



EXAMINATIONS COUNCIL OF ZAMBIA

GUIDELINES

FOR THE

**ADMINISTRATION & MANAGEMENT
OF EXAMINATIONS**

IN

ZAMBIA

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P.O. Box 50432, Lusaka, Zambia

Tel: 260 – 0211 – 252544/82

Fax: 260 – 0211 - 253690

E-mail: info@exams-council.org.zm

Website: www.exams-council.org.zm

Facebook: www.facebook.com/examsCouncilZambia

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*Typeset and Designed by
Examinations Council of Zambia*

PREFACE

These guidelines were prepared by the Examinations Council of Zambia in collaboration with the Ministry in charge of Education and other stakeholders. They are intended for the efficient and proper conduct, administration and management of examinations in Zambia.

All persons involved in the administration and management of examinations should read this document carefully and strictly apply the guidelines as stated. This document must be kept in a place where it can easily be accessed.

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1.0 INTRODUCTION

The integrity of any education system and the qualifications thereof lie in the acceptable practices in the conduct of national examinations. This document provides elaborate guidelines on the proper conduct and management of examinations. Conducting examinations of acceptable standard is the responsibility of all stakeholders at all levels.

It is, therefore, very important that this document is used by all those responsible for the conduct of examinations and should be readily available as a reference whenever in doubt. The document will be reviewed periodically to address emerging issues in the administration and management of examinations.

2.0 OBJECTIVES OF THE GUIDELINES

- 2.1 To ensure proper and timely registration of eligible candidates for examinations at all levels.
- 2.2 To ensure proper conduct and security of examinations at all levels.
- 2.3 To monitor and control the conduct, administration and management of examinations in conjunction with the Ministry in charge of Education.
- 2.4 To seal loopholes that may cause examination irregularities.
- 2.5 To ensure smooth processing of examination results.
- 2.6 To ensure that all examination fees are collected on time and are properly accounted for.
- 2.7 To uphold the credibility of qualifications awarded by the Examinations Council of Zambia both locally and internationally.
- 2.8 To clarify the roles of the Examinations Council of Zambia and the Ministry in charge of Education in the conduct and management of examinations. (Appendix I)
- 2.9 To ensure that quality assurance procedures are followed in examination administration and management.

3.0 EXAMINATIONS SECURITY COMMITTEES

3.1 The National Security Committee

There shall be a National Security Committee to oversee the proper conduct and security of examinations. **The Committee shall be constituted by the Council.** The composition of the Committee shall be:

(i) Chairperson to be appointed by the Council	1
(ii) Director - Standards and Curriculum	1
(iii) Director – Teacher Education & Specialised Services	1
(iv) Principal Education Standard Officer- Examinations	1
(v) Provincial Education Officers	10
(vi) Office of the President- Special Division	1
(vii) Zambia Police (Headquarters)	1
(viii) Anti-Corruption Commission	1
(ix) Drug Enforcement Commission	1
(x) Teacher Unions	2
(xi) Examinations Council of Zambia	2
(xii) Teaching Council of Zambia	1

The total membership of the Committee shall be 23 and 11 members present at the meeting shall form a quorum.

3.1.1 The functions of the Committee shall be to:

- 3.1.1.1 produce regulations governing the proper conduct and security of examinations.
- 3.1.1.2 devise ways and means of inculcating security consciousness among all workers in the Ministry in charge of Education, the Examinations Council of Zambia and the general public.
- 3.1.1.3 work with law enforcement and security agencies in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the laws of Zambia.
- 3.1.1.4 advise the Council on matters pertaining to premises, property and security of examination materials.
- 3.1.1.5 serve as the central coordinating mechanism for the Provincial, District, Zonal and School/College Security Committees with regard to the proper conduct and security of examinations.
- 3.1.1.6 **devise preventive strategies to curb examination irregularities.**

3.1.2 Frequency of Meetings of the National Security Committee

The National Security Committee shall meet at least 4 times per year and hold Extraordinary meetings when need arises.

3.1.3 Attendance

The Committee may invite any other person(s) who might be deemed fit to attend the meeting according to the provisions of the ECZ Act.

3.2 The Provincial Security Committee

There shall be a Provincial Security Committee to oversee the proper conduct and security of examinations at the province. The composition of the committee shall be:

(i) Provincial Permanent Secretary (Chairperson)	1
(ii) Provincial Education Officer (Secretary)	1
(iii) Principal Education Standards Officer	1
(iv) Senior Education Standards Officer (Examinations)	1
(v) Provincial Intelligence Officer (Office of the President)	1
(vi) Provincial Local Government Officer	1
(vii) Provincial Commissioner (Zambia Police Service)	1
(viii) Teacher Unions	5
(ix) Representative of District Education Board Secretary	1
(x) Headteachers' Representative	1
(xi) College Principals' Representative	1
(xii) Drug Enforcement Commission	1
(xiii) Anti-Corruption Commission	1

The total membership of the Committee shall be 18 and 9 members present at the meeting shall form a quorum.

3.2.1 The functions of the Committee shall be to:

- 3.2.1.1 ensure that regulations governing the security of examination papers and materials in the province are adhered to.
- 3.2.1.2 devise and implement ways and means of inculcating security consciousness among officers handling examinations in the province.
- 3.2.1.3 work with all law enforcement agencies in the province in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.
- 3.2.1.4 inspect examination centres and inform the Examinations Council of Zambia on matters pertaining to security of premises where examination papers and materials are going to be stored.
- 3.2.1.5 mobilise transport and other logistics for distribution and collection of examination materials in the province.
- 3.2.1.6 **devise and implement preventive strategies to curb examination irregularities.**

3.2.2 The Provincial Education Officer shall be responsible for the overall supervision and management of examinations in the province.

3.2.3 Frequency of Meetings of the Provincial Security Committee

The Provincial Security Committee shall meet at **least four times** per year and shall hold Extraordinary meetings when need arises.

3.2.4 Attendance

The Committee may invite any other person(s) who might be deemed fit to attend the meeting according to the provisions of the ECZ Act.

3.3 The District Security Committee

There shall be a District Security Committee to oversee the proper conduct and security of examinations in the district. The composition of the Committee shall be:

- (i) **District Commissioner(Chairperson)** 1
- (ii) District Education Board Secretary (**Secretary**) 1
- (iii) District Education Standards Officer 1
- (iv) Town Clerk/Council Secretary 1
- (v) Education Standards Officer (General Inspection) 1

(vi) Headteachers' Representatives	(Primary, Secondary, Private)	3
(vii) College Principals' Representative		1
(viii) District Intelligence Officer (Office of the President)		1
(ix) Officer Commanding (Zambia Police Service)		1
(x) Teacher Unions		5
(xi) Drug Enforcement Commission		1

The total membership of the Committee shall be 17 and 9 members present at the meeting shall form a quorum.

3.3.1 The functions of the Committee shall be to:

3.3.1.1 ensure that regulations governing the security of

3.3.1.2 examination papers and materials in the district are adhered to.

3.3.1.3 devise ways and means of inculcating security consciousness among officers handling examinations in the district.

3.3.1.4 work with all law enforcement and security agencies in the district in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.

3.3.1.5 inspect examination centres and inform the Examinations Council of Zambia on matters pertaining to security of premises where examination papers and materials are going to be stored.

3.3.1.6 mobilise transport and other resources for distribution and collection of examination materials in the district and Zones.

3.3.1.7 **devise and implement preventive strategies to curb examination irregularities**

3.3.2 The District Education Board Secretary shall be responsible for the overall supervision and management of examinations in the district.

3.3.3 Frequency of meetings for the District Security Committee

The District Security Committee shall meet at **least four times** per year and shall hold Extraordinary meetings when need arises.

3.3.4 Attendance

The Committee may invite any other person(s) who might be deemed fit to attend the meeting according to the provisions of the ECZ Act.

3.4 The Zonal Centre Security Committee

There shall be a Zonal Security Committee to oversee the proper conduct and security of examinations in the Zone. The composition of the Committee shall be:

(i)	Zonal Centre Headteacher (Chairperson)	1
(ii)	One other Headteacher of a School in the Zone	1
(iii)	Officer-In-Charge (Zambia Police Service) / Community Crime Prevention Unit (CCPU)	1
(iv)	Representation from Office of the President	1
(v)	Parents – Teachers’ Association members	2
(vi)	Teacher Unions	5

The total membership of the Committee shall be 11 and 6 members present at the meeting shall form a quorum.

3.4.1 The functions of the Committee shall be:

- 3.4.1.1 Ensure that regulations governing the security of examination papers and materials in the Zone are adhered to.
- 3.4.1.2 devise and implement ways and means of inculcating security consciousness among officers handling examinations in the Zone.
- 3.4.1.3 work with all law enforcement agencies in the Zone in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.
- 3.4.1.4 inspect examination centres and inform the Examinations Council of Zambia on matters pertaining to security of premises where examination papers and materials are going to be stored.
- 3.4.1.5 Mobilise transport and other logistics for distribution and collection of examination materials.
- 3.4.1.6 **devise and implement preventive strategies to curb examination irregularities .**

3.4.2 Where examination materials are kept at a Zonal Centre, the Headteacher of that school shall be responsible for the security of the examination materials.

3.4.3 Frequency of meetings for the Zonal Security Committee.

The Zonal Security Committee shall meet at **least four times per** year and shall hold extraordinary meetings when need arises.

3.4.4 Attendance

The Committee may invite any other person(s) who might be deemed fit to attend the meeting according to the provisions of the ECZ Act

3.5 School/College Security Committee

There shall be a School/College Security Committee to oversee the proper conduct and security of examinations at the School/College.

3.5.1 The composition of the School Security Committee shall be:

(i)	Headteacher (Chairperson)	1
(ii)	Deputy Headteacher	1
(iii)	Guidance Teacher (Secretary)	1
(iv)	Head of Department /Senior Teacher	1
(v)	Representatives from Teacher Unions	5
(vi)	Parents – Teachers' Committee member	1
(vii)	Representative from Zambia Police Service / Community Crime Prevention Unit	1

The total membership of the Committee shall be 11 and 6 members present at the meeting shall form a quorum.

3.5.2 The College Security Committee

The composition of the College Security Committee shall be:

(i)	Principal (Chairperson)	1
(ii)	Representative of the College Board	1
(iii)	Vice Principal	1
(iv)	Chief Internal Examination Coordinator (Secretary)	1
(v)	Lecturers	2
(vi)	Provincial Education Officer's Representative	1
(vii)	Representative from Zambia Police Service / Community Crime Prevention Unit	1
(viii)	Head of Department/Section	1
(ix)	Teacher Unions	5

The total membership of the Committee shall be 13 and 7 members present at the meeting shall form a quorum.

3.5.3 The functions of the School/College Security Committee shall be to:

3.5.3.1 ensure that regulations governing the security of examination papers and materials in the School/College are adhered to.

- 3.5.3.2 devise and implement ways and means of inculcating security consciousness among officers handling examinations in the School/College.
- 3.5.3.3 work with all law enforcement agencies in the School/College in implementing the provisions of Part III of the Examinations Council of Zambia Act Chapter 137 of the Laws of Zambia.
- 3.5.3.4 ensure the security of premises where examination papers and materials are going to be stored.
- 3.5.3.5 mobilise transport and other logistics for collecting and returning of examination materials, where applicable.
- 3.5.3.6 devise and implement preventive strategies to curb examination irregularities

3.5.4 **Frequency of meetings for the School/ College Security Committee**

The School/College Security Committee shall meet **at least four times** per year and shall hold Extraordinary meetings when need arises.

- 3.5.5 The Head of the School/Principal of the College shall ensure that all members of staff are familiar with the guidelines contained in this document.
- 3.5.6 The Head of the School/Principal of the College shall be responsible for the proper conduct and security of examinations in the School/College.

