreciate the need to standardise Assessment Schemes. The Committee further resolved that the Colleges of Education should be monitored during the period when candidates were carrying out projects/practicals.

9.2. Malpractice Cases

The Committee resolved to nullify the results for six (6) candidates who were involved in examination malpractice cases at Malcolm Moffat College of Education in Serenje.

9.3. Early Education Examination Report

The Committee considered the report on the Review of Pre-School Teacher Education Examinations in Zambia. The review was meant to determine the need to move Teacher Education Examinations from unauthorised examining boards to the ECZ. The Committee resolved that the ECZ should seek authority from the Ministry of Education, Science, Vocational Training and Early Education to conduct examinations in Early Childhood Education.

9.4. Monitoring Colleges during Examinations

The Committee resolved that the ECZ should combine the monitoring activity for Teacher Education Examinations with the monitoring of Grade 9 Examination since both examinations were conducted during the same period.

9.5. Affiliation and Certification of Pre-School Teacher Education Programmes by ECZ

The Committee resolved to allow the ECZ to request the Ministry of Education, Science, Vocational Training and Early Education to enable training institutions avail the Council marks for the Continuous Assessment (CA) in 2014 instead of 2015.

9.6. Feedback from Colleges on Outstanding Cases of Unresolved Marks

The Committee considered the feedback report from Colleges of Education on outstanding cases of unresolved marks. In view of this, the Committee resolved that ECZ management should write to all Colleges of Education requesting them to submit any outstanding cases of unresolved marks and provide a deadline after which no such query shall be attended to.

9.7. Verification of ECZ Qualifications

The Committee resolved that the ECZ should engage the Public Service Commission requesting that the ECZ verifies all ECZ qualifications at a fee. This followed the permission the ECZ was granted by the Permanent Secretary- Ministry of Education, Science, Vocation Training and Early Education to verify ECZ qualifications for all the candidates applying for admission in Teacher Education Colleges of Education at a fee of K10 effective 2014.

9.8. Representation from Private Colleges

The Committee observed that there was no representative from private Colleges of Education on the Teacher Education Committee. Subsequently, the Committee resolved that a representative from private Colleges of Education be appointed on the Teacher Education Committee.

9.9. Approval of 2013 Teacher Education Examination Results

The Committees approved the 2013 Teacher Education Examination results. The highlights of the examination were as follows;

Candidature

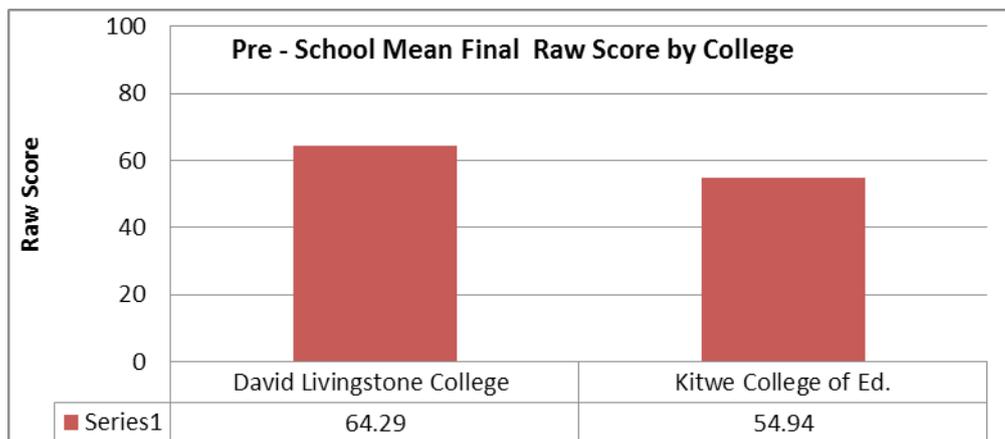
For the year 2013, Pre-School Teacher Education Examinations recorded an increase in the number of candidates who entered for the examination. The number of candidates who entered the examination increased from 67 in 2012 to 153 in 2013 representing a 128 percent increase. The increase in the number of pre-school candidates could be attributed to the decision by the government to start employing Pre-school teachers in 2013.

The 2013 ZATEC Examinations level one (ZATEC I) and two (ZATEC II), recorded a decline in the number of candidates who entered for both examinations between the years 2012 and 2013. The ZATEC I, which is a promotion examination, had a decline in candidature from 1,703 in the year 2012 to 1,203 in 2013. The decline could be attributed to the fact that many government colleges of education started offering Teacher Education Diploma programmes.

