



**Examinations Council of Zambia**



# ANNUAL REPORT 2014

TWENTY-EIGHTH ANNUAL REPORT FOR THE  
EXAMINATIONS COUNCIL OF ZAMBIA COVERING THE EVENTS OF THE CALENDAR YEAR 2014



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## 1.0. OVERVIEW

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983 with a mandate to conduct examinations at School, Teacher Education, and Technical Education, Vocational and Entrepreneurship Training levels.

The Council became operational in January, 1987 as a semi-autonomous (parastatal) entity that obtains policy direction from the Ministry in charge of Education.

The functions of the ECZ are to:

- i. Conduct examinations;
- ii. Award certificates or diplomas to candidates who pass examinations conducted by the Council;
- iii. Carry out relevant research in examinations;
- iv. Advise any public institution on development and use of any system of testing or examining when requested to do so;
- v. Formulate syllabuses for examinations;
- vi. Promote international recognition of qualifications conferred by the Council;
- vii. Approve or reject appointment of examiners;
- viii. Organise training courses for, or arrange for training of examiners, markers, supervisors, invigilators and other persons connected with examinations; and
- ix. Invite any person or body either in or outside Zambia to assist the Council in the conduct of examinations.

### **Vision Statement**

The Examinations Council of Zambia will be a leading examining board in providing accurate and timely assessment and certification systems reflective of the competencies of learners and the education system in a prospering economy.

### **Mission Statement**

The Examinations Council of Zambia will provide an effective and efficient system for setting and conducting assessments of comparable international standards.

### **Guiding Principles**

The Council and its employees have a long and continuing tradition of distinguished public service. The six core principles that support the ECZ core values are as follows:

- i. Integrity
- ii. Competence
- iii. Teamwork
- iv. Effectiveness
- v. Information stewardship
- vi. Fairness
- vii. Good Governance

## 2.0. GOVERNANCE STRUCTURE

### COUNCIL

The Council is the supreme policy making body of the ECZ. Over the stated period, the Council continued to provide policy oversight and strategic direction. The members of the Council are listed below:



Prof Samuel F. Banda  
**Chairperson**



Ms Wabei N. Mangambwa  
**Vice Chairperson**



Mr Chishimba Nkosha  
**Member**



Prof Christopher C. Chama  
**Member**



Mr Alex M.K. Simumba  
**Member**



Mr Eddie K. Mwitwa  
**Member**



Col Lloyd K. Mwila  
**Member**



Mr Jonathan M. Ngo'nga  
**Member**



Dr Patrick K. Nkanza  
**Member**



Mrs Cecilia N. Sakala  
**Member**



Mr Lazarus B.Y. Kalirani  
**Member**



Mr Wamuyuwa Sitibekiso  
**Member**

### 3.0. COMMITTEES OF THE COUNCIL

During the year under review, there were eight (8) Committees, namely:

1. Finance and Administration
2. Security
3. School Certificate
4. Junior Secondary and Primary Education
5. Teacher Education
6. Technical Education, Vocational and Enterprenurship Training (TEVET)
7. Audit
8. Appeals

The following were the number of times Committees met to deliberate on Council business;

S/N	Name of Council/Committee	Scheduled Meetings	Extraordinary Meetings
1	Council	4	8
2	Finance and Administration	4	4
3	Security Committee	4	2
4	School Certificate	4	2
5	Junior Secondary and Primary Education	4	2
6	Teacher Education	4	2
7	TEVET	0	1
8	Audit	4	1
9	Appeals	0	2

### MANAGEMENT

Management provided leadership in policy interpretation and implementation of all day to day activities of the ECZ. The following were the members of the Management team;

Mr Michael M. Chilala	Director
Mrs Jacqueline C.M. Chikwama	Council Secretary
Ms Ireen M. Chitesha	Chief Accountant
Mrs Teza N. Musakanya	Assistant Director, Research and Test Development Department
Mr Robby W. Witika	Assistant Director, Information Technology Department
Mrs Violet M. Banda	Assistant Director, Examinations Administration Department

## 4.0. CHAIRPERSON'S REPORT

The Examinations Council of Zambia Council made the following policy related resolutions during the year 2014;

### 4.1. Position of Deputy Director

The Council reviewed the decision made in 2013 to freeze the position of Deputy Director as the position was provided for in the ECZ Act Chapter 137 of the Laws of the Republic of Zambia. The position remained unfilled.

### 4.2. Statistics for Candidates with Special Educational Needs (SEN)

In view of the challenges faced by the ECZ to produce examination statistics for candidates with Special Education Needs separately from those for candidates in the regular stream due to the all inclusive policy in the Ministry of Education, Science, Vocational Training and Early Education (MESVTEE). The Council advised that it should be clear that the purpose for separating the statistics was in order to identify the required learning tools for SEN candidates.

### 4.3. Approval of Management Accounts for the Quarter Ending 31<sup>st</sup> December 2013

The Council approved the Management Accounts for the Quarter ending 31<sup>st</sup> December 2013.

### 4.4. Allowance to be paid to a Councillor when requested to attend to Council's operational issues

The Council resolved that with effect from 9<sup>th</sup> October 2014, an allowance of K1,800 would be paid to all Councillors when called upon to perform activities which focused on the ECZ operational issues. The Council further resolved that the activity to be undertaken by a Councillor shall be approved by the Council and the Councillor was expected to present a detailed report on the activity undertaken.

### 4.5. Capacity Building

The Council resolved that management should ensure that all members of staff who undergo some form of training or attend workshops/conferences prepare reports on the training received or activities undertaken.

### 4.6. Ratification of the Amendment of the 2014 Examination Timetables

Following the announcement that 11<sup>th</sup> November 2014 would be a public holiday to facilitate the burial of the late President of the Republic of Zambia His Excellency Mr Michael Chilufya Sata, the 2014 Examination Timetables were amended at Grades 9, 12 and ZATEC 1.

### 4.7. Official Opening of the ECZ Service Centre

The ECZ Service Centre was officially opened by the Minister of Education, Science, Vocational Training and Early Education- Honourable Dr John T.N. Phiri MP on 16<sup>th</sup> October 2014 in Woodlands, Lusaka.

### 4.8. Approval for two members of Audit Committee to visit a Grade 12 Marking Centre

The Council approved the recommendation of the Audit Committee to have two of its members visit a Grade 12 Marking Centre in an effort to appreciate the marking exercise and the challenges examiners and the ECZ experience during the marking period.

### 4.9. Appeals Committee Report to Council

The Council approved the release of the 2013 Grade 12 Examination Results for one candidate, as there was no penalty provided in any ECZ document or the Act on the offence of 'Use of Obscene Language.' The Council emphasised the need to include the offence of "Use of Obscene Language" in the ECZ Act Chapter 137 or the Guidelines for the Administration and Management of Examinations in Zambia which were both under review.

### 4.10. Proposal to have Optional Subjects Administered on the Same Day

The Council ratified the resolution of the Junior Secondary and Primary Education Committee that optional subjects should not be scheduled on the same day and sametime in future examination timetables in order not to disadvantage candidates who were registered in more than one optional subject.

### 4.11. Authority to construct the ECZ Service Centre in Kitwe

The Council granted the ECZ management authority to construct a state of the art Service Centre in Kitwe to cater for northern region of the country.

#### 4.12. Financial Performance for the Year ended 31st December 2014

The Examinations Council of Zambia received a total income of K116,647,357 against an expenditure of K114,881,016. The net assets for the year ending 31st December 2014 were K50,710,111. (Refer to the Financial Statements attached for the Year ended 31<sup>st</sup> December 2014 for details).

#### 4.13. Highlights of the 2014 Examinations

The following were notable highlights relating to examinations in 2014:

1. The number of candidates entering the 2014 Grade 7 Composite Examination rose from the previous years. In the year 2014, 367,967 candidates entered the Grade 7 Examination compared to 352,266 in 2013 and 337,706 in 2012. Generally, the increase in the number of candidates entering the examination has been increasing by 4 percent since the 2012 examination session. The proportion of candidates obtaining division 1 in 2014 dropped by 0.14 percent while performance at division 2 and 3 increased by 0.25 and 0.40 respectively. There were more candidates obtaining division 2 than those attaining division 3. The proportion of candidates obtaining division 4 dropped by 0.52 percent in 2014. This implies that the system was able to improve performance of low performing candidates.
2. The year 2014 recorded more candidates (357,985) entering the Junior Secondary School Leaving (Grade 9) Examination than the year 2013 (353,443). The 2014 session also recorded an increase in the number of girls entering the examination compared to the 2013 examination session. The proportion of candidates obtaining Certificates increased from 54.89 percent in 2013 to 56.48 percent in 2014. The proportion of candidates obtaining statements and those failing the examination reduced in 2014 compared to 2013. The Grade 9 Examination results showed that the general performance of candidates in 2014 was slightly better than in 2013. The year 2014 recorded more candidates (56.48%) being awarded certificates compared to 54.89, 53.05 and 52.35 percent in 2013, 2012 and 2011 respectively. It was also observed that the proportion of candidates failing this examination had been reducing over the past four years with 2014 recording the lowest percentage (5.47%). The results also revealed that absenteeism rates had dropped from what it was in the year 2013. A conclusion could thus be drawn that the 2014 Grade 9 Examinations were successfully conducted and the results improved from the previous year's. However, it is worth mentioning that general learner performance at the Junior Secondary School Leaving Examination was still poor.
3. A total of 54,236 girls and 67,823 boys entered the 2014 Grade 12 Examination giving a total of 122,056 candidates. This represented an overall increase of 14.12 percent. In terms of growth in candidature, the increase was higher for girls (18.07%) than boys (11.17%). The proportion of candidates obtaining School Certificates for the 2014 examination session decreased from 60.21 percent in 2013 to 55.87 percent in 2014. The proportion of boys and girls who obtained School Certificates was 58.47 percent and 52.62 percent respectively. 41 Schools recorded 100 percent School Certificate pass. Copperbelt Province recorded a sharp decline in the proportion of candidates obtaining School Certificates from 60.2 percent in 2013 to 43.9 percent in 2014. Northern, Luapula, Southern, Eastern, and Central provinces recorded increases in the proportion of candidates obtaining School Certificates. The 2014 Grade 12 Examination results showed that the general performance of candidates had declined compared to the previous year. The proportion of candidates who obtained School Certificates declined from 60.21 percent in 2013 to 55.87 percent in 2014. The proportion of candidates who obtained GCE certificates increased from 38.09 percent in 2013 to 41.11 percent in 2014. The mean scores in 14 subjects declined compared to the previous examination session with an exception of Literature and Languages, History, Chemistry, Computer Science and Principles of Accounts which recorded improvements. The results also revealed that absenteeism rates had declined marginally across all provinces.
4. The 2014 Teacher Education Examination recorded an increase in the number of candidates entering for Pre-School and a decrease in both ZATEC I and ZATEC II respectively. This was expected since the ZATEC programme was being phased out. The examination entries of candidates showed that there were more female candidates at all levels of Teacher Education (Pre-School, ZATEC I and ZATEC II). The mean scores in continuous assessment were higher at all levels compared to that of the examinations. The 2014 cohorts for ZATEC I and ZATEC II showed improved performance in the examination mean scores compared to the 2013 cohort. The least performance was recorded in Science Education and Expressive Arts. General performance in the 2014 Pre-school programme was similar to that of 2013 with very minimal differences.

I am indebted to the Ministry of Education, Science, Vocational Training and Early Education and stakeholders in the Education Sector for the support accorded to the Council, Management and staff of the ECZ without whom the ECZ would not have succeeded in its mandate.



