



Examinations Council of Zambia

Guidelines and Regulations on Candidate Registration

**Primary School Leaving Examination (PSLE)
School Certificate (SC)
General Certificate of Education (GCE))**

(2026)

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1.0 Guidelines for Pre-Registration of Candidates

1.1 Pre-Registration Activity

1.1.1 The Head teacher/Centre Coordinator should compile registration data to be entered by asking candidates to provide the following details:

- i) Name which should be on the Certificate in full; and as they appear on the Birth Certificate/Birth Record.
- ii) Date of Birth and gender as it appears on the Birth Certificate/Birth Record;
- iii) Subjects to be written and paper options;
- iv) Candidate National Registration Card Number for GCE candidates.
- v) Birth Certificate/Birth Record Number

1.1.2 Once the above details have been compiled, the Head teacher should ask the candidates to verify that the above information has been correctly written before commencement of entering the data.

1.2 Data Capture

1.2.1 The Head teacher should ensure that all the candidates in the examination centre have provided the required and correct registration details.

1.2.2 All candidates should be pre-entered into the OCRS before paying examination fees where applicable.

1.2.3 Where applicable, only candidates that have paid Examination Fees would be registered for Examinations by moving to the paid register. **(Refer to Guidelines on Payments of Examination Fees on Sections 10 to 14 of this document).**

1.3 Candidate Portrait Requirement

1.3.1 A portrait image will now need to be captured and uploaded during the registration process. Only images containing a clear human face will be accepted. Each image must not exceed 2 Megabytes (MB) in size and should preferably have a dimension of 3cm by 4cm (portrait orientation) to maintain standard passport or ID photo size. The image background should be white. Below is an example;



1.3.2 The Head teacher must ensure that instructions provided in the Online Candidate Registration System (OCRS) manual are followed when entering the data. The most important points to note include the following:

a. Primary School Leaving Examination (PSLE) Centre

- (i) Examination numbers are automatically generated.
- (ii) All subjects are automatically allocated except for the Zambian Language which the Data Entry Officer has to select from the seven options for the candidates.
- (iii) A school shall select only One Zambian Language for all the candidates.
- (iv) Further since Creative Studies has been split into three (3) Subjects, the Data Entry Officer has to select one of the following; Technology Studies, Expressive Arts or Home Economics
- (v) The Data Entry Officer should select candidates' Schools of Choice from the list of approved Examination Centres for the School Certificate Ordinary Level Examination, as provided by the Examinations Council of Zambia in the Online Candidate Registration System (OCRS).
- (vi) Candidates' schools of choice are restricted to the Province. Choosing a school outside the Province is not allowed.
- (vii) Parents' or guardians' details will need to be entered for each candidate
- (viii) Parents or guardians will need to verify the registration data or can be assisted by the examination centre to verify the captured data on behalf of the candidates

- (ix) The verification of candidate's entry details shall be done parallel to registration. Once a candidate is registered a verification link will immediately be sent via email and SMS to parents or guardians and candidates for entry details confirmation

b. School Certificate (SC) Ordinary Level Centres

- (i) Every candidate must supply a valid Examination Number as stated on the Junior Secondary School Leaving Examination Certificate.
- (ii) All repeaters must be entered for the General Certificate of Education (GCE) Examination.
- (iii) Only applicable subjects must be selected.
- (iv) A portrait image will now need to be captured and uploaded during the registration process.
- (v) Candidates taking Pure Sciences must register for 5054 Physics and 5070 - Chemistry while those taking Physical Science must register for 5124 - Science.
- (vi) Parents or guardians will need to verify the registration data or can be assisted by the examination centre to verify the captured data on behalf of the candidates

c. General Certificate of Education (GCE) Centres

- (i) Examination Numbers are automatically generated and are different from year to year.
- (ii) Candidates can enter for one or more subjects but the maximum number of subjects a candidate can enter for is nine.
- (iii) Candidates should only be entered for subjects with a practical component at centres that have facilities for conducting practical as School Based Assessment.
- (iv) Candidates will need to verify the registration data or can be assisted by the examination centre to verify the captured data
- (v) The verification of candidate's entry details shall be done parallel to registration. Once a candidate is registered a verification link will immediately be sent via email and SMS to parents or guardians and candidates for entry details confirmation

