



**EXAMINATIONS COUNCIL OF ZAMBIA
2018 GRADE 9 INTERNAL EXAMINATION TIME-TABLE**

SUPERVISORS ARE ASKED TO TAKE ALL NECESSARY STEPS TO ENSURE THAT THE FOLLOWING INSTRUCTIONS ARE BROUGHT TO THE NOTICE OF THE CANDIDATES UNDER EXAMINATION.

Teachers are advised to take care that their pupils are carefully drilled to carry out these directions. Numbers 1.3, 1.4 and 1.11 below are very frequently disregarded and candidates sometimes suffer a loss of marks in consequence.

1.0 IMPORTANT INSTRUCTIONS TO CANDIDATES

- 1.1 Be seated in the Examination Room five minutes before the start of the Examination. No talking is allowed once you are in the Examination Room.
- 1.2 If an Examination paper for which you are not entered is handed to you, or if an examination question paper which is not being written in that session is given to you or questions indicate that a map or other form should also have been given out, inform the Supervisor immediately.
- 1.3 Attend carefully to any general instructions that may be given at the head of a question paper (e.g. Directions limiting the number of questions that may be answered).
- 1.4 Write your Name, Centre Number, and Candidate Examination Number in the spaces provided on the Answer Booklet/Answer Sheet. The above information must also be written on any loose papers which you have used, e.g. maps, graph paper.
- 1.5 Leave a margin at both right-hand and left-hand edges. Begin the answer to each separate part of a question on a fresh line
- 1.6 **Do not fold your Answer Sheets / Booklets at any time.**
- 1.7 Do not copy the question. Leave a blank space after the answer to each question.
- 1.8 Remember that handwriting and spelling will be taken into account. Candidates are required to write their answers in black or blue-black ink. Red ink must not be used. Fountain pens or ball-point pens may be used. Candidates are warned that the use of pale blue ball-point pens contributes to illegibility and that if their work cannot be read, they automatically penalize themselves.

Bring mathematical and drawing instruments for subjects for which they will be needed.
- 1.9 Candidates are warned that the use of Electronic Calculators in the Examination Room is limited **strictly** to non-programmable calculators. Pocket computers and any other supplementary material must in no circumstances be taken into the Examination Room.
NOTE: No additional time will be allowed for the failure of a Calculator in the Examination Room.
- 1.10 Read each question very carefully.
- 1.11 Do not spend too much time answering one or two questions so as to leave yourself no time to answer others which you are able to answer. Much time may be wasted in writing down information that is not asked for, and no marks are given for it.
- 1.12 As soon as notice is given to stop writing, check that you have written your Name, Examination Number and Centre Number on the Answer Booklet/Answer Sheet before handing in to the invigilator.
- 1.13 A candidate who arrives after the examination has started will be required to give a satisfactory reason to the Supervisor before being allowed into the examination room. Except in exceptional circumstances, a question paper will not be given to any candidate who is more than half an hour late. Absolute punctuality is essential for certain papers (e.g. Listening Comprehension). Candidates are not allowed to leave the Examination Room half an hour before the end of the period allotted to the paper except by special permission of the Supervisor.
- 1.14 Candidates with Special Educational Needs (SEN) are eligible for 25 percent extra writing time.

2.0 CAUTIONS TO CANDIDATES AND TEACHERS BEFORE COMMENCEMENT OF THE EXAMINATION

- 2.1 The Head of School/Centre shall announce to the candidates at an assembly that examinations are about to start and caution them not to involve themselves in examination malpractices such as smuggling of unauthorized materials like exercise books, notes, text books, cellular phones, etc. in the examination room or to allow somebody else writing an examination on their behalf.
- 2.2 Where a candidate will be involved in examination malpractice, all results of such a candidate in all subjects will be cancelled or nullified.
- 2.3 All articles such as exercise books, notes, text books, cellular phones, etc. should not be allowed in the examination room.
- 2.4 Where a teacher or some other person writes an examination on behalf of a candidate, the results of such a candidate will be cancelled or nullified in all subjects. The teacher will face criminal prosecution as well as disciplinary action. Any other person who may not be a Ministry of Education official will be reported to the police for criminal prosecution.
- 2.5 Teachers in examination classes should also actively sensitize candidates against examination malpractices and the ensuing penalties which include cancellation or nullification of all results and being barred from writing examinations conducted by the Examinations Council of Zambia.
- 2.6 Candidates must not take any used or unused Answer Booklets out of the Examination Room. All rough work must be done on the official answer paper.
- 2.7 Disorderly conduct or causing disturbances in or near the Examination Room shall be treated as misconduct leading to disqualification and cancellation of results in all the subjects.
- 2.8 Use of vulgar Language in or near the Examination Room or on the scripts will be treated as misconduct leading to disqualification and cancellation of results in all the subjects.



