



EXAMINATIONS COUNCIL OF ZAMBIA

**ON-LINE CANDIDATE
REGISTRATION SYSTEM
(OCRS)**

User Manual

INTRODUCTION

The On-Line Candidate Registration System (OCRS) is a system that has been designed to allow for the registration of examination candidates directly on to the Examinations Council of Zambia (ECZ) server.

In the continued quest for efficiency, the OCRS will not only speed up the registration of candidates, it will also eliminate the various challenges that continue to be experienced during the registration process.

This user manual is a step by step guide that helps you register examination candidates directly to the ECZ server. It will walk you through the entire process of registering candidates, view and print various reports that are required for submission to ECZ.

The on-line system comprises of four main components namely:

- Grade 7
- Grade 9
- Grade 12 Internal
- Grade 12 GCE

Important features of the system include:

- ✓ Level options – This allows users to choose among the available options which are:
 - Grade 7
 - Grade 9
 - Grade 12 Internal
 - Grade 12 GCE
- ✓ Entry Screen – This allows the user to enter candidate data

The system allows users to perform functions that include:

- Adding, Editing, Updating & maintaining of candidate details
- Querying of candidate details
- Printing/Viewing of Reports

Other features include:

- ✓ Announcements
- ✓ Frequently Asked Questions (FAQs)
- ✓ Contact Us
- ✓ About Us
- ✓ Downloads

Should the user encounter any challenges in using the system, please do not hesitate to contact the Examinations Council of Zambia on the following numbers:

- 0211-250950, 252544 – Office (During working hours)
- Email : support@exams-council.org.zm

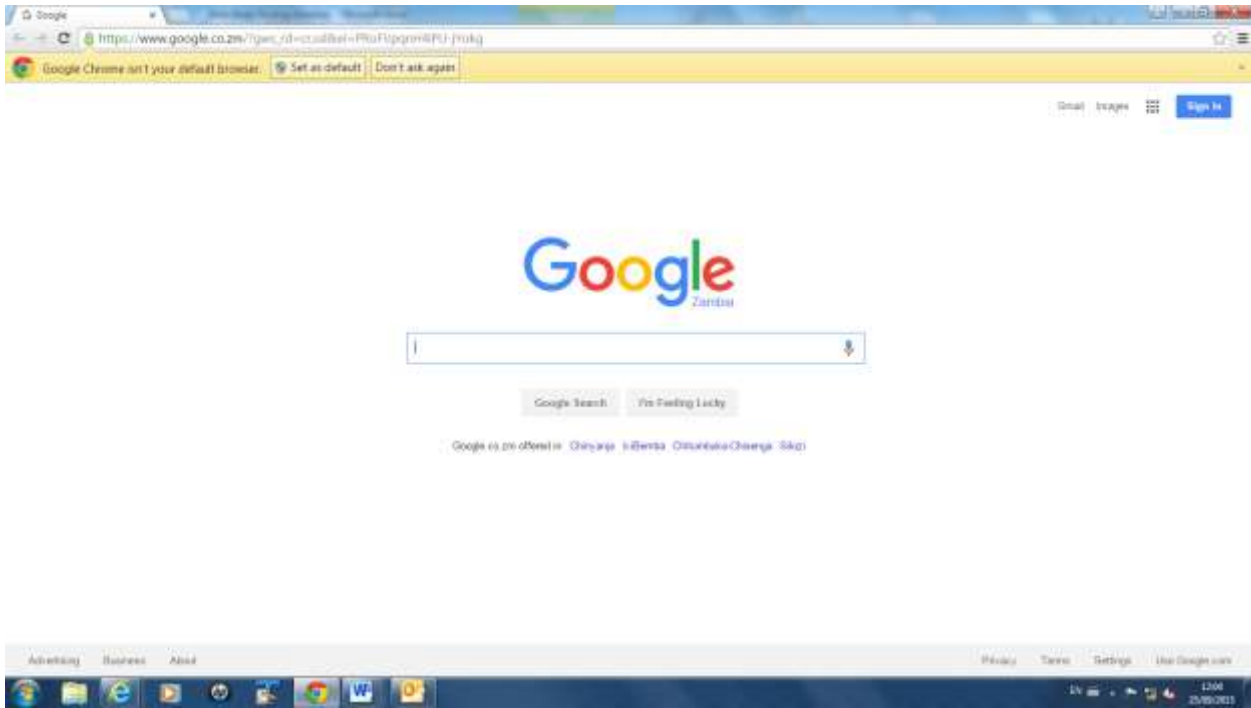
GETTING STARTED

Before getting started, ensure that the computer to be used has a browser (i.e. Firefox, Google Chrome, Explorer etc) installed and is connected to the internet.

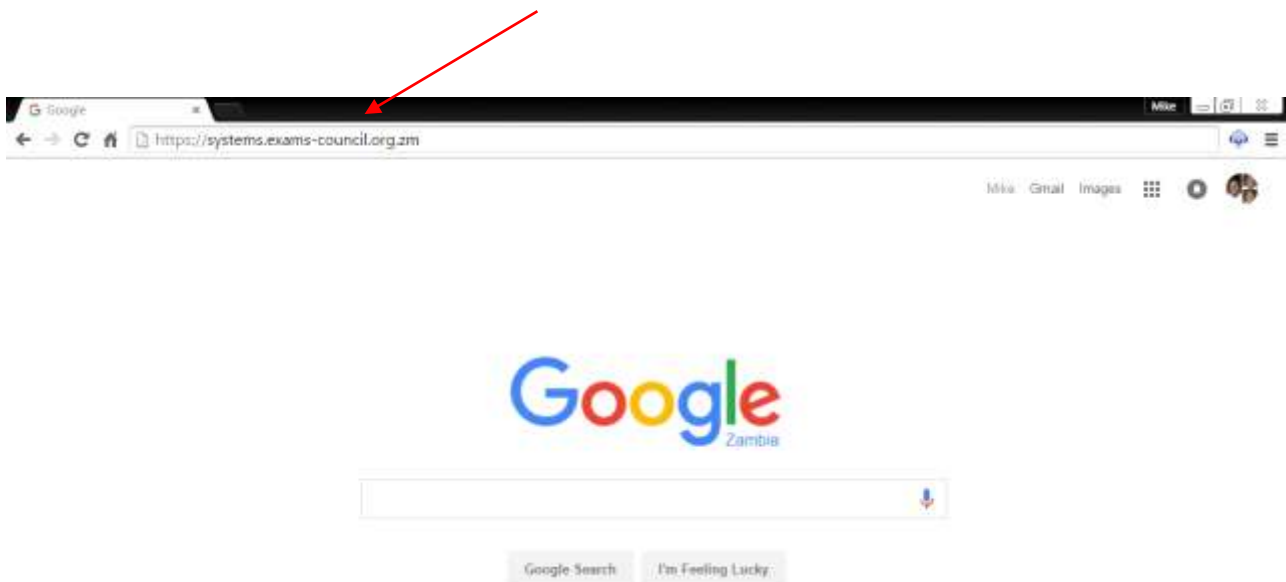
To open google chrome browser, double click on the icon on the desktop.