2.0 2026 Primary School Leaving Examination Candidate Registration

2.1 Registration

- 2.1.1 Registration of the Primary School Leaving Examination candidates for the 2026 Examination will be done through the Online Candidate Registration System (OCRS).
- 2.1.2 This is a system that has been designed to allow for the registration of candidates at school level.
- 2.1.3 Parents' or guardians' details are mandatory for every candidate as part of the process of registration of candidates.
- 2.1.4 An intending candidate becomes a bonafide candidate only after he/she has been correctly entered by the Head teacher of a registered Examination Centre and confirmed by the Examinations Council of Zambia through the final Subject Attendance register.

2.2 Verification

- 2.2.1 Candidates information will be verified by parents or guardians and candidates. Once a candidate is registered a verification link will immediately be sent via email and SMS to parents or guardians and candidates for entry details confirmation .
- 2.2.2 Candidates or parents or guardians who may not have access to a gadget for verification can be assisted by the school system administrators to verify all candidate entry details.

2.3 Registration Data submission

- 2.3.1 At the end of the registration period. The school systems administrator will submit all data in order allow ECZ administrators to process the data
- 2.3.2 All Candidates, parents or guardians should ensure that the entry details are verified during the verification period.
- 2.3.3 This submission should be done for each level i.e. Primary School Leaving, School Certificate Ordinary Level and General Certificate of Education

2.4 Eligibility

Candidates entering for the Primary School Leaving Examination must have completed Seven (7) years of Primary Education as per requirements of the Zambian Curriculum.

2.5 Entries

- 2.5.1 All learners on the school register eligible to sit for Primary School Leaving Examination must be entered for the examination even if they are on suspension, are sick in hospital or even away from school for whatever reason.
- 2.5.2 Transferred eligible learners must be entered for the examination by the school where they were transferred to.
- 2.5.3 Candidates in Public and Grant-Aided schools will be entered on OCRS and will immediately appear on the Provisional Register.
- 2.5.4 For candidates in Public and Grant-Aided Schools, a final Provisional Register will be available for printing after registration since there will be no payment of examination fees.
- 2.5.5 Candidates in Private Schools should be pre-entered into the OCRS before paying examination fees.
- 2.5.6 As candidates in Private Schools pay examination fees, they will move to the paid register. (*Refer to Guidelines on Payments of Examination Fees on Sections 10 to 14 of this document*).

2.6 2026 School Certificate Ordinary Level Candidate Registration

2.6.1 Registration

- 2.6.1.1 Registration of the School Certificate Ordinary Level candidates for the 2026 Examination will be done through the Online Candidate Registration System (OCRS). This is a system that has been designed to allow for the registration of candidates at school level.
- 2.6.1.2 An intending candidate becomes a bonafide candidate only after he/she has been correctly entered by the Head teacher of a registered Examination Centre and confirmed by the Examinations Council of Zambia through the final subject attendance register.
- 2.6.1.3 All eligible candidates must be pre-registered before payment of examination fees where applicable. Payment can be made using the online payment method. (*Refer to Guidelines on Payments of Examination Fees in Sections 10 to 14 of this document*)

2.6.2 **Verification**

- 2.6.2.1 Candidates information is to be verified by parents or guardians.
Once a candidate is registered a verification link will immediately be sent via email and SMS to parents or guardians and candidates for entry details confirmation.
- 2.6.2.2 Candidates or parents who may not have access to a gadget for verification can be assisted by the school system administrators to verify candidates details and subjects.