EXAMINATIONS COUNCIL OF ZAMBIA
2018 GRADE 9 INTERNAL EXAMINATION TIME-TABLE (THEORY)

THE GRADE 9 EXAMINATION FOR 2018 WILL BE WRITTEN ON THE DATES SHOWN IN THE TIME-TABLE BELOW AND
 WILL BE CONDUCTED IN ACCORDANCE WITH THE EXISTING GUIDELINES FOR THE ADMINISTRATION AND
 MANAGEMENT OF EXAMINATIONS IN ZAMBIA

DATE	BEGIN AT 08 00 HRS	BEGIN AT 11 00 HRS
FRIDAY 2 ND NOVEMBER, 2018	ZAMBIAN LANGUAGES PAPER I 301/1 ICIBEMBA PAPER I 303/1 CHITONGA PAPER I 304/1 SILOZI PAPER I 306/1 KIIKAONDE PAPER I 307/1 LUNDA PAPER I 308/1 LUNDA PAPER I 2 HOURS	701/1 PHYSICAL EDUCATION PAPER I 2 HOURS 30 MINUTES
MONDAY 12 TH NOVEMBER, 2018	208/1 MUSICAL ARTS EDUCATION PAPER I 2 HOURS	
TUESDAY 13 TH NOVEMBER, 2018	ZAMBIAN LANGUAGES PAPER II 301/2 ICIBEMBA PAPER II 303/2 CHITONGA PAPER II 304/2 SILOZI PAPER II 306/2 KIIKAONDE PAPER II 307/2 LUNDA PAPER II 308/2 LUNDA PAPER II 2 HOURS	
WEDNESDAY 14 TH NOVEMBER, 2018	501/1 AGRICULTURAL SCIENCE PAPER I 1 HOUR	
THURSDAY 15 TH NOVEMBER, 2018	601/1 HOME ECONOMICS PAPER I 2 HOURS	
FRIDAY 16 TH NOVEMBER, 2018	501/2 AGRICULTURAL SCIENCE PAPER II 2 HOURS	
MONDAY 19 TH NOVEMBER, 2018	608/2 DESIGN AND TECHNOLOGY PAPER II 2 HOURS 30 MINUTES	
TUESDAY 20 TH NOVEMBER, 2018	305/3 FRENCH LANGUAGE PAPER III 1 HOUR 30 MINUTES	



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DATE	BEGIN AT 08 00 HRS	BEGIN AT 11 00 HRS
WEDNESDAY 21 ST NOVEMBER, 2018	401/2 MATHEMATICS PAPER II 2 HOURS	205/1 ART AND DESIGN PAPER I 50 MINUTES
THURSDAY 22 ND NOVEMBER, 2018	207/2 SOCIAL STUDIES PAPER II 2 HOURS 30 MINUTES	ZAMBIAN LANGUAGES PAPER I 302/1 CINYANJA PAPER I
FRIDAY 23 RD NOVEMBER, 2018	204/1 RELIGIOUS EDUCATION 2 HOURS	ZAMBIAN LANGUAGES PAPER II 302/2 CINYANJA PAPER II
MONDAY 26 TH NOVEMBER, 2018	609/1 BUSINESS STUDIES 2 HOURS 30 MINUTES	

NOTES:

1. Home Economics paper II (practical) has been allotted Ten (10) days for schools that may not complete the examination due to insufficient facilities.
2. Physical Education paper II (practical) has been allotted two (2) days for schools that may not complete the examination due to insufficient facilities.
3. Integrated Science Paper III (Practical) should be taken on the day indicated on the Timetable for all candidates. Centres with insufficient facilities are allowed to run more than one session but should ensure that candidates after sitting examination do not interact with the candidates that would have not written the examination.
4. French Paper I (Oral) should be conducted by a visiting Examiner or a teacher of French other than the candidature's teacher
5. The Examiner for French Paper II (Aural) should be candidates' teacher of French. The Examiner should study the instructions accompanying the test one hour before conducting the test.
6. Musical Art paper III should be taken immediately after Musical Art paper II. Then Musical Arts Education Paper III can spill over to day 2.
- 7 Computer Studies Paper II (Practical) should not be opened before the day of the examination.
- 8 Computer Studies Paper II (Practical) has been allotted Three (3) days for schools that may not complete the examination due to insufficient facilities.
- 9 English paper II should be taken immediately after English paper I.
10. Additional information specific on how to conduct the practical examinations will be sent to schools as advance information.
- 11 Attendance registers: two copies of the marked attendance registers must be enclosed in the package of answer scripts.
- 12 Seating plans: a seating plan must be made for each paper and enclosed in the package of answer scripts.
13. Scripts must be packed and sealed within the examination room in the presence of candidates and the bags endorsed by one of the candidates.
14. Examination supervisors' reports, endorsed by the heads of schools must be submitted together with answer sheets in separate envelopes.
15. All examination sessions should start on time as indicated on the timetable. The school/centre will be penalised for starting the examinations late.

THE COORDINATION MEETING WILL BE HELD ON SUNDAY 2ND DECEMBER, 2018

THE MARKING OF SCRIPTS WILL START ON MONDAY 3RD DECEMBER, 2018 AND WILL END ON FRIDAY 7TH DECEMBER, 2018