



EXAMINATIONS COUNCIL OF ZAMBIA

2021 GUIDELINES & REGULATIONS ON CANDIDATE REGISTRATION

(GRADE 9 EXTERNAL & GCE)

TABLE OF CONTENTS

1.0	2021 GRADE 9 EXTERNAL CANDIDATE REGISTRATION	3
1.1	REGISTRATION	3
1.2	ELIGIBILITY	3
1.3	PROCEDURE FOR REGISTRATION OF CANDIDATES	3
1.4	PERIOD FOR REGISTRATION	4
1.5	SUBMISSION OF ENTRIES.....	4
2.0	2021 GENERAL CERTIFICATE OF EDUCATION (GCE) CANDIDATE REGISTRATION	4
2.1	REGISTRATION	4
2.2	ELIGIBILITY	4
2.3	ENTRIES	5
3.0	PROCEDURE FOR REGISTRATION OF CANDIDATES	5
4.0	PERIOD FOR REGISTRATION	5
5.0	SUBMISSION OF CANDIDATE REGISTRATION REPORTS	5
6.0	2021 EXAMINATIONS SCALE OF FEES.....	5
7.0	GUIDELINES FOR DEPOSITING OF EXAMINATION FEES BY CANDIDATES	6
7.1	PROCEDURE.....	6
7.2	BANKS FOR USE TO DEPOSIT THE EXAMINATION FEES	7
8.0	REGISTRATION AND RENEWAL FEES FOR PRIVATE EXAMINATION CENTRES.	7
9.0	GUIDELINES FOR REGISTRATION OF CANDIDATES	8
9.1	PRE-REGISTRATION ACTIVITY	8
10.0	DATA CAPTURE	8
11.0	VERIFICATION OF ENTRIES.....	9

1.0 2021 GRADE 9 EXTERNAL CANDIDATE REGISTRATION

1.1 REGISTRATION

1.1.1 Registration of the Grade 9 External candidates for the 2021 Examination will be done through the Online Candidate Registration System (OCRS). This is a system that has been designed to allow for the registration of candidates at the school and district levels.

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

1.2 ELIGIBILITY

1.2.1 Learners who did not make a Grade 9 Certificate at their first or subsequent examination sittings and wish to improve and obtain a Grade 9 Certificate.

1.2.2 Learners taking instruction through Open and Distance Learning or any other form of instruction to prepare for the examination.

1.3 PROCEDURE FOR REGISTRATION OF CANDIDATES

1.3.1 The Head teachers/Centre Coordinators are advised to strictly follow the guidelines for the registration of candidates enclosed herewith.

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

1.3.3 Only provisional candidate registers printed after verification and signed by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Need Reports and centre subject totals for each centre

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

1.4 PERIOD FOR REGISTRATION

- 1.4.1 The commencement date for registration of candidates in Schools/Centres for the 2021 Examinations is Monday, 16th November, 2020.
- 1.4.2 The closing date for registering candidates in Schools/Centres for the 2021 Examination is Friday, 26th February, 2021.
- 1.4.3 There will be no extension to the closing date for receipt of entries as the date for procurement of examination questions papers cannot be changed.

1.5 SUBMISSION OF ENTRIES

- 1.5.1 Heads of Schools/Centres shall deliver Candidate Registration Reports to the District Education Board Secretary by Friday, 12th March, 2021.
- 1.5.2 The District Education Board Secretary will deliver the Candidate Registration Reports to the Provincial Education Officer by Friday 19th March, 2021.
- 1.5.3 The Provincial Education Officer will deliver Candidate Registration Reports and accompanying documents to the Examinations Council of Zambia from Monday, 22nd March, 2021 to Friday, 26th March, 2021.

2.0 2021 GENERAL CERTIFICATE OF EDUCATION (GCE) CANDIDATE REGISTRATION

2.1 REGISTRATION

- 2.1.1 Registration of the GCE candidates for the year 2021 Examination will be done through the Online Candidate Registration System (OCRS). This is a system that has been designed to allow for the registration of candidates at the school level.
- 2.1.2 An intending candidate becomes a bonafide candidate only after he/she has been correctly entered by the Head teacher of a registered Examination Centre and confirmed by the Examinations Council of Zambia through the final Attendance Register.