Prof. Samuel F. Banda  
**COUNCIL CHAIRPERSON**



## 5.0. DIRECTOR'S REPORT

In line with the Strategic Plan of the Council, various activities were undertaken during the year under review as follows;

### 5.1. Strategic Focus Area 1: Test Development

i. A Workshop was held to develop Assessment Schemes that would be used at all Grade levels in test development. This followed the release of the revised National Syllabi by the Curriculum Development Centre (CDC). The Grade 9 Specimen papers were developed in line with the revised Syllabi. There were fifty two (52) participants out of which fourteen (14) were Senior Officers from the ECZ, eleven (11) were from CDC, one (1) from MESVTEE, one (1) from the University of Zambia and twenty five (25) were experienced teachers and setters. The assessment schemes were developed in the following subjects: Integrated Science, Mathematics, Social Studies, Religious Education, Business Studies, Music, Art and Design, Design and Technology, Computer Studies and Agricultural Science.

ii. The ECZ conducted a Review Workshop for the Chief Examiners in all subjects on the 2013 Grade 12/GCE Marking exercise. The Workshop was convened to discuss the challenges first and identify areas for improvement in 2014. The resolutions made during the workshop among others were that;

- i. Item Writers shall be encouraged to submit high quality test items that meet the prescribed Council specifications and standards;
- ii. Only fast and competent Examiners shall be selected and invited for marking the Mid-Year GCE examination taking into consideration the gender and provincial balance;
- iii. Chief Examiners shall prepare and submit to the ECZ a Report on the Marking Centre, Question Papers, Candidates General Performance and Standards. In view of this, the ECZ shall provide the performance of candidates in the previous years to assist Chief Examiners to compare the performance with that year;
- iv. Chief Examiners shall fill in the section for 'Quality of the Question Paper' during coordination by getting views from the Team Leaders and the rest of the Examiners;
- v. The ECZ shall provide feedback to the Examiners on the candidates' performance in multiple choice papers and school based papers which were assessed at school. The frequency tables shall be printed at the end of the marking exercise which shall be used by the panel to set Grade boundaries.
- vi. The ECZ shall provide the necessary information to be used by panels to set Grade boundaries;
- vii. Data Entry Operators shall enter the mark of the Team Leader for scripts that had been coordinated; and
- viii. The ECZ shall prepare and distribute specimen Grade 9 examination question papers before the end of 2014.

### iii. Item Response Theory Training

The 2014 International Association for Educational Assessment (IAEA) Item Response Theory Training on Educational Measurement and Evaluation was held in Abuja, Nigeria. The training was attended by participants from examining boards in Botswana, Tanzania, Zambia and the host nation Nigeria. Two (2) officers represented the ECZ. The training covered various components of the IRT and its practical application in educational assessment. The participants were also exposed to two Nigerian Joint Admissions and Matriculation Board's (JAMB) activities. These included the conduct of trial testing (pretest) in selected schools within Abuja and the scanning exercise at the JAMB Office. Other benchmarking undertaken included Computer-Based Testing (CBT) which was done by JAMB. During the training programme, the ECZ was able to showcase some of the initiatives it had been undertaking in its quest to migrate from CTT to IRT in educational assessment.

### 5.2. Strategic Focus Area 2: Examinations Administration

i. The ECZ successfully conducted a leakage free 2014 Grade 7 and Grade 12/GCE Examinations. This arose from the stringent measures the MESVTEE, ECZ and various stakeholders had put in place to ensure that a transparent, credible and leakage free 2014 examination session was realised. The year 2014 was the first time in the history of the ECZ whereby the Grade 7 examination results were released in November 2014. In 2013, the official release of results was on 12th December 2013. The Honourable Minister of Education, Science, Vocational Training and Early Education announced the 2014 Grade 7 Composite Examination results in Parliament on 26th November 2014, barely a month after the examination was conducted. With the early release of examination results, candidates who qualified to proceed to Grade eight would start their classes on the opening day of the 2015 School Academic Calendar which fell on 12th January 2015.

ii. The ECZ organised a Workshop to review the conduct of the 2013 Examinations. Participants were drawn from different parts of the country that included Senior Education Standards Officers (SESOs), Education Standards Officers

-General Inspection (ESO-GIs) and Guidance Teachers. The Workshop was convened with a view to identify challenges and proposing improvements for the 2014.

The resolutions of the workshop among others were as follows;

- i. To sensitise the public on the maiden 2014 Mid-Year General Certificate of Education Examination;
- ii. The MESVTEE shall continue to provide manpower to invigilate and supervise the School examinations;
- iii. The Provincial Education Officers (PEOs) shall recommend and submit to the ECZ schools that had met all the requirements for examination centre status;
- iv. The Provinces, Districts and Schools shall work with respective communities to construct laboratories in Schools that were given examination centre status years back. The mobile laboratories shall not be used for approval for examination centre status at Grade 12/GCE level; and
- vi. All Private schools applying for examination centre status shall have a Certificate of Registration from the MESVTEE.

iii. With effect from 1st July 2014, the ECZ launched the accumulation of the General Certificate of Education (GCE) Certificates for different examination sittings into one Accumulated Certificate. All the candidates with two or more GCE Certificates awarded to them by the ECZ were now allowed to combine them into one Accumulated Certificate. The accumulation of GCE Certificates was necessitated due to increased public demand to have the various Certificates consolidated into one. The ECZ management developed rules to govern the accumulation of Certificates. One rule is that only GCE Certificates issued by the ECZ shall be accumulated into one. The accumulation of the GCE Certificates is only provided at the ECZ Service Centre in Woodlands, Lusaka.

iv. The ECZ successfully conducted the maiden 2014 Mid-Year General Certificate of Education (GCE) Examination on a self- sustaining basis, effective 2014. The Mid-Year examination was administered in 77 centres countrywide and ran from 14th to 28th June 2014. The results for the GCE Examination were officially released on 21st July 2014 by the Minister of Education, Science, Vocational Training and Early Education Honourable Dr. John T.N. Phiri (MP).

v. A workshop was held at which Stakeholders in the education sector convened to review the Guidelines for the Administration and Management of Examinations in Zambia. The Workshop was attended by the ECZ management team, Directors from the Ministry of Education, Science, Vocational Training and Early Education, Senior Education Standards Officers, Teachers Union, Anti-Corruption Commission, Zambia Police Service and Head Teachers Association among others. The Guidelines for the Administration and Management of Examinations in Zambia were last reviewed in 2011.

vi. The ECZ in consultation with education stakeholders started a review of the ECZ Act Chapter 137 of the laws of the Republic of Zambia. The main aim of the review was to ensure that all possible examination related offences were included as well as to stiffen the already existing penalties.

### 5.3. Strategic Focus Area 3: Capacity Building

i. The ECZ hosted the 32nd Annual Conference of the Association for Educational Assessment in Africa (AEAA) from 11th to 15th August 2014 at Zambezi Sun Hotel in Livingstone, Zambia. This was the third time Zambia was hosting the Conference. The Conference was convened under the theme 'Educational Assessment in a Knowledge Society.' The theme was deliberated under eight (8) themes as follows:

1. Qualification Harmonisation for Regional Integration;
2. Best practices in combating examination irregularities;
3. Best Practices and Experiences in Soft Skills Assessment;
4. Curriculum and Assessment Integration;
5. Enhancing Equity in Educational Assessment;
6. Innovations in Educational Assessment in Africa;
7. Using Assessment Results to Improve the Quality of Teaching and Learning; and
8. Applications of ICT's to Educational Assessment.

The Conference attracted a total of 365 delegates from 23 countries as follows; Botswana, Cameroon, Canada, Ethiopia, the Gambia, Ghana, Japan, Kenya, Lesotho, Malawi, Namibia, the Netherlands, New Zealand, Nigeria, South Africa, Swaziland, Sierra Leone, Tanzania, Uganda, United States of America, United Kingdom, Zimbabwe and the host Zambia. A total of 63 papers were presented during the Conference. Five keynote addresses were also delivered during the 2014 Conference. The ECZ Director Mr Michael M. Chilala was appointed as the new President of the AEAA for 2014 and 2015.

ii. The UNESCO Institute of Statistics (UIS) invited the Examinations Council of Zambia (ECZ) to participate in a regional conference on "Measurements of Learning Outcomes". The meeting was held in Dakar, Senegal. The meeting attracted

15 participants from UIS Canada and UIS Regional Office for Sub-Saharan Africa (SSA) as well as national examination boards from Botswana, Malawi, Namibia, Kenya, Uganda, Zambia and Zimbabwe. The ECZ was represented by two officers. The main objective of the meeting was to train focal point persons on the completion of the UIS questionnaire on learning outcome measurement as well as facilitate the sharing of data collection experiences and challenges among the data providers in order to improve data quality. Through the training, the ECZ stands to benefit from the UIS capacity building and networking opportunities through enhanced skills and knowledge development of staff in the area of assessment. Further, Zambia shall now have the opportunity to report its assessment systems using the UIS database which is a global portal on educational assessment.

iii. The ECZ participated in the formulation of the Southern African Association for Educational Assessment (SAAEA) which would run from 2014 to 2018. The draft SAAEA Strategic Plan was unveiled during the SAAEA Research Forum which was held at Elephant Hill Hotel – Victoria Falls – Zimbabwe from 18th to 22nd March 2014. The ECZ was represented four (4) officers. The forum was attended by Botswana, Namibia, Swaziland, South Africa, Lesotho, Tanzania, Zambia and Zimbabwe as well as the United Kingdom. Tanzania participated in the Forum for the first time. During the Forum, members also discussed the possibility of harmonising qualifications in the SADC region, an agenda that has been mounting during each Forum in the past. The members resolved to finalise the harmonization document by June 2014, which was a summary of the differences and commonalities that existed in the education and assessment systems in the SADC region. The country report for Zambia was presented by the ECZ who shared the findings of studies conducted with a focus on learner absenteeism during examinations. The presentation on learner absenteeism provoked a lot of discussions that centred on the interventions to curb the problem of absenteeism during examinations. A number of countries also expressed interest to replicate the study in their countries. The Research Forum tasked Zambia to work in collaboration with Zimbabwe to conduct a research on the causes of declining performance among learners.

iv. One officer from the Information Technology Department was sponsored to undertake a training programme in 'Certified Ethical Hacker V8' in South Africa. The objective of this course was to help trainees master an ethical hacking methodology that could be used in a penetration testing or ethical hacking situation. With the knowledge acquired in this training, it was recommended that the ECZ, being a critical organisation in the country, takes issues of security very seriously and continue to invest in security to avoid data integrity loss.

#### **5.4. Strategic Focus Area 4: Certification**

The Council issued Certificates to successful candidates. Furthermore, the Council continued to replace statement of results/Certificate to candidates who had lost or damaged their results. The Certificates for all the levels (Grades 7, 9, 12/ GCE and Teacher Education) were dispatched to examination centres by the end of November 2013. The print advert was displayed in the daily tabloids notifying the general public that the 2013 certificates had been printed and dispatched to schools for collection.

#### **5.5. Strategic Focus Area 5: Advisory Services, Research and Innovation**

i. The ECZ and various education stakeholders held the 2013 Examination Performance Review Workshop to analyse the results for the school examinations and identify possible areas that would ensure that learner performance was improved. During the same occasion, officers from the Ministry of Education, Science, Vocational Training and Early Education and the ECZ received Certificate Awards after successfully completing the African Leadership Training Course.

ii. Zambia through the ECZ launched the Programme for International Student Assessment (PISA) for Development on Thursday 27th February 2014 at Pamodzi Hotel in Lusaka. The ECZ would be the implementing agency for the programme. Zambia is one of the five low income countries selected to participate in the PISA for Development initiative. The programme will run for three years (2014 - 2016) under the Organization for Economic Cooperation and Development (OECD). It is envisaged that the programme will give Zambia an opportunity to enhance the capacity to conduct comprehensive and quality student assessments. The programme will target 15-year olds in the assessment of Reading, Mathematics and Science. It will also gauge the country's position in relation to regional and global peers. By participating, Zambia will receive a comprehensive assessment on the quality and equity of the education system.

iii. READ is a programme established in collaboration with the Government of Russia and the World Bank with the objective of improving the quality of education and learning outcomes in beneficiary countries. Zambia is among the eight countries around the world that received support under the READ Trust Fund. During the period under review, Zambia was singled out as one of the countries that achieved outstanding milestones under the Russian Education Aid for Development (READ) Trust Fund. The Deputy Minister of Finance for the Russian Federation, Dr. Sergei Storchak made this statement in his welcome speech during the 4th Russia Education Aid for Development (READ) Global Conference which was held at Corinthia Hotel in St. Petersburg – Russia Federation. Zambia was represented by four officers from the ECZ while the MESVTEE was represented by the Principal Education Officer in charge of examinations. In its country report at the conference, Zambia acknowledged and appreciated the support it had received under the READ Trust Fund

over the past five years. Notable were capacity building activities for key stakeholders such as Setters, Markers, Education Standard Officers, teachers, technical staff at ECZ and the MESVTEE. Zambia also reported that it had successfully devised a broad reaching communication plan that was raising awareness on learning outcomes across the country.