The following screen shown below will appear:

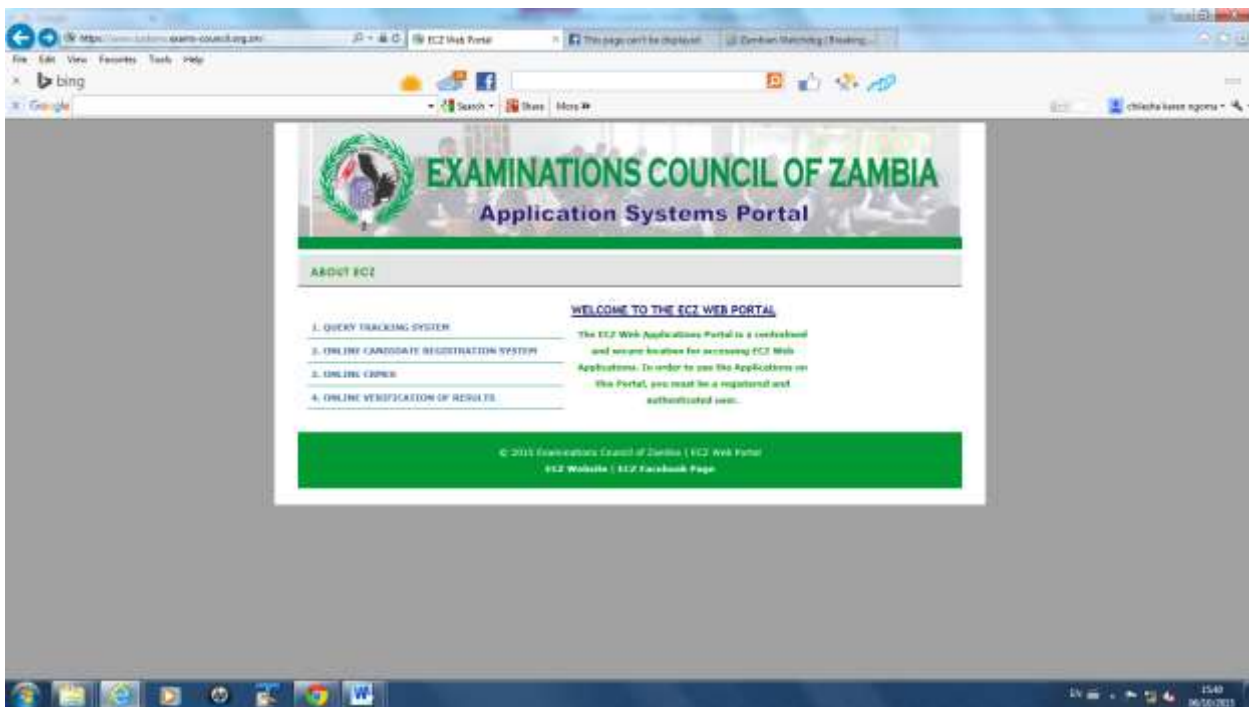


Type <https://systems.exams-council.org.zm>



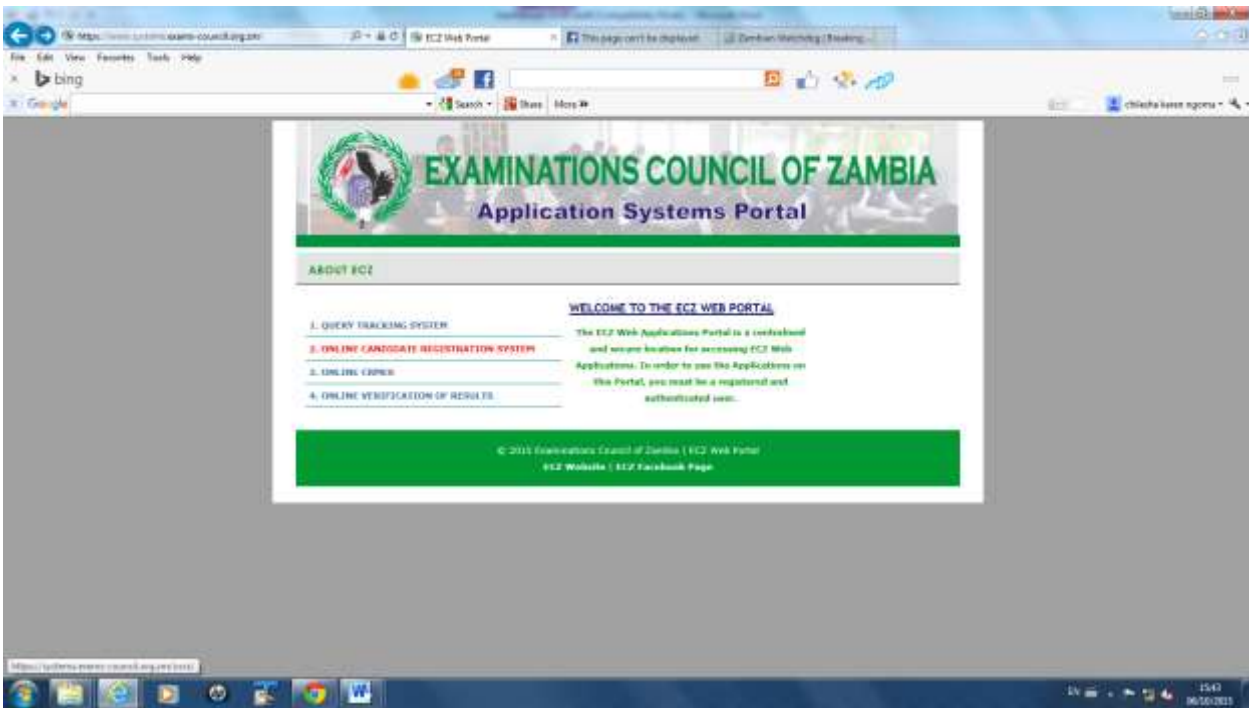
As the page loads, always pay attention to the system messages that pop-up at the bottom left hand corner of the screen.

The following home page will appear:

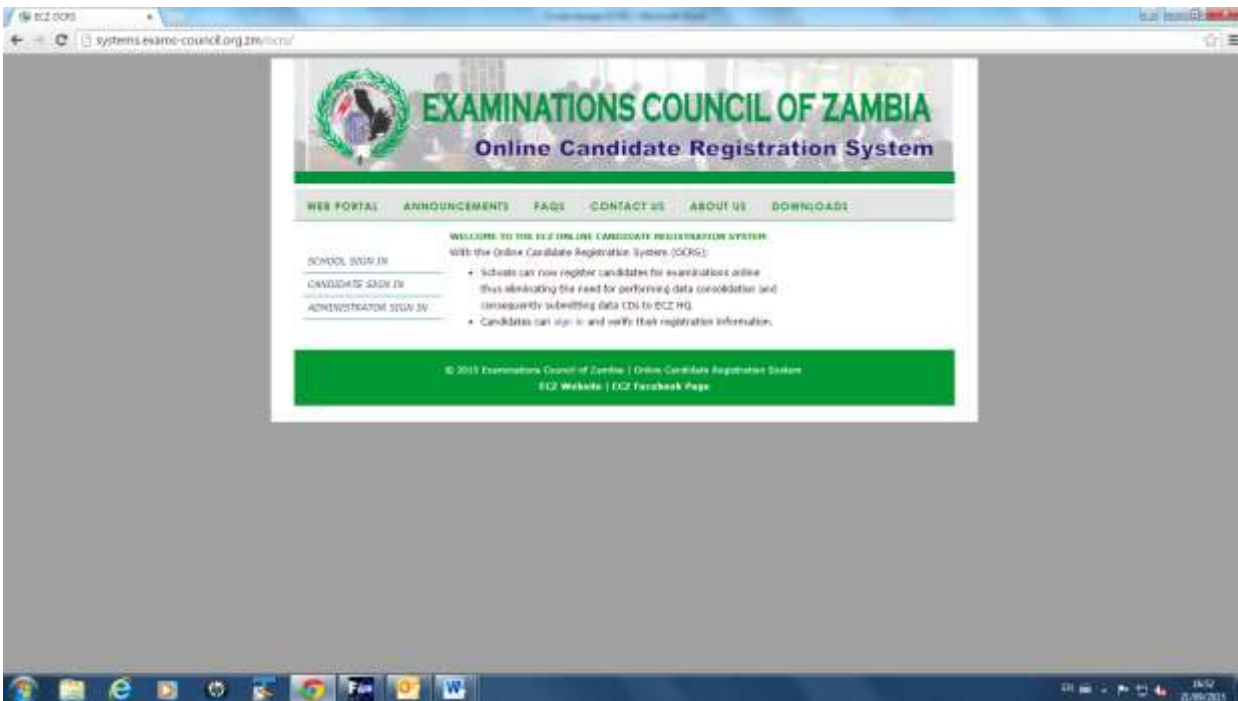


The ECZ web portal has the above secure system applications.