The ZATEC II which is the final examination also recorded a decline in candidature from 1,714 candidates in 2012 to 1,522 in 2013. The candidature for ZATEC II shows a downward trend as regards the number of candidates entering for the examination. As observed with ZATEC I, this trend can be attributed to the phasing out of the Certificate programmes. The general performance for the 2013 Teacher Education showed a decline in centrally set examinations. The Pre-school examination had no candidates who failed with the majority (57.2%) obtaining Credit. ZATEC I recorded a pass mark of 67.8 percent (792 candidates) with 376 failing the examination representing a 32.2 percent fail rate. ZATEC II recorded only 2.16 percent of candidates failing the examination, 18.09 percent were referred, while 79.75 percent of the candidates passed the examination.

Performance by College

For the 2013 Pre-school examination, David Livingstone College of Education performed better (64.29%) than Kitwe College of Education (54.94%). For ZATEC II, Solwezi College of Education had the highest final grade mean score (62.02) while Nkana Academy had the lowest final mean raw score (50.17).



Rank	Code	Name	Final Mean Raw Score
1	9910	Solwezi	62.02
2	9908	Mongu	62.00
3	9915	Lyambai	59.66
4	9906	Malcom Moffat	57.95
5	9919	Kitwe Institute	57.76
6	9916	Jubeva	56.89
7	9922	Northern College	55.66
8	9904	Kasama College	54.33
9	9923	Musi -O- Tunya	54.33
10	9917	Immaculata Visitation	54.23
11	9921	Mufurila Professional	53.87
12	9903	David Livingstone	53.77
13	9926	Monze College	53.12
14	9924	Nkana Academy	50.17
TOTAL			56.60

10.0. TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING (TEVET) COMMITTEE

The Committee was charged with the responsibility to oversee the management and administration of TEVET examinations. The Committee comprised of five members as listed below:

Mr Alex M.K. Simumba	Chairperson
Dr James C.L. Mwansa	Member
Mr Dixon Muwowo	Member
Mr Ophan Hachinene	Member
Mr Sam Kangwa	Member

Matters Considered and Approved by the Committee

10.1. August/December 2013 ZAMCOM Photo-Journalism Examinations

The Committee noted that all fifteen (15) candidates that sat the Diploma in Journalism at ZAMCOM had failed the examination and the Continuous Assessment Marks in Photo-Journalism were not submitted at the time of processing the examination results. The Committee recommended that all the fifteen (15) candidates re-sit the examination in August/December 2013.

10.2. Last TEVET Examinations in 2013 under the ECZ

The Committee resolved that the ECZ would conduct the last TEVET examinations in August and December 2013 following the complete transfer of TEVET programmes to TEVETA. All re-sit candidates were to register for the August and December examinations.

10.3. ZAMCOM Appeal

Following the institution admitting its negligence in the unsubmitted Continuous Assessment marks in Photo-Journalism, the Committee declined an appeal from ZAMCOM to have its thirteen (15) candidates re-sit their examination in April 2013 as opposed to August 2013.

10.4. Appeal from Aglow Communications College

The Committee considered an appeal from Aglow Communications College to have students who were enrolled by the College in 2009 to be examined by the ECZ as TEVETA had declined to examine them on condition that the Continuous Assessment grades were submitted to the ECZ.

10.5. Complete transfer of TEVET Programmes to TEVETA

The Committee resolved that the ECZ should ensure a smooth and complete transfer of TEVET programmes to TEVETA by 31st December 2013.

11.0. SECURITY COMMITTEE

The Security Committee is mainly charged with the responsibility of developing and overseeing the implementation of Guidelines for Administration and Management of Examinations in Zambia. The Committee comprised fifteen (15) members as listed below:

Mrs Cecelia N. Sakala	Chairperson
Mr Wamuyuwa Sitibekiso	Vice Chairperson
Mr Ngosa Kotati	Member
Mr Neroh H. Mwanapabu	Member
Mrs Enita Hamatumbika	Member
Mrs Leah S. Kasaji	Member
Mr Muyangwa Kamutumwa	Member
Mr Paul Ngoma	Member
Mr Thomas Mwanza	Member
Mrs Jennifer Malama	Member
Mr Martin Simatende	Member
Mr Jobbicks Kalimba	Member
Mr Evans Chungu	Member
Mrs Jennipher C. Banda	Member
Mr Malcom Mulenga	Member

Matters Considered and Approved by the Committee

11.1. Candidates who involve themselves in Examination Malpractices - Rewriting

The Committee noted that some candidates involved in examination malpractice decided to rewrite examinations before the expiry of the two year ban following nullification of their examination results. It further noted with concern that such candidates eluded the ban by obtaining new examination numbers. As a corrective measure, the Committee resolved that candidates should be using the same examination number from Grade 7, Grade 9 and Grade 12 for easy identification in the system.