#### 5.6. Strategic Focus Area 6: Support Services

i. The ECZ, in partnership with Zamtel launched the SMS Results Release System (SRRS) where candidates who sat for the 2013 Grades 7, 9, 12 and Teacher Education Examinations can instantly access their results using the following procedure;

- i. Open a new message pad on the mobile phone
- ii. Type the full ten(10) digit Examination Number (Leave space)
- iii. Type the Examination Year (Leave space)
- iv. Type Examination Grade and then
- v. Send to 8383

For Example: 1434567895 2014 G12 and sending to 8383

The cost for accessing the results is K4 and the service is currently available to Zamtel subscribers only. Various stakeholders commended the ECZ for introducing the SRRS which enabled candidates to access examination results via SMS using their mobile phones before collecting the original transcripts from their respective schools. Negotiations with MTN and Airtel were still going.

ii. The ECZ held a Management Workshop to plan strategically on the improvement and the performance of the council. Management team redefined the Vision and the Mission Statements to stimulate teamwork, clarify and reaffirm the ECZ's competitive strategy. Management also redefined the job roles for all Council employees to facilitate the signing of Performance Agreements between the supervisors and their subordinates in the various departments and units of the ECZ.

iii. The ECZ started the implementation of the Performance Management and Development System (PMDS) for all categories of staff.

iv. For the first time, the ECZ joined the rest of the World on 8th March in commemorating International Women's Day under the theme, "Inspiring Change; Celebrating God's Favour on 50 Years of Women's Excellence and Achievements."

v. Deserving council employees were given Labour Day Awards in recognition of their input and excellent performance. The 2014 Labour Day Awards were in the category of Long Service and Hardworking Worker, Effective and Efficient Worker and Innovative and Conscientious Worker.

vi. During the 2014 Zambia Public Service Excellence Awards, The Zambia Society for Public Administration (ZSPA) awarded organisations and individuals that had demonstrated outstanding leadership by taking bold steps to change and improve the face of the public service in Zambia through advancements in public policy and management. The following professionals were recognised and awarded for their outstanding contributions to the Public Service;

Serial Number	Category	Awardee
1	Presidents Award	Mrs Anastazia L.Z. Kasoma (Setter-History)- 36 years
2	Distinguished Public Service Excellence Award	Mr Austin G. Chibesakunda (Setter-Biology)-38 yea
3	Leadership and Service Excellence Award	Mr. Michael M. Chilala

vii. The Council also received the President's Award 2014 in recognition for achieving an unqualified audit opinion in the Auditor General's Report. This was during the Zambia Institute of Chartered Accountants and the Institute of Directors 4th Annual Awards.

#### 5.7. Strategic Focus Area 7: Information, Education and Communication

i. The Minister of Education, Science, Vocational Training and Early Education- Honourable Dr John T.N. Phiri, MP officially launched and commissioned the state-of-the-art Examinations Council of Zambia (ECZ) Service Centre on 6th October 2014. The launch marked a significant milestone of real innovation, growth and development in the provision of high quality assessment services to Zambia's education system and the community at large by the ECZ. The Service Centre is situated on Plot No. 1926 Msuzi Road in Woodlands, Lusaka.

ii. The ECZ launched a Radio discussion programme titled, 'Examinations and You' on Radio Phoenix FM in Lusaka. The programmes played a significant role in spreading information and raising awareness on examinations administration. The series influenced and changed public opinion and behaviour on critical issues related to assessment and certification.

iii. The ECZ successfully participated in the 2014 Zambia Institute of Marketing (ZIM) Annual Marketing Conference under the theme, "Understanding the Role of the Marketing Process in Value Addition and Job Creation". The ECZ was represented by two officers. The ECZ was accorded an opportunity during the Conference to showcase various innovations being implemented at the Council. These included the launch and commissioning of the state of the art Service Centre, the Short Messaging Service (SMS) Results Release System, the combination of the General Certificate of Education (GCE) Certificate and the Separation of the GCE Examination from the School Certificate (SC) Examination. The conference also put the ECZ in good light with the general public in terms of service delivery and its critical role in the advancement of the education system in Zambia.

iv. The ECZ successfully participated in the Trade Fair and the Agricultural Show in Ndola and Lusaka, respectively. The 2014 Show was held under the theme: "2014 Breaking New Grounds" and attracted a number of firms both locally and internally. During the same event, a number of people passed through the stand and a lot of literature about ECZ was distributed. Members of the public were able to provide constructive feedback on examination related matters. The occasion also provided an opportunity for advisory services to the public. During the Lusaka Agricultural and Commercial Show, the ECZ won the Second Prize in the 'Best Educational Institution Exhibit' Category.

v. During the year under review, the ECZ embarked on sensitisation campaigns against examination malpractices using electronic media. The activity was undertaken to raise public awareness on the dangers of examination malpractices during the 2014 School Examinations. The awareness programmes ran from October to November 2014. The following activities were undertaken by the ECZ to achieve the objective;

- i. Live morning Breakfast Shows on Hot FM Radio in Lusaka;
- ii. Sponsored discussion programmes on Radio Phoenix FM;
- iii. Ran a series of TV advertisements against Examination Malpractices on ZNBC during the prime period of transmission; and
- v. Constant Anti-malpractice Radio announcements on ZNBC Radio 2, ZNBC Radio 4, Radio QFM, Radio Phoenix and Hot FM.

Through the sensitisation campaigns, various stakeholders and the general public were engaged in the fight against examination malpractices. Arising from this activity, the ECZ was able to conduct a leakage free 2014 Grades 7 and 12 examination session.

I wish to extend my thanks to the Council, Management and Staff of the ECZ for their unwavering support.



Michael M. Chilala  
**DIRECTOR**

## 6.0. REPORTS FROM COMMITTEES OF COUNCIL

### 7.0. JUNIOR SECONDARY AND PRIMARY EDUCATION COMMITTEE

The Junior Secondary and Primary Education Committee was charged with the responsibility of presiding over the Grade 7 Composite Examination and the Junior Secondary School Leaving (JSSL) or Grade 9 Examination.

The Committee comprised six (6) members as listed below:

Professor Christopher C. Chama	Chairperson
Mr Rodgers S. Zulu	Member
Mr Emade Sakala	Member
Mrs Exhilda Gondwe	Member
Mrs Josephine Shamwana Lungu	Member
Mrs Annie Phiri Mutale	Member

#### Matters Considered and Approved by the Committee

##### 7.1. 2012 Pending Grade 9 Suspected Examination Malpractice Cases

The Committee considered five (5) pending cases and resolved as follows;

- i. To nullify the results in all subjects for four (4) candidates; and
- ii. Release results for one candidate as there was not enough evidence to warrant nullification of results

##### 7.2. 2014 Applications for Examination Centre Status

Out of twenty four (24) applications for Grade 7 Examination Centre Status, the Committee approved twenty-three (23) and rejected one application. At Grade 9 level, out of twenty-six (26) applications, the Committee approved twenty-three (23) and rejected three (3) applications which did not meet the set requirements for the award of examination centre status.

##### 7.3. Report on the Conduct of the 2013 Examinations

The Committee was informed that a number of candidates wrote Grade 7 Composite Examinations without being registered. In view of this, the Committee resolved that in future examination scripts for unregistered candidates shall not be processed.

##### 7.4. Release of School Examination Results through SMS Results Release System (SRRS)

The Committee considered and approved the proposal to release School Examinations results through the SRRS.

##### 7.5. Approval of 2015 Applications for Grade 7 and Grade 9 Examination Centre Status

The Committee approved forty six (46) applications for Grade 7 Examination Centre Status and forty seven (47) applications for Grade 9 Examination Centre Status.

##### 7.6. Approval of 2014 Examination Results

The Committee approved the 2014 Grade 7 and Grade 9 Examination Results. The highlights of the 2014 Grade 7 and Grade 9 Examinations were as follows;

###### i. Grade 7 Composite Examination Results

###### Candidature

The number of candidates entering the 2014 Grade 7 Examination rose from the previous years. In 2014, 367,967 candidates entered the Grade 7 Examination compared to 352,266 in 2013 and 337,706 in 2012. Generally, the increase in the number of candidates entering the examination has been increasing by 4 percent since the 2012 examination session.

Candidate absenteeism from the examination decreased from 39,823 (11.3 %) in 2013 to 35,014 (9.52%) in 2014. In absolute terms, this represented a decrease of 4,809 candidates at 12.08 percent. Learner absenteeism for boys dropped from 19,771 in 2013 to 17,451 in 2014 representing a decline of 11.7 percent for boys and 20,052 in 2013 to 17,563 in 2014 for girls representing 12.41 percent. All the provinces generally recorded a reduction in absenteeism.

###### Performance

The classification of certificates awarded by the Examinations Council of Zambia are as follows; Division 1, 2, 3 and 4. The awards are based on the best six of all the subjects taken by the candidate inclusive of the compulsory aptitude tests (Special Paper 1 and Special Paper 2). The following are the subjects at this level; English, Social and Development

Studies (SDS), Mathematics, Integrated Science, Creative and Technology Studies (CTS) and Zambian Languages. The Table below presents learner performance by division and gender for 2014 and 2013.

	2014			2013		
	Boys	Girls	Total	Boys	Girls	Total
Division One	32,635	29,492	62,127	30,786	27,951	58,737
Proportions in %	19.06%	18.23%	18.66%	19.09%	18.49%	18.80%
Division Two	41,838	36,713	78,551	38,582	34,337	72,919
Proportions in %	24.44%	22.70%	23.59%	23.92%	22.71%	23.34%
Division Three	30,070	27,817	57,887	27,893	25,177	53,070
Proportions in %	17.56%	17.20%	17.39%	17.30%	16.66%	16.99%
Division Four	66,676	67,712	134,388	64,015	63,702	127,717
Proportions in %	38.94%	41.87%	40.36%	39.69%	42.14%	40.88%

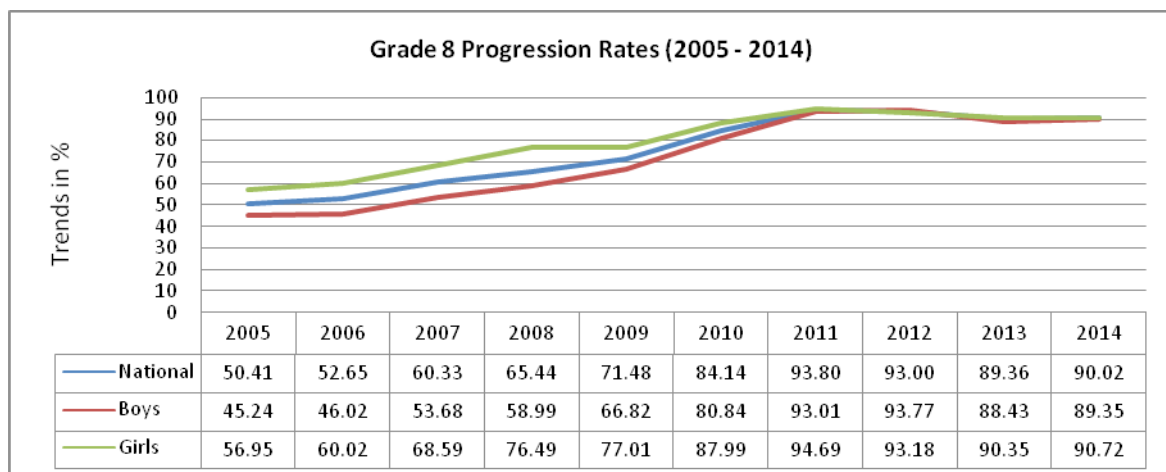
### Grade 7 Performance According to Divisions Gender

The proportion of candidates obtaining division 1 in 2014 dropped by 0.14 percent while performance at division 2 and 3 increased by 0.25 and 0.40 respectively. There were more candidates obtaining division 2 than those attaining division 3. The proportion of candidates obtaining division 4 dropped by 0.52 percent in 2014. This implies that the system was able to improve performance of low performing candidates.