Click on 2. **ONLINE CANDIDATE REGISTRATION SYSTEM** paying attention to the messages on the bottom left hand corner.



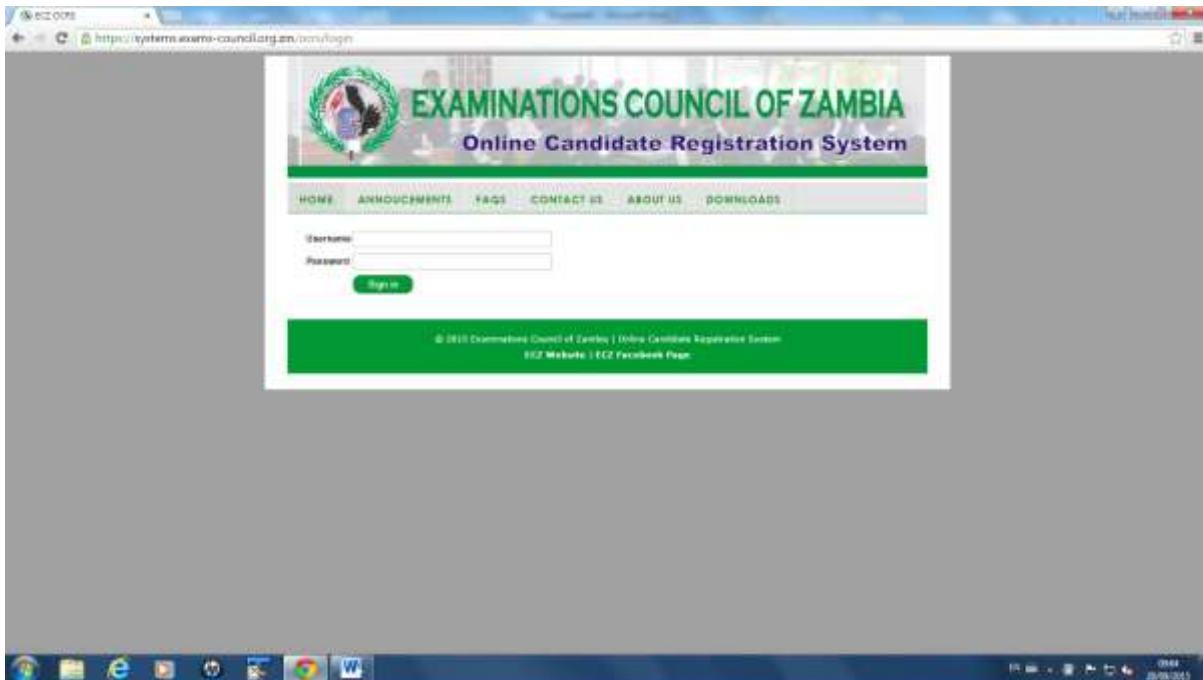
Once loaded, the following screen will appear:



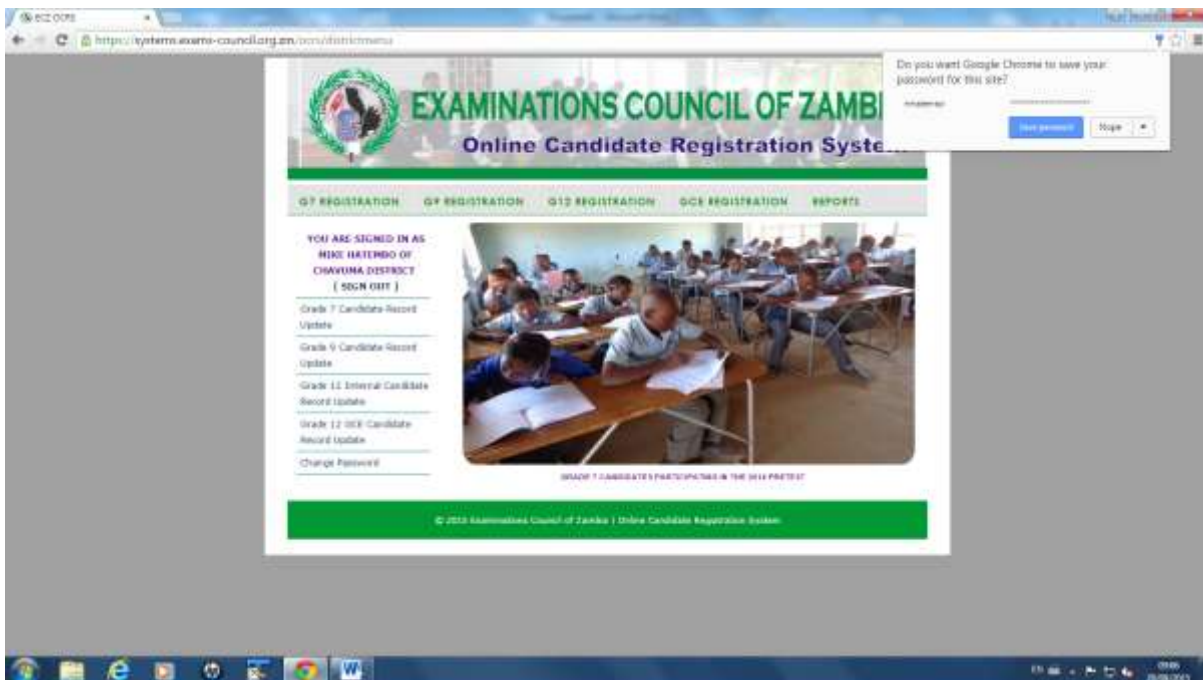
This page has three options available namely:

- School sign In
- Candidate Sign In
- Administrator Sign

To begin the registration, click on **SCHOOL SIGN IN** the following screen will appear:



Enter username and password and sign in. the following screen will appear:



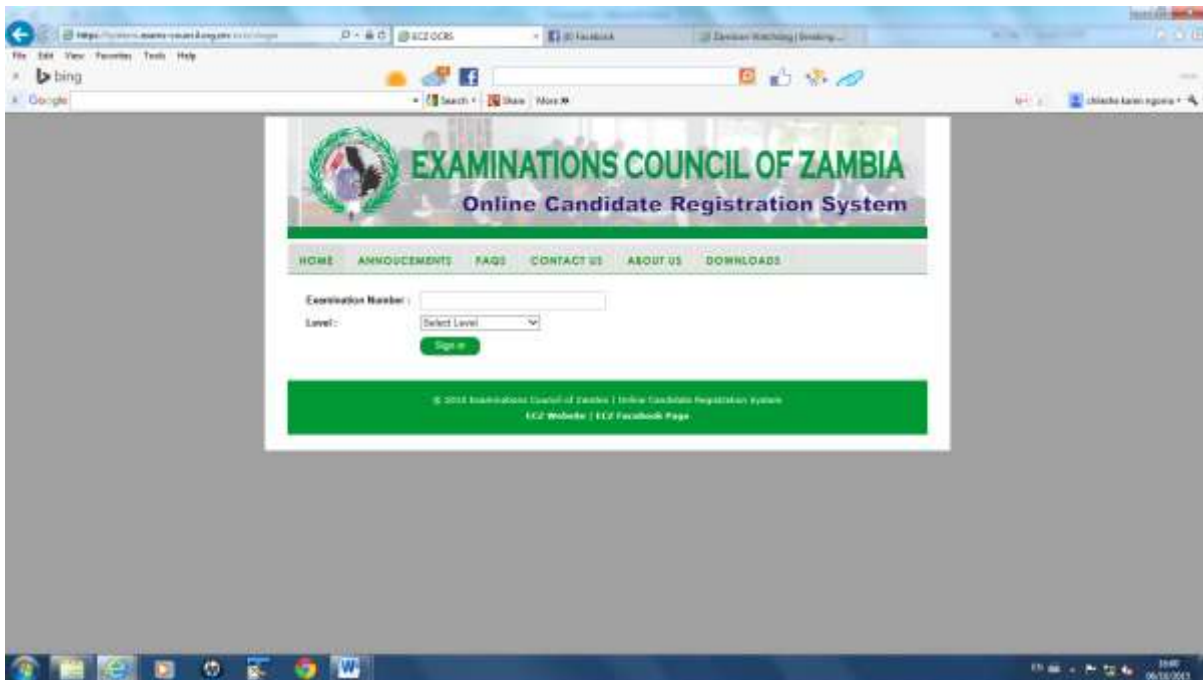
The screen above shows the level options namely:

- Grade 7
- Grade 9
- Grade 12 Internal
- Grade 12 GCE

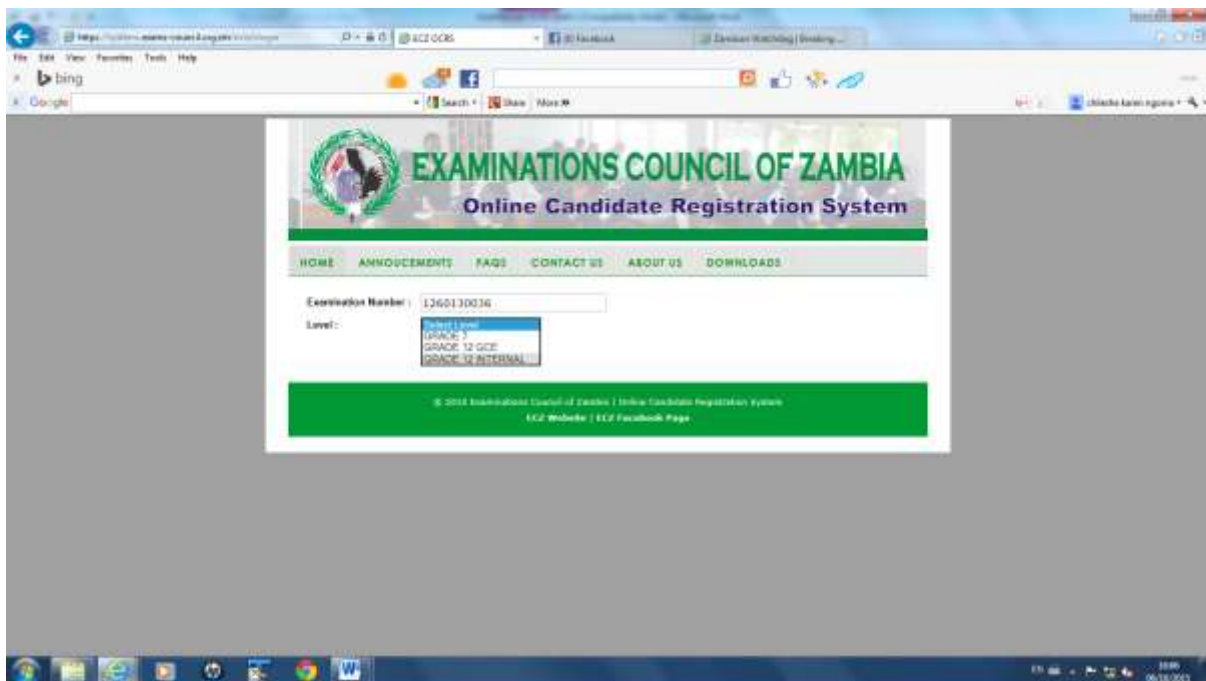
Notice the message on the top right corner of the browser asking if you want the browser to save password. Click on **Nope** for security reasons.

Select a level you wish to register candidates

To begin the registration, click on **CANDIDATE SIGN IN** the following screen will appear:



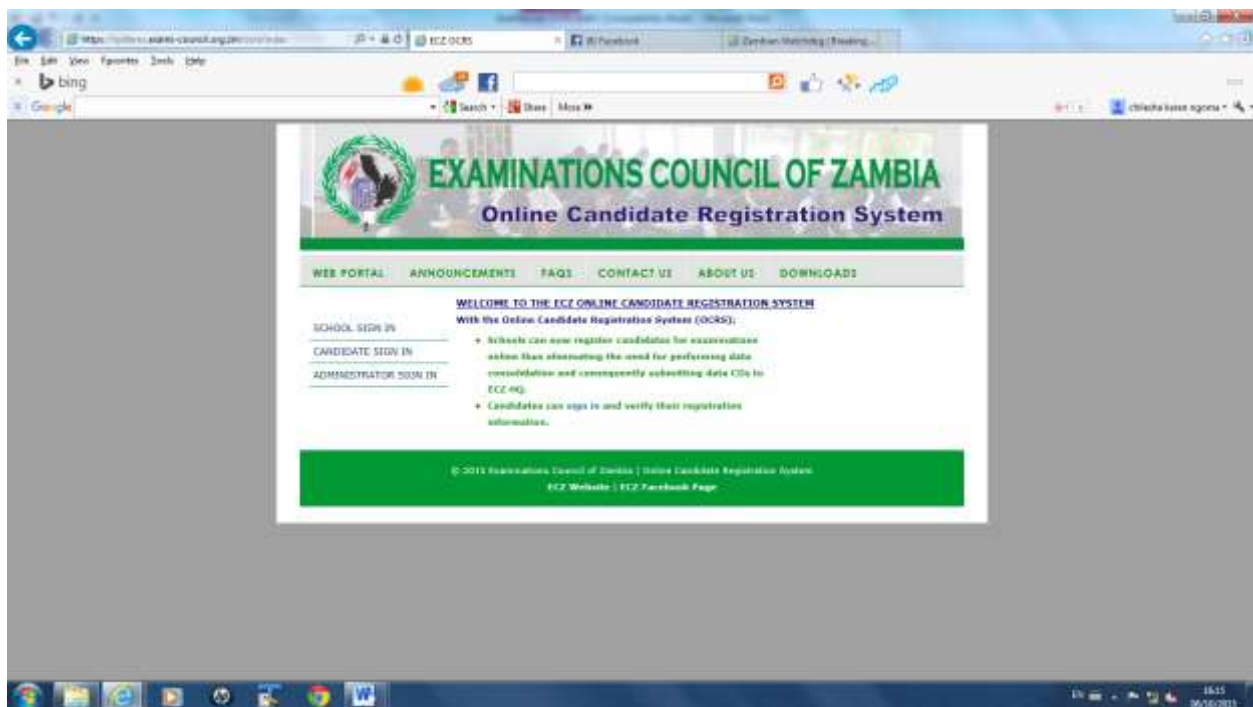
Enter the **Examination Number** and select the **level**:



Click on **Sign in** and the following screen and message will appear:



Click on **Sign Out** to return to the following screen:



Administrator Sign In

For security, this will be handled by the Examinations Council of Zambia (ECZ). It will involve the creation of user accounts with privileges to update user details and delete user profiles.