11.2. Load shedding during the Conduct and Marking of Examinations

The Committee resolved that the Provincial Education Officers should engage Zambia Electricity Supply Corporation (ZESCO) Limited management so that load shedding was either re-scheduled or avoided altogether during the period of conducting examinations and marking examination scripts.

11.3. Searching Candidates before Entering the Examination Room

The Committee resolved that there was need to provide for searching of candidates during examinations in the Examinations Council of Zambia Act so that the search was legal.

11.4. Supervisors and invigilators who Involve themselves in Examination Malpractices

The Committee resolved that invigilators and supervisors who involve themselves in examination malpractice should be blacklisted from conducting future examinations.

11.5. Unreported Examination Malpractice Cases from Provinces

The Committee resolved that all cases of examination malpractices should be reported to the Ministry of Education, Science, Vocational Training and Early Education copied to the ECZ to avoid officials at the Ministry learning about such cases through the press.

11.6. Introduction of External Examination Centres for Open Learning Students

The Committee considered the proposal to introduce external examination centres for open learning students at Grades 7 and 9. The Committee resolved that the PEOs should assist in identifying centres in their provinces where such examinations could be conducted. The Committee further resolved that the ECZ should prepare a report on the procedures and guidelines for implementation of external examinations at Grade 7 and Grade 9.

11.7. Teachers involved in Examinations to obtain a Legal Permit

The Committee resolved that all the teachers involved in invigilation shall be required to obtain a legal permit empowering them to search candidates effective 2014 examination session.

12.0. APPEALS COMMITTEE

The Appeals Committee was responsible for considering appeals from candidates following nullification of their results owing to them engaging themselves in examination malpractice. The Committee comprised four (4) members as listed below:

Mr Eddie K. Mwitwa	Chairperson
Mr Lazarous B. Y. Kalirani	Member
Mr Alex M. K. Simumba	Member
Mr Jonathan M. Ng'onga	Member

Matters Considered and Approved by the Committee:

12.1. St Joseph's Secondary School- Mazabuka, Southern Province

The Committee considered nine (9) appeals from candidates whose 2012 Grade 12 examination results had been nullified and the candidates were barred from sitting for the ECZ examinations for a period of two years. Seven of the appeals were successful and two were not. The results for the six (6) candidates were released.

12.3. Mutundu Basic School- Mufulira, Copperbelt Province

The Committee considered appeals from twenty seven (27) candidates. Out of a total of thirty one (31) candidates who had their Grade 12 results nullified, for copying from each other in English paper I question 2(a) Section 1. All the twenty seven (27) candidates appeals were unsuccessful. The Committee further recommended the withdrawal of examination centre status for Mutundu Basic School GCE due to the large number of candidates who were involved in examination malpractice (Cheating).

12.4. Mumbwa High School- Mumbwa Lusaka Province

The Committee considered an appeal from one candidate whose 2012 Grade 12 results were nullified for being in possession of smuggled materials for Science Paper3. The appeal was unsuccessful.

12.5. Period to Lodge in an Appeal

The Committee recommended that the period candidates can lodge in their appeals following nullification of their results should be increased from thirty (30) days to forty five (45) days owing to the unreliable mode of communicating to candidates, whose results are nullified as they are out of school. Candidates who were being prosecuted before the courts of law should still lodge in their appeals within the stipulated period. All appeals should be lodged in by candidates unless where candidates have sought legal representation.

12.6. Notification of Nullification of Examination Results

The Committee recommended that the ECZ should be placing a notification in the press, listing candidates whose results have been nullified and requesting the affected candidates to contact their respective schools for more information.