### Grade 8 Progression Rates

There were 332, 952 candidates who sat the 2014 Grade 7 Composite Examination; 171, 219 boys and 161, 734 girls. Of these, 299, 710 were selected to Grade 8 representing a total progression rate of 90.02 percent. The number of boys who were selected was 152, 985 while that of girls was 146, 725 representing progression rates of 89.55 and 90.72 percent respectively.

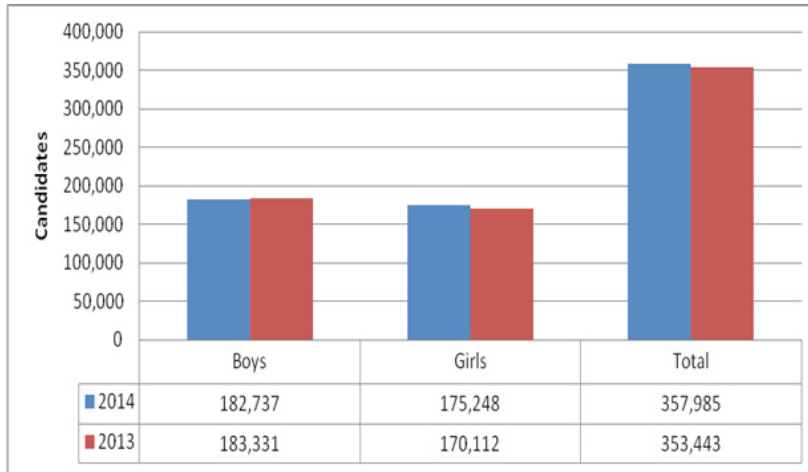
The highest progression rates were observed in Western (99.85%), North Western (96.82%), and Luapula (96.73%) provinces while Lusaka, Muchinga, and Southern recorded the least progression rates (75.14%, 82.46%, and 90.11% respectively). Three year trend analysis revealed no significant difference in progression rates between boys and girls. Refer to Figure below.



Trends in Progression Rates for Grade 8

### ii. Junior Secondary School Leaving (Grade 9) Examination Results Candidature

The year 2014 recorded more candidates (357,985) entering the Grade 9 Examination than the year 2013 (353,443). The 2014 session also recorded an increase in the number of girls entering the examination compared to the 2013 examination session (See Figure below).



Candidate absenteeism from the examination decreased from 19.18 percent in 2013 to 16.23 percent in 2014. All provinces with the exception of Luapula recorded reductions in absenteeism rates. Central Province recorded the highest absenteeism rates (23.43%) while Copperbelt Province recorded the lowest absenteeism rates (11.91%). Despite this reduction in candidate absenteeism, the absolute figure remained considerably high with over 58,000 candidates missing the examination in 2014 compared to 67,000 candidates in 2013. There were more girls being absent from the examination than boys.

### Performance

The certification awards for the Grade 9 Examination are categorized at 3 levels namely; certificate, statement and fail. Weighted scores for different paper components of the subjects examined at this level are added to create a composite score for each of the subject area. For a candidate to be awarded the Junior Secondary School Leaving Examination (JSSLE) Certificate they must score a minimum of 40 percent in 6 subjects.

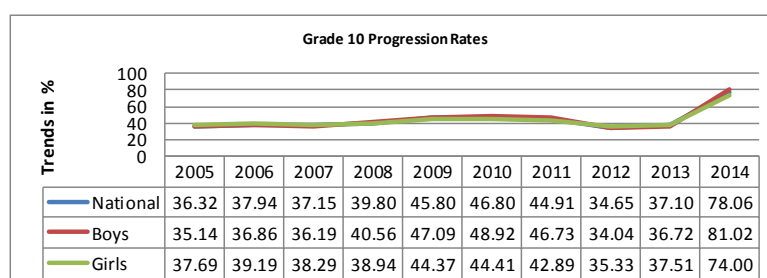
For selection purposes, a candidate's best six subjects are aggregated to arrive at the composite score. The proportion of candidates obtaining Certificates increased from 54.89 percent in 2013 to 56.48 percent in 2014. The proportion of candidates obtaining statements and those failing the examination reduced in 2014 compared to 2013 (See Table below).

#### 2014 Grade 9 Performance According to Grade Classification and Gender

	2014			2013		
	Boys	Girls	Total	Boys	Girls	Total
Certificates	90,788	78,587	169,375	84,818	71,969	156,787
Proportions in %	58.76%	54.06%	56.48%	56.83%	52.77%	54.89%
Statements	55,739	58,365	114,104	54,523	54,396	108,919
Proportions in %	36.08%	40.15%	38.05%	36.53%	39.89%	38.13%
Fail	7,979	8,417	16,396	9,917	10,013	19,930
Proportions in %	5.16%	5.79%	5.47%	6.64%	7.34%	6.98%

### Grade 10 Progression Rates

There were 285,636 candidates who sat for the 2014 Grade 9 Examinations; 63,692 boys and 61,618 girls. Out of this total, 125,310 were selected to grade 10 representing the total progression rate of 78 percent. The number of boys who were selected was 63,692 while that of girls was 61,618 representing a progression rate of 81 and 74 percent respectively. The highest progression rates were observed in North Western (58.25%) and Western (51.62%) provinces. Low progression rates were observed in Southern (32.74%) and Eastern (34.01) province. Trend analysis revealed no significant difference in progression rates between boys and girls since the year 2005. Refer to the table below:





## 8.0. SCHOOL CERTIFICATE COMMITTEE

The School Certificate Committee presides over the Joint School Certificate and General Certificate of Education (GCE) Examinations on behalf of Council.

The Committee comprised eight (8) members as listed below:

Mr Chishimba Nkoshu	Chairperson
Col Lloyd K. Mwila	Vice Chairperson
Prof. Jassiel Zulu	Member
Mr George L. Nahonge	Member
Mr Francis Manda	Member
Mr Christopher Mvula	Member
Sr Angela Bwalya	Member
Mr Trust M. Hanguwa	Member

### Matters Considered and Approved by the Committee

#### 8.1. Approval of new Grade 12/GCE Examination Centres for 2015

The Committee resolved to constitute a team comprising of ECZ officers and MESVTEE to inspect the newly upgraded schools in Muchinga Province.

#### 8.2. Reinstating of Grade 12 Internal Examination Centre Status for Jarmy Christian Centre

The Committee directed Jarmy Christian Centre to apply for examination centre status after 13th November 2015 for consideration to conduct the 2015 examinations.

#### 8.3. Penalties for examiners who misconducted themselves

The Committee resolved that any Examiner who misconducted himself/herself at any level should not be allowed to mark examinations at another level.

#### 8.4. Conventional Laboratories VS Mobile Science Laboratories

The Council advised the Committee to be flexible on the requirement that Schools should have Conventional Laboratories only and not Mobile Science Laboratories as this would prove to be a challenge for some schools in the rural areas.

#### 8.5. Approval of Examination Centre Status for upgraded Secondary Schools

The Committee provisionally approved applications for examination centre status that were originally Primary Schools and upgraded to secondary Schools from the following provinces;

- i. Eastern Province- Four (4) Centres
- ii. Luapula Province- Two (2) Centres
- iii. Southern Province- Five (5) Centres

The provisional approvals granted was to allow for confirmation that schools/centres satisfied all the requirements for examination centre status at Grade 12 and GCE levels.

#### 8.6. Approval of the 2014 Grade 12/GCE Examination Results

The Committee approved the 2014 Grade 12/GCE Examination results. The highlights of the Examination are as follows;

##### Candidature

A total of 54,236 girls and 67,823 boys entered the examinations giving a total of 122,056 candidates. This represented an overall increase of 14.12 percent. In terms of growth in candidature, the increase was higher for girls (18.07%) than boys (11.17%).

A total of 2,197 candidates were absent from the examination. Absenteeism rates decreased from 2.01 percent in 2013 to 1.80 percent in 2014. In absolute terms, there were more boys being absent from the examination than girls. At regional level, all provinces recorded a decline in absenteeism rates with the exception of Muchinga and Luapula provinces.

##### Patterns of Candidature across Subjects

Although candidature had increased in most subjects in the 2014 examination, Literature in English, Silozi, Additional Mathematics and Metal Work recorded declines from 1828 (Literature in English), 2468 (Silozi), 3465 (Additional

Mathematics), and 6721 (Metal Work) in 2014 to 1,735, 2,376, 3,198 and 6,710 respectively.

### General Performance

Certificate awards for the Joint School Certificate Examination and General Certificate of Education Ordinary level are categorized as follows: School Certificate, General Certificate of Education and Fail. The first criterion for obtaining a School Certificate is that a candidate should pass six subjects including English Language with a credit or better in at least one of the subjects. The second alternative is for the candidate to pass in five subjects (including English Language) with credits or better in at least two subjects. To obtain a General Certificate of Education, a candidate must at least pass one subject.

### Performance According to Certificate Awards

The proportion of candidates obtaining School Certificates for the 2014 examination session decreased from 60.21 percent in 2013 to 55.87 percent in 2014. The proportion of boys and girls who obtained School Certificates was 58.47 percent and 52.62 percent respectively. 41 Schools recorded 100 percent School Certificate pass. Copperbelt Province recorded a sharp decline in the proportion of candidates obtaining School Certificates from 60.2 percent in 2013 to 43.9 percent in 2014. Northern, Luapula, Southern, Eastern, and Central provinces recorded increases in the proportion of candidates obtaining School Certificates (See Table below).

#### *Proportion of Candidates Obtaining Full School Certificates (2012 – 2014)*

Province	Percentage of School Certificates									3 Year Average	Change in 2014 - 2013
	2014			2013			2012				
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total		
Muchinga	65.45	60.82	63.68	70.65	66.54	69.16	63.24	61.18	62.49	65.11	reduction
Northern	54.85	46.83	51.71	54.65	56.38	55.26	62.08	55.00	59.51	55.49	reduction
Luapula	56.83	48.30	53.56	54.25	46.09	51.19	54.67	47.97	52.13	52.29	Increase
Southern	67.51	65.03	66.43	66.26	62.04	64.47	65.38	60.96	63.49	64.80	Increase
Eastern	68.25	66.05	67.40	64.10	64.51	64.25	65.70	62.49	64.50	65.38	Increase
Copperbelt	47.40	40.28	43.93	62.70	57.44	60.20	57.67	51.69	54.79	52.97	reduction
Northwestern	56.38	52.07	54.65	60.55	58.16	59.64	57.26	51.45	55.04	56.44	reduction
Central	61.05	56.71	59.20	59.50	56.44	58.21	55.76	49.63	53.14	56.85	Increase
Western	53.37	48.50	51.22	54.05	51.61	53.02	54.39	49.69	52.35	52.20	reduction
Lusaka	63.42	58.90	61.28	64.55	58.11	61.59	64.90	59.59	62.44	61.77	reduction
National	58.47	52.62	55.87	61.98	57.85	60.21	60.47	54.98	58.08	58.05	reduction

### General Certificate of Education – Internal Candidates

During the 2014 examination session, the proportion of candidates obtaining General Certificate of Education (GCE) increased by 3 percent from 38.09 percent in 2013 to 41.11 percent in 2014. There were more girls than boys obtaining GCE Certificate across all provinces and this has been the trend over the last three years.