3.5.7 **Attendance**

The Committee may invite any other person(s) who might be deemed fit to attend the meeting according to the provisions of the ECZ Act.

3.6 **Oath of Secrecy**

- 3.6.2 All members of the various Security Committees must take Oath of Secrecy.
- 3.6.3 The Chairpersons of the various Security Committees shall ensure that all the Committee members take the Oath of Secrecy.
- 3.6.4 **All officers involved in the conduct of examinations must take the oath of secrecy before every examination.**

4.0 **REGISTRATION AND WITHDRAWAL OF EXAMINATION CENTRES**

- 4.1 The Head of the School/Principal of the College shall ensure that the school/college is registered as an examination centre.

- 4.2 Applications for registration of new examination centres shall reach the Examinations Council of Zambia not later than 31st July before the year in which the school intends to present candidates for examinations.
- 4.3 Applications for registration of new examination centres shall be channeled through the District Education Board Secretaries who will submit them to the Provincial Education Officers. The Provincial Education Officer will then submit the application forms to the Examinations Council of Zambia. The deadlines are as indicated:
- (i) by 30th April, schools shall submit to the District Education Board Secretary.
 - (ii) by 30th June, the District Education Board Secretary shall submit to the Provincial Education Officer.
 - (iii) by 31st July, the Provincial Education Officer shall submit to the Examinations Council of Zambia.
 - (iv) by 30th September, the Examinations Council of Zambia shall provide feedback to the Provincial Education Officer.
- 4.4 Applications should be made on prescribed forms. These forms can be obtained from the Provincial Education Officer, District Education Board Secretary or downloaded from the ECZ website: (www.exams-council.org.zm). Samples of these forms are on Appendices III & IV.
- 4.5 For private schools/colleges, applications for examination centre status shall be accompanied by a certified copy of a valid certificate of registration or **proof of payment** from the Ministry in charge of Education or appropriate agency of the Ministry.
- 4.6 For private schools/colleges, the examination centre status shall be valid for one year only.
- 4.6.1 **Private schools/colleges shall be required to pay a one off examination centre registration fee for each examination level/programme to the Examinations Council of Zambia upon being awarded examination centre status.**
 - 4.6.2 **Private schools/colleges shall be required to pay examination centre status annual renewal fees for each examination level/programme as determined by the Examinations Council of Zambia.**
 - 4.6.3 **Private schools/colleges shall be required to pay examination centre status renewal fees for each examination level/programme by 30th September of each year.**
- 4.7 Completed application forms for examination centre status shall be duly signed by appropriate office bearers and date stamped accordingly.

Note: Only schools/colleges that meet the requirements for registration of examination centre status shall be approved. (Appendices III & IV)

4.8 Withdrawal of Examination Centre Status

Examination centre status may be withdrawn due to non-adherence to the examinations guidelines. These may include:

4.8.1 Infrastructure

- (i) inadequate Science laboratories
- (ii) deterioration of infrastructure
- (iii) poor storage of examination materials
- (iv) change of location of the centre
- (v) absence of storage facilities for examination materials

4.8.2 Examination Administration

- (i) widespread examination malpractices cases
- (ii) poor sitting arrangement (less than a metre apart)
- (iii) poor invigilation
- (iv) late or early starting of examination

4.8.3 For Private schools/colleges, nonpayment of examination centre status renewal fees.

4.8.4 enrolment figures of less than fifteen (15) candidates except for schools with candidates with Special Educational Needs

4.9 Closure of Private School/College

If a private school/college closes down, the proprietors should

4.9.1 inform the Ministry in charge of Education through the DEBS' office in writing with a copy to ECZ.

4.9.2 surrender the candidates' Results Listings, certificates and all other official documents to the DEBS' office.

4.10 Reinstatement of Examination Centre Status

4.10.1 A school/college whose examination centre status is withdrawn according to:

4.10.1.1 item 4.8.1 shall be reinstated upon re-inspection and confirmation through a report from the District Education Board Secretary and the Provincial Education Officer that the infrastructure situation has been normalized.

- 4.10.1.2 item 4.8.2 shall qualify to reapply for examination centre status after serving a twenty-four (24) month ban and the normal application process shall be followed.
- 4.10.1.3 Item 4.8.3 shall have examination centre status reinstated upon payment of a re-registration fee to be determined by the Examinations Council of Zambia.
- 4.10.1.4 item 4.8.4 shall have examination centre status reinstated upon presentation of adequate figures of fifteen (15) candidates or more.

5.0 EXAMINATION ENTRIES AND PENALTIES

5.1 Entries

- 5.1.1 The Headteacher/Principal of the School/College should ensure that the number of candidates registered for examination is not less than 15.
- 5.1.2 The Headteacher/Principal of the School/College should ensure that candidates registered for examinations meet the requirements as stipulated by the Ministry in charge of Education.
- 5.1.3 A learner who is not enrolled in Grade 7 shall not be entered for the Grade 7 Composite Examination.
- 5.1.4 A learner who is not enrolled in Grade 9 shall not be entered for the Junior Secondary School Leaving (Grade 9 Internal) Examination.
- 5.1.5 Candidates to be entered for the Junior Secondary School Leaving (Grade 9 Internal) Examination must have a Grade 7 Certificate and a valid examination number.
- 5.1.6 Candidates to be entered for the School Certificate (Grade 12) Examination must have a Grade 9 Certificate and a valid examination number.
- 5.1.7 Grade 9 External candidates shall be in possession of an original and valid National Registration Card or passport or school identity card issued by the centre where they have registered to write from.
- 5.1.8 There is no restriction to the number of subjects Grade 9 External candidates can enter for.
- 5.1.9 General Certificate of Education candidates shall be in possession of an original and valid National Registration Card or Passport. No other form of identification shall be accepted.
- 5.1.10 There is no restriction to the number of subjects General Certificate of Education candidates can enter for.
- 5.1.11 The candidate who combines Grade 9 results shall use the examination number of the last sitting to enter for Grade 12 Examination.

- 5.1.12 Teacher Education candidates shall have minimum pre-entry qualifications as shall be guided by the Ministry in charge of Education from time to time.
- 5.1.13 Teacher Education candidates shall be in possession of original and valid National Registration Card or Passport.
- 5.1.14 At College level, referred candidates shall be allowed to enter for a maximum of 3 courses.

5.2 Validity of an Examination Number

5.2.1 Grade 7 Composite Examination

The Grade 7 Examination number is allocated in the year of examination and it expires in the same year if not used.

5.2.2 Junior Secondary School Leaving Examination(Grade 9 Internal)

5.2.2.1 Candidates at Grade 9 Internal will use the examination number allocated at Grade 7.

5.2.2.2 The examination number will mature for use for the Grade 9 Internal examination after 2 years of Junior Secondary Education.

5.2.2.3 The examination number is valid for another 2 years if not used.

5.2.2.4 Candidates who fail to make a certificate at the Grade 9 Internal examination can register as Grade 9 External and a new number will be allocated.

5.2.3 Grade 9 External Examination

The Grade 9 External examination number is allocated in the year of the examination and expires in the same year if not used.

5.2.4 School Certificate Examination

5.2.4.1 School Certificate candidates will use the same examination number they used at Grade 7 and Grade 9 Internal to write the examination.

5.2.4.2 The examination number will mature for use for the School Certificate examination after three years of Senior Secondary education.

5.2.4.3 The examination number is valid for another two years if not used.

5.2.4.4 Candidates who want to improve their School Certificate results should sit as G.C.E candidates.

- 5.2.4.5 Candidates who combined their Grade 9 results to make a Grade 9 Certificate will use the Grade 9 External examination number to write the School Certificate examination.
- 5.2.4.6 The Grade 9 External examination number will mature for use for School Certificate Examination after 3 years of senior secondary education.
- 5.2.4.7 The examination number is valid for another two years if not used.

5.2.5 **General Certificate of Education(G.C.E) Examination**

- 5.2.5.1 The General Certificate of Education (G.C.E) examination number is allocated in the year of the examination and it expires in the same year.
- 5.2.5.2 Candidates wishing to write the G.C.E examination in subsequent years will be allocated new numbers and issued with a Certificate for subjects passed at each sitting.

5.2.6 **Teacher Education Examination**

- 5.2.6.1 Examination numbers will be allocated in the first year and will be used up to the third year.
- 5.2.6.2 The examination numbers shall be valid for six years from the time of allocation.

5.3 **Learners from Other Examining Boards**

A learner who did primary or secondary education under another education system and wishes to write the Junior Secondary School Leaving Certificate Examination or School Certificate shall present their Primary or Junior Secondary school leaving examination results to be equated into the Zambian standard, after which an examination number shall allocated for use in the examination.

5.4 **Combination of Grade 9 Statements of Results**

5.4.1 **Criteria for combination**

- 5.4.1.1 Only Grade 9 Statements of Results issued by the Examinations Council of Zambia, regardless of when they were obtained, shall be combined.
- 5.4.1.2 Statements of Results obtained upon sitting a Junior Secondary School Leaving Examination shall be combined

with Statements of Results obtained by the same candidates after they sit the Grade 9 External Examination.

- 5.4.1.3 A candidate who obtains a certificate shall not be allowed to combine their results with any other Grade 9 results they may obtain afterwards.
- 5.4.1.4 Combination shall be allowed if the candidate meets the minimum requirements for the award of a Junior Secondary School Leaving Certificate.
- 5.4.1.5 A person who applies for combination shall be required to submit the photocopies of the Statements of Results to be combined.
- 5.4.1.6 The names on the Statements of Results should be **the same** in order for combination to be done.
- 5.4.1.7 Combination of Grade 9 Statements of Results can only be done once.
- 5.4.1.8 Combination shall only be done upon payment of a charge determined by ECZ.

5.5 Accumulation of G.C.E Certificates

5.5.1 Criteria for combination

- 5.5.1.1 Only General Certificate of Education (G.C.E) Certificates, regardless of when they were obtained, shall be accumulated provided they were issued by the Examinations Council of Zambia.
- 5.5.1.2 G.C.E Certificates obtained upon sitting a School Certificate examination shall be accumulated with the G.C.E Certificate(s) obtained by the same candidates afterwards.
- 5.5.1.3 School Certificates shall not be accumulated with G.C.E Certificates.
- 5.5.1.4 Accumulation of G.C.E Certificates shall only be possible upon meeting the subject and grade requirements for the Award of a School Certificate.
- 5.5.1.5 A person who applies for accumulation shall be required to submit photocopies of the G.C.E Certificates /Statement of Results to be accumulated.
- 5.5.1.6 The names for the candidate should be **the same** on all the certificates in order for accumulation to be done.
- 5.5.1.7 Accumulation of G.C.E Certificates can only be done once.
- 5.5.1.8 Accumulation shall only be done upon payment of a charge determined by ECZ.