13.0. AUDIT COMMITTEE

The Committee is responsible for ensuring that integrity exists in the utilisation of Council resources and conduct of Council business. The Committee comprised five (5) members as listed below:

Mr Eddie K. Mwitwa	Chairperson
Mrs Joyce Sundano	Member
Mr Kelvin Kaluba	Member
Mr Julius Mwanza	Member
Mr Frank Munthali	Member

Activities Undertaken

13.1. Newly Introduced Grade 9 Electronic Marks Capturing System (EMCS)

The Committee considered the report on the EMCS and agreed to find a lasting solution to the challenges faced in the implementation process such as inadequate trained users, inadequate computers at the marking centres and delayed installation of the EMCS software by the Information Technology department staff.

13.2. Grade 12 Examination Marking Centres Flouting Guidelines

The Committee considered management's resolution to do away with marking centres which were not fulfilling the agreed conditions and standards in service delivery for the marking exercise. However, in situations where alternative marking centres could not be secured, the Committee resolved that management should engage and request respective marking centres which had not conformed to agreed standards to improve on their service delivery as provided for in the signed agreements.

13.3. Kachama Roofing Vs ECZ

The Committee considered management's recommendation to close the matter. The Committee resolved that pursuing the recovery of part of the cost paid to the lawyers by the Council would be futile as the ECZ and the Ministry of Works and Supply were both Government institutions.

13.4. Bank Reconciliations of District Accounts

The Committee endorsed the initiative of commencing reconciliations starting with the year 2013. However, the Committee directed that the Finance and Administration Committee should be informed of the non-reconciliation of District Bank Accounts which might lead to over/underestimation of the ECZ Books of Accounts.

13.5. Flouting of the ECZ Procedures, Regulations and Guidelines by District Education Board Secretary (DEBS) offices and some schools

It was reported that the PEOs made an undertaking to ensure that the Examination Procedures, Regulation and Guidelines were enforced by the DEBS and respective schools. Arising for that, the Committee resolved that the issue be closed after a feedback report from provinces was received, which would confirm whether or not the DEBS and some schools had indeed started adhering to the procedures, regulations and guidelines.

14.0. FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee was responsible for human resources administration on behalf of the Council. During the period under review, the composition of the Committee comprised seven (7) as listed below:

Dr Patrick K. Nkanza	Chairperson
Ms Wabei N. Mangambwa	Vice Chairperson
Mr Peter Lesa	Member
Mr Kaitano Chungu	Member
Mr Bursch C.K. Nketani	Member
Dr Alvert N. Nga'ndu	Member
Mr Nicholas P. Siame	Member

Activities Undertaken

14.1. Management Accounts for 2012

The Committee adopted the Management Accounts for the fourth quarter of 2012.

14.2. Consideration of the ECZ Disciplinary and Grievances Code

The Committee considered the revised ECZ Disciplinary and Grievances Procedures Code.

14.3. Audit of the ECZ 2011 Accounts

The Committee noted that most of the queries for the 2011 Accounts had been resolved by management. However, the Committee advised management to endeavour to provide appropriate responses to unresolved queries in the 2011 Accounts.

14.4. Staff Training

The Committee noted the varying qualification levels in the Council. The Committee advised management to encourage members of staff to upgrade their level of education through training.

14.5. Performance Management and Development Form Set

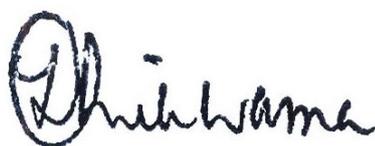
The Committee considered the Performance Management and Development Form Set and recommended the form set to Council for ratification.

14.5. Festivals Catering Limited Debt

The Committee resolved to close the matter on the debt owed by Festival Catering Limited as a bad debt after considering the efforts management had made in trying to have the sum of K40, 200.00 paid to the Council by Festivals Catering Limited.

14.6. Position of Assistant Director- Research and Test Development

The Committee approved the appointment of one of the members of staff as the candidate had satisfied the requirements for the position and had a good vision for the department.



Jacqueline C.M. Chikwama
COUNCIL SECRETARY



EXAMINATIONS COUNCIL OF ZAMBIA
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST DECEMBER 2013

EXAMINATIONS COUNCIL OF ZAMBIA

Report of the Auditor

I have audited the accompanying financial statements of the Examinations Council of Zambia (ECZ) for the year ended 31st December 2013. These financial statements comprise the statement of comprehensive income, statement of financial position and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with suitable accounting policies and legislation, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on our audit. I conducted our audit in accordance with International Standards for Supreme Audit Institutions. These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Examinations Council of Zambia (ECZ) as at 31st December 2013, and the statement of comprehensive income, statement of financial position and its cash flows for the year then ended.