2.6.3 **Registration Data Submission**

- 2.6.3.1 At the end of the registration period. The examinations centre systems administrator will submit all data in order to allow ECZ administrators to process the data
- 2.6.3.2 All Candidates, parents or guardians should ensure that the entry details are verified.
- 2.6.3.3 This submission should be done for each level i.e. Primary School Leaving, School Certificate and General Certificate of Education

2.6.4 **Eligibility**

- 2.6.4.1 Candidates entering for the School Certificate Examination must be in possession of a Junior Secondary School Leaving Examination Certificate, valid examination number and must have completed three (3) years of Senior Secondary Education as per requirements of the Zambian curriculum.
- 2.6.4.2 Transferred School Certificate learners must be entered for the examination by the examination centre where they were transferred to.

2.6.5 **Entries**

- 2.6.5.1 All learners on the school register in Grade 11 must be entered for the examination even if they are on suspension, are sick in hospital or even away from school for whatever reason.
- 2.6.5.2 Transferred Grade 11 learners must be entered for the examination by the examination centre where they were transferred to.
- 2.6.5.3 Candidates in Public and Grant-Aided Schools will be entered on

OCRS and will immediately appear on the Provisional Register.

2.6.5.4 For candidates in Public and Grant-Aided Schools, a final Provisional Register will be printed after registration since there will be no payment of examination fees

2.6.5.5 Candidates in Private Schools should be pre-entered into the OCRS before paying examination fees.

2.6.5.6 As candidates in Private Schools pay examination fees, they will move to the paid register. (*Refer to Guidelines on Payments of Examination Fees in Sections 10 to 14 of this document*).

3.0 2026 General Certificate of Education (GCE) Candidate Registration

3.1 Registration

3.1.1 Registration of the GCE candidates for the year 2026 Examination will be done through the Online Candidate Registration System (OCRS). This is a system that has been designed to allow for the registration of candidates at the school level.

3.1.2 An intending candidate becomes a bonafide candidate only after he/she has been correctly entered by the Head teacher of a registered Examination Centre and confirmed by the Examinations Council of Zambia through the final Attendance Register.

3.2 Verification

3.2.1 Candidates information is to be verified by candidates. Once a candidate is registered a verification link will immediately be sent via email and SMS to parents or guardians and candidates for entry details confirmation.

3.2.2 For students who may not have access to a gadget will be assisted by the school system administrators to verify the information.

3.3 Registration Data submission

3.3.1 At the end of the registration period. The school systems administrator will submit all data in order to close all edits to the data and allow ECZ administrators to process the data.

3.3.2 All Candidates, parents or guardians should ensure that the entry details are verified.

3.3.3 This submission should be done for each level i.e. Primary School Leaving, School Certificate and General Certificate of Education.

3.4 Eligibility

Candidates entering for the General Certificate of Education Examination must be in possession of a National Registration Card (NRC) or Valid Passport.

3.5 Entries

3.5.1 All candidates' details should be pre-entered into the system before paying examination fees.

3.5.2 Only candidates that have paid Examination Fees would be registered for Examinations by moving to the paid register.

3.6 Procedure for Registration of Candidates

3.6.1 The Head teachers/Centre Coordinators are advised to strictly follow the guidelines for the registration of candidates enclosed herewith and in the OCRS Manual.

3.6.2 The Provincial Education Officers and District Education Board Secretaries should ensure that checklists are used to verify that all registered examination centres have presented candidates on the printed and signed Provisional Candidate registers from the schools/centres.

3.6.3 Verification of data is one quality control measure which ensures that all candidates have been correctly registered. You are therefore urged not to skip any of the verification processes.

4.0 Period for Registration

4.1 The commencement date for registration of candidates in centres for the 2026 Examination is Monday, 10th November, 2025.

4.2 The closing date for registering candidates in centres for the 2026 Examination is Friday, 6th March, 2026.

5 There will be no extension to the closing date for receipt of entries as the date for procurement of examination materials cannot be changed.