- 5.6 Where candidates are required to pay examination fees, the Headteacher/Principal shall ensure that only candidates in the school/college that have paid examination fees are entered for the examination within the stipulated time.
- 5.7 The Headteacher/Principal of the School/College presenting candidates with Special Educational Needs for examinations shall ensure that details of the nature of special needs of their candidates are submitted to the Examinations Council of Zambia at the time of registration for

EXAMPLE:

- (i) Blind – candidates who do not see
 - (ii) Low vision – candidates with partial sight
 - (iii) Deaf – candidates who do not hear
 - (iv) Dumb – candidates who have no speech
 - (v) Deaf and Dumb – candidates who do not hear and have no speech
 - (vi) Hard of hearing – candidates who are partially deaf.
 - (vii) Dyslexia – candidates with an inherited condition that makes it extremely difficult for them to read, write and spell in any language they know
 - (viii) Physical impairment – candidates with severe physical impairment that may not enable them to cope during an examination especially during writing.
 - (ix) Mentally retarded/learning disabilities – candidates who have an I.Q below average (I.Q below 75).
- 5.8 Only Schools/Colleges registered as examination centres shall present candidates for examinations.
- 5.9 Registration of both internal and external candidates shall take place from 1st October to 31st January the year candidates are due to sit the examination.
- 5.10 Registration of college candidates shall take place from 1st February to 31st May the year candidates are due to sit the examination.
- 5.11 **No** late entries shall be allowed.
- 5.12 **Online Candidate Registration**
- 5.12.1 Candidates shall be registered using the Online Candidate Registration System (OCRS) that is accessible via the ECZ web portal: www.systems.exams-council.org.zm/ocrs-portal.
 - 5.12.2 The Examinations Council of Zambia shall ensure that the Online Candidate Registration System is open on 1st October before the year of the examination.
 - 5.12.3 The ECZ shall train all District Administrators of the OCRS.
 - 5.12.4 The Provincial Educational Officers shall appoint trained District Administrators of the OCRS.

- 5.12.5 The District Administrators of the OCRS will ensure that all users are given credentials to access the system.
- 5.12.6 First line support shall be within the district by the OCRS District Administrators.
- 5.12.7 Queries not resolved by the OCRS District Administrators shall be sent to ECZ support on email: support@exams-council.org.zm.
- 5.12.8 Headteachers/Principals shall ensure that computers used for candidate registration are protected with an up to date antivirus.
- 5.12.9 Headteachers/Principals shall ensure that they compile a list of all candidates showing details such as examination number, candidate name, date of birth, sex and subjects prior to the start of the registration process.
For entry of candidates, the headteacher/principal shall be guided by the system on what details are required for registering a candidate.
- 5.12.10 Headteachers/Principals shall ensure that all the required details are entered. Particular attention must be paid to the correct spellings of names of candidates.
- 5.12.11 The System User Manual gives a step by step guide on how to use the OCRS and can be downloaded online from the link: www.systems.exams-council.org.zm/ocrs/downloads.
- 5.12.12 It is the responsibility of the candidate to ensure that his/her Examination Entry details are correctly entered in the system by verifying and signing the provisional register.
- 5.12.13 Under no circumstance should anyone else sign on behalf of the candidate on the provisional register or on the examination registration form for college students. Such an act will attract a charge from the immediate supervisor.
- 5.12.14 The PEO and the DEBS shall monitor the online candidate registration progress in their respective provinces and districts.

5.13 Submission of Registration Entries

5.13.1 Schools/Colleges

Headteachers/Principals shall print the provisional registers so that candidates check and make corrections for the following:

- (i) misspelt names
- (ii) missing subjects
- (iii) omitted candidates
- (iv) school choices
- (v) invalid dates of birth
- (vi) omitted examination numbers

- (vii) invalid examination numbers
 - (viii) sex
 - (ix) wrong subject entry
- 5.13.2 Head teachers/Principals shall ensure that all candidates are correctly registered before the closing date and final provisional registers printed and signed by the candidates.
- 5.13.3 Headteachers/Principals shall deliver to the District Education Board Secretary together with the following documents:
- (i) copies of revenue cash books
 - (ii) copies of candidate receipts
 - (iii) three copies of signed provisional registers
 - (iv) copy of the fees payment report together with bank deposits slip as may be applicable.
 - (v) entry summary report
 - (vi) report on candidates with Special Educational Needs (SEN)
- 5.13.4 Candidate details presented at the time of registration shall not be changed at any time after the close of registration. The Headteachers/Principals should ensure that the candidate information is as candidates would like it to appear on the certificates.
- 5.13.5 Entries submitted through any other means other than the OCRS shall not be accepted.

5.14 District Education Board Secretary

- 5.14.1 The District Education Board Secretary shall ensure that all candidates have been entered in line with the Online Candidate Registration System.
- 5.14.2 The District Education Board Secretary shall ensure that the provisional registers are duly signed by the candidates.
- 5.14.3 The District Education Board Secretary shall deliver to the Provincial Education Officer together with the following documents:
- (i) Original and duplicate copies of the revenue cash book
 - (ii) revenue cash books from the schools
 - (iii) copies of receipts issued to candidates from schools
 - (iv) copies of receipts issued by the District Education Board Secretary
 - (v) copies of bank deposit slips where schools are collecting examination fees from candidates and depositing into ECZ bank accounts
 - (vi) signed provisional registers from the schools
 - (vii) copies of the fees payment reports from the schools

- (viii) Entry summary report
- (ix) centre subject totals
- (x) Report on candidates with SEN

5.14.4 The District Education Board Secretary shall ensure that they receive duly signed provisional registers by candidates.

5.14.5 Entries submitted through any other means than the OCRS shall not be accepted.

5.15 Provincial Education Officer

5.15.1 The Provincial Education Officer shall receive all the documents outlined in 5.14.3 from the District Education Board Secretary.

5.15.2 The Provincial Education Officer shall ensure that the following documents are delivered to the Examinations Council of Zambia:

- (i) revenue cash books from the District Education Board Secretary
- (ii) revenue cash books from the schools
- (iii) copies of receipts issued to candidates from schools
- (iv) copies of receipts issued by the District Education Board Secretary
- (v) copies of bank deposit slips where schools are collecting examination fees from candidates and depositing into ECZ bank accounts
- (vi) signed provisional registers from the schools
- (vii) centre subject/course totals
- (viii) copies of the fees payment reports from the schools
- (ix) export summary report from schools
- (x) Report on candidates with SEN

5.16 Examinations Council of Zambia

5.16.1 The signed provisional registers, centre subject/course totals, entry summary reports, the fee payment reports and accounting documents shall then be received by the ECZ for checking.

5.16.2 ECZ shall check that payments reconcile with all candidates registered.

5.16.3 Where the payment details do not reconcile the documents shall be returned to the Provincial Education Officer for correction. The Examinations Council of Zambia shall meet the cost for delivery of documents from the Provincial Education Officer's office only once.

5.16.4 The Examinations Council of Zambia will not accept documents from individual Schools/Centres/Colleges.

5.17 Penalties

- 5.17.1 Appropriate disciplinary action shall be taken by the Provincial Education Officer against the District Education Board Secretary/ Principals /Head teachers failing to submit completed entries on time.
- 5.17.2 The Head teacher of a School/Principal of the College that enters candidates who have not paid examination fees shall be liable for the full amount of fees due for such candidates.

6.0 EXAMINATION FEES AND PENALTIES

6.1 Examination Fees

- 6.1.1 It is the responsibility of the Headteachers /Principals to coordinate the collections of examination fees from eligible candidates. Each candidate who pays the examination fees shall be issued with an original copy of the official Examinations Council of Zambia receipt.
- 6.1.2 No candidate shall deposit examination fees without clearance from the examination centre.
- 6.1.3 Candidates with access to banking facilities should collect referral letters from their centres and deposit the examination fees directly into the ECZ bank account. Candidates who may not have access to banking facilities can pay examination fees to their centres who in turn will deposit collected fees into ECZ Bank Accounts.
- 6.1.4 Schools that collect examination fees shall deposit the same into the Examinations Council of Zambia designated bank accounts within one week of collecting the fees. After depositing the fees, these Schools/Centres shall then submit copies of the bank deposit slips to their respective District Education Board Secretaries who shall issue them with an Examinations Council of Zambia receipt to acknowledge the deposit.
- 6.1.5 In districts where it may not be possible for Schools/Centres to deposit examination fees directly into the Examinations Council of Zambia bank account, the fees collected shall be deposited at the District Education Board Secretaries offices after which the District Education Board Secretaries will issue a receipt to the school. In such cases the District Education Board Secretary shall be responsible for depositing the fees collected directly into the Examinations Council of Zambia bank account.
- 6.1.6 The District Education Board Secretary shall send copies of the revenue cashbooks, receipts issued to schools and bank deposit slips, together with candidate provisional registers in hard copy to the Provincial Education Officer.

- 6.1.7 The Examinations Council of Zambia shall provide the required receipt books, revenue cash books and receipt book registers to all schools through the Provincial Education Officer.
- 6.1.8 The Provincial Education Officer shall ensure that adequate stocks of accountable documents for use in the collection of examination fees are maintained at all times for distribution to districts.
- 6.1.9 The District Education Board Secretary shall ensure that adequate stocks of accountable documents for use in the collection of examination fees are maintained at all times for distribution to examination centres.
- 6.1.10 All officers involved in the collection of examination fees shall adhere to the Government of the Republic of Zambia and Examinations Council of Zambia financial regulations.
- 6.1.11 Candidates shall pay examination fees not later than the deadline to be announced by the Examinations Council of Zambia for each examination year.
- 6.1.12 Examination fees are not transferable from one examination year to the other or from one candidate to another.

6.2 Penalties

- 6.2.1 It is a serious offence to misuse or unreasonably delay banking of examination fees by either the School/College authorities or the District Education Board Secretary. Appropriate disciplinary action shall be taken against anyone found to have misused or unreasonably delayed banking of examination fees.
- 6.2.2 **If a candidate fails to sit an examination after payment of examination fees, the fees paid shall be forfeited.**
- 6.2.3 **ECZ will refund over and wrong deposits made into ECZ Bank Accounts less 30 percent surcharge as administration fee.**

7.0 STORAGE OF EXAMINATION MATERIALS AND PENALTIES

7.1 Storage

- 7.1.1 The District Education Board Secretary shall ensure that every School /College has a lockable steel metal box.
- 7.1.2 All Schools/Colleges must have standard lockable steel trunks with the following specifications:
- (i) the body should be mild steel sheet.
 - (ii) the thickness of the sheet must be 1.5mm
 - (iii) the frame/skeleton should be of mild steel angle bars –15mm x15mm x 3mm.
 - (iv) double locking system

- (v) trunk size should be 1000mm x 500mm x 400mm.
 - (vi) should have reinforced handles – round bars (6mm diameter x 150mm)
 - (vii) padlocks should be strong stainless steel preferably moon locks
 - (viii) the locking latches should be made of mild steel flat bars (6mm x 150mm) for double locking system.
- 7.1.3 The steel trunks must have a minimum of two locking points with corresponding sets of keys to be kept by different officers. Each officer should keep keys for only one locking point (Appendix v).
- 7.1.4 All Schools/Colleges shall have standard strong rooms with the following specifications:
- (i) minimum size of 3m by 2.5m height
 - (ii) reinforced concrete walls.
 - (iii) reinforced concrete roof
 - (iv) entrance door should be made of mild steel-double layered – 2mm thick – double locking system. The grill door should be made of 16mm thick deformed steel bars and should have a provision of 2 padlocking system.
 - (v) type of locks – strong stainless steel padlocks
 - (vi) if there is a window it should be up near the roof and should be burglar barred with 16mm thick deformed steel bars.
 - (vii) it should not be a stand-alone structure.
- 7.1.5 All District Education Board Secretaries' offices shall have standard strong rooms with the following specifications:
- (i) minimum size of 20.7 m long by 7.2m wide by 4.66 height(up to roof level)
 - (ii) reinforced concrete walls.
 - (iii) reinforced concrete roof.
 - (iv) entrance door should be made of mild steel-double layered – 2mm thick – double locking system. The grill door should be made of 16mm thick deformed steel bars and should have a provision of 2 padlocking system.
 - (v) type of locks – strong stainless steel padlocks.
 - (vi) if there is a window it should be up near the roof and should be burglar barred with 16mm thick deformed steel bars.
 - (vii) it should not be a stand-alone structure.

NOTE: The Office of the Education Standards Officer which is part of the Strong room block, shall have two window frames with standard size of 2.4m length by 1.1m height.