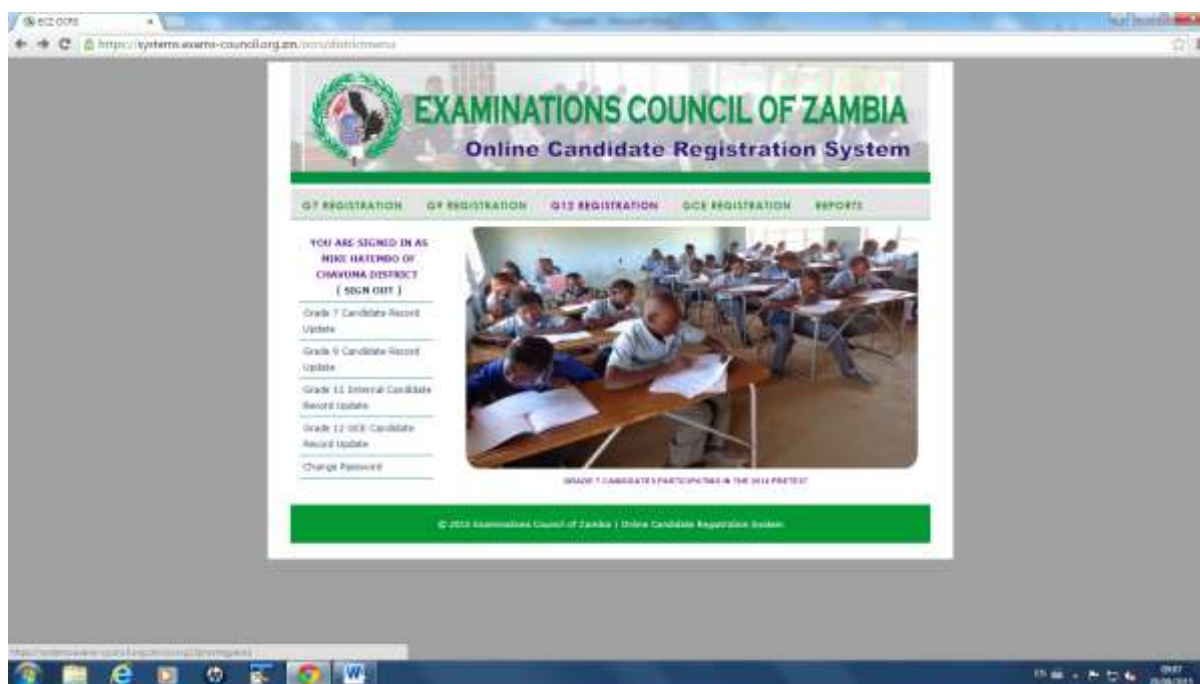
GRADE 12

- **INTERNAL**

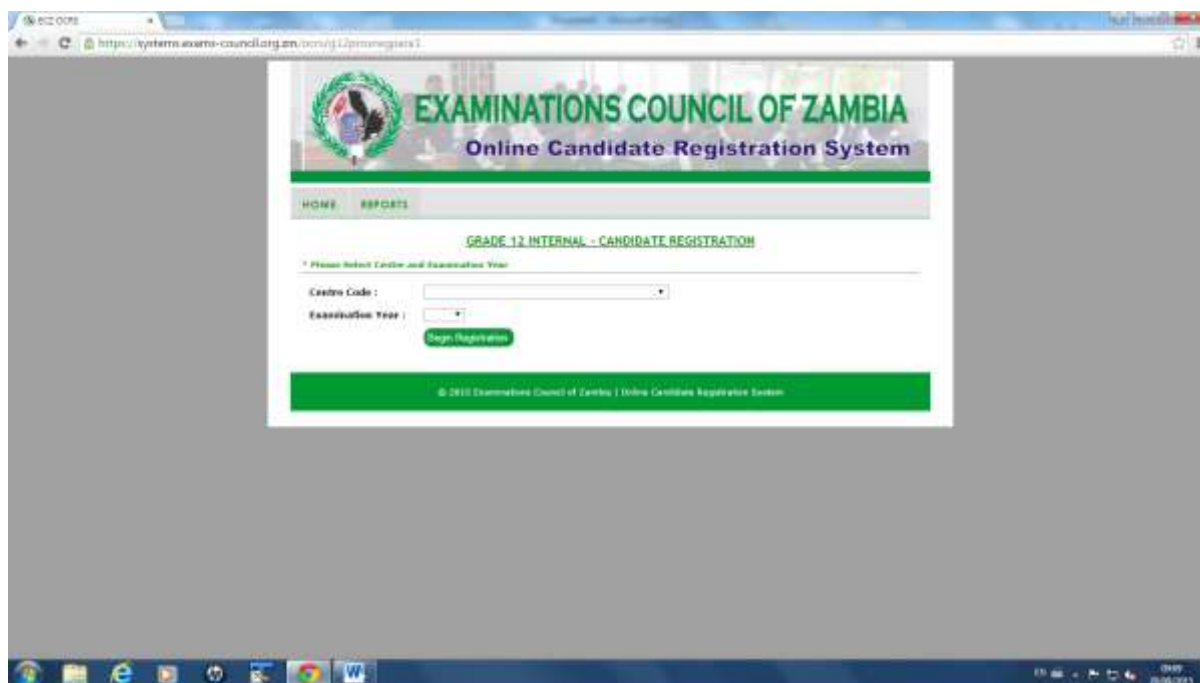
- **GCE**

GRADE 12 – INTERNAL REGISTRATION

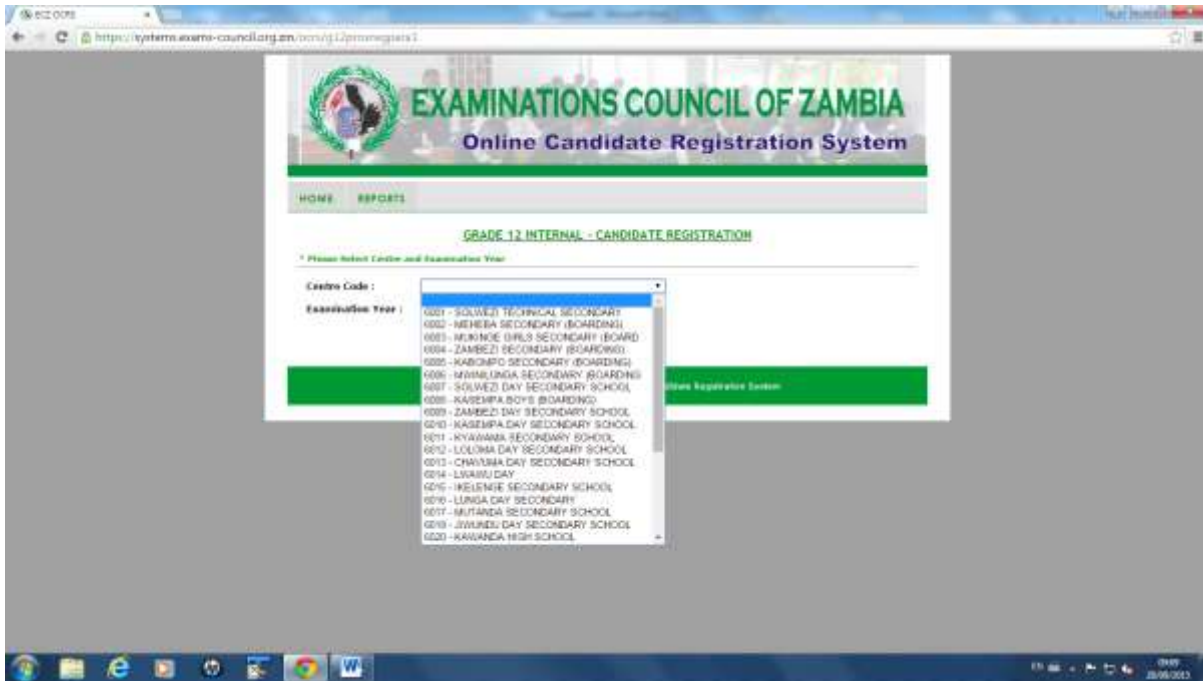
On the following screen, click on **G12 REGISTRATION**