.....
.....

Date..... 4/2/2015

Dr. Anna O. Chifungula (FCCA, FZICA)

AUDITOR GENERAL

EXAMINATIONS COUNCIL OF ZAMBIA
FINANCIAL STATEMENTS
For the year ended 31st December 2013

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Examinations Council of Zambia Act requires management to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Council and of the surplus or deficit for the year. In presenting the financial statements, management is required to:-

- (i) Select suitable accounting policies and then apply them consistently
- (ii) Make judgments and estimates that are reasonable and prudent
- (iii) State whether applicable accounting standards have been followed
- (iv) Prepare the financial statements on the going concern basis

Management is responsible for ensuring that the Examinations Council of Zambia keeps proper accounting records that disclose with reasonable accuracy at any time the financial position of the Council. Management is also responsible for safeguarding the assets of the Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with the Examinations Council of Zambia Act No. 15 of 1983 we, management of the Examinations Council of Zambia, are of the opinion that:

- (a) The Statement of Comprehensive Income is drawn so as to give a true and fair view of the surplus of income over expenditure of the Council for the year ended 31st December 2013;
- (b) The Statement of Financial Position gives a true and fair view of the state of affairs of the Council as at the end of the financial year.
- (c) There are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

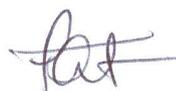
Signed on behalf of the Council on..... 04 Feb 2015

By:



Name: Prof. Samuel F. Banda

Chairperson
Examinations Council of Zambia



Name: Mr. Michael M. Chilala

Director
Examinations Council of Zambia

EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF COMPREHENSIVE INCOME

For the year ended 31st December 2013

Income			
	Note	2013	2012
		K	K'000
Income			
Grants from GRZ	3	47,664,504	32,853,639
Examination Fees	4	31,884,193	17,600,884
Council Services	5	1,596,298	1,525,089
TEVET funding	6	53,026	77,173
Other Income	7	1,820,592	1,303,314
National Assessment Funding	8	-	5,919,530
UNICEF Funding	8	-	461,219
Total Income		83,018,613	59,740,848
Operating Expenses			
Professional Services & Preparation of Examinations	9	53,971,247	41,806,568
Management of Examinations	10	10,873,352	10,876,253
Personal Emoluments	11	21,843,390	19,890,738
National Assessment	12	2,986,766	1,695,446
Total Operating Expenses		89,674,755	74,269,005
Operating Surplus / (Deficit)	13	(6,656,142)	(14,528,157)

EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF FINANCIAL POSITION

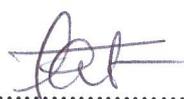
As at 31st December 2013

ASSETS EMPLOYED	Note	2013 K	2012 K'000
Non-current assets			
Property, Plant & Equipment	14	21,563,242	22,746,895
Current Assets			
Accounts Receivables	15	15,859,634	8,815,725
Inventories	16	1,385,094	1,480,127
Cash and Bank	17	5,111,811	25,084,374
		<u>22,356,539</u>	<u>35,380,226</u>
Total Assets		<u>43,919,781</u>	<u>58,127,121</u>
Accumulated Funds & Liabilities			
Accumulated Funds			
Revenue Reserves	18	42,108,794	56,636,951
Surplus / (Deficit) for the Year		(6,656,142)	(14,528,157)
Total Accumulated Funds		<u>35,452,652</u>	<u>42,108,794</u>
Current Liabilities			
Accounts Payables	19	8,467,129	16,018,327
Total Accumulated Fund and Liabilities		<u>43,919,781</u>	<u>58,127,121</u>

These financial statements were approved by the Examinations Council of Zambia on.....and signed on its behalf by:


.....

Name: Prof. Samuel F. Banda
Chairman
Examinations Council of Zambia


.....