5.0 2026 Examinations Scale of Fees

5.1 The scale of examination fees payable by School Examinations candidates for the year 2026 examinations is as follows:

Sn	Level	Amount
1	Primary School Leaving Examination	K100.00 per candidate
2	School Certificate	K600.00 per candidate

Notes:

- 1) Candidates in Public Schools shall not pay examination fees;
- 2) Candidates in Grant-Aided Schools shall not pay examination fees as
- 3) Government will deduct the amounts payable by candidates and remit to ECZ.
- 4) Candidates in Private Schools shall pay Examinations fees

5.2 Candidates under GCE shall pay examinations fees

The scale of examination fees payable by GCE candidates for the year 2026 examinations is as follows :

Sn	Level	Amount
1	General Certificate of Education (GCE)	K200.00 per subject

6.0 Registration and Renewal Fees for Private Examination Centres

6.1 The Examinations Council of Zambia has announced Centre Registration and Renewal fees to be paid by Private Schools for the year 2026.

6.2 *Note that Private Examination Centres that have unpaid centre renewal fees shall be deactivated and the centres will only access the Online Candidate Registration System platform for the year 2026 once they have paid all the outstanding centre renewal fees of their Examination Centre.*

6.3 The fees payable by Centres for the year 2026 examinations are as follows:

Examination Centre Registration

Sn	Level	Amount
1	Primary School Leaving Examination	K 3,600.00
2	School Certificate	K 7,200.00
3	General Certificate of Education	K 7,800.00
4	Teacher Education	K14,400.00

Examination Centre Renewal

Sn	Level	Amount
1	Primary School Leaving Examination	K 2,880.00
2	School Certificate	K 6,000.00
3	General Certificate of Education	K 6,000.00
4	Teacher Education	K 12,000.00

***Note:** Examination Centres should obtain the account numbers to be used for paying centre registration/renewal fees from the ECZ Service Centre in their Provinces or pay through the self-service portal either by Mobile Money or Card payments.*

7.0 Guidelines for Registration of Candidates

7.1 The following are the requirements to register a candidate;

- 1) A computer, smart phone, or Tablet enabled with Internet browser (Firefox, Chrome, Edge are recommended)/
- 2) All Internet browsers (especially for mobile phones) should be updated to their latest version and should allow / turn on JavaScript
- 3) Basic knowledge on how to navigate the Web
- 4) Candidates must be pre-registered in OCRS

7.2 To register candidates, launch your web browser on your device and enter the following web address: systems.exams-council.org.zm into the address bar of your browser and then press the Enter key or search.

7.3 Once the correct address has been entered, choose option 3, “ONLINE CANDIDATE REGISTRATION SYSTEM” and you will be taken to a page for you to choose the level.

7.4 You will need to choose the level that you would want to log in with

7.5 You will need to sign into your account given by DISTRICT SYSTEM ADMINISTRATOR using your credentials, username, password.

***NB:** For those who have been defined for the first time, the password ‘123456’ should be used for the system to allow the use of personal password.*

7.6 When logged in, on the side menu, click on “Candidate registration”

7.7 Type candidate details, choose appropriate subjects for the candidate and click “**Register**”. After successfully completing registration, click on the “Sign Out” button (last option on side menu) or continue registering more candidates.

8.0 Verification by Parents or Guardians

8.1 Parents or Guardians will receive a link via email and SMS using the registered respective contact information.

8.2 When the link is clicked it will display an interface to the candidate’s details, subjects and parents’ or guardians’ details where applicable.

8.3 The parents or guardians can either accept that the details are correct after which edits to that candidate’s details shall not be allowed.

8.4 If the candidate’s details are not correct the parents can click on the correction option button and submit comments of the necessary changes to be made.

8.5 The centre will receive notification of the changes that are to be made and will submit the

changes.

8.6 Parents or guardians can then recheck and verify that the data is correct

9.0 Verification by Candidates

9.1 Candidates will receive a link via email and SMS using the registered respective contact information.

9.2 When the link is clicked it will show an interface to show the candidate's details, subjects and parents details where applicable .