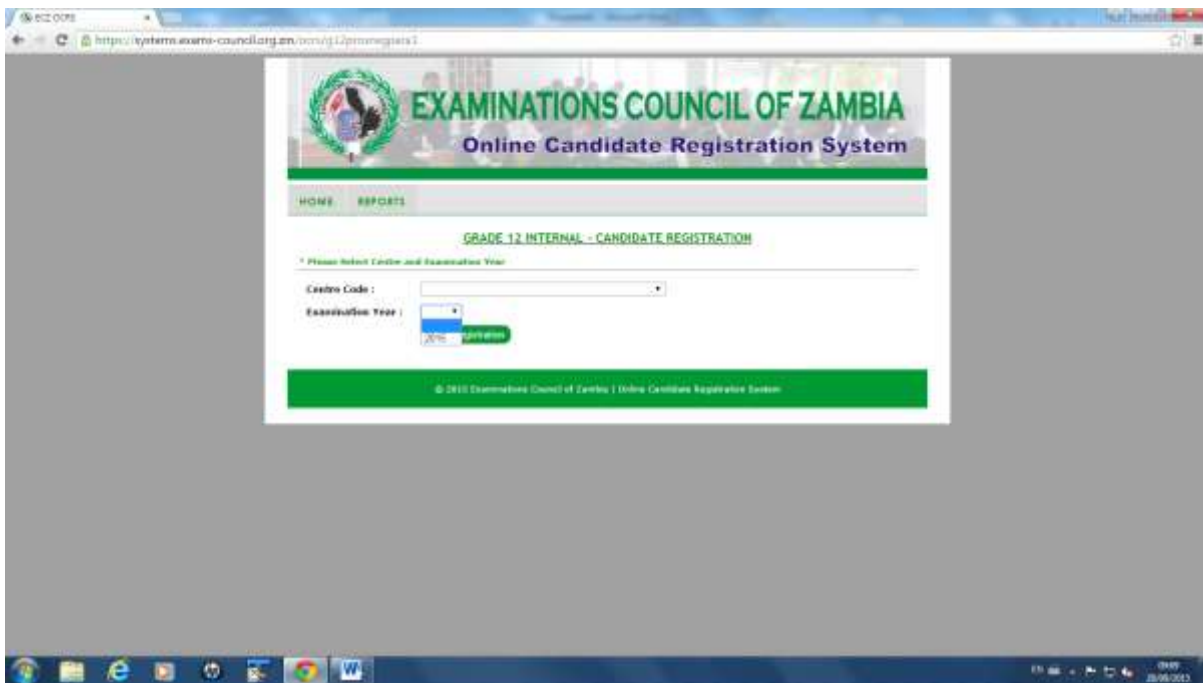
The following screen will appear:



Select the Centre Code of choice.



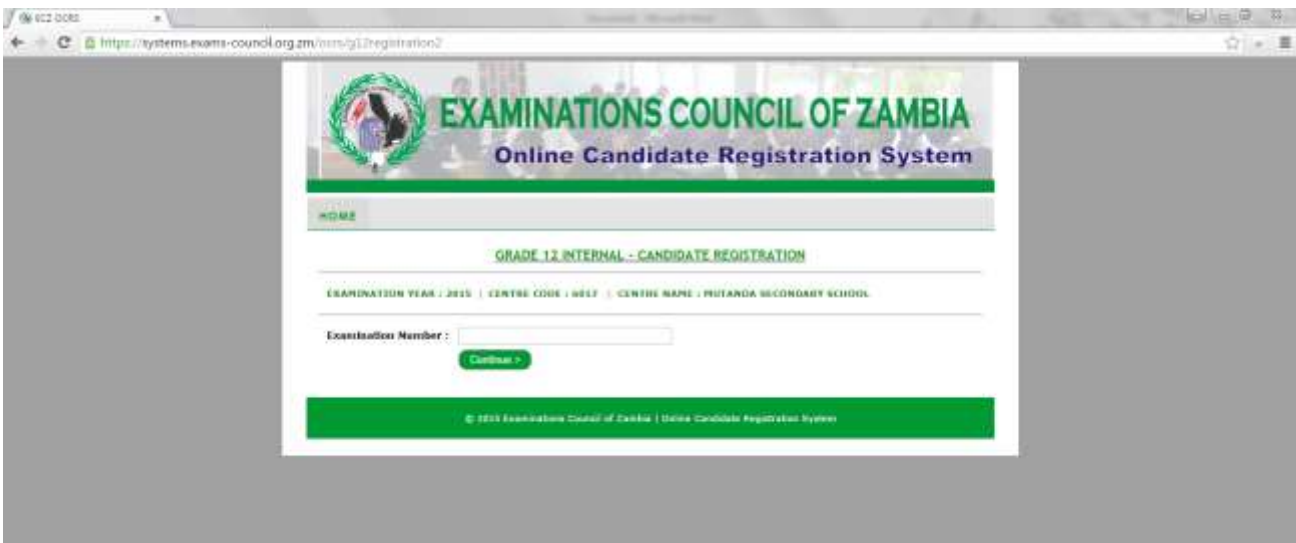
Select the Examination year.



Click on **Begin Registration.**



The following screen will appear:



Enter a valid Examination Number:



Click **Continue** and the following screen will appear:

The screenshot shows the 'EXAMINATIONS COUNCIL OF ZAMBIA Online Candidate Registration System' interface. The page title is 'GRADE 12 INTERNAL - CANDIDATE REGISTRATION'. The examination year is 2013, the centre code is 0017, and the centre name is MUTANDA SECONDARY SCHOOL. The candidate's details are: Examination Number: 1130010055, Surname: SIAPENGA, Other Name(s): PATIENCE M., Date of Birth: 20/06/1998, Nationality: ZAMBIAN, Sex: FEMALE, Entry Type: INTERNAL, and Special Education Needs: NOT APPLICABLE. The Receipt Number is 25454355. A red arrow points to the 'Save & Continue' button.

The system checks for the candidate details which are populated from Grade 9 data.

Verify the displayed details and enter the receipt number then click on **Save & Continue**. Matching data will be submitted for storage