Name: Mr. Michael M. Chilala
Director
Examinations Council of Zambia

EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF CASH FLOWS

For the year ended 31st December 2013

	2013	2012
	K	K'000
Net cash inflow from operating activities:		
Surplus / (Deficit)	(6,656,142)	(14,528,157)
Depreciation	1,729,084	1,997,004
(Profit)/Loss on Disposal	-	-
Net income from operations	<u>(4,927,058)</u>	<u>(12,531,153)</u>
(Increase) / Decrease in Debtors	(7,043,909)	(2,225,778)
Increase in Inventory	95,033	(322,945)
Increase / (Decrease) in Creditors	(7,551,198)	3,486,560
Increase / (Decrease) in Creditors	-	(505,150)
Cash Generated from Operations	<u>(19,427,132)</u>	<u>(12,098,466)</u>
Cash flow from investing activities:		
Acquisition of non current assets	(545,431)	(2,313,660)
Proceeds on disposal of tangible fixed assets	-	-
	<u>(545,431)</u>	<u>(2,313,660)</u>
Increase / (Decrease) in Cash	(19,972,563)	(14,412,126)
Cash and Cash equivalents at the beginning of the year	25,084,374	39,496,500
Cash and cash equivalents at the end of the year	<u><u>5,111,811</u></u>	<u><u>25,084,374</u></u>

EXAMINATIONS COUNCIL OF ZAMBIA

Notes to the Financial Statements for the year ended 31st December 2013

1. Regulatory Framework and Principal Activities

The Examinations Council of Zambia (ECZ) was established by Act of Parliament No.15 of 1983. The main function of ECZ is to conduct examinations for grade seven (7) or primary school, grade nine (9) or junior secondary school, grade twelve (12) or school certificate and general certificates of education (G.C.E), primary teacher training and technical education and vocational training.

2. Significant Accounting Policies

2.1 Accounting Conversion

The significant accounting policies adopted in the preparation of these financial statements which have been prepared in conformity with International Accounting Standards relevant to the Council and the Government of the Republic of Zambia (GRZ) are:

a) Basis of preparation of financial statements

The financial statements have been prepared on the basis of historical cost convention.

b) Functional and Presentation Currency

The financial statements are expressed in the Zambian Kwacha (ZMW)

c) Depreciation

Depreciation is charged on non-current assets during the year and is calculated on the reducing balance method at the following rates:

Leasehold Property and Buildings	2.5%
Office Equipment	20%
Furniture and Fittings	20%
Computers	25%
Staff House Equipment	25%
Motor Vehicle	25%
Plant and Equipment	25%
Library Books	25%

3. Grants from GRZ

These are funds received from the Government of the Republic of Zambia (GRZ) as approved in the 2013 budget as shown below:

Funding for	Operations K	Marking K	Examinations K	Total 2013 K	Total 2012 K'000
January-Dec(2011)				-	874,146
January	1,290,812			1,290,812	1,290,812
February	1,290,812			1,290,812	1,290,812
March	1,290,812			1,290,812	1,290,812
April	1,290,812			1,290,812	1,290,812
May	1,290,812			1,290,812	1,290,812
June	1,290,812		11,500,000	12,790,812	17,780,561
July	1,290,812			1,290,812	1,290,812
August	1,290,812	10,000,000		11,290,812	1,290,812
September	1,290,812			1,290,812	1,290,812
October	1,290,812			1,290,812	1,290,812
November	1,290,812	9,300,000		10,590,812	1,290,812
December	1,290,812	1,374,760		2,665,572	1,290,812
Total	15,489,744	20,674,760	11,500,000	47,664,504	32,853,639

4. Examination Fees

	2013 K	2012 K'000
Grade 12 , GCE Exam fees	31,080,402	16,817,550
G C E O & A Exams / level handling fees(London)	154,830	82,906
TEVET Examinations fees	285,447	307,258
Teacher training Exam fees	363,514	393,170
	31,884,193	17,600,884

5. Council Services

	2013	2012
	K	K'000
Replacement of statement of results/ Combination	223,508	339,757
Replacement Certificates	441,171	330,587
Certification of certificates	714,670	585,196
Exemption fees	-	60
Under protest fees	73,029	161,209
Verification of foreign qualifications	143,920	108,280
	1,596,298	1,525,089

6. TEVET Funding

This consists of Grants received amounting to K 53,025.00 from the Ministry of Science, Technology and Vocational Training to facilitate the conduct of TEVET examinations.