### General Certificate of Education – External Candidates

During the 2014 examination session, the candidature for external candidates increased by 18.8 percent. There were more female candidates entering for the GCE Examinations. Generally, the proportion of external candidates obtaining GCE certificates remained above 75 percent with female candidates recording more than 80 percent.

## 9.0. TEACHER EDUCATION COMMITTEE

The Committee presided over the Zambia Teacher Education Course (ZATEC) Examinations of behalf of Council. The Committee comprised seven (7) members as listed below:

Mr Jonathan M. Ng'onga	Chairperson
Mr Lazarous B.Y. Kalirani	Vice Chairperson
Mr Muyangwa Kamutumwa	Member
Mr Inu'tu Kaliminwa	Member
Mr Ackson Kafwifwi	Member
Mr Sampa Chola	Member
Mr Tresphod Musakanya	Member

### Matters Considered and Approved by the Committee

#### 9.1. Orientation of College Lecturers on Assessment Skills

The Committee was informed that a Consultant from South Africa had availed the ECZ with Three (3) reports on Teacher Education Needs as follows;

- i. The Situation Analysis Conducted;
- ii. What Needs to be done; and
- iii. The Procedures to be followed to implement the Assessment.

The Committee noted that the inclusion of the summative and formative assessment modules could help teachers in assessment. The Committee further resolved that the assessment module should be incorporated in the modules the ECZ uses to train Examiners in item writing, setting, marking of examinations and processing of results.

#### 9.2. Report on the Monitoring of Colleges of Education during 2014 Examinations

The Committee was informed that the preliminary report by the monitoring team revealed that anomalies were detected at Nkana College of Education, Kitwe Institute of Teacher Education and Kitwe College of Education during examinations. The Committee resolved that the ECZ management should write to the District Education Board Secretary (DEBS) Offices requesting them to explain the reported anomalies and put the sanctions on the institutions. In addition, the Committee resolved that the ECZ should monitor all the Private Colleges during examinations.

#### 9.3. Positions Paper on Teacher Education Examinations

The Committee resolved that a Sub-Committee should be formed to finalise the Position Paper on Teacher Education Examinations. The motivation of the Position Paper was to emphasise ECZ's mandate to award Diplomas.

#### 9.4. Verification of ECZ Qualifications for Applicants to Colleges of Education and Universities

The ECZ had a meeting with Directors- standards and Curriculum as well as Teacher Education and specialised Services from MESVTEE at which it was resolved that it shall be mandatory for all applicants of Teacher Education to ensure that they had their Certificates verified by the ECZ prior to applying for respective programmes.

#### 9.5. Release of Results Through SMS System

The Committee unanimously resolved that the initiative to access results using the SMS Results Release System should be implemented by ECZ for the 2013 examination results.

#### 9.6. Review of the Early Childhood Education Course Outline

The Committee considered the upgrading of the Early Childhood Education Syllabus.

#### 9.7. Consideration of the 2015 Applications for Pre-School Examination Centre Status

The Committee approved the application by Immaculata College of Education for the 2015 Pre-School Examination centre Status.

#### 9.8. Ratification of a Team of Six (6) Persons to Inspect Five Schools of Continuing Education

The Committee approved the appointment of a team of six (6) persons to inspect five Schools of Continuing Education (Chipata, Musi-oa-tunya, Mazabuka, Asante and Mufulira) which had applied for Early Childhood Education Examination Centre Status in order to verify the status of the colleges. The members of the team comprised the following;

- i. Representative from the Directorate of Teacher Education and Specialised Services;
- ii. Representative from the Directorate of Open and Distance Education;
- iii. A Teacher Education Committee member representing Principals of Colleges of Education;

- iv. Head of Section, Teacher Education Examinations from ECZ;
- v. Senior Education Standards Officer; and
- vi. Representatives from the Directorate of Standards.

The Committee emphasised the need for Colleges of Education to adhere to set requirements for granting examination centre status in Early Childhood Education.

### 9.9. Approval of 2014 Teacher Education Examinations Results

The Committees approved the 2014 Teacher Education Examinations results. The highlights of the examination are as follows;

#### Pre – School Examination

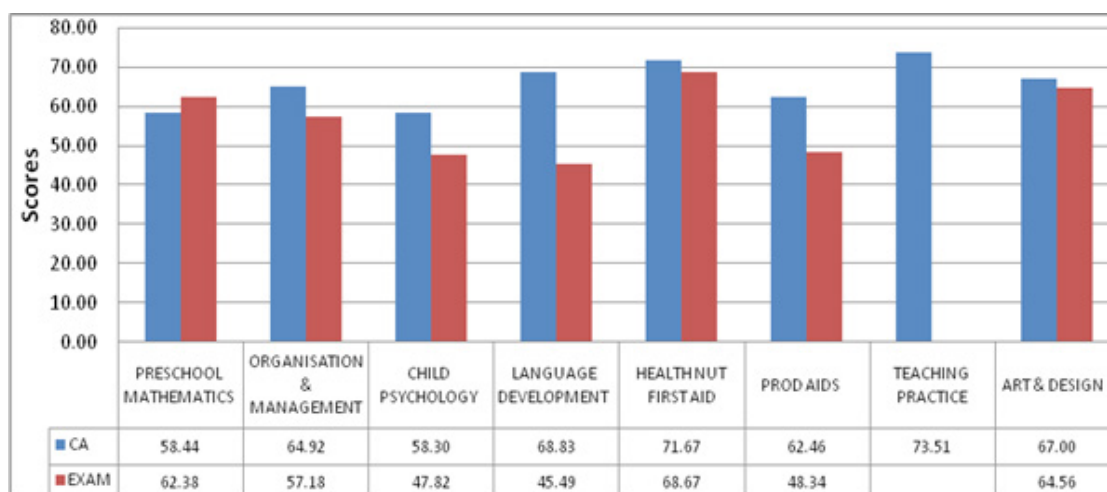
##### Candidature

The number of candidates who entered for pre-school examination increased from 159 in 2013 to 238 in 2014. This represented a 49.69 percentage increase. Of the 238 who entered the 2014 Pre-School Examination, 80 (33.61%) were males and 158 (66.39%) were females. The numbers of females entering for the examination was more than the number of males. The increase in the candidature at Pre-School level could be attributed to the introduction of Early Childhood Education Programme in the Ministry of Education. Under this programme, there has been a deliberate policy of training and deploying pre-school teachers into the labour market.

Out of 238 candidates who entered for the Pre- School examination in 2014, five (2.10 %) candidates were absent. This meant that only 97.90 percent of the registered candidates sat the actual examination. Of these, two were males and three were females.

##### Performance

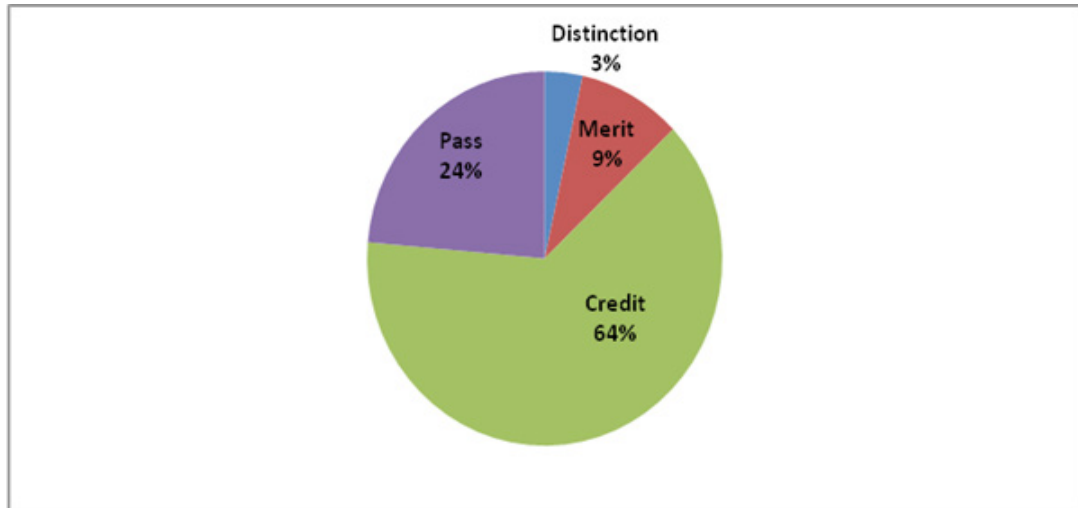
The performance scores on college-based Continuous Assessments (CA) were higher than that of the final examinations across all subjects. Teaching Practice recorded the highest mean score of 73.51 percent followed by Health, Nutrition and First Aid (71.67%). The lowest mean scores for CA was in Child Psychology (58.50%) while the lowest mean scores for final examinations was in Language Development (45.49%). The CA mean raw scores ranged from 58.30 percent in Child Psychology to 71.67 percent in Health, Nutrition and First Aid. The mean raw scores for examinations ranged from 45.49



percent (Language Development) to 68.67 percent in Health, Nutrition and First Aid. (See Figure below)  
*Comparison of the 2014 Pre- School Examination and CA Scores by Subject*

#### 2014 Pre-school Certificate Awards

Of the total 233 candidates who sat the Pre-School Examination, 8 (3.43%) candidates got distinctions, 22 (9.44%) merits, 148 (63.52%) credits and 55 (23.36%) pass. This represented a 100 percent pass rate. The proportion of female candidates obtaining distinctions and merits was higher than that of male candidates (See the Figure below).

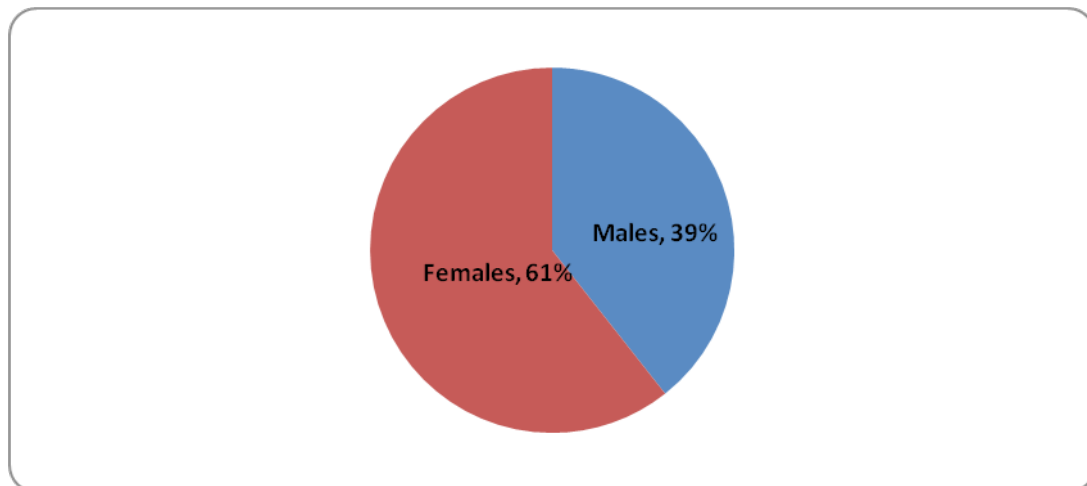


2014 Pre-School Certificate Awards

## ZATEC I

### Candidature

A total of 727 candidates entered for ZATEC I in 2014 compared to 1,203 candidates in 2013 representing a slightly lower candidature. The number of male candidates was 283 (39%) while that of females was 444 (61%). See the Figure below;



