Examinations Council of Zambia

2026 Guidelines and Regulations on Candidate Registration for Teacher Education

(Effective 2026)

**2026 Guidelines and Regulations
on Candidate Registration for
Teacher Education**

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Abbreviations and Acronyms

OCRS	Online Candidate Registration System
DEBS	District Education Board Secretary
ECZ	Examinations Council of Zambia
ECE	Early Childhood Education
PTD	Primary Teacher Diploma
STD	Secondary Teacher Diploma
SEN	Special Educational Needs
PEO	Provincial Education Officer
CBA	College Based Assessment

1.0   2026 FIRST YEAR TEACHER EDUCATION CANDIDATE REGISTRATION

1.1 Guidelines for Pre-Registration of Candidates

1.2 Pre-Registration Activity

1.2.1 The Principals/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 National Registration Card.

ii) Date of Birth and sex as it appears on the National Registration Card;

iii) Candidates portrait photo

iv) Birth Certificate Number

v) Education Courses to be written and Teaching Courses;

vi) Candidates National Registration Card Number.

vii) The candidates phone number.

viii) Candidates email address.

1.2.2 Once the above details have been captured, an email containing the candidate's login credentials will be sent to enable them to log in, verify their information, and proceed with payment.

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 Principal should ensure that all the candidates in the examination centre have provided the required and correct registration details.

1.3.3 ECZ and CBA courses for all the candidates should be pre-entered into the OCRS before paying examination fees where applicable.

1.3.4 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 7 to 11 of this document).**

1.4 **Eligibility**

1.4.1 Candidates entering for the Early Childhood Education (ECE) and Primary Teachers' Diploma (PTD) Examinations must have Five (5) "O-LEVEL (Five credits) including English, Mathematics and a Science subject, as per requirements of the Zambian Curriculum.

1.4.2 Candidates entering for the Secondary Teacher's Diploma Examination must have **Two Merits** for teaching subjects and three **credits in any other subjects** as per requirements of the Zambian Curriculum

1.5 **Entries**

1.5.1 All students on the College register in respective education programs must be entered for the examination even if they are on suspension, are sick in hospital or even away from college for whatever reason.

1.6 **Procedure for Registration of Candidates**

1.6.1 The Principals/Centre Coordinators are required to strictly follow the guidelines for the registration of candidates.

1.6.2 Only provisional candidate registers printed after verification by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Needs (SEN) Reports and Centre subject totals for each centre.

1.6.3 Verification of data is one quality control measure which ensures that all

candidates have been registered. You are therefore urged not to skip any of the verification processes as outlined in these guidelines.

1.7 **Verification**

1.7.1 For first year candidates, once a candidate is registered, a link will immediately be sent via email to candidates for entry details confirmation and to complete the registration, if the details are not correct, candidates should contact the college for correction.

1.8 **Registration Data submission**

1.8.1 At the end of the registration period. The college systems administrator will submit all data in order to allow ECZ administrators to process the data

1.8.2 This submission should be done for each program i.e. ECE, PTD and STD.

2.0 **2026 RETURNING CANDIDATES REGISTRATION**

2.1 **Registration**

Registration of the Returning students 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 the college level.

An intending candidate becomes a Bonafide candidate only after he/she has correctly registered and paid the prescribed Examination fees. The successfully registered candidates will be and confirmed by the Examinations Council of Zambia through the final attendance register.

2.2 **Eligibility**

Returning students entering for the Early Childhood Education, Primary and Secondary Teacher's Diploma Examinations are eligible only after:

(i) clearing or passing the preceding or previous Teacher Education examination as confirmed by the Examinations Council of Zambia;

(ii) A candidate who failed in three courses is NOT eligible to proceed to the next level. Such a candidate should repeat the failed courses ONLY.

(iii) A candidate who fails four courses is NOT eligible to proceed to the next level, he/she should repeat ALL the courses for the level they failed.

2.3 **Entries**

All returning students on the college register must be entered for the examination even if they are on suspension, are sick in hospital or even away from college for whatever reason.

2.4 **Procedure for Registration of Candidates**

2.4.1 The Principals/Centre Coordinators are required to strictly follow the Guidelines for the registration of Candidates.

2.4.2 Only provisional registers printed after verification by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Needs Reports and Centre subject totals for each Centre.

2.4.3 Verification of data is one quality control measure which ensures that all candidates have been registered. You are therefore urged not to skip any of the verification processes as outlined in these guidelines.

2.5 **Verification**

Candidate's information will be verified by candidates. Once a candidate registers themselves, they shall verify and confirm their details before completing the registration. Candidates who may not have access to a gadget for registration and verification can be assisted by the college system administrators.