2.2 ELIGIBILITY

- 2.2.1 Candidates entering for the General Certificate of Education Examination must be in possession of a valid National Registration Card (NRC) or valid passport.

2.3 ENTRIES

- 2.3.1 Only GCE candidates who have paid examination fees should be entered for the examination.

3.0 PROCEDURE FOR REGISTRATION OF CANDIDATES

- 3.1 The Head teachers/Centre Coordinators are advised to strictly follow the guidelines for the registration of candidates enclosed herewith and in the OCRS Manual.
- 3.2 The Provincial Education Officers and District Education Board Secretaries should ensure that checklists are used to verify that all registered examination centres have presented candidates and they have printed and signed Provisional Candidate registers from the Schools/Centres.
- 3.3 Only provisional candidate registers printed after verification and signed by the candidates should be submitted to the Examinations Council of Zambia together with Special Educational Needs Reports, Centre subject totals and Payment Reports for each Centre.
- 3.4 Verification of data is one quality control measure which ensures that all candidates have been registered. You are therefore urged not to skip any of the verification processes.

4.0 PERIOD FOR REGISTRATION

- 4.1 The commencement date for registration of candidates in Schools/Centres for the year 2021 Examination is Monday, 16th November, 2020.
- 4.2 The closing date for registering candidates in Schools/Centres for the year 2021 Examination is Friday, 26th February, 2021.
- 4.3 There will be no extension to the closing date for receipt of entries as the date for procurement of examination materials cannot be changed.

5.0 SUBMISSION OF CANDIDATE REGISTRATION REPORTS

- 5.1 Heads of Schools/Centres shall deliver the Candidate Registration Reports to the District Education Board Secretary by Friday, 12th March, 2021.
- 5.2 The District Education Board Secretary will deliver the Candidate Registration Reports to the Provincial Education Officer by Friday, 19th March, 2021.
- 5.3 The Provincial Education Officer will deliver Candidate Registration Reports and accompanying documents to the Examinations Council of Zambia from Monday, 22nd March, 2021 to Friday, 26th March, 2021.

6.0 2021 EXAMINATIONS SCALE OF FEES

- 6.1 The Examinations Council of Zambia has announced Examination fees to be paid by candidates for the year 2021 School and College Examinations.

6.2 The scale of examination fees payable by School/College Examinations candidates for the year 2021 examinations is as follows:

Sn	LEVEL	AMOUNT
1	Grade 9 External Entry fee Subject fee	K15.00 per candidate K25.00 per subject
2	General Certificate of Education (GCE) Entry fee Subject fee	K75.00 per candidate K120.00 per subject

The Heads/Principals of Schools/Centre should ensure that only candidates who have paid the required Examination fees in full are entered for the Examination. This will therefore mean that the signed Provisional Registers, Special Educational Needs Reports, centre subject totals and Payment Reports for each centre which will be delivered to the Examinations Council of Zambia will be accompanied by the following documents:

- (i) yellow copies of receipts issued to candidates
- (ii) copy of the Revenue Cashbook from the DEBS.
- (iii) copy of revenue cashbooks from the Centres.
- (iv) copies of receipts issued by the DEBS
- (v) copies of fees payment reports.

7.0 GUIDELINES FOR DEPOSITING OF EXAMINATION FEES BY CANDIDATES

7.1 PROCEDURE

- 7.1.1 The Examination Centre will formally authorise the candidate to proceed to the Bank and deposit the appropriate fees by providing the Examinations Council of Zambia Bank Account details and the Centre Code.
- 7.1.2 When depositing, candidates are required to indicate their full names, Centre Name and Centre Code on the deposit slip.
- 7.1.3 The Bank will issue a deposit slip to the candidate. The Candidates should be requested to go back to the Examination Centre after depositing the money.
- 7.1.4 A candidate will present the Bank deposit slip to the Centre after depositing the fee.
- 7.1.5 The school will then issue a candidate with an ECZ Receipt using the date when a deposit slip is presented to the Centre.