7.1.6 The doors to the strong rooms should have a minimum of two locking points whose keys must be kept by different officers. Each officer should keep keys for only one locking point.

7.2 Penalties

7.2.1 An Examination Centre which has no strong room and lockable steel trunks shall not be supplied with examination question papers by the District Education Board Secretary. Candidates from such centres shall not miss their examinations, as they shall be relocated to a centre that has proper security for the storage of examination papers.

7.2.2 A District Education Board Secretary's office which has no standard strongroom shall not be supplied with examination materials. Examination materials shall be delivered to the Provincial Education Officer.

8.0 DISTRIBUTION OF QUESTION PAPERS

8.1 The Examinations Council of Zambia shall deliver examination question papers directly to District Education Board Secretary's office under police escort.

8.2 In urban centres:

8.2.1 No individual school shall be allowed to keep question papers in their strong rooms.

8.2.2 Question papers for schools will be stored in secure District/Zonal strong rooms to be identified by the District Education Board Secretary.

8.3 In rural centres:

8.3.1 **Question papers shall be stored in secured zonal and district strong rooms and distributed on a daily basis to schools within a radius of 15km.**

8.3.2 The District Education Board Secretary shall make provision for the safe custody and security of examination question papers for centres outside the radius of 15km.

8.4 Distribution of question papers to Schools/Colleges shall be done by the District Education Board Secretary under police escort.

8.5 For urban Schools/Centres, District Security Committees shall mobilise and station vehicles at each Zonal strong room for the purpose of distribution and collection of examination question papers.

8.6 On receipt of question papers, the Headteacher/Principal in the presence of the office of District Education Board Secretary should check the packets to ensure that they have received the correct quantity of examination question papers as shown on the delivery note enclosed in one of the boxes.

8.7 Where there is a shortfall of examination question papers, the Headteacher/Principal should immediately notify the District Education Board

Secretary providing documentary evidence such as delivery notes, packing slips and copies of the attendance register for that particular subject paper or centre.

- 8.8 The District Education Board Secretary shall immediately send the documents to the Provincial Education Officer and the Director, Examinations Council of Zambia.

9.0 WRITING PAPER, ANSWER BOOKLETS, ANSWER SHEETS, GRAPH PAPER, CALCULATORS AND OTHER STATIONERY

9.1 Writing Paper, Answer Booklets/Sheets and Graph Paper

9.1.1 The Examinations Council of Zambia shall provide writing paper, Answer Booklets, Answer Sheets and Graph Paper, where necessary, to all candidates at Grade 7, Grade 9, Grade 9 External, School Certificate, General Certificate of Education and Teacher Education examinations.

9.1.2 Only writing Paper/Answer Booklets/Answer Sheets provided by the Examinations Council of Zambia shall be used for examination purposes.

9.2 Calculators

9.2.1 Grade 12 or General Certificate of Education Candidates shall be allowed to use calculators in the following subjects:

- (i) Mathematics Paper 2
- (ii) Physics
- (iii) Chemistry
- (iv) Science
- (v) Additional Mathematics
- (vi) Principles of Accounts Paper 2

9.2.2 Calculators to be used must not possess the following features:

- (i) Facility for storage of formulae
- (ii) Facility for drawing and storage of graphics
- (iii) Dictionary facility and language translators
- (iv) Algebraic storage facility
- (v) Any other programming facility
- (vi) Ability to communicate with other machines or the internet

10.0 SUPERVISION OF EXAMINATIONS

10.1 Roles and Responsibilities

10.1.1 The DEBS shall recommend to the PEO Supervisors for Grades 7, 9, Grade 9 External, 12 and GCE examinations.

- 10.1.2 The Principal of the college shall recommend to the PEO Supervisors for Teacher Education examinations.
- 10.1.3 The PEO shall appoint supervisors for Grades 7, 9, 12, Grade 9 External, GCE and Teacher Education examinations.
- 10.1.4 The overall responsibility with regard to the proper conduct and security of examinations in the School/College lies with the Headteacher of the School/Principal of the College.
- 10.1.5 The Headteacher of the school/Principal of the College is expected to remain in station throughout the examination period to ensure the proper conduct of the examinations.
- 10.1.6 **The duties of the Headteacher/Principal of a School/College shall be to:**
- 10.1.6.1 Ensure that all preliminary preparations, **including provision of wall clocks in all examination rooms**, are done before the start of the examinations.
- 10.1.6.2 Ensure that the candidate examination malpractice declaration statements are administered to all candidates (Appendix vi).
- 10.1.6.3 Brief candidates on points listed in the “direction and caution to candidates”. (Appendix vii).
- 10.1.6.4 Check that the School has received the required question papers and stationery. Where there is a shortfall of question papers and stationery, the Headteacher/Principal should immediately notify the District Education Board Secretary.
- 10.1.6.5 Identify the candidates to the supervisor, invigilators and witness the searching of the candidates.
- 10.1.6.6 In urban areas, personally collect the question papers for the day from the zonal strongroom and lock them in a secure cabinet/trunk until they are required.
- 10.1.6.7 Hand over the question papers to the supervisor at the start of the examination.
- 10.1.6.8 Witness the opening of the question paper envelopes and verification of the numbers enclosed.
- 10.1.6.9 **Monitor the performance of the supervisors and invigilators, review their performance and, where possible, make changes to improve delivery.**
- 10.1.6.10 Receive the sealed script envelopes from the supervisor and to return the script envelopes for the day to the zonal storage centre or lock them up.

- 10.1.6.11 **Ensure that any persons who come to monitor the centre have been authorised by the Ministry in charge of Education/ Examinations Council of Zambia with proof of identification.**
- 10.1.6.12 Write a report on the conduct of the examinations which should be sent to the Director, Examinations Council of Zambia through the District Education Board Secretary and Provincial Education Officer.
- 10.1.6.13 The Headteacher/Principal shall ensure that keys for different locking points of the strong room and the trunks are kept by different people
- 10.1.6.14 The Headteacher/Principal shall propose names of support personnel to be appointed by the District Education Board Secretary as:
- (i) **Transcriber** – a person who writes for a special needs candidate.
 - (ii) **Tape Recording Assistant** – a person who carries out the recording of the responses of a candidate with SEN on tape.
 - (iii) **Reader** – a person who takes readings for a candidate with SEN and/or writes for him/her during examinations.
 - (iv) **Amaneunsis** – a person who provides physical support to a candidate with SEN during examinations.
 - (v) **Sign language interpreter** – is a hearing person who knows sign language and does the interpretation to the deaf candidate during examinations.
- 10.1.6.15 Where supervision can be done on exchange basis with the approval of the Provincial Education Officer this should be encouraged.
- 10.1.7 **The duties of the Examinations Supervisor shall be to:**
- 10.1.7.1 Ensure that all officers concerned with examinations at a centre know and follow examinations regulations strictly and are efficiently supervised.
 - 10.1.7.2 Collect examination question papers and materials from the Headteacher/ Principal and check that there is the correct number of bags of question papers and answer sheets as indicated on the delivery note.

- 10.1.7.3 Report any discrepancies through the Headteacher of the School/Principal of the College to the District Education Board Secretary and to the Director, Examinations Council of Zambia with copies to the Provincial Education Officer
- 10.1.7.4 Ensure that bundles of question papers and materials are intact and not tampered with and submit a written report through the Headteacher of the School/Principal of the College to the District Education Board Secretary and the Director, Examinations Council of Zambia with copies to the Provincial Education Officer on the condition in which bags and boxes containing examination papers/materials were received.
- 10.1.7.5 Ensure the security of all examination question papers and materials collected from the Headteacher, before and after the writing of every examination.
- 10.1.7.6 Ensure that all internal candidates are properly identified through the use of School/College identification cards.
- 10.1.7.7 Ensure that General Certificate of Education candidates are properly identified through the use of original valid National Registration Cards or Passport.
- 10.1.7.8 Ensure that Grade 9 external candidates are properly identified through original and valid national registration cards or passports or school identity cards. Candidates with defaced identity documents shall not be allowed into the examination room.
- 10.1.7.9 Ensure that the examination materials are kept under lock and key and that under no circumstances shall any person, other than the examinations Supervisor himself or herself in the presence of the Headteacher/Principal have access to the steel metal box or strong room where examination materials are kept.
- 10.1.7.10 Discuss with the Headteacher/Principal the examination arrangements a day or two before examinations begin.
- 10.1.7.11 Discuss with the Invigilators on the conduct of the examination one day before the examination begins.
- 10.1.7.12 Ensure that there shall be at least a metre between one candidate and another in the seating arrangements, according to the descending order of examination numbers.

- 10.1.7.13 Ensure that there is a seating plan drawn for every examination session.
- 10.1.7.14 Ensure that the seating plan is enclosed together with the examination scripts in the script envelope.
- 10.1.7.15 Ensure that the date and time for taking each examination are strictly adhered to. A candidate who arrives after 30 minutes from the starting time of an examination will not be allowed to enter into the examination room.
- 10.1.7.16 Ensure that candidates do not leave the examination room in the first 30 minutes and the last 30 minutes of the examination.
- 10.1.7.17 Ensure that examination script envelopes are securely delivered to the Headteacher/Principal for safe storage.
- 10.1.7.18 Ensure that the attendance register has been duly marked in triplicate during the session and candidates that are present sign against their names. The duplicate should be correctly aligned with the original register.
- 10.1.7.19 Ensure that Invigilators maintain constant and effective supervision of candidates throughout the examination period.
- 10.1.7.20 Ensure that the Invigilator does not go through a question paper while the candidates are writing their examinations.
- 10.1.7.21 Ensure that all candidates are searched so that no material that can be used as an aid in the examination is introduced into the examination room, such as textbooks, exercise books, atlases, notes, pieces of paper, including cellular phones.
- 10.1.7.22 Ensure that female Invigilators search female candidates and male Invigilators search male candidates.
- 10.1.7.23 Ensure that any candidate who refuses to be searched shall not be allowed to write the examination,
- 10.1.7.24 The question papers remaining after distribution should be locked up in a metal trunk in an examination room and keys kept by the Examination Supervisor.
- 10.1.7.25 Maintain order and discipline together with Invigilators,
- 10.1.7.26 Expel from the entire examination, in consultation with the Headteacher/Principal of the School/College any candidate who is involved in an examination malpractice misconduct about which there is no doubt such as:

- (i) a candidate(s) caught with smuggled notes, text books, answers, cellular phones or other materials in the examination room.
 - (ii) a candidate(s) who misconducts himself/herself in such a manner that his/her continued presence would disrupt the examination.
 - (iii) a person(s) who is not registered to take the examination, but with intent to impersonate, presents himself/herself to write the examination for a registered candidate. Such a person(s) should also be reported to the police.
 - (iv) candidate(s) with prior knowledge of part or all of the examinations such as being in possession of questions or answers handwritten or photocopied or otherwise related to the examination for that session.
- 10.1.7.27 Submit a written report on the conduct of examinations through the Headteacher /Principal and the District Education Board Secretary to the Director, Examinations Council of Zambia copied to the Provincial Education Officer at the end of the examinations,
- 10.1.7.28 Send the report directly to the District Education Board Secretary in a case where the Headteacher of a School/Principal of a College is involved in the malpractice.
- 10.1.7.29 Submit a report on each case of examination irregularity or malpractice to the Director, Examinations Council of Zambia including the following documents duly signed:
- (i) materials confiscated from the candidate,
 - (ii) signed original exculpatory statement by the candidate.
 - (iii) original signed statement by the Invigilator.
 - (iv) a copy of the seating plan.
 - (v) where the unauthorised material is on the body of the candidate such as on the thighs or palms, the candidate should be made to copy the material onto a piece of paper duly signed for authentication by the candidate, Invigilator and the Supervisor,
 - (vi) where the unauthorised material is destroyed by the candidate, the candidate should be made to write a statement about the incident which should be duly signed by the candidate, Invigilator and the

Supervisor. In an event that the candidate refuses to write and sign a statement then the reports by the Supervisor and centre Headteacher/Principal confirming the malpractice shall suffice.