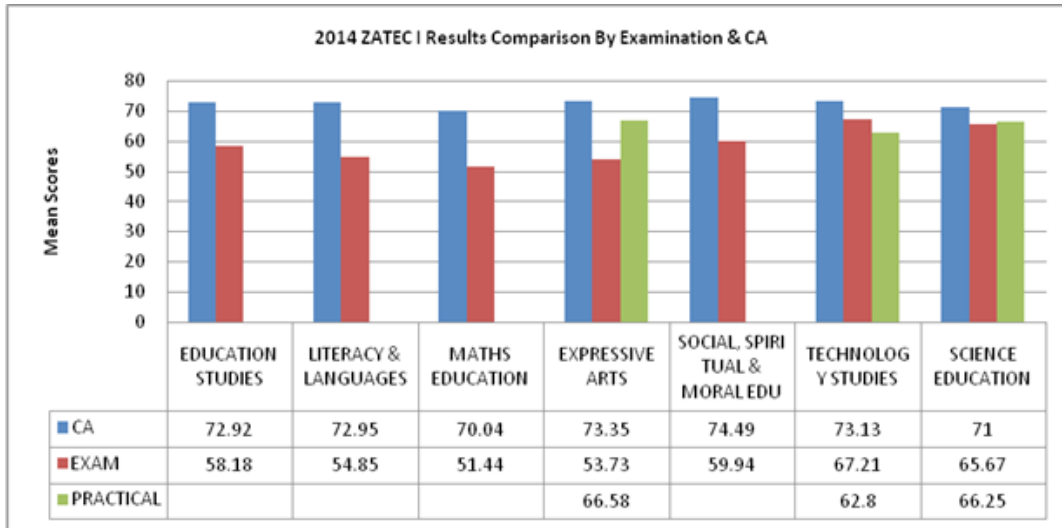
2014 ZATEC I Entries by Sex

### Absenteeism

Of the 727 candidates who register for the ZATEC I Examination, 716 candidates sat the examination. A total of 11 candidates were absent of which six were male and five females.

### Performance

The mean scores in Continuous Assessments (CA) were higher than the scores from final examination papers. The highest mean score in CA was obtained in Social, Spiritual and Moral Education (74.49%) and the lowest score was in Mathematics Education (70.04%). The highest mean score for the examination component was in Technology Studies (67.21%) while the lowest mean score was in Mathematics Education (51.44%). (See the Figure below).

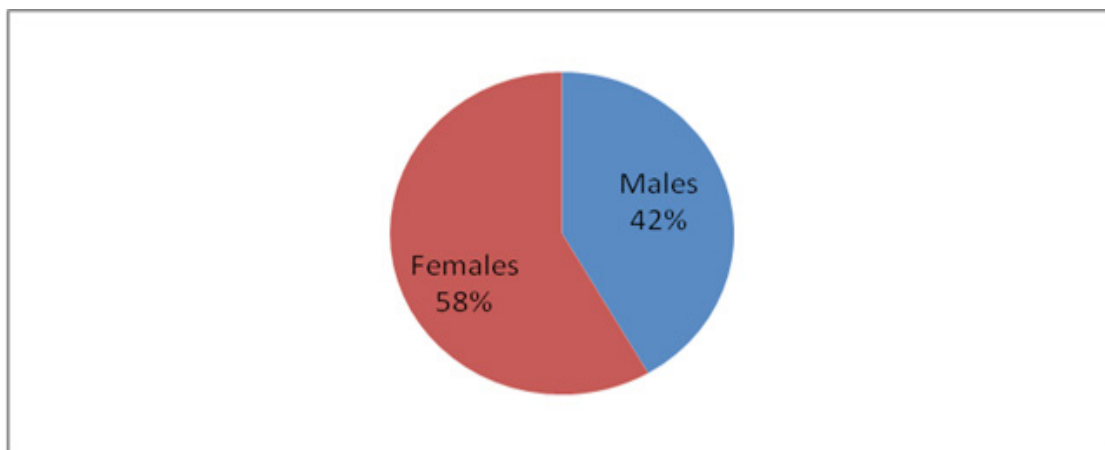


2014 ZATEC I Results by Subject

### 2014 ZATEC I Promotion Results

Out of a total of 716 candidates who sat the ZATEC I Examination, 700 (97.77%) passed the examination while 16 (2.23%) failed. Of those who passed, 269 (37.57%) were males while 431 (60.20%) were females. A total of eight females and eight males failed the examination.

Pass/Fail Proportion of the 2014 ZATEC I Candidates Examination by Sex



Pass/Fail Proportion of the 2014 ZATEC I Candidates Examination by Sex

### Candidature

There were 1,359 candidates who entered for ZATEC II Examination in 2014. Of these, 566 (42%) were males and 793 (58%) were females. This represented a drop in candidature compared to the 1,531 candidates who registered for this examination in 2013. Figure 5.6 presents the 2014 ZATEC II Examination entries by sex. The observed drop in candidature was expected considering that this programme is being phased out and is being replaced with diploma courses.

Of the 1,359 candidates who had registered for the ZATEC II Examination, 27 (10 males and 17 females) were absent from the examination. This meant that only a total of 1,332 candidates sat the examination in 2014 representing absenteeism rates of 1.99 percent.

### Performance

Compared to the 2013 examinations, there was a general improvement in performance in all subjects except in Technology Studies. There was an increase in mean scores in all subjects with a decline being recorded only in two practical papers namely; Expressive Arts and Science Education (See Figure 5.7).

The range of examination raw scores in 2013 was 47.26 percent (Science Education) to 73.76 percent (Teaching Practice). The range of examination raw scores in 2014 was 54.04 percent (Science Education) to 75.38 percent (Teaching Practice).

The performance that was observed was not consistent with the previous year's in Science Education.

#### **2014 Certificate Awards for ZATEC II**

The following were the proportions of candidates' performance in ZATEC II; distinction 5.26 percent, merit 9.16 percent, credit, 34.60 percent, pass 19.82 percent, fail 6.16 percent, re- sit 23.87 percent and referred 1.13 percent. Out of the 318 candidates re-sitting the examination, 262 passed in the respective subjects they were referred in the Table below;

<b>Grade</b>	<b>Percentage</b>
Distinction	5.26
Merit	9.16
Credit	34.60
Pass	19.82
Fail	6.16
Re-sit	23.87
Referred	1.13

*Certificate Awards for the 2014 ZATEC II*

## **10.0. TECHNICAL EDUCATION, VOCATIONAL AND ENTERPRENUERSHIP TRAINING (TEVET) COMMITTEE**

The Technical Education, Vocational and Enterprenuership Training Committee is responsible for the administration and management of TEVET Programmes. The Committee comprised five (5) members as listed below;

Mr Alex M.K. Simumba	Chairperson
Mr Orphan A. Hachinene	Member
Mr Daniel C. Muwowo	Member
Mr James C.L. Mwansa	Member
Mr Sam Chewe	Member

### **Matters Considered and Approved by the Committee**

#### **9.1. December 2013 TEVET Resit Examinations**

The Committee considered and approved the December 2013 TEVET resit examinations in all programmes. These were the last examinations to be set and administered by the ECZ.

#### **9.2. Transfer of all TEVET Assessments and Examinations Functions to TEVETA from the ECZ**

The Committee resolved that a Circular be sent by the ECZ to all TEVETA Institutions informing them of the transfer of all TEVET Assessments and Examination functions from the ECZ to the Technical Education, Vocational and Enterprenuership Training Authority (TEVETA).



## 11.0. SECURITY COMMITTEE

The Security Committee is mainly charged with the responsibility of developing and overseeing the implementation of Guidelines for Administration and Management of Examinations in Zambia. The Committee comprised of fifteen (15) members as listed below:

Mrs Cecelia N. Sakala	Chairperson
Mr Wamuyuwa Sitibekiso	Vice Chairperson
Mr Neroh H. Mwanapabu	Member
Mr Ngosa Kotati	Member
Ms Loveness Mabisi	Member
Mrs Jennipher C. Banda	Member
Mrs Florence M. Chikalekale	Member
Mr Smith Bweupe	Member
Mr Stephen Chishiko	Member
Mrs Evans Chungu	Member
Mr Paul Ngoma	Member
Mr Allan Lingambe	Member
Mr Jobbicks Kalumba	Member
Mrs Leah S. Kasaji	Member
Mr Kennedy Mumbi	Member

### Matters Considered and Approved by the Committee

#### 11.1. Proposal for Notification of Results through the SMS Results Release System

The Committee unanimously supported the proposal for the notification of examination results through the SMS System.

#### 11.2. New Banking Arrangement

The Committee welcomed the innovation of the new banking arrangement whereby schools/centres would deposit examination fees collected directly into the ECZ Bank Account.

#### 11.3. Searching Candidates before entering the Examination Room

The Committee resolved that there was need to include the requirement of searching candidates during examination in the Examinations Council of Zambia Act so that the search was legal

#### 11.4. Supervisors and Invigilators who Involve themselves in Examination Malpractices

The Committee resolved that invigilators and supervisors who involve themselves in examination malpractices should be blacklisted from conducting future examinations.

#### 11.5. 2014 Mid-Year General Certificate of Education (GCE) Examination

The Committee recommended that the Mid- Year GCE Examination be conducted in June as it was suitable to all the stakeholders involved in examinations administration at this level.

#### 11.6. Unrest at Chilubi Secondary School- Mock Examinations

The Committee recommended that the Provincial Education officer- Northern province should send invigilators from other districts to Chilubi District to invigilate the final examination following the riot by learners as a results of the restrictions imposed on them by MESVTEE officials who monitored the 2014 mock examination.

#### 11.7. Use of NRCs by External Candidates during Examinations

The Committee observed that the use of the National Registration Card (NRCs) by external candidates (GCE) during examination was not suitable as candidates had the tendency of obtaining Police Reports stating that they had lost their NRC. In view of this, the Committee considered the proposal of using a Biometric data system for identification purposes.

#### 11.8. Decentralised Marking of Grade 12 Examinations in Provinces

The Committee considered the initiative to decentralise the marking of Grade 12 examinations in provinces to cut down on the huge cost incurred by the ECZ during marking at this level. The Committee urged management to ascertain the advantage and disadvantages of decentralised marking including the cost implications of implementing the activity.

## 12.0. APPEALS COMMITTEE

The Appeals Committee was responsible for considering of appeals from candidates following nullification of their results owing to them engaging in examination malpractices. The Committee comprised four (4) members as listed below;

Mr Eddie K. Mwitwa	Chairperson
Mr Lazarous B.Y. Kalirani	Member
Mr Alex M.K. Simumba	Member
Mr Jonathan M. Ngo'nga	Member

### Activities undertaken

#### 12.1. St Joseph's Secondary School, Mazabuka- Southern Province

The Committee declined the appeal from one 2012 Grade 12 candidate from St Joseph's Secondary School.

#### 12.2. Masala Secondary School, Ndola- Copperbelt Province

The Committee considered an appeal from one 2013 Grade 12 candidate whose results were nullified for having written obscene language in his History Paper 2 answer booklet. The Report from the Forensic Handwriting Experts revealed that the handwriting of obscene language which was disputed by the candidate was similar to the handwriting of the candidate as noted in other subjects. Despite the Report from the Forensic Handwriting Expert, the appeal was successful owing to the fact that there was no penalty in the ECZ Act Chapter 137 of the Laws of Zambia or The Guidelines for the Administration and Management of Examinations in Zambia for the offence of 'obscene language.'

#### 12.3. Mpulungu Secondary School, Mpulungu- Northern Province

The Committee recommended the release of results for one candidate from Mpulungu Secondary School whose results were nullified for allegedly being found with pre written materials in Mathematics Paper 1 due to lack of evidence.

#### 12.4. Luanshya Girls Secondary School, Luanshya- Copperbelt Province

The Committee recommended release of the results for one candidate who was suspected to have smuggled pre written materials in Mathematics paper 2 which was in form of a folded graph paper. The Committee further recommended that a different colour of graph paper should be used at every examination session.