2.6 **Registration Data submission**

2.6.1 At the end of the registration period. The college systems administrator will submit all data in order allow ECZ administrators to process the data.

2.6.2 All Candidates should ensure that the entry details are verified during the verification period.

2.6.3 This submission should be done for each program i.e. ECE, PTD and STD.

3.0 **PERIOD FOR REGISTRATION**

3.1 The commencement date for registration of candidates in Colleges/Centres for the 2026 Examination is Tuesday, 10th March, 2026.

3.2 The closing date for registering candidates in Colleges/Centres for the 2026 Examination is Friday, 12th June, 2026.

3.3 There will be no extension to the closing date for receipt of entries as the date for procurement of examination question papers cannot be changed.

4.0 2026 EXAMINATIONS SCALE OF FEES

The Examinations Council of Zambia has announced Examination fees to be paid by candidates for the year 2026 College Examinations.

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

Sn	Level	Amount
1	**Teacher Education**	
	Entry fee	K60.00 per candidate
	Subject fee	K100.00 per subject

4.1 **Registration and Renewal Fees for Private Examination Centres**

4.2 The Examinations Council of Zambia has announced Centre Registration and renewal fees to be paid by Private Centres for the year 2026.

Note that Private Examination Centres that have not paid 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 for the renewal of their Examination Centre.

4.3 The fees payable by Colleges/Centres for the year 2026 examinations are as follows:

Examination Centre Registration

Sn	Level	Amount
1	Teacher Education	K14,400.00

Examination Centre Renewal

Sn	Level	Amount
1	Teacher Education	K12,000.00

Note: Replace this statement with one on the side.

5.0 GUIDELINES FOR REGISTRATION OF CANDIDATES

5.1 The following are the requirements to register a candidate;

(i) A computer, smart phone, or Tablet enabled with internet/Internet browser

(Firefox, Chrome, Edge are recommended)

NB: All internet browsers (especially for mobile phones) should be updated to their latest version and should allow / turn on JavaScript

(ii) Basic knowledge on how to navigate the web;

(iii) Candidates must be pre-registered in OCRS;

5.2 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.

5.3 Once the correct address has been entered, choose option 1, "ONLINE CANDIDATE REGISTRATION SYSTEM" and you will be taken to a page for you to choose.

5.4 You'll need to choose the level that you'd want to log in with

5.5 You'll 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*

5.6 When logged in, on the side menu, click on "Candidate registration" and then choose the level 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.

6.0 PAYMENT METHODS

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

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

6.3 The only available channels will be;

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

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

6.3.3 ACCESS BANK (Airtel Mobile Money, MTN Mobile Money, and School pay Website)

8.0 PAYMENT GATEWAY - GUIDELINES FOR MAKING ONLINE PAYMENTS OF EXAMINATION FEES BY CANDIDATES USING MOBILE MONEY

8.1 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.

8.2　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.

8.3　Once the correct address has been entered Choose option 5 "ONLINE PAYMENT" and you will be directed to the payment gateway.

8.4　On the home page for the Payment Gateway, click on the "Candidate Payment" button.

8.5　Select the Exam level, enter candidate's examination number, and the captcha and then click "Next".

8.6　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 and an entry fee. It also shows the different Payment Methods.

8.7　Click on the "I Accept Invoice" button and you'll be redirected to the payment option page.

8.8　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.

8.9　A message displays when the transaction on your mobile money account is successful.

8.10　Once the payment is done successfully, the candidates will appear on the final provisional register on the OCRS.

8.11　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.

9.0　**PAYMENT GATEWAY - GUIDELINES FOR MAKING ONLINE PAYMENTS OF EXAMINATION FEES BY CANDIDATES USING VISA**

9.1　**Requirements**

The following are the requirements to make a payment;

9.1.1　A computer, smart phone, or Tablet enabled with internet browser (Firefox, Chrome, Edge are recommended)

9.1.2　Basic knowledge on how to navigate the web

9.1.3 Candidates must be pre-registered in OCRS

9.1.4 A valid VISA Card

9.1.5 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.

9.2 **Procedure for Making a Payment**

9.2.1 Once the correct address has been entered Choose option 5 "ONLINE PAYMENT" and you'll be directed to the payment gateway.

9.2.2 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".

9.2.3 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.

9.2.4 Click on the **"I Accept Invoice"** button and you'll be redirected to the payment option.

9.2.5 Select the card payment option, which will open up a form where the customer would have to complete their billing information.

9.2.6 Customer only has to enter their Email and Phone Number. Once completed, the customer clicks the send payment confirmation button.

9.2.7 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.

9.2.8 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.

9.2.9 On the Payment review page the customer reviews their payment details and clicks the Pay button to begin their Visa payment transaction.