(vii) where a candidate is found copying from another candidate, such a candidate should be allowed to continue writing the examination but a report of the case should be made to the Director, Examinations Council of Zambia. Such a candidate(s) should submit a signed exculpatory statement.

10.2 Penalties

10.2.1 Any candidate who refuses to be searched shall not be allowed to write the examination.

10.2.2 Any candidate without the authorized form of identity shall not be allowed to write the examination. No Police Report shall be used as an identity.

10.2.3 Any candidate who is expelled from the entire examination shall have all the papers they have written nullified automatically.

10.2.4 An Invigilator found reading questions to candidates shall be replaced and appropriate disciplinary action should be taken.

11.0 INVIGILATION OF EXAMINATIONS, PACKING OF SCRIPTS, RELEASE OF WRITTEN QUESTION PAPERS AND PENALTIES

11.1 Invigilation

11.1.1 Invigilators shall be recommended by the Headteacher and appointed by the District Education Board Secretary.

11.1.2 Only mature and trustworthy teachers or lecturers of integrity are to be appointed as Invigilators.

11.1.3 A minimum of two Invigilators shall be appointed for every examination room.

11.1.4 At no time should candidates in an examination room be left without an Invigilator.

11.1.5 The Invigilator will check the identity of all Grade 9 external candidates through the production of original and valid National Registration cards, school identity cards or passports. Grade 9 external candidates without the named identification shall not be allowed to enter the examination room.

11.1.6 Invigilators shall be vigilant in the course of duty. They shall not engage themselves in any other activities such as reading a novel or newspapers, answering the question paper, knitting, chatting etc.

- 11.1.7 No teacher/lecturer shall invigilate classes that they teach.
- 11.1.8 No teacher/lecturer or any other person who is not an Invigilator shall be allowed to enter an examination room.
- 11.1.9 Where invigilation can be done on exchange basis with the approval of the Provincial Education Officer this should be encouraged.
- 11.1.10 Ensure that candidates are escorted to the lavatory and searched after coming from the lavatory.
- 11.1.11 Immediately the candidates are seated in the examination room, the Invigilator will caution the candidates about examination malpractice offences of cheating including smuggling of unauthorised materials such as exercise books, notes, text books, cellular phones, etc; in the examination room.
- 11.1.12 The Invigilator will announce a caution to the candidates before the examination starts that there should be no examination malpractice. If any candidates still had in their possession note books, exercise books, notes, text books, atlases, pieces of paper including cellular phones, etc., these should be surrendered to the Invigilator immediately for safe keeping to be collected after the examination is over.
- 11.1.13 The Invigilator should also announce to the candidates that where a candidate will be found with note books, exercise books, notes, text books, atlases, pieces of paper including cellular phones, etc., when the examination is in progress, such a candidate will immediately be stopped from writing the examination and will be expelled from the rest of the remaining examination papers.

In addition to the expulsion, the examination results of such a candidate will be nullified in all subjects.

- 11.1.14 The invigilator will check that all internal candidates have School identity cards. Internal candidates without school identity cards shall not be allowed to enter the examination room.
- 11.1.15 The Invigilator will check the identity of all General Certificate of Education candidates through the production of original National Registration Cards or valid Passports. General Certificate of Education candidates without the named identification cards shall not be allowed to enter the Examination room.
- 11.1.16 The Invigilator will check the identity of all Grade 9 External candidates through the production of original and valid National Registration cards, school identity cards or passports. Grade 9

external candidates without the named identification shall not be allowed to enter the examination room.

11.1.17 Invigilators shall ensure that no candidate submits:

- (i) folded, dirty or torn answer sheet.
- (ii) more than one script
- (iii) rough work or papers which were not supplied by the Examinations Council of Zambia

11.1.18 Invigilator shall ensure that candidates have written their details on each of the answer script used e.g. examination numbers, subject/paper name and number.

11.1.19 The invigilator shall implement instructions from the Examinations Council of Zambia to suit the different degrees of disability of the candidates upon request from the centre.

11.1.20 A seating plan should NOT be prepared in advance as some candidates may not attend all examination sessions. It should be prepared during the examination.

11.1.21 Candidates with Special Educational Needs are eligible to 25% extra writing time.

11.2 Penalties

11.2.1 The Headteacher/Principal shall drop and charge an Invigilator who flouts these regulations and report to the District Education Board Secretary for disciplinary action.

11.2.2 Any Teacher/Lecturer who has been involved in examination malpractice shall be barred from any Examinations Council of Zambia examinations activities for life.

11.3 Packing of Scripts

11.3.1 The Examinations Council of Zambia shall supply Schools/Colleges with tamper-evident envelopes for use to pack scripts. Any unused tamper evident envelopes must be returned to the Examinations Council of Zambia.

11.3.2 The Invigilator shall pack Grades 9 Internal/External, 12/General Certificate of Education and Teacher Education scripts according to the Attendance Register and number the packs in the order of the scripts.

11.3.3 The invigilator shall pack Grades 9 Internal/External, 12/ General Certificate of Education and Teacher Education candidates' scripts together with the seating plan and two copies of the marked and signed attendance register and seal the tamper-evident envelopes in the presence of the candidates in the examination room. This should be done immediately after each examination session.

- 11.3.4 The School/College shall retain the original copy of the marked attendance register.
- 11.3.5 The Invigilator shall sign the sealed tamper-evident envelope to certify the envelope was intact in the examination room.
- 11.3.6 A representative of the candidates shall countersign the sealed tamper-evident envelope as a counter measure intended to confirm that the sealed tamper-evident envelope was intact and was sealed in the presence of candidates in the examination room.
- 11.3.7 The invigilator shall ensure that no candidate leaves the examination room with a question paper, unused or used answer paper/ booklet or graph paper.
- 11.3.8 The Invigilator shall immediately deliver the sealed and signed scripts tamper-evident envelopes to the Examinations Supervisor.
- 11.3.9 The Examinations Supervisor shall receive the scripts tamper-evident envelopes and shall check the envelopes to make sure that they are intact.
- 11.3.10 Where a script tamper-evident envelope shall be delivered opened or tampered with, the Examinations Supervisor shall immediately report the matter to the Headteacher of the School/Principal of the College. The Examinations Supervisor shall at the same time request the Invigilator to submit a written report on the opened or tampered with scripts tamper-evident envelope.
- 11.3.11 The Examinations Supervisor shall also prepare a written report on the opened or tampered with scripts tamper-evident envelope.
- 11.3.12 The Headteacher of a School/Principal of a College shall keep scripts tamper-evident envelopes under lock and key and shall make sure that the scripts tamper-evident envelopes are not tampered with. Any unused tamper evident envelopes must be returned to the Examinations Council of Zambia.
- 11.3.13 The Headteacher /Principal shall ensure that ablutions are searched every time after a candidate has made use of it.

11.4 **Release of written Question Papers**

Written question papers shall remain confidential and locked in the strong room until results for that examination are released.

11.5 **Penalties**

11.5.1 Where a report of tampering or opening of a scripts tamper-evident envelope has been received, the District Education Board Secretary (DEBS) shall institute investigations immediately. While investigations are going on, the officer who was responsible for the

scripts tamper-evident envelope at the time that the tampering or opening of the envelope was discovered shall immediately be suspended from official duty.

11.5.2 Where a School/College fails to comply with arranging the candidates' scripts in descending order of their examination numbers, the Headteacher/Principal shall be summoned to the marking centre at their own expense to arrange the scripts accordingly.

11.5.3 Appropriate disciplinary action shall be taken against the Headteacher/Principal that fails to comply or fails to ensure compliance with the above guidelines.

11.5.4 **Unauthorised possession of an examination question paper before results for that examination are released shall constitute a malpractice and be treated in accordance with procedures for handling malpractices.**

12.0 COLLECTION OF SCRIPTS, SCHOOL / COLLEGE BASED ASSESSMENT AND PENALTIES

12.1 Collection of Scripts

12.1.1 The Examinations Council of Zambia shall provide the script summary forms to all District Education Board Secretary.

12.1.2 In urban Schools and Schools at the Districts, written candidate scripts in sealed tamper-evident envelope will be collected by the DEBS on a daily basis for safe custody. No urban School or a School at the District is to keep written candidates scripts within their premises overnight.

12.1.3 The District Education Board Secretary will collect candidates' written answer scripts sealed in tamper-evident envelopes from *schools outside the radius of 15km* immediately the last paper has been written.

12.1.4 The Headteacher of a School/Principal of a College shall complete, sign and submit a script summary form in duplicate indicating the number of scripts and tamper-evident envelopes to the District Education Board Secretary. The Headteacher of a School/Principal of a College shall at the same time submit to the District Education Board Secretary copies of all reports including malpractices reports received concerning the conduct of examinations in the School/the College.

12.1.5 The District Education Board Secretary shall fill in the script summary form in duplicate indicating the number of scripts and scripts tamper-evident envelopes collected from the centres.

- 12.1.6 The District Education Board Secretary shall in the presence of each Head of a School/Principal of a College check to confirm that the scripts tamper-evident envelopes thus collected were intact.
- 12.1.7 The Examinations Council of Zambia shall collect the Grade 7 answer sheets from the Provincial Education Officer on a given date once only.
- 12.1.8 The District Education Board Secretary shall deliver Grade 9 Internal and External scripts and tamper-evident envelopes and marksheets to marking centres designated by the Provincial Education Officer.
- 12.1.9 At the end of the Grade 9 marking exercise, the District Education Board Secretary shall collect the marked scripts, attendance registers and marksheets Transcription Reports.
- 12.1.10 The marked answer scripts will be taken to a central place as designated by the Provincial Education Officer to be available for resolving missing marks queries. The marked scripts will be kept for six months from the date Grade 9 results are announced and thereafter be destroyed.
- 12.1.11 The Examinations Council of Zambia shall collect the Grade 9 attendance registers, Supervisor's reports and CDs from the Provincial Education Officer on a given date once only.
- 12.1.12 When marking has been completed, the second copy of the marked attendance registers will be put together with the marked answer scripts and the third copy will be put together with the Transcription Reports--
- 12.1.13 The District Education Board Secretary shall collect and deliver the Grade 12 scripts tamper-evident envelopes from Schools and deliver to Provincial Education Officer.
- 12.1.14 The Examinations Council of Zambia shall collect Grade 12 scripts tamper evident envelopes and reports from the Provincial Education Officer on a given date once only.