#### 12.5. Chifubu Secondary School, Ndola- Copperbelt Province

The Committee considered appeals for two candidates and recommended that the appeals were unsuccessful as the two candidates were recorded absent on the Attendance Register for Geography Paper 2 but their scripts were found at the marking centre.

#### 12.6. Chiwempala Basic School, Chingola- Copperbelt Province

Consideration of the appeal was put on hold to allow for further investigations, as the Committee noted procedural impropriety coupled with insufficient evidence.

#### 12.7. Lwangwa Secondary School, Lwangwa- Copperbelt Province

Consideration of the appeal was put on hold to allow for further submission of specimen on the matter.

## 13.0. AUDIT COMMITTEE

The Committee is responsible for ensuring that integrity exists in the utilisation of Council resources and conduct of Council business. The Committee comprised five (5) members as listed below:

Mr Eddie K. Mwitwa	Chairperson
Mrs Joyce P. Sundano	Member
Mr Kelvin Kaluba	Member
Mr Frank Munthali	Member

### Activities Undertaken

#### 13.1. Penalties for Examination Malpractice Cases

The Committee observed that the penalties for examination malpractice cases were not stiff and as such resolved that:

- i. The ECZ should undertake a complete review of the ECZ Act Chapter 137 to include among others a provision for stiffer punishment for examination malpractices committed and also a punishment for a repeated malpractice;
- ii. The ECZ should do away with the option of a penalty or a fine. The penalty should only provide for imprisonment;
- iii. The Internal Audit Unit should come up with specific issues to be included in the ECZ Act;
- iv. The ECZ should come up with a Whistle Blower Policy to protect whistle blowers; and
- v. The ECZ should engage the Zambia Police Service Forensic experts to assist in verifying the handwriting of teachers suspected to have been assisting candidates during examinations.

#### 13.2. Pre-Auditing VS Post-Auditing of Payments

The Committee was informed that the ECZ still pre-audited payments instead of post-auditing them. The Committee was further informed that post-auditing was conducted when all the Internal Audit Officers were out of station. The Committee advised management to ensure that there was always an Auditor in station to pre-audit payments as the systems were not yet at 100%. However, in exceptional circumstances where Auditors needed to be out of station at the same time, the Committee agreed that post-audit should be done within ten (10) working days of their return to the station.

#### 13.3. Misappropriation of Examinations Fees by Schools/Centres

The Committee was informed that some schools had misappropriated examination fees- the highest being in Senanga District which had misappropriated K154,427.30. The Committee directed management to ensure that all the misappropriated funds were collected.

#### 13.4. Approval of Two Committee Members to Visit a Grade 12 Marking Centre

In an effort to appreciate the marking exercise and the challenges experienced by both the Examiners and the ECZ the Committee recommended that two members of the Audit Committee visit a Grade 12 marking Centre during the 2014 marking period. The members of the Committee visited Mulungushi University Main Campus Marking Centre in Kabwe and submitted a Report to the Audit Committee with recommendations to address the challenges they observed at the Marking Centre.

## 14.0. FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee was responsible for finance and human resource administration on behalf of the Council. The Committee comprised seven (7) members as listed below;

Dr Patrick K. Nkanza	Chairperson
Ms Wabei N. Mangambwa	Vice Chairperson
Mr. Levy Mwanza	Member
Mr. Kaitano Chungu	Member
Mr. Bursch C.K. Nketani	Member
Dr Alvert N. Nga'ndu	Member
Mrs Elizabeth M.T. Siatwambo	Member

### Activities Undertaken

#### 14.1. Management Accounts for 2013

The Committee adopted the Management Accounts for the fourth quarter of 2013 and first, second and third quarter of 2014.

#### 14.2. Recruitment of Assistant Director IT and Chief Accountant

The Committee resolved to appoint the Assistant Director, Information Technology Department and Chief Accountant. The two senior officers took up the appointments on 14th July 2014 and 1st September 2014, respectively.

#### 14.3. Agreements Between ECZ and Book World Africa

The Committee approved the recommendation for the ECZ to sign an agreement for the printing of past examination question papers with Book World Africa.

#### 14.4. Secondment of Staff to ECZ

The Committee recommended that the members of staff from the Ministry of Education, Science, Vocational Training and Early Education should be seconded to the ECZ.

#### 14.5. Freezing two positions of Assistant Accounts in the Finance and Accounts Department

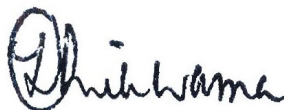
The Committee recommended to Council to freeze two Positions of Accounts Assistants in Salary Scale EC 06 to create one (1) position of Procurement Officer (Examinations) in the Procurement and Supplies Unit.

#### 14.6. Re-designation of the Position of Senior Examinations Specialist- Applied Arts and Music

The Committee recommended to Council the re-designation of the position of Senior Examinations Specialist- Applied Arts to that of Senior Examinations Specialist- Music Performing Arts and Physical Education owing to the revised Zambia Education Curriculum.

#### 14.7. Approval of the 2015 ECZ Budget

The Committee approved the 2015 Examinations Council of Zambia Budget.



Jacqueline C.M. Chikwama  
**COUNCIL SECRETARY**



EXAMINATIONS COUNCIL OF ZAMBIA  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
31<sup>ST</sup> DECEMBER 2014

## EXAMINATIONS COUNCIL OF ZAMBIA

### *Report of the Auditor*

I have audited the accompanying financial statements of the Examinations Council of Zambia (ECZ) for the year ended 31<sup>st</sup> December 2014. The financial statements comprise the statement of comprehensive income, statement of financial position and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with suitable accounting policies and legislation, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards for Supreme Audit Institutions. These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making the risk assessments, I consider internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### *Opinion*

In my opinion, the financial statements present fairly in all material respects the financial position of the Examinations Council of Zambia (ECZ) as at 31<sup>st</sup> December 2014; and the statement of comprehensive income, statement of financial position and its cash flows for the year then ended.

.....

Date. 24/11/15.....

Dr. Anna O. Chifungula (FCCA, FZICA)

AUDITOR GENERAL

# EXAMINATIONS COUNCIL OF ZAMBIA

## FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December 2014

### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Examinations Council of Zambia Act requires the Council to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Council and of the surplus or deficit for the year. In presenting the financial statements, management is required to:-

- (i) Select suitable accounting policies and then apply them consistently,
- (ii) Make judgments and estimates that are reasonable and prudent,
- (iii) State whether applicable accounting standards have been followed; and
- (iv) Prepare the financial statements on the going concern basis.

The Council is responsible for ensuring that the Examinations Council of Zambia keeps proper accounting records that disclose with reasonable accuracy at any time the financial position of the Council. Management is also responsible for safeguarding the assets of the Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with the Examinations Council of Zambia Act No. 15 of 1983 we, the Council of the Examinations Council of Zambia, are of the opinion that:

- (a) The Statement of Comprehensive Income is drawn so as to give a true and fair view of the surplus of income over expenditure of the Council for the year ended 31<sup>st</sup> December 2014,
- (b) The Statement of Financial Position gives a true and fair view of the state of affairs of the Council as at the end of the financial year; and
- (c) There are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

Signed on behalf of the Council on 21/11/15 .....

By:



Name: Prof. Samuel F. Banda

Chairperson

Examinations Council of Zambia



Name: Dr. Michael M. Chilala

Director

Examinations Council of Zambia

EXAMINATIONS COUNCIL OF ZAMBIA  
EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF COMPREHENSIVE INCOME  
For the year ended 31<sup>st</sup> December 2014

Income	Note	2014 K	2013 K
Grants From GRZ	3	67,593,931	47,664,504
Examination Fees	4	36,573,825	31,884,193
Council Services	5	2,352,513	1,596,298
TEVET Funding	6	-	53,026
AEAA	7	408,515	-
Other Income	8	2,137,323	1,820,592
Donor Support	9	7,581,250	-
<b>Total Income</b>		<b>116,647,357</b>	<b>83,018,613</b>
<b>Operating Expenses</b>			
Professional Services & Preparation of Examinations	10	66,375,530	53,971,247
Management of Examinations	11	18,297,762	10,873,352
Personal Emoluments	12	26,697,837	21,843,390
National Assessment	13	3,509,887	2,986,766
<b>Total Operating Expenses</b>		<b>114,881,016</b>	<b>89,674,755</b>
Operating Surplus / ( Deficit)	14	<b>1,766,341</b>	<b>(6,656,142)</b>

These financial statements were approved by the Examinations Council of Zambia on 21/12/14 and signed on its behalf by:



Name: Prof. Samuel F. Banda  
Chairman  
Examinations Council of Zambia



Name: Dr. Michael M. Chilala  
Director  
Examinations Council of Zambia



**STATEMENT OF FINANCIAL POSITION**

As at 31<sup>st</sup> December 2014

	Note	2014 K	2013 K
<b>ASSETS EMPLOYED</b>			
<b>Non - current Assets</b>			
Property, Plant & Equipment	15	25,077,041	21,563,242
<b>Current Assets</b>			
Accounts Receivables	16	16,653,451	15,859,634
Inventories	17	1,311,639	1,385,094
Investments	18	84,692	-
Cash and Bank	19	7,583,288	5,111,811
		<u>25,633,070</u>	<u>22,356,539</u>
<b>Total Assets</b>		<u>50,710,111</u>	<u>43,919,781</u>
<b>Accumulated Funds &amp; Liabilities</b>			
<b>Accumulated Funds</b>			
Revenue Reserves	20	35,452,652	42,108,794
Surplus ( Deficit) for the Year		1,766,341	(6,656,142)
<b>Total Accumulated Funds</b>		<u>37,218,993</u>	<u>35,452,652</u>
<b>Current Liabilities</b>			
Accounts Payable	21	13,491,118	8,467,129
<b>Total Accumulated Funds &amp; Liabilities</b>		<u>50,710,111</u>	<u>43,919,781</u>

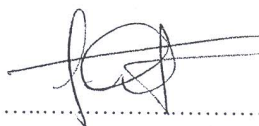
These financial statements were approved by the Examinations Council of Zambia on 21/1/15 and signed on its behalf by:



Name: Prof. Samuel F. Banda

Chairman

Examinations Council of Zambia



Name: Dr. Michael M. Chilala

Director

Examinations Council of Zambia

EXAMINATIONS COUNCIL OF ZAMBIA

STATEMENT OF CASH FLOWS

For the year ended 31st December 2014

	2014 K	2013 K
<b>Net cash inflow from operating activities:</b>		
Surplus / ( Deficit )	1,766,341	(6,656,142)
Depreciation	2,137,950	1,729,084
( Profit ) / Loss on Disposal		
<b>Net Income from operations</b>	<b>3,904,291</b>	<b>(4,927,058)</b>
(Increase) in Debtors	(793,819)	(7,043,909)
Decrease in Inventory	73,453	95,033
(Increase) / Decrease in Creditors	5,023,994	(7,551,198)
<b>Cash Generated from operations</b>	<b>8,207,919</b>	<b>(19,427,132)</b>
<b>Cash flow from investing activities:</b>		
Acquisition of non-current assets	(5,651,750)	(545,431)
Fixed term investment	(84,692)	
	<b>(5,736,442)</b>	<b>(545,431)</b>
Increase / ( Decrease ) in Cash	2,471,477	(19,972,563)
Cash and Cash equivalents at the beginning of the year	5,111,811	25,084,374
Cash and Cash equivalents at the end of the year	<b>7,583,288</b>	<b>5,111,811</b>

## EXAMINATIONS COUNCIL OF ZAMBIA

Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2014

### 1. Regulatory Framework and Principal Activities

The Examinations Council of Zambia (ECZ) was established by Act of Parliament No.15 of 1983. The main function of ECZ is to conduct examinations for grade seven (7) or primary school, grade nine (9) or junior secondary school, grade twelve (12) or school certificate and general certificates of education (G.C.E), primary teacher training and technical education and vocational training.

