

# AWARDS

- Best Educational Institutional-ACSZ 2022 (1st Position)
- Best Institution Government/Department -ZITF 2017 (1st Position)
- Best Public Service Institution-ACSZ 2023 (3rd Position)
- Best Publication-ZAPRA 2020 (1st Position)
- Public Service Excellence-ZSPA

## SERVICE CENTRES

### NORTHERN REGION

#### KITWE SERVICE CENTRE

Plot No. 6508, Four C Road  
Off Jambo Drive  
Riverside  
P.O. Box 21075  
Kitwe  
Contact No.: +260 955 491615 / +260 961 491615

#### MPIKA SERVICE CENTRE

Farmers Training Centre (FTC)  
Along Mpika Chinsali Road  
P.O. Box 450271  
Mpika  
Contact No.: +260 950 222 445/ +260 960 428486  
+260 976 699 058

#### KASAMA SERVICE CENTRE

Ituna Secondary School  
Opposite Kasama Radio Station  
Along Kasama-Mungwi Road  
Kasama  
Contact No.: +260 794 692 393 / +260 973 166 942

#### MANSA SERVICE CENTRE

Provincial Resource Centre (PRC)  
Mutende Day Secondary School Premises  
Mansa-Samfya Road, Mansa, Zambia  
Contact: +260 776-315-727/ +260 950-578-910

#### SOLWEZI SERVICE CENTRE

Behind PEO's Office, Off Independence  
Avenue  
Mushindamo Street, Solwezi  
Contact: +260 954-701-933/ +260 962-159-433/  
+260 973-573-301

### SOUTHERN REGION

#### LUSAKA SERVICE CENTRE

Plot 10934, Msuzi Road  
P.O. Box 50432  
Woodlands  
Lusaka  
Contact No.: +260 211 264091

#### CHIPATA SERVICE CENTRE

Provincial Resource Centre (PRC)  
Hillside High School Premises  
Along Umodzi Highway  
Chipata  
Contact No.: +260 974 815 551 /+260 764 273 290

#### MONGU SERVICE CENTRE

House No. 43A  
Independence Avenue  
Mongu  
Contact No.: +260 973 597 776 / +260 960 597 776/  
+260 953 597 779

#### LIVINGSTONE SERVICE CENTRE

District Education Board Secretary (DEBS)  
Next to the High Court of Zambia  
Along Akapelwa Street  
Livingstone  
Contact No.: +260 963 707 007 / +260 777 077 618

#### KABWE SERVICE CENTRE

Next to District Education Board Secretary  
(DEBS) Offices  
Munkoyo Street, Kabwe, Zambia  
Contact: +260 974-147-566 / 260 761-460-147

## CONTACT DETAILS

### EXAMINATIONS COUNCIL OF ZAMBIA HEAD OFFICE

Haile Selassie Avenue  
Long Acres  
P.O. Box 50432  
Lusaka

Telephone: +260 211 252544, +260 211 252930

Email: [info@exams-council.org.zm](mailto:info@exams-council.org.zm)

Website: [www.exams-council.org.zm](http://www.exams-council.org.zm)



## EXAMINATIONS COUNCIL OF ZAMBIA



## CORPORATE PROFILE

## MANDATE

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament Number 15 of 1983 (as amended 1994), which was repealed and replaced with the Examinations Council of Zambia Act Number 3 of 2023. The new Act will enhance the corporate governance of the institution.

## THE FUNCTIONS OF THE ECZ

- a. prepare and administer examinations at a basic school, high school and school for continuing education;
- b. monitor and supervise examinations at a basic school, high school and school for continuing education;
- c. promote the integrity of the system of examinations at a basic school, high school and school for continuing education;
- d. formulate examinations syllabi and assessment schemes;
- e. formulate and enforce examination guidelines;
- f. accredit examination centres;
- g. appoint examination officers;
- h. register candidates for examinations;
- i. award certificates to candidates who pass examinations;
- j. cause the training of examination officers;
- k. formulate a code of ethics and conduct for examination officers;
- l. collaborate with Government departments and institutions in the administration of examinations in the Republic;
- m. invite a person or body in, or outside, the Republic to assist the Council in the administration of examinations;
- n. collaborate with the Zambia Qualifications Authority for the verification of examination qualifications conferred by the Council;
- o. promote the international recognition of qualifications conferred by the Council;
- p. provide advice to a State institution on the development and use of any system of examining when requested to do so; and
- q. carry out research in examinations.

### The Council may determine:

- a. the fees payable for an inspection conducted or other services rendered for the purposes of this Act; and
- b. what portion of any fee is payable in respect of any part of a year and the date on which the fee or portion of the fee is payable.



### VISION

An Educational Assessment Body of Excellence



### MISSION

To Efficiently and Innovatively Conduct Educational Assessments and Award Certificates of Comparable International Standards



### CORPORATE VALUES

Professionalism  
Integrity  
Accountability  
Innovativeness  
Teamwork

## GOVERNANCE AND ADMINISTRATIVE STRUCTURE OF THE ECZ

### The Board

The board is the supreme policy making body of the ECZ. In accordance with the Examinations Council of Zambia Act Number 3 of 2023, the Board continues to provide policy oversight and strategic direction of the ECZ.

### Board Committees

The Board operates through a committee system.

- Finance and Administration
- National Examinations Security
- Examinations and Assessments
- Audit and Risk
- Appeals

### The Secretariat

The Secretariat is headed by the Executive Director who is charged with the responsibility of implementing the policies developed by the Board. The Secretariat is made up of the following departments;

- Examinations Administration
- Research, Planning and Information
- Finance
- Human Resource and Administration
- Test Development
- Information and Communication Technology
- Certification
- Audit Unit
- Procurement Unit
- Public Relations Unit

## EXAMINATIONS CONDUCTED BY ECZ

- Grade 7 Composite Examination
- Junior Secondary School Leaving Examination (Grade 9 Internal)
- Junior Secondary School Examination (Grade 9 External)
- School Certificate (Grade 12)
- General Certificate of Education (GCE) Examination
- Early Childhood Teacher's Diploma (Level I, II, III)
- Primary Teacher's Diploma (Level I, II, III)
- Secondary Teacher's Diploma (Level I, II, III)

## AFFILIATIONS

The ECZ is a member of the following Assessment Bodies;  
Southern Africa Association for Educational Assessment (SAAEA)  
Association for Educational Assessment in Africa (AEAA)  
International Association for Educational Assessment (IAEA)

