



## EXAMINATIONS COUNCIL OF ZAMBIA

### 2025 SECONDARY TEACHER'S DIPLOMA SECOND YEAR EXAMINATION TIME-TABLE

THE SECONDARY TEACHER'S DIPLOMA TEACHER **SECOND YEAR** EXAMINATION FOR **2025** WILL BE WRITTEN ON THE DATES SHOWN IN THE TIME-TABLE BELOW

#### **TIME ALLOWANCE FOR QUESTION PAPERS**

1. **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.**

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

- a) The Examinations Council of Zambia will consider applications from Centres for modification of the Time-Table.
- b) The Principal of the College/Head of Examination Centre should check the Time-Table and **immediately** report in writing 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/Head of Examination Centre should write to the Executive Director, Examinations Council of Zambia, suggesting how the clash may be resolved.

3. 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 to the Candidates.

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

**4.0 GENERAL INSTRUCTIONS TO CANDIDATES**

- 4.1 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. Candidates 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.
- 4.2 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.
- 4.3 **Pay attention to all general instructions**
- 4.4 Write your **Centre Number** and **Candidate Examination Number** in the spaces provided **on** and **in** the Question Paper/ Answer sheet and on any other examination material you have used. In addition, write the subject name in the spaces provided on the Answer Sheet. The above information must also be written on any loose papers, e.g. graph papers.
- 4.5 Leave a margin at both right-hand and left-hand edges.
- 4.6 **Do not fold your Answer Sheet at any time.**
- 4.7 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. **Begin the answer to each separate part of a question on a fresh line.**
- 4.8 If your work cannot be read, you will automatically be penalised. Remember that handwriting and spelling will be taken into account during marking.
- 4.9 Bring mathematical, drawing and dissecting instruments for subjects for which they will be needed.
- 4.10 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**

- 4.11 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.

- 4.12 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. Tie any loose papers to the left-hand top corner of the question paper. (Do not tie so tightly that the pages tear apart when they are turned over.)
- 4.13 If you arrive after 30 minutes from the starting time of an examination, you will not be allowed to enter the Examination Room.
- 4.14 Take note that you are not allowed to leave the Examination Room in the last 30 minutes of the Examination.
- 4.15 If you are a candidate with Special Educational Needs (SEN), you are eligible for 25 percent extra writing time for the duration of the examination paper.
- 4.16 You should 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.

## **5.0 CAUTION TO CANDIDATES BEFORE COMMENCEMENT OF EXAMINATION**

- 5.1 The Principal of the college or 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, smart wrist watches etc. in the examination room, allow somebody else writing an examination on their behalf or writing on your Body parts/ Clothing.

**All articles mentioned above are therefore not allowed in the Examination room.**

- 5.2 Where a candidate will be involved in Examination Malpractice, all results of such a candidate will be nullified.
- 5.3 Where a Lecturer or any 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, while any other person will be reported to the Police for criminal prosecution.
- 5.4 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.
- 5.5 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 subjects/courses.



**EXAMINATIONS COUNCIL OF ZAMBIA**  
**2025 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> 7 <sup>TH</sup> NOVEMBER, 2025	<b>GUIDELINES TO CANDIDATES AND INVIGILATORS</b>			
<b>WEDNESDAY</b> 12 <sup>TH</sup> NOVEMBER, 2025	MORNING	CRE 42004	CURRICULUM STUDIES AND ASSESSMENT	3 HOURS
<b>TUESDAY</b> 18 <sup>TH</sup> NOVEMBER, 2025	MORNING	SGC 42001	SPECIAL EDUCATION, GUIDANCE AND COUNSELLING	3 HOURS

## NOTES:

1. All morning papers to start at 08:00 hours and afternoon papers to start at 14:00 hours.
2. Seating plans must be made for each session and enclosed in the tamper-evident envelopes 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, endorsed by the Principal of the College or Head of the Examination Centre, must be submitted together with Answer Scripts in separate envelopes.
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.