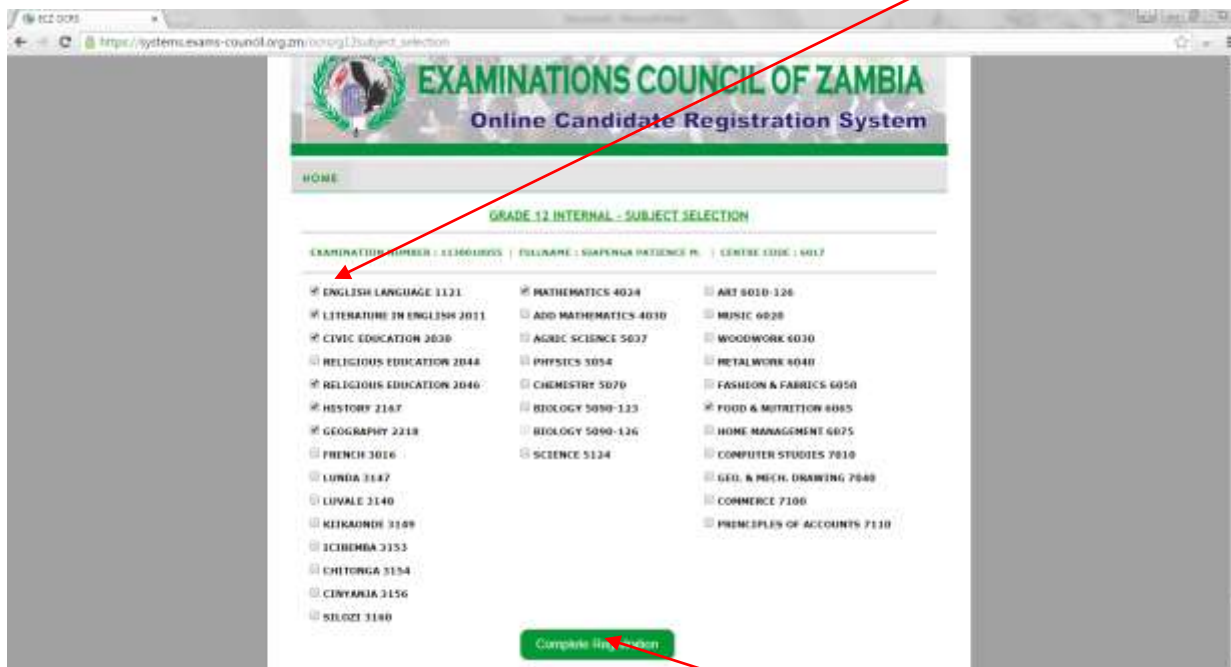
The following screen will appear:

The screenshot shows the 'EXAMINATIONS COUNCIL OF ZAMBIA Online Candidate Registration System' interface. The page title is 'GRADE 12 INTERNAL - SUBJECT SELECTION'. The examination number is 1130010055, the full name is SIAPENGA PATIENCE M., and the centre code is 0017. The screen displays a list of subjects with checkboxes for selection:

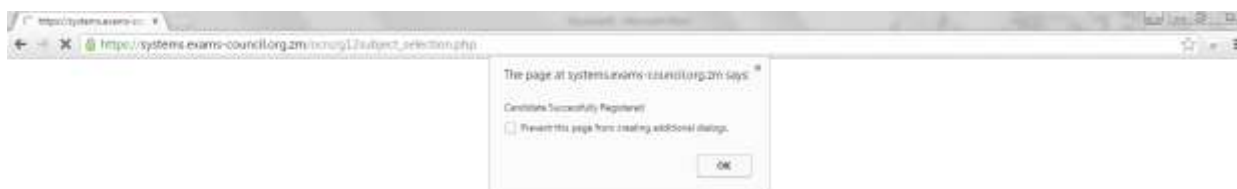
<input type="checkbox"/> ENGLISH LANGUAGE 1121	<input type="checkbox"/> MATHEMATICS 4024	<input type="checkbox"/> ART 0010-130
<input type="checkbox"/> LITERATURE IN ENGLISH 2011	<input type="checkbox"/> ADD MATHEMATICS 4020	<input type="checkbox"/> MUSIC 0020
<input type="checkbox"/> CIVIC EDUCATION 2030	<input type="checkbox"/> AGRIC SCIENCE 5037	<input type="checkbox"/> WOODWORK 4030
<input type="checkbox"/> RELIGIOUS EDUCATION 2044	<input type="checkbox"/> PHYSICS 5054	<input type="checkbox"/> METALWORK 4040
<input type="checkbox"/> RELIGIOUS EDUCATION 2040	<input type="checkbox"/> CHEMISTRY 5070	<input type="checkbox"/> FASHION & FABRICS 6050
<input type="checkbox"/> HISTORY 2147	<input type="checkbox"/> BIOLOGY 5090-123	<input type="checkbox"/> FOOD & NUTRITION 6065
<input type="checkbox"/> GEOGRAPHY 2218	<input type="checkbox"/> BIOLOGY 5090-126	<input type="checkbox"/> HOME MANAGEMENT 6075
<input type="checkbox"/> FRENCH 3016	<input type="checkbox"/> SCIENCE 5124	<input type="checkbox"/> COMPUTER STUDIES 7010
<input type="checkbox"/> LUNDA 3147		<input type="checkbox"/> GEO. & MECH. DRAWING 7040
<input type="checkbox"/> LUVALE 3140		<input type="checkbox"/> COMMERCE 7100
<input type="checkbox"/> KIKAKONDE 3149		<input type="checkbox"/> PRINCIPLES OF ACCOUNTS 7110
<input type="checkbox"/> ICIBEMBA 3153		
<input type="checkbox"/> CHITONGA 3154		
<input type="checkbox"/> CHINYANDA 3156		
<input type="checkbox"/> SILOZI 3160		

A 'Complete Registration' button is located at the bottom of the page.

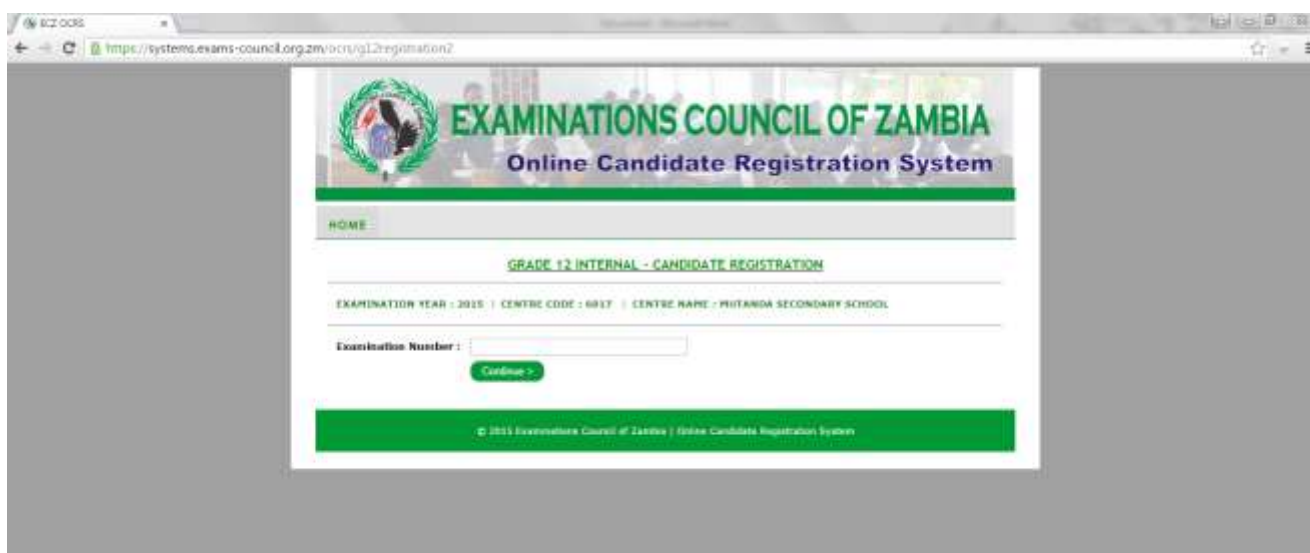
Select the applicable subjects for the candidate by clicking in the box before the subject.