9.3 The candidate can either accept that the details are correct after which amendments to that candidate's details shall not be allowed.

9.4 If the candidate's details are not correct the candidate can click on the correction option **button** and submit comments of the necessary changes to be made.

9.5 The centre will receive notification of the changes to be made and will submit the changes.

9.6 Candidates can then recheck and verify that the data is correct.

10.0 Payment Methods

10.1 All 2026 examination levels will pay for examinations through the payment gateway.

10.2 There shall be **NO DIRECT DEPOSITS** into any of the ECZ Bank Accounts to avoid candidates not migrating to the paid register.

10.3 The only available channels will be;

10.4 Payment Gateway (Online - Airtel Mobile Money, MTN Mobile Money, Zamtel Kwacha and VISA)

10.5 ZANACO Branches (through Bill Muster). Institutional ID for depositing examinations fees is **6184 – ECZ Exam Fees**.

10.6 **A C C E S S B A N K** (Airtel Mobile Money, MTN Mobile Money, and School pay Website).

11.0 Payment Gateway - Guidelines for Making Online Payments of Examination Fees by Candidates using Mobile Money

11.1 The following are the requirements to make a payment;

- (i) A computer, smart phone, or Tablet enabled with internet
- (ii) Internet browser (Firefox, Chrome, Edge are recommended)

- (iii) Basic knowledge on how to navigate the web
- (iv) Candidates' details must be pre-entered in OCRS.
- 11.2 To access the payment gateway, launch your web browser on your device and enter the following web address: systems.exams-council.org.zm into the address bar of your browser and then press the Enter key or search.
- 11.3 Once the correct address has been entered Choose option 5 “ONLINE PAYMENT” and you will be directed to the payment gateway.
- 11.4 On the home page for the Payment Gateway, click on the “Candidate Payment” button.
- 11.5 Select the Exam level, enter candidate's examination number, and the captcha and then click “Next”.
- 11.6 Choose the service by selecting the option “Candidate Exam Registration” and an invoice will be generated containing the subjects registered for and the amount that needs to be paid for each subject. It also shows the different Payment Methods.
- 11.7 Click on the “**I Accept Invoice**” button and you'll be redirected to the payment option page.
- 11.8 Enter mobile number for the person paying and click on the “MAKE PAYMENT” button and you will receive a prompt on your mobile phone which you would need to accept for the payment to be successful.
- 11.9 A message displays when the transaction on your mobile money account is successful.
- 11.10 Once the payment is done successfully, the candidates will appear on the final provisional register on the OCRS.
- 11.11 Click on the “GO BACK” button and you'll be directed to a page where you can download the receipt.

NB: A receipt MUST be downloaded immediately after making a successful payment.

12.0 Payment Gateway - Guidelines for making Online Payments of Examination Fees by Candidates using Visa

12.1 Requirements

The following are the requirements to make a payment;

- 12.1.1 A computer, smart phone, or Tablet enabled with internet browser (Firefox, Chrome, Edge are recommended)
- 12.1.2 Basic knowledge on how to navigate the web

- 12.1.3 Candidates must be pre-registered in OCRS
- 12.1.4 A valid VISA Card
- 12.1.5 To access the payment gateway, launch your web browser on your device and enter the following web address: systems.exams-council.org.zm into the address bar of your browser and then press the *Enter* key or search.