9.2.10 ZANACO – Guidelines for Making Payments.

10.0 ECZ PAYMENTS AT ZANACO XPRESS AGENTS

10.1 Payments to ECZ can be made via bill muster at any Zanaco Xpress agent countrywide. To make payments at an agent

10.2 Visit a Zanaco Xpress Agent

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

10.4 Share the bill muster ID 6184 ECZ EXAM FEES with the agent

10.5 Share the exam number, name, amount and mobile number with the Agent

10.6 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

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

11.1 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:

11.2 Dial *444#

11.3 Enter Mobile Banking Pin and Login

11.4 Select Option 4, Bill Payments

11.5 Select Option 4 Bill Muster

11.6 Select Option 2 Select Institution Category

11.7 Select Option 5 ECZ

11.8 Select the applicable ECZ Bill Muster ID 6184- ECZ EXAM FEES

11.9 Enter Exam Number

11.10 Enter Name

11.11 Enter Customer Reference

11.12 Enter Amount to Pay

11.13 Confirm Payment

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

12.0 PAYMENTS AT ZANACO BRANCHES

12.1 Payments to ECZ can be made via Bill Muster at any Zanaco Branch that accepts Bill Muster transactions. To make payments at a Zanaco Branch:

12.2 Visit a Zanaco branch and head to the Bank teller

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

12.4　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

12.5　. ECZ Once the payment is complete, the teller will hand you a deposit slip as confirmation of your deposit.

13.0　ACCESS BANK SCHOOLPAY GUIDELINES FOR MAKING PAYMENTS

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

13.1　Using MTN Mobile Money

13.2　**Requirements**

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

13.3　**Procedure for Making a Payment**

(i)　Customer dials 115#

(ii)　Select option 2. Payment

(iii)　Select option 6 School Payment

(iv)　Select Option 2 School pay (from School Pay) You will get a message to access schoolpay "Redirection to Schoolpay"

(v)　Select Option 2. Pay ECZ

(vi)　Select Level

(vii)　Enter Examination number

(viii)　Verify Candidate details (Name, Centre, Amount to pay)

(ix)　Authorise transaction with mobile money Pin

13.4　Using AIRTEL Money

13.4.1　**Requirements**

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

13.4.2　**Procedure for Making a Payment**

(i)　Dial *115#

(ii)　Select option 4 Make Payment

(iii)　Select option 7 School Fees

(iv)　Select option 1. School Pay (From School Pay) You will get a message to

access Schoolpay "Redirection to Schoolpay"

    (v)   Select Option 2. Pay ECZ

    (vi) Select Level

    (vii)Enter Examination number

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

    (ix) Authorise transaction with mobile money Pin

13.5 Using ZAMTEL Kwacha

13.5.1 Requirements

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

13.5.3 Procedure for Making a Payment

    (i)   Dial *115#

    (ii)   Select option 4 Make Payment

    (iii) Select option 2 Pay Bill

    (iv) Select option 5 School Payment

    (v)   Select option 1. School Pay

    (vi) Select option 4 Schoolpay
    (vi) Select Option 2. Pay ECZ

    (vi) Select Level

    (vii) Enter Examination number

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

    (ix) Authorise transaction with mobile money Pin

13.6 Schoolpay Website

13.6.1 Requirements

The following are the requirements to make a payment;

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

    (ii)   Basic knowledge on how to navigate the web

    (iii) Candidates must be pre-registered in OCRS

    (iv) 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'

13.6.2 Procedure for Making a Payment

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

(ii) Select Pay ECZ

(iii) Select Channel (Airtel Mobile Money, Zamtel Mobile Money) or MTN Mobile Money)

(iv) Select Level

(v) Enter year of study

(vi) Enter Examination Number

(vii) Verify details and enter phone number

(viii) Authorise transaction with mobile money Pin

13.7 Downloading Receipts

To download receipts for payments made directly through mobile money USSD Code (MTN *115#Airtel Money *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) Select Level of Grade

(v) Enter Exam Number

(vi) Click Search button

(vii) Download receipt

14.0 SUBMISSION OF CANDIDATE REGISTRATION REPORTS

14.1 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.

14.2 Heads of Colleges/Centres shall deliver Candidate Registration Reports to the District Education Board Secretary by **Wednesday, 17th June, 2026**.

14.3 The District Education Board Secretary will deliver the Candidate Registration Reports to

the Provincial Education Officer by **Friday**, 19**th June, 2026.**

14.4 The Provincial Education Officer will deliver Candidate Registration Reports and accompanying documents to the Examinations Council of Zambia from **Monday, 22nd June, 2026** to **Friday, 26th June, 2026.**

14.5 **The deadlines must be adhered to.**