12.2 **School/College Based Assessments Marks**

- 12.2.1 **School/College Based Assessments shall be prepared , administered and marked/scored by Schools/Colleges in the following subjects:-**

Grade 5, 6 and 7

- 1/1 English Language
- 2/1 Social Studies
- 3/1 Mathematics

- 4/1 Integrated Science
- 5/1 Cinyanja
- 5/2 Ibibemba
- 5/3 Silozi
- 5/4 Chitonga
- 5/5 Luvale
- 5/6 Lunda
- 5/7 Kiikaonde
- 8/1 Creative and Technology Studies

GRADE 9

- 205/2 Art and Design Paper 2 (Practical and Course Work)
- 208/3 Musical Arts Education Paper 3 (Performing)
- 305/2 French Paper 2 (Oral and Aural)
- 309/2 Chinese Language Paper 2 (Oral and Aural)
- 402/2 Computer Studies Paper 2 (Practical)
- 501/2 Agricultural Science Paper 2 (Practical) and Project
- 502/2 Integrated Science Paper 2 (Practical)
- 601/2 Home Economics Paper 2
- 608/2 Design and Technology Paper 2 (Practical) and Course work
- 701/2 Physical Education Paper 2 (Practical)

GRADE 12

- 2218/3 Geography Paper 3 (Field Project)
- 3016/2 French Paper 2 (Oral and Aural)
- 3017/2 Chinese Language Paper 2 (Oral and Aural)
- 5037/2 Agricultural Science Paper 2 (Practical and Project)
- 5054/3 Physics Paper 3 (Practical)
- 5070/3 Chemistry Paper 3 (Practical)
- 5090/3 Biology Paper 3 (Practical)
- 5124/3 Science Paper 3 (Practical)
- 6010/2 Art and Design Paper 2 (Practical and Coursework)
- 6020/2 Musical Arts Education Paper 2 (Performing)
- 6045/2 Design and Technology Paper 2 (Practical and Project)
- 6050/2 Fashion & Fabrics Paper 2 (Practical)
- 6050/3 Fashion & Fabrics Paper 3 (Practical and Coursework)
- 6065/2 Food and Nutrition Paper 2 (Practical)
- 6075/2 Home management Paper 2 (Practical and Coursework)
- 6080/2 Physical Education Paper 2 (Practical)
- 7010/2 Computer Studies (Practical and Project)

- 12.2.2 The School Based Assessments are compulsory to all candidates and shall contribute a stipulated percentage of the final mark for each subject and at each grade.
- 12.2.3 All School Based Assessment tasks should be prepared in accordance with subject specific guidelines stipulated in 'Guidelines for the Administration of School Based Assessment at Primary School Level' and 'Guidelines for the Administration of School Based Assessment at Secondary School Level'
- 12.2.4 All prescribed papers in a subject must be taken by all candidates in that subject. A candidate who misses any component/paper in a multiple paper subject will be deemed to be absent in the subject as grading is not done on partial marks.
- 12.2.5 Schools/Colleges shall enter the SBA/CBA marks onto the ECZ Online Marks Entry System (OMES)
- 12.2.6 Submission of SBA/CBA marks to the Examinations Council of Zambia should be done by the following dates:
 - (i) 31st July each year for Grades 7, 9 Internal/External and Grade 12/GCE.
 - (ii) 30th September each year for Teacher Education Colleges.
- 12.2.7 Headteachers of schools/ Principals of colleges should print and submit a signed hard copy of all SBA/CBA marks to the DEBS for onward submission to ECZ

12.3 Penalties

- 12.3.1 There shall be no submission of SBA/CBA marks after results have been released.
- 12.3.2 Disciplinary action shall be taken against any Headteacher/Principal or any other officer who:
 - (i) packs scripts wrongly,
 - (ii) loses scripts,
 - (iii) delivers scripts late
 - (iv) commits any other related offences.
- 12.3.3 The Headteacher/Principal who delivers scripts late shall do it at their own cost.

13.0 TEACHER EDUCATION

- 13.1 All the courses for Teacher Education in all the three programmes shall have components of college based assessment.

- 13.2 All teaching courses and some Educational courses will be school based assessed in first and second year.
- 13.3 The other Educational courses, as indicated in the tables below will have a centrally set examination at the end of every academic year from first to third year and a continuous/college based assessment component.
- 13.4 In third year all courses, except a few as outlined in the tables below, will have a college based component and a centrally set examinations.

EARLY CHILD HOOD EDUCATION SECONDARY TEACHER'S DIPLOMA COURSES

Year One COURSES

		CODES	EXAMINATIONS
1	SOCIOLOGY OF EDUCATION AND CHILD SPYCHOLOGY	SCP 2101	Centrally Set Exam
2	HISTORY AND PHILOSOPHY OF EDUCATION	HPE 2102	Centrally Set Exam
3	EARLY CHILD TEACHING METHOD AND PRODUCTION OF T/L AIDS	ETM 2103	School based
4	HEALTH EDUCATION	EHE 2104	School based
5	INFORMATION COMMUNICATION TECHNOLOGY	ICT 2105	School based
6	LITERACY AND LANGUAGES DEVELOPMENT I	LLD 2106	School based
7	ENVIRONMENTAL SCIENCE I	ESE 2107	School based
8	PRE- MATHEMATICS I	PME 2108	School based
9	SOCIAL STUDIES I	SSE 2109	School based
10	EXPRESSIVE ARTS I	EAE 2110	School based

Year Two COURSES

		CODES	EXAMINATIONS
11	SPECIAL EDUCATION GUIDANCE AND COUNSELLING	SEG 2201	Centrally Set Exam
12	EARLY EDUCATION MANAGEMENT AND ORGANISATION	EEM 202	Centrally Set Exam
13	EDUCATION RESEARCH METHODS (RES/PROPOSAL)	ERP2203	College Based
14	TEACHING PRACTICE PRACTICAL I	TPE 2204	College Based
15	LITERACY AND LANGUAGES DEVELOPMENT II	LLD 2206	College Based
16	ENVIRONMENTAL SCIENCE II	ESE 2207	College Based
17	PRE- MATHEMATICS II	PME 2208	College Based
18	SOCIAL STUDIES II	SSE 2209	College Based
19	EXPRESSIVE ARTS II	EAE 2310	College Based

Year Three COURSES

		CODES	EXAMINATIONS
20	ENTREPRENEURSHIP	EED 2301	Centrally Set Exam
21	EDUCATION RESEARCH METHODS (RES/REPORT)	ERR 2303	College Based
22	TEACHING PRACTICE PRACTICAL II	TPE 2304	College Based
23	LITERACY AND LANGUAGES DEVELOPMENT III	LLD 2306	Centrally Set Exam
24	ENVIRONMENTAL SCIENCE III	ESE 2307	Centrally Set Exam
25	PRE- MATHEMATICS III	PME 2308	Centrally Set Exam
26	SOCIAL STUDIES III	SSE 2309	Centrally Set Exam
27	EXPRESSIVE ARTS III	EAE 2310	Centrally Set Exam

PRIMARY TEACHER'S DIPLOMA EXAMINATION COURSES

Year One

	COURSES	CODES	EXAMINATIONS
1	EDUCATIONAL PSYCHOLOGY AND SOCIOLOGY OF EDUCATION	EPS3101	Centrally Set Exam
2	HISTORY AND PHILOSOPHY OF EDUCATION	HPE 3102	School based
3	INFORMATION COMMUNICATION TECHNOLOGY	ICT 3103	Centrally Set Exam
4	LITERACY AND LANGUAGES I	LLE3104	College Based
5	INTEGRATED SCIENCE I	ISE3109	College Based
6	MATHEMATICS I	MAE 3105	College Based

-7	TECHNOLOGY /HE I	TSE3108	College Based
8	SOCIOL STUDIES I	SSE 3107	College Based
9	EXPRESSIVE ARTS I	EAE3106	College Based

Year Two

	COURSES	CODES	Examinations
10	SPECIAL EDUCATION GUIDANCE AND COUNSELLING	SGC 3200	Centrally Set Exam
11	THEORY AND PRACTICE OF EDUCATION	TPE 3202	Centrally Set Exam
12	EDUCATION RESEARCH METHODS (RESEARCH PROPOSAL)	ERP 3210	College Based
13	TEACHING PRACTICE I	TPE 3201	College Based
14	LITERACY AND LANGUAGES II	LLE 3204	College Based
15	INTEGRATED SCIENCE II	ISE3209	College Based
16	MATHEMATICS II	MAE 3205	College Based
17	TECHNOLOGY /HE II	TSE3208	College Based
18	SOCIOL STUDIES II	SSE 3207	College Based
19	EXPRESSIVE ARTS II	EAE3206	College Based

Year Three

	COURSES	CODES	EXAMINATIONS
20	EDUCATION MANAGEMENT AND ADMINISTRATION	EMA 3301	Centrally Set Exam
21	ENTERPRENEURSHIP	EED 3302	Centrally Set Exam
22	EDUCATION RESEARCH (RESEARCH REPORT)	ERR 3310	College Based
23	TEACHING PRACTICE II	TPE 3302	College Based
24	LITERACY AND LANGUAGES III	LLE3304	Centrally Set Exam
25	INTEGRATED SCIENCE III	ISE3309	Centrally Set Exam
26	MATHEMATICS III	MAE 3305	Centrally Set Exam
27	TECHNOLOGY /HE III	TSE3308	Centrally Set Exam
28	SOCIOL STUDIES III	SSE 3307	Centrally Set Exam
29	EXPRESSIVE ARTS III	EAE3306	Centrally Set Exam

JUNIOR SECONDARY TEACHER'S DIPLOMA COURSES

Year One

S/N	COURSE	SUBJECT	CODES	ASSESSMENT
1	Education Studies	Education Psychology and Sociology of Education	EPS 41000	Centrally Set Exam
3		History and Philosophy of Education	HPE 41002	College Based
4		Communications and Study Skills	CSS 41003	College Based
		Information Communication Technology	ICT 41005	Centrally Set Exam
6	English Language	English Teaching Methods I	ELE 41061	College Based
7		The Structure of English Language and Linguistic I	ELE 41062	College Based
8		Literature in English I	ELE 41063	College Based
9	French as a Foreign Language	French Teaching Methods I	FFL 41071	College Based
10		Introduction to French Language	FFL 41072	College Based
11		Introduction to Francophone Literature	FFL 41073	College Based
12	Zambian Languages	Zambian Languages Teaching Methods I	ZLE 41081	College Based
13		Introduction to Language and Linguistics	ZLE 41082	College Based

S/N	COURSE	SUBJECT	CODES	ASSESSMENT
14		Introduction to Literature in Zambian Languages	ZLE 41083	College Based
15	Social Studies Education	Social Studies Teaching Methods I	SSE 41091	College Based
16		Social Studies EducationI (<i>Man the Social Being Political Development and Governance in Zambian, Man and the Environment I,))</i>	SSE 41092	College Based
19	Mathematics Education	Mathematics Education I	MED 41101	College Based
20		Mathematics Teaching Methods I	MED 41102	College Based
21	Integrated Science Education	Integrated Science Teaching Methods I	ISE 41111	College Based
22		Biology I - Foundation Biology	ISE 41112	College Based
23		Chemistry I - Foundation Chemistry	ISE 41113	College Based
24		Physics I - Foundation Physics	ISE 41114	College Based
25	Agricultural Science Education	Agriculture Science Teaching Methods I	ASE 41121	College Based
26		Agricultural Science Education I (<i>Biology (Botany and Zoology) Physical Science (Physics and Chemistry), Agricultural Mathematics and Biometry, Farm Practice I (School based)</i>)	ASE 41122	College Based
29		Farm Practice I (School based)	ASE 41125	College Based
30	Computer Studies Education	Computer Teaching Methods I	CSE 41131	College Based
31		Computer Education Studies	CSE 41132	College Based
33	Business Studies Education	Business Teaching Methods I	BSE 41141	College Based
34		Financial Accounting	BSE 41142	College Based
35		Office Management	BSE 41143	College Based
36	Design and Technology	Design and Technology Teaching Methods I	DTE 41151	College Based
37		Graphic Communication	DTE 41152	College Based
38		Engineering Mathematics	DTE 41153	College Based
39		Materials and Processes (Metal)	DTE 41154	College Based
40	Home Economics and Sports	Home Economic Teaching Methods I	HEH 41161	College Based
41		Introduction to Nutrition	HEH 41162	College Based
42		Introduction to Needlework and Crafts	HEH 41163	College Based
43		Home Management I	HEH 41164	College Based
44	Art and Design Edu.	Art & Design Teaching Methods I	ADE 41171	College Based
45		Introduction to Art	ADE 41172	College Based
46		Graphic Design & Crafts I	ADE 41173	College Based
47	Musical Arts Edu.	Music teaching Methods I	MAE 41181	College Based
48		Music Theory I	MAE 41182	College Based
50		Applied Music I (School based)	MAE 41184	College Based
51	Physical education and Sports	Teaching Methods in Physical Education I	PES 41191	College Based
52		Introduction to Physical Education	PES 41192	College Based