12.2 Procedure for Making a Payment

- 12.2.1 Once the correct address has been entered Choose option 5 “ONLINE PAYMENT” and you’ll be directed to the payment gateway.
- 12.2.2 On the home page for the Payment Gateway, click on the “Candidate Payment” button. Select the Examination level, enter candidate’s examination number, and the captcha and then click “Next”.
- 12.2.3 Choose the service by selecting the option “Candidate Examination Registration” and an invoice will be generated containing the subjects registered for and the amount that needs to be paid for each subject and an entry fee. It also shows the different Payment Methods.
- 12.2.4 Click on the “**I Accept Invoice**” button and you’ll be redirected to the payment option.
- 12.2.5 Select the card payment option, which will open up a form where the customer would have to complete their billing information.
- 12.2.6 Customer only has to enter their Email and Phone Number. Once completed, the customer clicks the send payment confirmation button.
- 12.2.7 The customer then reviews their billing information to be used when making their VISA payment. Once Billing information is confirmed the customer clicks the Proceed to Enter Card Details button to open the VISA Card acceptance page.
- 12.2.8 Once on the VISA card details page, the customer selects the VISA card Type Then enters their VISA card number, selects the Expiration date for their VISA Card and clicks the next button to proceed to the VISA payment review page.
- 12.2.9 On the Payment Review page, the customer reviews their payment details and clicks the Pay button to begin their Visa payment transaction.
- 12.2.10 Once the customer clicks the “Pay” button a One Time Password (OTP) is sent to their phone to approve their VISA card transaction.

12.2.11 The customer then enters the received OTP and clicks the submit button, which will complete their VISA payment and a success page is then displayed.

12.2.12 Once the customer clicks the done button, they are then redirected back to the Fees Collection System, where they can download their Receipt.

NB: A receipt **MUST** be downloaded **immediately after making a successful payment**.

NOTE: Detailed instructions on how to make payments using the payment gateway can be downloaded from the ECZ Website (system.exams-council.org.zm).

13.0 ZANACO - Guidelines for Making Payments

13.1 ECZ PAYMENTS AT ZANACO XPRESS AGENTS

Payments to ECZ can be made via Bill Muster at any Zanaco Xpress agent countrywide. To make payments at an agent:

13.1.1 Visit a Zanaco Xpress Agent

13.1.2 Inform the agent that you wish to make a payment to ECZ via Bill Muster

13.1.3 Share the Bill Muster ID 6184-ECZ EXAM FEES with the agent

13.1.4 Share the Exam Number, Name, Amount and your mobile number with the Agent

13.1.5 Once the payment is complete, the Agent will hand you a receipt and a text message with the transaction details will be sent to the mobile number shared with the agent.

13.2 ECZ PAYMENTS ON ZANACO MOBILE BANKING (*444#)

Zanaco Bank account holders may use their mobile banking on USSD to make payments to ECZ via Bill Muster. The steps to follow are below:

13.2.1 Dial *444#

13.2.2 Enter Mobile Banking Pin and Login

13.2.3 Select Option 4, Bill Payments

13.2.4 Select Option 4, Bill Muster

13.2.5 Select Option 2, Select Institution Category

13.2.6 Select Option 5, ECZ

13.2.7 Select the applicable ECZ Biller ID 6184-ECZ EXAM FEES,

13.2.8 Enter Exam Number

13.2.9 Enter Name

13.2.10 Enter Customer reference

13.2.11 Enter amount to pay

13.2.12 Confirm Payment

13.2.13 Once payment is confirmed, a text message with the payment details will be sent to the registered mobile number.

13.3 ECZ PAYMENTS AT ZANACO BRANCHES

Payments to ECZ can be made via Bill Muster at any Zanaco Branch countrywide. To make payments at a Zanaco Branch:

13.3.1 Visit a Zanaco Branch and head to the Bank Teller

13.3.2 Inform the Teller that you wish to make a payment to ECZ via Bill Muster

13.3.3 Fill in the Bill Muster Deposit form with the Bill Muster ID 6184-ECZ EXAM

FEES, and your details (Exam Number, Name, Amount and your mobile number, NRC Number, if applicable)

13.3.4 Once the payment is complete, the Teller will hand you a deposit slip as confirmation of your deposit.

14.0 ACCESS BANK

Payments shall be made directly through mobile money USSD Code (MTN *115#, Airtel Money *115#, Zamtel Kwacha *115# - Guidelines for Making Payments