7.1.6 The School should then retain the bank deposit slip presented by the candidate and NOT give back the deposit slip to the candidate.

DO NOT SEND THE DEPOSIT SLIPS TO ECZ.

7.1.7 All retained deposit slips should be filed in the order of the receipts starting with the first ECZ receipt issued to the last receipt.

7.1.8 The School should thereafter update the Daily Revenue Cash Book.

7.1.9 The school will then register the candidate.

7.2 BANKS FOR USE TO DEPOSIT THE EXAMINATION FEES

7.2.1 Use any of the Bank details below:

ACC NAME	BANK	ACCOUNT No.	BRANCH
ECZ	ZANACO	1905593300152	Lusaka Government Complex
ECZ	ATLAS MARA	0060820365008	Lusaka Long Acres
ECZ	INVESTRUST	110110050651025	Lusaka Ody's
ECZ	NATSAVE	1152299576001	Lusaka Northend
ECZ	CAVMONT	800000454685	Lusaka Makumbi
ECZ	INDO ZAMBIA	0012020000042	Lusaka Main

8.0 REGISTRATION AND RENEWAL FEES FOR PRIVATE EXAMINATION CENTRES.

8.1 The Examinations Council of Zambia has announced Centre Registration and Renewal fees to be paid by Private Schools and all Colleges of Education for the year 2021.

8.2 Note that Private Examination Centres shall be deactivated and the centres will only access the Online Candidate Registration System platform for the year 2021 once they have paid for the renewal of their Examination Centre.

8.3 The fees payable by Schools and Colleges of Education for the year 2021 examinations are as follows:

Examination Centre Registration

Sn	Level	Amount
1	Grade 7	K 3, 000.00
2	Grade 9	K 4, 800.00
3	Grade 12	K 7,200.00
3	GCE	K 7, 800.00
5	Teacher Education	K12, 000.00

Examination Centre Renewal

Sn	Level	Amount
1	Grade 7	K2, 880.00
2	Grade 9	K3, 600.00
3	Grade 12	K6, 000.00
3	GCE	K6, 000.00
5	Teacher Education	K11, 000.00

9.0 GUIDELINES FOR REGISTRATION OF CANDIDATES

9.1 PRE-REGISTRATION ACTIVITY

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

- Names which should be on the Certificate in full; and as they appear on the Birth Certificate.
- Date of Birth and sex as it appears on the Birth Certificate/Birth Record;
- Subjects to be written and paper options;
- Candidate's school of choice where applicable;
Note: Schools in (d) above should be an approved Grade 9 Examination Centre.
- Candidate National Registration Card Number for GCE candidates.

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

10.0 DATA CAPTURE

10.1 The Head teacher should ensure that all the candidates in the school have provided the required and correct registration details.

10.2 The Accounting Officers should ensure that a list of candidates who have paid examination fees (where applicable) is given to the Head teacher for submission to the Data Entry Officer.

10.3 Only candidates that have paid Examination Fees (where applicable) should be registered for Examinations.

10.4 The Data Entry Officer must ensure that instructions provided in the Online Candidate Registration System manual are followed when entering the data. The most important points to note should include the following:

N.B:

Grade 9 External Centres

- Examination numbers will be automatically generated.

- ii) Candidates can enter for one or more subjects but a maximum of nine.

General Certificate of Education Examination (GCE) Centres

- i) Examination Numbers are automatically generated and are different from year to year.
- ii) All subjects must be selected.
- iii) Candidates should only be entered for subjects with a practical component at centres that have facilities for conducting practicals.

11.0 VERIFICATION OF ENTRIES.

- 11.1 The data have been entered, a Provisional Register should be printed by the School for candidates to verify the details. Where there are corrections to be made, these must be effected by the Examination Centre before submitting to the Examinations Council of Zambia.

Note: All candidates **MUST** sign on the provisional register to confirm their registration details.