S/N	COURSE	SUBJECT	CODES	ASSESSMENT
53		Human Anatomy and Health of Physical Education	PES 41193	College Based
54		Recreation and Development of sports skills I	PES 41194	College Based
55	Religious Education	Religious Education Teaching Methods I	RED 41201	College Based
56		Religious Education II	RED 41202	College Based

Year Two

S/N	COURSE	SUBJECT	CODES	ASSESSMENT
	Education Studies	Special Education Guidance and Counselling	SGC 42001	Centrally Set Exam
		Curriculum Studies and Assessment	CRE 42004	Centrally Set Exam
		Education Research (R/Proposal) (School based)	ERP 42002	College Based
		Teaching Practice Practical I (School based)	STP 42003	College Based
	English Language Education	English teaching Methods II	ELE 42061	College Based
		The Structure of English Language and Linguistics II	ELE 42062	College Based
		Literature in English II	ELE 42063	College Based
	French as a Foreign Language Education	French Teaching Methods II	FFL 42071	College Based
		Intermediate French Language	FFL42072	College Based
		African Francophone Literature, Drama and Poetry	FFL 42073	College Based
	Zambian Languages Education	Zambian Languages Teaching Methods II	ZLE 42081	College Based
		The Phonology and Morphology of Zambian Languages	ZLE 42082	College Based
		Oral and Written Literature in Zambian Languages	ZLE 42083	College Based
	Social Studies Education	Social Studies Teaching Methods I	SSE 42091	College Based
		Social Studies Education II (<i>Man the Social Being II Political Development and Governance in Zambia Man and the Environment II</i>)	SSE 42092	College Based
	Mathematics Education	Mathematics II	MED 42101	College Based
		Mathematics Teaching Methods II	MED 42102	College Based
	Integrated Science Education	Integrated Science Teaching Methods II	ISE 42111	College Based
		Biology II (<i>Plant and Animal Physiology</i>)	ISE 42112	College Based
		Chemistry II (<i>Chemical Processes</i>)	ISE 42113	College Based
		Physics II (<i>Optics and Wave Motion</i>)	ISE 42114	College Based
	Agricultural Science Education	Agriculture Science Teaching Methods II	ASE 42121	College Based
		Agricultural Science Education II (<i>Crop Science and Principles of Sustainable Agriculture, Animal Science, Soil Science</i>)	ASE 42122	College Based
		Farm Practice II (College based) School based)	ASE 42125	College Based

S/N	COURSE	SUBJECT	CODES	ASSESSMENT
	Computer Studies Education	Computer Teaching Methods II	CSE 42131	College Based
		Computer Studies Education II (<i>Systems Analysis and Design, Database Design, Computer Networks and Data Communications</i>)	CSE 42132	College Based
	Business Studies Education	Business Studies Teaching Methods II	BSE 42141	College Based
		Business Mathematics and Statistics	BSE 42142	College Based
		Entrepreneurship	BSE 42143	College Based
	Design and Technology Education	Design and Technology Teaching Methods II	DTE 42151	College Based
		Electrical Engineering	DTE 42152	College Based
		Carpentry and joinery	DTE 42153	College Based
		Brick Laying and plastering	DTE 42154	College Based
	Home Economics And Hospitality Education	Home Economics Teaching Methods II	HEH 42161	College Based
		Food, Nutrition and dietetics	HEH 42162	College Based
		Needlework & crafts	HEH 42163	College Based
		Home Management II	HEH 42164	College Based
	Art and Design Education	Art & Design Teaching Methods II	ADE 42171	College Based
		Graphic Design & Crafts II	ADE 42172	College Based
		Drawing, Colour and Painting I	ADE 42173	College Based
	Musical Arts Education	Music teaching Methods II	MAE 42181	College Based
		Music Theory II	MAE 42182	College Based
		African Musical Arts	MAE 42183	College Based
		Applied Music II (School based)	MAE 42184	College Based
	Physical Education Sports	Teaching Methods in Physical Education II	PES 421901	College Based
		Physical Fitness and Health	PES 42192	College Based
		Recreation and development of sports skills II	PES 42193	College Based
		Psychology and Sociology of Sport	PES 42194	College Based
	Religious Education	Religious Education Teaching Methods II	RED 42201	College Based
		Religious Education II	RED 42202	College Based

Year Three

	COURSES	SUBJECTS	CODES	ASSESSMENT
	Education Studies	Entrepreneurship	ENE 43001	Centrally Set Exam
		Education Leadership and Management	ELM 43002	Centrally Set Exam
		Education Research (Research Report) (School based)	ERR 43003	College Based
		Teaching Practice Practical II (School based)	STP 43004	College Based
	English Language Education	English Teaching Methods III	ELE 43061	Centrally Set Exam
		The Structure of English Language and Linguistics III	ELE 43062	Centrally Set Exam
		English Literature	ELE 43063	Centrally Set Exam

	COURSES	SUBJECTS	CODES	ASSESSMENT
	French as a Foreign Language	French Teaching Methods III	FFL 43071	Centrally Set Exam
		French Language and Linguistics	FFL 43072	Centrally Set Exam
		French Literature	FFL 43073	Centrally Set Exam
	Zambian Language Education	Zambian Languages Teaching Methods III	ZLE 43081	Centrally Set Exam
		The Syntax and Semantics of Zambian Languages	ZLE 43082	Centrally Set Exam
		Literary Analysis in Zambian Languages	ZLE 43083	Centrally Set Exam
	Social Studies Education	Social Studies Teaching Methods III	SSE 43091	Centrally Set Exam
		Social Studies Education III (Aspects of Zambia's Economy, Foreign Influence On Zambia Regional and International Organisations)	SSE 43092	Centrally Set Exam
	Mathematics Education	Mathematics III	MED 43101	Centrally Set Exam
		Mathematics Teaching Methods III	MED 43102	Centrally Set Exam
	Integrated Science Education	Integrated Science Teaching Methods III	ISE 43111	Centrally Set Exam
		Biology III Genetics, Health and Environment	ISE 43112	Centrally Set Exam
		Chemistry III Organic and Electronic Chemistry	ISE 43113	Centrally Set Exam
		Physics III Electricity, Magnetism and Radiation Physics	ISE 43114	Centrally Set Exam
	Agricultural Science Education	Agriculture Science Teaching Methods III	ASE 43121	Centrally Set Exam
		Agricultural Science III <i>Agriculture Business Management Agriculture Science Research Project(School based, Agriculture Engineering)</i>	ASE 43122	Centrally Set Exam
		Agricultural Science Research Project	ASE 43123	College Based
		Farm Practice III (College based) (School based)	ASE 43124	College Based
	Computer Studies Education	Computer Teaching Methods III	CSE 43131	Centrally Set Exam
		Computer III <i>Basic Computer Programming(Legal and Professional Issues in Computing Legal and Professional Issues in Computing Web Design Technology)</i>	CSE 43132	Centrally Set Exam
	Business Studies Education	Business Studies Teaching Methods III	BSE 43141	Centrally Set Exam
		Micro-Economics	BSE 43142	Centrally Set Exam
		Business and Company Law	BSE 43143	Centrally Set Exam
	Design and Technology Education	Design and Technology Teaching Methods III	DTE 43151	Centrally Set Exam
		System Technology	DTE 43152	Centrally Set Exam
		Materials and Processes -Plastics and Ceramic	DTE 43153	Centrally Set Exam

COURSES	SUBJECTS	CODES	ASSESSMENT
Home Economics and Hospitality Education	Home Economics Teaching Methods III	HEH 43161	Centrally Set Exam
	Food Safety and Applied Nutrition(School based)	HEH 43162	Centrally Set Exam
	Garment construction	HEH 43163	Centrally Set Exam
	Business, environment and management	HEH 43164	Centrally Set Exam
Art and Design Education	Art and Design Teaching Methods III	ADE 43171	Centrally Set Exam
	Graphic Design and Crafts III	ADE 43172	Centrally Set Exam
	Drawing, Colour and Painting II	ADE 43173	Centrally Set Exam
Musical Arts Education	Music Teaching Method III	MAE 43181	Centrally Set Exam
	Music Theory III	MAE 43182	Centrally Set Exam
	Composition and Analysis	MAE 43183	Centrally Set Exam
	Applied music III (School based)	MAE 43184	College Based
Physical education and Sports	Teaching Methods in Physical Education III	PES 43191	Centrally Set Exam
	Recreation and development of sports skills III	PES 43192	Centrally Set Exam
	Entrepreneurship, Management and Administration of Sport	PES 43193	Centrally Set Exam
	Biomechanics, Health and Nutrition in Sport	PES 43194	Centrally Set Exam
	Adapted Physical Education (School based)	PES 43196	Centrally Set Exam
Religious Education	Religious Education Teaching Methods III	RED 43201	Centrally Set Exam
	Religious III	RED 43202	Centrally Set Exam

14.0 STORAGE OF MARKED SCRIPTS

14.1 The Grade 9 marked answer scripts shall be taken to a central place as designated by the Provincial Education Officer to be available for resolving unprocessed marks. The marked scripts shall be kept for six months from the date Grade 9 results are announced and thereafter shall be destroyed.

14.2 The Grade 12, GCE and Teacher Education marked answer scripts shall be kept at ECZ to be available for resolving unprocessed marks. The marked scripts shall be kept for six months from the date results are announced and thereafter shall be destroyed.

15.0 APPOINTMENT OF MARKERS

- 15.1 Teachers to be appointed Grade 9 Markers shall be qualified School teachers who have taught for a minimum of three years in the respective subject and hold a minimum qualification of a Secondary Teachers' Diploma.
- 15.2 Teachers to be appointed as Grade 9 markers shall be recommended by the Headteacher through the DEBS for appointment by the PEO.
- 15.3 Where trained Grade 12 Examiners are available, they shall be appointed to mark Grade 9 examinations in their respective subjects.
- 15.4 **Where there is a trained Grade 12 Examiner in a panel, the Grade 12 Examiner shall be appointed Chief Marker of the panel.**
- 15.5 Where there is a second Grade 12 Examiner in a panel, that second Grade 12 Examiner shall be appointed Deputy Chief Marker.
- 15.6 If there are any more Grade 12 Examiners in a school, these shall be appointed as Markers.
- 15.7 For the rest of the subject(s), competent and responsible Markers shall be appointed Chief Markers.
- 15.8 Only practising teachers shall be appointed as Markers at Grade 9.
- 15.9 Markers shall cease to mark upon attainment of the age of sixty five years.

16.0 MARKING OF THE GRADE 9 INTERNAL AND EXTERNAL EXAMINATION AND PENALTIES

16.1 Marking of the Grade 9 Internal and External Examination scripts

- 16.1.1 The marking of scripts shall be done in accordance with laid down guidelines and procedures.
- 16.1.2 **The electronic marksheets, marks entry system and all the prerequisite software will be sent to the Provincial Educational Officer two weeks prior to the beginning of marking.**

16.2 Roles of the Marking Centre Chairperson

The centre Chairperson shall be the Headteacher of the School and shall be assisted by the Deputy Headteacher. The Chairperson shall be responsible for the overall administration and supervision of the Marking Centre in conjunction with Chief Markers.