14.1 Using MTN Mobile Money

Requirements

You need a cell phone or tablet with an MTN Money registered sim card

Procedure for Making a Payment

14.1.1 Dial *115#

14.1.2 Select option 3 Payment

14.1.3 Select option 6 School Payment

14.1.4 Select option 2. School Pay (From School Pay) You will get a message to access Schoolpay “Redirection to Schoolpay”

14.1.5 Select Option 2. Pay ECZ

14.1.6 Select Level

14.1.7 Enter Examination number

14.1.8 Verify candidate details (Name, Centre, Amount to pay)

14.1.9 Authorise transaction with mobile money Pin

14.2 Using AIRTEL Money

Requirements

You need a cell phone or tablet with an Airtel Money registered sim card

Procedure for Making a Payment

14.2.1 Dial *115#

14.2.2 Select option 4 Make Payment

14.2.3 Select option 7 School Fees

14.2.4 Select option 1. School Pay (From School Pay) You will get a message to access Schoolpay “Redirection to Schoolpay”

14.2.5 Select Option 2. Pay ECZ

14.2.6 Select Level

14.2.7 Enter Examination number

14.2.8 Verify candidate details (Name, Centre, Amount to pay)

14.2.9 Authorise transaction with mobile money Pin

14.3 Using ZAMTEL Kwacha

Requirements

You need a cell phone or tablet with a Zamtel Kwacha registered sim card

Procedure for Making a Payment

14.3.1 Dial *115#

14.3.2 Select option 4 Make payment

14.3.3 Select option 2 Pay bill

14.3.4 Select option 5 School Payment

14.3.5 Select option 1 (SchoolPay)

14.3.6 Select option 4 Schoolpay

14.3.7 Select Option 2(Pay ECZ)

14.3.8 Select Option 1(Exam fees)

14.3.9 Select Level

14.3.10 Enter Exam number or Reference

14.3.11 Enter Examination number

14.3.12 Verify candidate details (Name, Centre, Amount to pay)

14.3.13 Authorise transaction with mobile money Pin

14.4 School Pay Website

Requirements

The following are the requirements to make a payment;

- A computer, smart phone, or Tablet enabled with internet browser (Firefox, Chrome, Edge are recommended) Basic knowledge on how to navigate the web
Candidates must be pre-registered in OCRS
- To access the schoolpay website, launch your web browser on your device and enter the following web address: www.schoolpay.co.zm into the address bar of your browser and then press the Enter key or search'

Procedure for Making a Payment

14.4.1 Visit the SchoolPay website (www.schoolpay.co.zm)

14.4.2 Select Pay ECZ

14.4.3 Select Channel (Airtel Mobile Money or MTN Mobile Money)

14.4.4 Filter out Level/Grade

14.4.5 Enter Examination Number

Downloading receipts

To download receipts for payments made directly through mobile money USSD Code (MTN *115#, Airtel Money *115#, Zamtel Kwacha *115# and Schoolpay website) under ACCESS BANK, use the following steps:

- (i) Visit the SchoolPay website (www.schoolpay.co.zm)
- (ii) Select Pay ECZ
- (iii) Select “get receipt”
- (iv) Filter out Level/Grade
- (v) Enter Exam Number
- (vi) Click Search button
- (vii) Download receipt

15.0 Submission of Candidate Registration Reports

- 15.1** Only provisional candidate registers printed after verification and signed by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Needs Reports, Centre subject totals and Payment Reports for each Centre.
- 15.2** Heads of Schools/Centres shall deliver Candidate Registration Reports to the District Education Board Secretary by **Friday, 6th March, 2026**.
- 15.3** The District Education Board Secretary will deliver the Candidate Registration Reports to the Provincial Education Officer by **Friday, 13th March, 2026**.
- 15.4** The Provincial Education Officer will deliver Candidate Registration Reports and accompanying documents to the Examinations Council of Zambia from **Monday, 16th March, 2026 to Friday, 20th March, 2026**