### 2. Significant Accounting Policies

#### 2.1 Accounting Conversion

The significant accounting policies adopted in the preparation of these financial statements which have been prepared in conformity with International Accounting Standards relevant to the Council and the Government of the Republic of Zambia (GRZ) are:

**a) Basis of preparation of financial statements**

The financial statements have been prepared on the basis of historical cost convention.

**b) Functional and Presentation Currency**

The financial statements are expressed in the Zambian Kwacha (ZMW)

**c) Depreciation**

Depreciation is charged on non-current assets during the year and is calculated on the reducing balance method at the following rates:

Leasehold Property and Buildings	2.5%
Office Equipment	20%
Furniture and Fittings	20%
Computers	25%
Equipment	25%
Motor Vehicle	25%
Plant and Equipment	25%
Library Books	25%

### 3. Grants from GRZ

These are funds received from the Government of the Republic of Zambia (GRZ) as approved in the 2014 budget as shown below:

Month	Operations	Marking	Examinations	Total 2014	Total 2013
	K	K	K	K	K
January	1,294,164	-	-	1,294,164	1,290,812
February	1,294,164	-	-	1,294,164	1,290,812
March	1,294,164	1,774,483	1,183,690	4,252,337	1,290,812
April	1,294,164	-	10,667,075	11,961,239	1,290,812
May	1,294,164	-	-	1,294,164	1,290,812
June	1,294,164	-	-	1,294,164	12,790,812
July	1,294,164	10,000,000	-	11,294,164	1,290,812
August	1,294,164	-	-	1,294,164	11,290,812
September	1,294,164	-	-	1,294,164	1,290,812
October	1,294,164	8,952,277	-	10,246,441	1,290,812
November	1,294,164	-	16,486,438	17,780,602	10,590,812
December	1,294,164	-	3,000,000	4,294,164	2,665,572
<b>Total</b>	<b>15,529,968</b>	<b>20,726,760</b>	<b>31,337,203</b>	<b>67,593,931</b>	<b>47,664,504</b>

### 4. Examination Fees

	2014 K	2013 K
Grade 12 and GCE Exams	36,037,100	31,080,402
GCE O & A Levels Exams / Handling fees (London)	536,725	154,830
TEVET Examination Fees	-	285,447
Teacher training Examination Fees	-	363,514
<b>Total</b>	<b>36,573,825</b>	<b>31,884,193</b>

## 5. Council Services

	2014	2013
	K	K
Replacement of statement of results / Combination	570,201	223,508
Replacement of Certificates	712,237	441,171
Certification of Certificates	660,261	714,670
Under protest fees	138,232	73,029
Verification of foreign qualifications	271,582	143,920
<b>Total</b>	<b>2,352,513</b>	<b>1,596,298</b>

## 6. TEVET Funding

No funding was received during the year under review as the programmes had been transferred to TEVETA.

## 7. AEAA

This is the revenue generated from participation fees for the hosting of the Association of Education Assessment in Africa (AEAA).

## 8. Other Income

	2014	2013
	K	K
Interest on bank balances	287,115	838,824
Disposal of waste paper	31,600	5,054
Centre Fees from Private Schools	1,610,154	847,467
Consultancy	102,500	-
Donations AEAA	25,500	-
Interest on staff loans	80,454	129,247
<b>Total</b>	<b>2,137,323</b>	<b>1,820,592</b>

## 9. Donor Support

	2014	2013
	K	K
National Survey Preparation - Grade 5 (UNICEF)	7,581,250	-
National Survey Conduct Grade 5 & 9 (USAID)	-	-
<b>Total</b>	<b>7,581,250</b>	<b>-</b>

## 10. Professional Services and Preparation of Examinations

	2014	2013
	K	K
Grade 7 Exam Expenses	5,511,923	5,847,391
Grade 9 Exam Expenses	23,286,123	21,533,752
Grade 12 Exam Expenses	25,730,900	24,615,555
TEVET Exam Expenses	18,168	647,492
Teacher Education Expenses	679,634	522,685
Research & Test Development	8,892,851	-
Travel and Subsistence	2,255,931	804,372
<b>Total</b>	<b>66,375,530</b>	<b>53,971,247</b>

## 11. Management of Examinations

	2014	2013
	K	K
Advertising & Publications	1,863,200	1,324,477
Bank charges	580,796	82,354
Council and Committee Expenditure	1,665,144	1,964,797
Building Maintenance	692,878	415,932
Courier and Postage	101,892	81,194
Depreciation	2,137,950	1,729,084
Education Assistance	-	379,111
Electricity and Water	196,220	104,026
General Expenses / Administration	65,862	31,996
Insurance	849,682	861,880
Legal Fees & Consultancy Fees	91,423	82,810
Medical Expenses	1,022,262	941,826
Motor Vehicle Fuel & Lubricants	358,930	155,412
Motor Vehicle Maintenance	276,226	213,773
Office Equipment Maintenance	139,809	70,028
Office stationery	689,953	335,522
Official Entertainment	173,547	29,233
Rent and Rates	12,582	9,835
Security Charges	34,499	31,386
Software Maintenance	653,872	9,275
Staff Training and Development	1,170,935	610,968
Staff Welfare / Leave Benefits	1,500,482	897,523
Telephone, Fax & Internet	759,183	163,671
Terminal Benefits / Gratuity	698,600	307,389
Transport Hire	126,689	39,850
Recruitment	456,644	-
Books and Periodicals	72,497	-
Office Decorations	2,105	-
Binding	34,850	-
Workshops and Conferences	986,980	-
Protective Clothing	180,680	-
Group Life Assurance	487,125	-
Group Personal Accident	45,860	-
Other Costs	168,405	-
<b>Total</b>	<b>18,297,762</b>	<b>10,873,352</b>

## 12. Personal Emoluments

	2014	2013
	K	K
Salaries	26,397,837	21,611,067
Wages	300,000	232,321
<b>Total</b>	<b>26,697,837</b>	<b>21,843,388</b>

## 13. National Assessment

	2014	2013
	K	K
Bank Charges	-	2,008
Dissemination & Data Collection	31,400	1,681,499
Hotel Accommodation (Board & Lodging)	402,180	475,095
Item writing	140,854	70,918
Printing & Stationery	39,680	64,095
Report Writing / Validation Report	2,093,518	206,180
Sitting Allowances	578,451	409,294
Travel & Subsistence	223,804	77,677
<b>Total</b>	<b>3,509,887</b>	<b>2,986,766</b>



## 14. NON CURRENT ASSETS

COST	Motor	Office	Furniture		Plant	Library	Leasehold	Total
	Vehicles	Equipment	& Fittings	Computers	& Machinery	Books	& Buildings	
	25%	20%	20%	25%	25%	25%	2.5%	
	K	K	K	K	K	K	K	K
Balance as at 01.01.2014	6,465,396	1,019,609	1,116,551	2,483,782	44,015	1,234	19,793,209	30,923,796
Additions for the Year	747,312	5,132	1,482,496	692,604	-	14,087	2,710,119	5,651,750
Disposal for the Year	-	-	-	-	-	-	-	-
Revaluation for the Year	-	-	-	-	-	-	-	-
Balance as at 31.12 .2014	<u>7,212,708</u>	<u>1,024,741</u>	<u>2,599,047</u>	<u>3,176,386</u>	<u>44,015</u>	<u>15,321</u>	<u>22,503,328</u>	<u>36,575,546</u>
<b>DEPRECIATION</b>								
Balance as at 01.01.2014	4,235,010	565,965	655,414	1,572,676	29,966	1,218	2,300,306	9,360,555
Charge for the year	744,425	91,755	388,727	400,928	3,513	3,526	505,076	2,137,950
Balance as at 31.12 .2014	<u>4,979,435</u>	<u>657,720</u>	<u>1,044,141</u>	<u>1,973,604</u>	<u>33,479</u>	<u>4,744</u>	<u>2,805,382</u>	<u>11,498,505</u>
<b>Net Book Value</b>								
Balance as at 31.12 .2014	<u>2,233,273</u>	<u>367,021</u>	<u>1,554,906</u>	<u>1,202,782</u>	<u>10,536</u>	<u>10,577</u>	<u>19,697,946</u>	<u>25,077,041</u>
Balance as at 31.12 .2013	<u>2,230,386</u>	<u>453,644</u>	<u>461,137</u>	<u>911,106</u>	<u>14,050</u>	<u>17</u>	<u>17,492,902</u>	<u>21,563,242</u>

## 15. Accounts Receivables

	2014	2013
	K	K
Salary Advance	218,992	78,168
Staff Imprest	1,418,788	691,425
Staff Loans	4,044,971	4,527,211
Provincial Education Office	10,970,700	10,562,830
<b>Total</b>	<u><b>16,653,451</b></u>	<u><b>15,859,634</b></u>

## 16. Inventories

These consist of closing stock balances at the end of the year.

## 17. Investments

The investments relate to the fixed term deposits at the end of the year.

## 18. Cash and Bank

		2014	2013
		K	K
ACCESS 0010221039551	Retirement Benefit	6,642	-
ACCESS Investment A/C		-	185,768
BBZ 17-4929718	Operations	1,986,791	60,224
BBZ 17-4929858	Loans	63,564	133,636
BBZ Regional Accounts		-	73,661
FINANCE BANK 0060820365003	Examinations Pool a/c	61,918	918,186
FINANCE BANK - MAIN'0065810357004	Operations	723,511	535,320
FIRST NATIONAL BANK 62469222659	Term Deposit	-	-
INVESTRUST-010710050651016	Salary Advance	13,124	14,297
INVESTRUST - MAIN110110050651025	Examinations Pool a/c	17,621	10,105
INVESTRUST	Term deposit- infrastructure	-	802,091
NATSAVE 1152299576001	Examinations Pool a/c	68,539	54,501
ZANACO 1905593300152	Examinations Pool a/c	1,079,377	730,360
ZANACO FOREX0306790300196		208,895	2,967
ZANACO REGIONAL ACCOUNT		-	27,867
ZANACO 0306426300222	Salaries	386,805	287,084
ZANACO 0306958300156	Academic	(411,571)	384,077
ZANACO 0306426300121	Examinations main Pool a/c & Grants	3,247,832	13,662
ZANACO 0020884300161	National Assessment & Projects a/c	(7,065)	710,563
ZANACO 0243871300114	TEVET	41,076	32,165
ZANACO 1934313300127	ZANACO Bill Muster	96,229	135,277
<b>Total</b>		<b>7,583,288</b>	<b>5,111,811</b>

## 19. Revenue Reserves

	2014	2013
	K	K
Balance as at 1st January	35,452,652	42,108,794
Operating Surplus / (Deficit)	1,766,341	(6,656,142)
Balance as at 31st December	<u>37,218,993</u>	<u>35,452,652</u>

## 20. Accounts Payables

	2014	2013
	K	K
Trade Payables	2,957,730	597,076
Examination payables	8,657,844	6,852,149
Staff payables	1,875,544	1,017,904
<b>Total</b>	<u>13,491,118</u>	<u>8,467,129</u>

## **16.0. PROGRAMMES CONDUCTED BY THE EXAMINATIONS COUNCIL OF ZAMBIA IN 2014**

### **16.1. SCHOOL EXAMINATIONS**

The following Examinations were conducted by the Examinations Council of Zambia:

- i. Grade 7 Composite Examination;
- ii. Junior Secondary School Leaving (Grade 9) Examination;
- iii. Mid-Year General Certificate of Education (GCE) Examination; and
- iv. Joint Examination for School Certificate (Grade 12) and General Certificate of Education (GCE)

### **16.2. TEACHER EDUCATION EXAMINATION**

The following Teacher Education Examination Certificate Programmes were conducted by the Examinations Council of Zambia:

- i. Zambia Teacher Education Course (ZATEC) Level I;
- ii. Zambia Teacher Education Course (ZATEC) Level II; and
- iii. Pre-School

# NOTES

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