- 16.2.1 The Chairperson shall be responsible for receiving from the DEBS all the documents needed for the marking exercise, such as:
- (i) lists of Chief markers, Deputy Chief markers and markers for each subject paper.
 - (ii) candidates answer scripts for the centre.
 - (iii) marking keys/schemes
 - (iv) Stationery required for the marking exercise.

16.2.2 The Chairperson shall also ensure that:

- (i) Every marker does the work as laid down in the marking procedure.
- (ii) Discipline is maintained at the marking centre.
- (iii) Where necessary dismiss markers, in consultation with the Chief Marker, who prove to be incompetent or dishonest during the marking session with a report to the DEBS and Examinations Council of Zambia.
- (iv) There is security of all examination materials including candidates' answer scripts and marking keys/schemes at the marking centre.
- (v) The Chief Marker should prepare a checklist for the documents he/she is handling over to the marking centre chairperson.

16.2.3 At the end of the marking exercise, the Chairperson is responsible for the collection of the following documents from Chief markers:

- (i) a copy of the completed attendance registers.
- (ii) sample scripts, selected after marks have been entered on the mark sheets
- (iii) Chief markers/team leaders' reports.
- (iv) reports from the markers to the chief markers on any serious irregularities observed during marking such as:
 - a) envelopes not securely fastened,
 - b) scripts missing from envelopes,
 - c) attendance registers not enclosed in the scripts envelopes,
 - d) attendance registers not marked and
 - e) evidence of malpractice.
- (v) Markers and Data Operators signed claim forms
- (vi) Transcription Checklists
- (vii) Omission Forms

16.2.4 The Chairperson shall clear the chief markers only when all the documents have been received.

16.3 The roles of the Education Standards Officer (General Inspection) shall be to:

16.3.1 Deliver the Answer Scripts, Marking Keys, Marking Stationery and Markers' list to the Centre Chairperson.

16.3.2 Monitor marking process and report to the District Education Board Secretary.

16.3.3 Deliver marked scripts, mobile hard drives, Claim forms to the Provincial Education Officer for onward transmission to Examinations Council of Zambia.

16.4 **The roles of Systems Administrators**

16.4.1 The System Administrator shall be appointed from amongst teachers who have been trained by ECZ as Systems Administrators from the Ministry in charge of Education.

16.4.2 The systems administrator at the marking centre will be responsible for:-

- (i) installing the marks entry software and all the other related software that works with the application as provided by ECZ on all the computers that will be used for marking.
- (ii) supervising the Data Entry Staff in the 'Data entry Room'
- (iii) training and assisting Users in the use of the marks entry system and any other related problems such as printing and configuring printers
- (iv) creating user logins for the data entry staff on all the computers that will be used for entering marks.
- (v) updating the Markers' details in the system
- (vi) ensuring that data are correctly entered in the marks entry system by the data entry officers.
- (vii) apportionment of scripts in the system
- (viii) allocating Markers and Data Entry Operators in belts
- (ix) performing daily data backups
- (x) producing and printing reports
- (xi) consolidating data and submitting marks using the prescribed system
- (xii) final export of the data (Markers, marks, payment schedules)

16.5 **Penalties**

16.5.1 Where the standard of marking for a Marker is reported to be unsatisfactory, that Marker shall be discontinued from marking.

16.5.2 Where a Grade 12 Examiner has been appointed to mark Grade 9 examination scripts, and does not mark to standard, that Examiner shall be discontinued from marking at both Grade 9 and Grade 12.

16.5.3 An Examiner/Marker who is involved in examinations malpractice shall never be allowed to participate in examinations work, such an Examiner shall be reported to the police for criminal proceedings and administrative disciplinary action shall be taken against him/her.

16.5.4 An Examiner/Data Entry Operator who fails to record/enter marks correctly shall be discontinued from participating in marking.

17.0 MARKING OF THE GRADE 12 AND GCE EXAMINATIONS AND PENALTIES

17.1 Appointment of Examiners

17.1.1 The practicing teachers/lecturers apply on prescribed forms which can be obtained from Examinations Council of Zambia or the District Education Board Secretary office.

17.1.2 The Headteacher/Principal shall recommend the Teachers/Lecturers for training by signing the application form before submitting it to the Examinations Council of Zambia.

17.1.3 The Examinations Council of Zambia shall train and appoint the Examiners.

17.1.4 The Teachers/Lecturers to be appointed as Examiners shall have a minimum qualification of a degree and should have at least three years teaching experience.

17.1.5 All Examiners shall sign a contract with ECZ annually before marking commences.

17.1.6 Examiners shall cease to mark upon attainment of the age of sixty five years

17.2 Marking of the Grade 12 Examination

17.2.1 Only trained Examiners shall be appointed as Examiners.

17.2.2 The marking of scripts shall be done in accordance with laid down guidelines and procedures as stipulated in the Guidelines for Marking.

17.3 Roles of the Marking Centre Coordinator

17.3.1 The Marking Centre Coordinator is responsible for the overall administration and supervision of the marking at the Marking Centre.
(for details refer to Guidelines For Marking)

17.4 Penalties

17.4.1 Where the standard of marking for an Examiner is reported to be unsatisfactory, that Examiner shall be discontinued from participating in marking.

17.4.2 An Examiner who is involved in examination malpractice shall never be allowed to participate in examination work. Such an Examiner shall be reported to the police for criminal proceedings and administrative disciplinary action shall be taken against him/her.

17.4.3 Where the standard of entering of marks by an examiner is reported to be unsatisfactory, that examiner shall be discontinued from entering marks.

17.4.4 An Examiner who misconducts him/herself shall be discontinued from marking.

18.0 MARKING OF TEACHER EDUCATION EXAMINATIONS AND PENALTIES

18.1 Appointment of Markers

- 18.1.1 The practicing Lecturers apply on prescribed forms which can be obtained from Examinations Council of Zambia or the District Education Board Secretary office.
- 18.1.2 The Principal shall recommend the Lecturers for training by signing the application form before submitting it to the Examinations Council of Zambia.
- 18.1.3 The ECZ shall train and appoint the Examiners for Teacher Education examination scripts
- 18.1.4 Lecturers to be appointed as Teacher Education Examiners shall have a minimum qualification of a degree and at least three years teaching experience.
- 18.1.5 All Examiners shall sign a contract with ECZ annually before marking commences.
- 18.1.6 Examiners shall cease to mark upon attainment of the age of sixty five years.

18.2 Marking of Teacher Education Examinations

- 18.2.1 Only trained Examiners shall be appointed as Examiners.
- 18.2.2 The marking of scripts shall be done in accordance with the laid down guidelines and procedures as stipulated in the Guidelines for Marking
- 18.2.3 **Roles of Marking Centre Coordinator**
The Marking Centre Coordinator is responsible for the overall administration and supervision of the marking at the Marking Centre. (for details refer to Guidelines For Marking)

18.3 Penalties

- 18.3.1 Where the standard of marking for an Examiner is reported to be unsatisfactory, that Examiner shall be discontinued from participating in marking.
- 18.3.2 An Examiner who is involved in examination malpractice shall never be allowed to participate in examinations work, such an Examiner shall be reported to the police for criminal proceedings and administrative disciplinary action shall be taken against him/her.
- 18.3.3 Where the standard of entering of marks by an examiner is reported to be unsatisfactory, that examiner shall be discontinued from entering marks.
- 18.3.4 An Examiner who misconducts him/herself shall be discontinued from marking.

19.0 RELEASE OF EXAMINATION RESULTS AND CERTIFICATES

- 19.1 All results shall be released directly to the Ministry in charge of Education.
- 19.2 All certificates shall be released directly to the Ministry in charge of Education

20.0 QUERIES AND APPEALS ON RESULTS

20.1 Procedure on submission of queries and appeals

- 20.1.1 It is the responsibility of the Headteacher of the School/Principal of the College to check the results listings for errors and omissions for candidates and then report these to the Examinations Council of Zambia.
- 20.1.1 Queries and appeals on all examinations, namely Grade 7, Grade 9, Grade 12, General Certificate of Education and Teacher Education shall be sent directly by Headteachers of Schools or Principals of Colleges to the Director, Examinations Council of Zambia through the normal channel (School, DEBS, PEO).

20.2 Remarking

- 20.2.1 All appeals for remarking shall be accompanied by a letter from the centre/school where a candidate wrote the examination from.
 - 20.2.2 Remarking shall be done at a fee to be determined by the Examinations Council of Zambia.
- 20.3 The Examinations Council of Zambia shall not add or remove names or initials after results have been released. Only spelling errors shall be amended on statements of results.
- 20.4 No amendments shall be effected after Certificates have been printed.
- 20.5 **Deadline for submission of queries**
- 20.5.1 The deadline for submission of Grade 9 External and G.C.E queries shall be 28th February following the year of the Examination.
 - 20.5.2 The deadline for submission of Grades 7, 9 Internal, 12 and Teacher Education queries shall be 31st May following the year of the Examination.
- 20.6 Statements of results are valid only until Certificates are printed.

21.0 MONITORING THE CONDUCT OF EXAMINATIONS

The Examinations Council of Zambia and Ministry in charge of Education shall monitor the conduct of examinations across the country.

22.0 MONITORING MARKING CENTRES

The Examinations Council of Zambia and Ministry In charge of Education shall monitor the marking process in marking centres.

23.0 REPORTING CASES OF EXAMINATION MALPRACTICES DETECTED AT THE MARKING CENTRE

- 23.1 Where an Examiner/Marker suspects dishonest work, he/she should immediately submit the marked script(s) in question to the Team Leader/Chief Marker with a report of the reasons for the suspicions.
- 23.2 Where the Team Leader/Chief Marker considers the suspicions as reasonable, he/she will add comments before sending the documents to the Director, Examinations Council of Zambia in a separate envelope marked "MALPRACTICE". The report should be in sufficient detail for the reasons for suspicion to be readily apparent.
- 23.3 Reports should be made even if the candidate has gained nothing from his/her dishonesty and is a clear failure. It is the intention to cheat, which alone, is relevant and must be dealt with if the reputation of the examination is to be protected.
- 23.4 Team Leaders/Chief Markers should keep a record of all cases of examination malpractice detected in their panels. The original copy of the record must be sent to the Director, Examinations Council of Zambia.
- 23.5 All reports, with material evidence, should be put in an envelope sealed and clearly marked "MALPRACTICE" and sent to the Director, Examinations Council of Zambia.
- 23.6 Each report of examination malpractice submitted should clearly indicate the following:-
- (i) **Examination Number** of the candidate.
 - (ii) **Name** and **Code Number** of the School.
 - (iii) **Name** and **Code Number** of the marking centre
 - (iv) **Name** and **Code Number** of the subject/paper
 - (v) **Details** of the malpractice

Material evidence enclosed concerning the malpractice should be clearly labelled with the candidate's examination number and should be signed by both the Chief Marker and the Marker/Examiner.

- 23.7 Envelopes containing malpractice reports shall be submitted separately from all other documents submitted to the Examinations Council of Zambia.
- 23.8 It is the responsibility of the Centre Chairperson at Grade 9 and Chief Examiner/Team leader at Grade 12 and Teacher Education to ensure that the envelopes containing malpractice reports are submitted to the Examinations Council of Zambia at the same time as the marks.
- 23.9 Schools/Centres should desist from enclosing malpractice documents in the tamper evident envelopes for answer scripts.

These should be promptly handed over to the District Education Board Secretary's office and then forwarded to the Provincial Education Officer for compilation of information and submitted to the Director - Examinations Council of Zambia.

24.0 MISCELLANEOUS

Candidates who are unable to write their examinations the same year due to sickness, pregnancy and other circumstances should be allowed to write the following year. The Headteacher should submit a report to District Education Board Secretary enroute to Examinations Council of Zambia by 31st December of each year.