7. Other Income

	2013	2012
	K	K'000
Interest on bank balances	838,824	614,078
Disposal of waste paper	5,054	19,472
Centres fees from private schools	847,467	581,568
Past paper sales	-	34,905
Interest on staff loans	129,247	53,291
	1,820,592	1,303,314

8. National Assessment

	2013	2012
	K	K'000
National Survey Preparation-Grade 5(UNICEF)	-	461,219
National Survey Conduct-Grade 5 & 9 (USID)	-	5,919,530
	-	6,380,749

9. Professional Services and Preparation of Examinations

	2013	2012
	K	K'000
Grade 7 Exam expenses	5,847,391	3,644,503
Grade 9 Exam expenses	21,533,752	18,419,443
Grade 12 Exam expenses	24,615,555	17,598,437
TEVET Exam Expenses	647,492	481,182
Teacher Training Exam expenses	522,685	830,544
Travel and Subsistence	804,372	832,459
	53,971,247	41,806,568

10. Management of Examinations

	2013	2012
	K'	K'000
Advertising and Publications	1,324,477	747,837
Bank Charges	82,354	98,369
Board and Committee Expenses	1,964,797	524,091
Building Maintenance	415,932	500,771
Consulting Fees	-	172,840
Courier and Postage	81,194	71,590
Depreciation	1,729,084	1,997,004
Education Assistance	379,111	686,695
Electricity and Water	104,026	37,287
General Expenses/Administration charges	31,996	69,063
Insurance	861,880	739,388
Legal Fees	82,810	60,394
Medical Expenses	941,826	879,300
Motor Vehicle Fuel & Lubricants	155,412	339,338
Motor Vehicle Maintenance	213,773	199,327
Office Equipment Maintenance	70,028	66,577
Office Stationery	335,522	775,697
Office Entertainment	29,233	22,431
Rent and Rates	9,835	10,712
Security Charges	31,386	26,527
Software Maintenance	9,275	3,104
Staff Training and Development	610,968	786,149
Staff Welfare / Leave Benefits	897,520	1,214,607
Telephone, Fax and Internet	163,674	142,968
Terminal Benefits / Gratuity	307,389	675,687
Transport Hire	39,850	28,500
Total	<u>10,873,352</u>	<u>10,876,253</u>

11. Personal Emoluments

	2013	2012
	K	K'000
Salaries	21,611,067	19,735,854
Wages	232,321	154,884
Total	21,843,388	19,890,738

12. National Assessment

	2013	2012
	K	K'000
Bank Charges	2,008	3,147
Dissemination & Data Collection	1,681,499	1,095,557
Hotel and Accommodation	475,095	102,630
Item Writing	70,918	-
Liquidation of Unicef funds	-	6,345
Printing and Stationery	64,095	77,779
Report Writing/Validating Report	206,180	29,830
Sitting Allowances	409,294	348,658
Travel and Subsistence / Lunch	77,677	31,500
	2,986,766	1,695,446

13. Operating Deficit is mainly attributed to the abolition of Grade Nine examinations fees and the non increment of the GRZ Grant to cover the short fall in printing and administration of examinations.

14. NON CURRENT ASSETS

COST	Vehicles	Equipment	& Fittings	& Printers	Equipment	Equipment	Books	& Buildings	TOTAL
	25%	20%	20%	25%	25%	25%	25%	2.5%	
	K	K	K	K	K	K	K	K	K
As at 01.01.2013	6,187,940	908,463	1,092,101	2,426,083	5,588	25,947	1,234	19,731,009	30,378,365
Additions for Year	277,456	111,146	24,450	57,699	-	12,480	-	62,200	545,431
As at 31.12.2013	6,465,396	1,019,609	1,116,551	2,483,782	5,588	38,427	1,234	19,793,209	30,923,796
DEPRECIATION									
As at 01.01.2013	3,491,548	452,554	540,130	1,268,974	5,297	19,985	1,212	1,851,771	7,631,471
Charge for year	743,462	113,411	115,284	303,702	73	4,611	6	448,535	1,729,084
As at 31.12.2013	4,235,010	565,965	655,414	1,572,676	5,370	24,596	1,218	2,300,306	9,360,555
Net Book Value									
As at 31.12.2013	2,230,386	453,644	461,137	911,106	218	13,832	17	17,492,902	21,563,242
As at 31.12.2012	2,696,393	455,909	551,971	1,157,109	291	5,963	22	17,879,239	22,746,895

15. Accounts Receivables

	2013	2012
	K	K'000
Salary Advances	78,169	13,200
Kachame Roofing Company	-	159,700
Staff Imprest	691,425	897,838
Staff Loans	4,527,210	2,103,922
Provincial Education Office's Debtors	10,562,830	5,600,865
Festivals Catering Services Limited	-	40,200
Total	15,859,634	8,815,725

16. Inventories

These consist of closing stock balances at the end of the year.

17. Cash and Bank

	2013 K	2012 K'000
Access Investment	-	34,324
Access Main	185,768	2,097,420
BBZ A/C 4929718	60,224	267,855
BBZ A/C 4929858	133,636	325,785
BBZ Regional A/Cs	73,661	247,316
Finance Bank - Main	535,320	721,985
Finance Bank - Investments	-	5,490,501
Finance Bank - Regional Accounts	918,186	110,217
Investrust - Main	14,297	81,468
Investrust -Investment	802,091	925,370
Investrust Regional A/C	10,105	1,321
Natsave-Regional accounts	54,501	26,153
ZANACO Examinations fees A/C	135,277	-
ZANACO Bill Muster A/C	730,360	-
ZANACO A/C 016	13,662	5,417,574
ZANACO A/C 144	2,967	5,611
ZANACO A/C 250	32,165	246,977
ZANACO A/C 3410	710,563	5,146,645
ZANACO A/C 464	384,077	2,109,040
ZANACO A/C 552	287,084	1,706,575
ZANACO Regional A/C	27,867	122,237
Total	<u>5,111,811</u>	<u>25,084,374</u>

18. Revenue Reserves

	2013 K'000	2012 K'000
Balance as at 1 January	42,108,794	57,142,101
Prior year adjustment	-	<u>(505,150)</u>
Adjusted balance	-	56,636,951
Operating Surplus\ (Deficit) for the year	<u>(6,656,142)</u>	<u>(14,528,157)</u>
Balance as at 31 December	<u><u>35,452,652</u></u>	<u><u>42,108,794</u></u>

19. Accounts Payables

	2013	2012
	K	K'000
Trade payables	597,076	3,237,915
Examination payables	6,852,149	11,009,976
Staff payables	1,017,904	1,770,436
	<u>8,467,129</u>	<u>16,018,327</u>

16.0. PROGRAMMES CONDUCTED BY THE EXAMINATIONS COUNCIL OF ZAMBIA IN 2013

16.1. TECHNICAL EDUCATION, VOCATIONAL AND ENTERPRUERSHIP TRAINING (TEVET) EXAMINATION

Under TEVET Examinations, the following programmes were conducted by the Examinations Council of Zambia:

16.1.1. Certificate

- i. Computer Systems and Engineering
- ii. Accounts and Business Studies
- iii. Secretarial and Office Management
- iv. Library and Information Science
- v. Dairy Production

16.1.2. Craft Certificate

- i. Automotive Mechanics
- ii. Automotive Electricity
- iii. Electricity
- iv. Metal Fabrication
- v. Machining
- vi. Agricultural Mechanics
- vii. Plumbing and Sheet Metal
- viii. Electronics Systems and Maintenance Repair
- ix. Radio and Television Repair
- x. Water Supply Operations
- xi. Bricklaying and Plastering
- xii. Fitting
- xiii. Travel and Tourism Operations

16.1.3. Advanced Certificate

- i. Food Production
- ii. Automotive Technician
- iii. Electrical Technician
- iv. Heavy Equipment Repair Technician
- v. Mechanical Technician
- vi. Metal Fabrication Technician
- vii. Refrigeration and Air Conditioning Technician

16.1.4. Diploma

- i. Hotel management
- ii. Aeronautical Electronics and Engineering
- iii. Aircraft Maintenance and Engineering
- iv. Human Resource Management
- v. Marketing
- vi. Production and Operations Management
- vii. Physiotherapy
- viii. Diagnostic
- ix. Print Technology
- x. Library and Information Science
- xi. Art Teacher
- xii. Music Teacher
- xiii. Journalism

16.2. SCHOOL EXAMINATIONS

The following Examinations were conducted by the Examinations Council of Zambia;

- i. Grade 7 Composite Examination;
- ii. Junior Secondary School Leaving Examination (Grade 9); and
- iii. Joint Examination for School Certificate (Grade 12) and General Certificate of Education (GCE)

16.3. TEACHER EDUCATION EXAMINATION

The following Teacher Education Examination Certificate Programmes were conducted by the Examinations Council of Zambia;

- i. Zambia Teacher Education Course (ZATEC) Level I;
- ii. Zambia Teacher Education Course (ZATEC) Level II; and
- iii. Pre-School

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