After selection of the subjects, click on **Complete Registration**. The following message will appear:



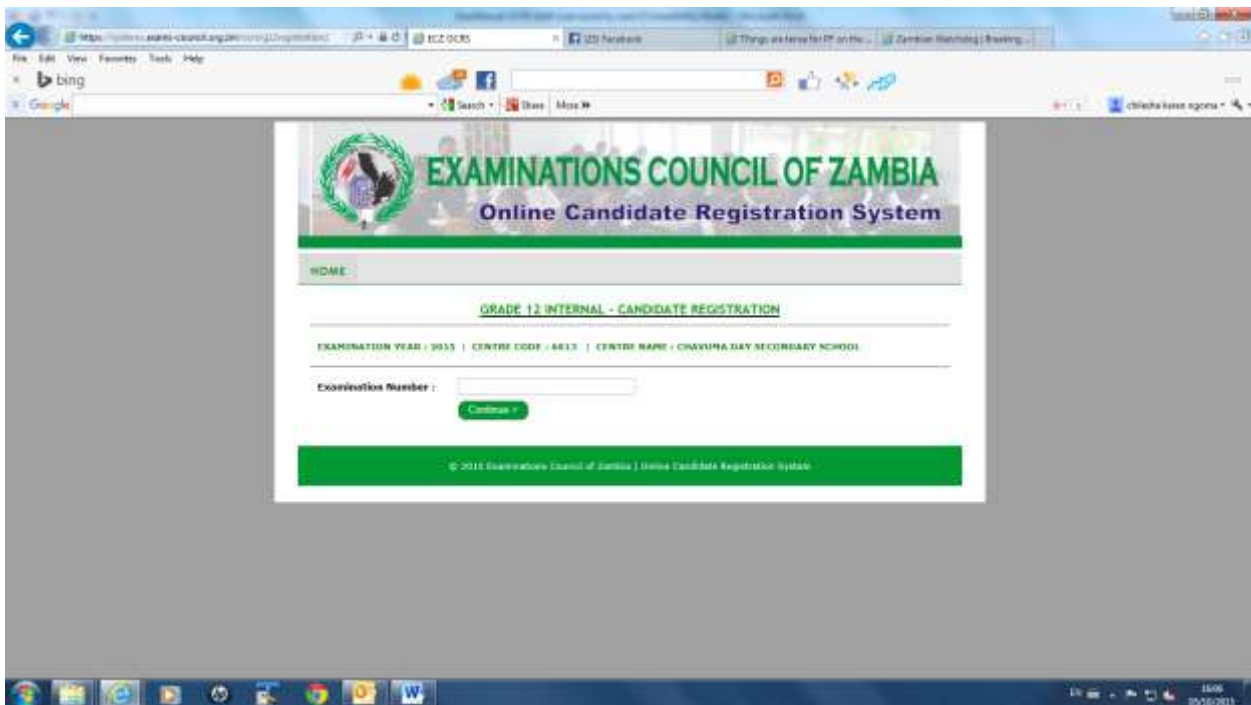
Click on **OK** and you will be returned to the following screen:



When an invalid Examination number is entered, the following message will be displayed:

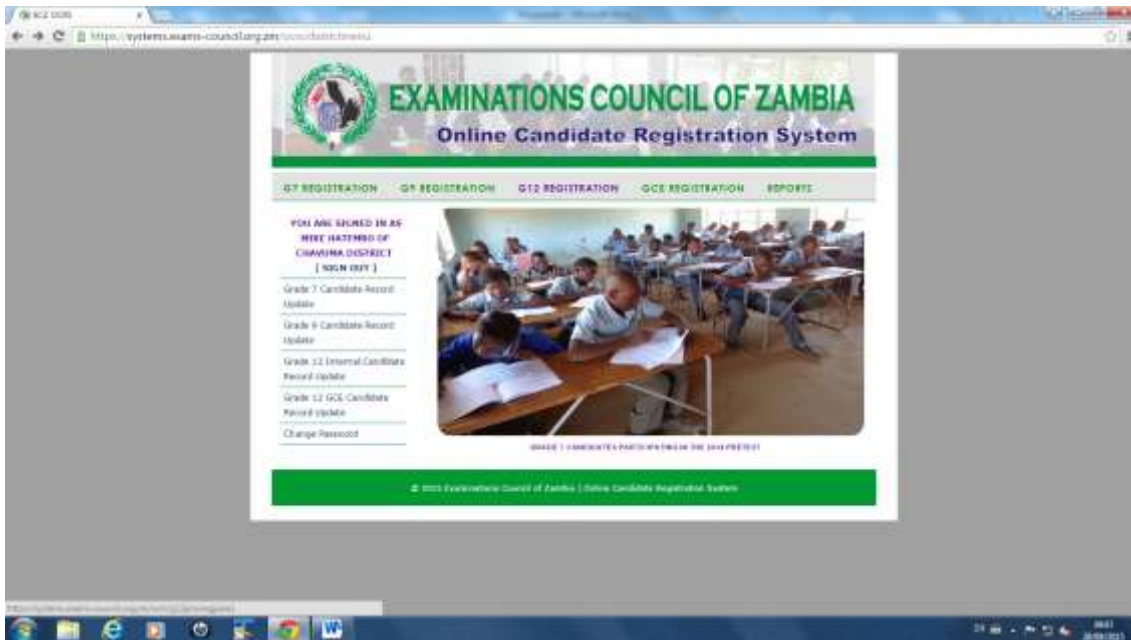


Click on **OK** and you will returned to the following screen:



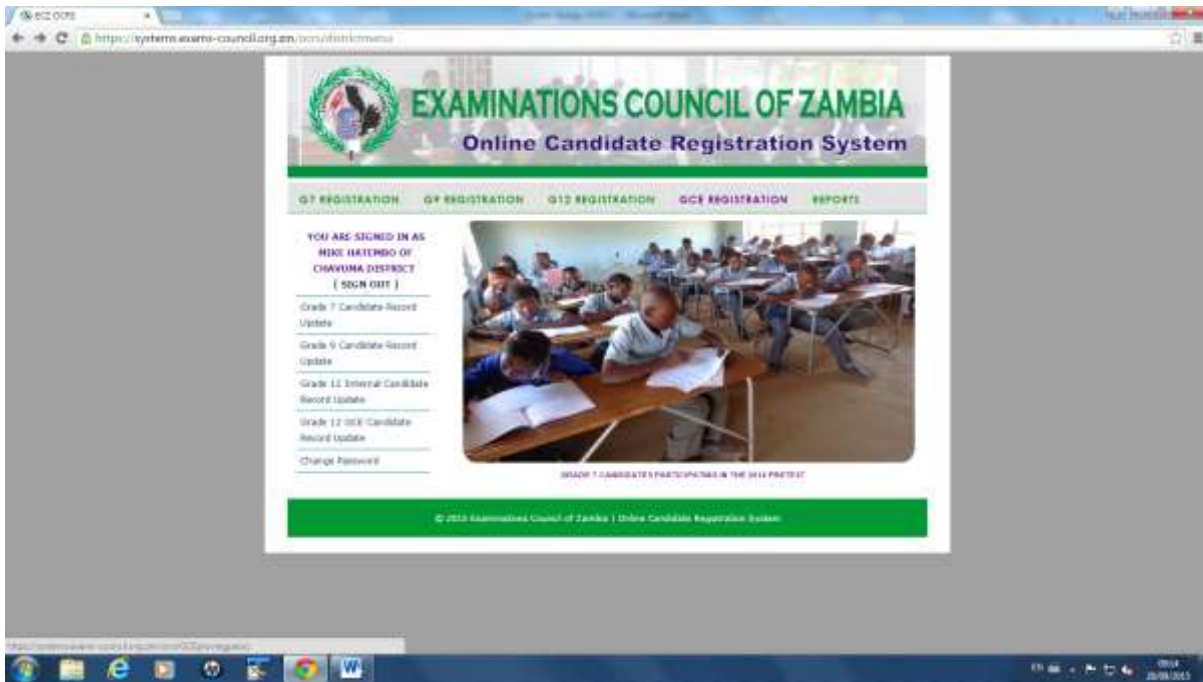
Continue with the process as above.

Once completed return to the following screen by clicking on **HOME**:

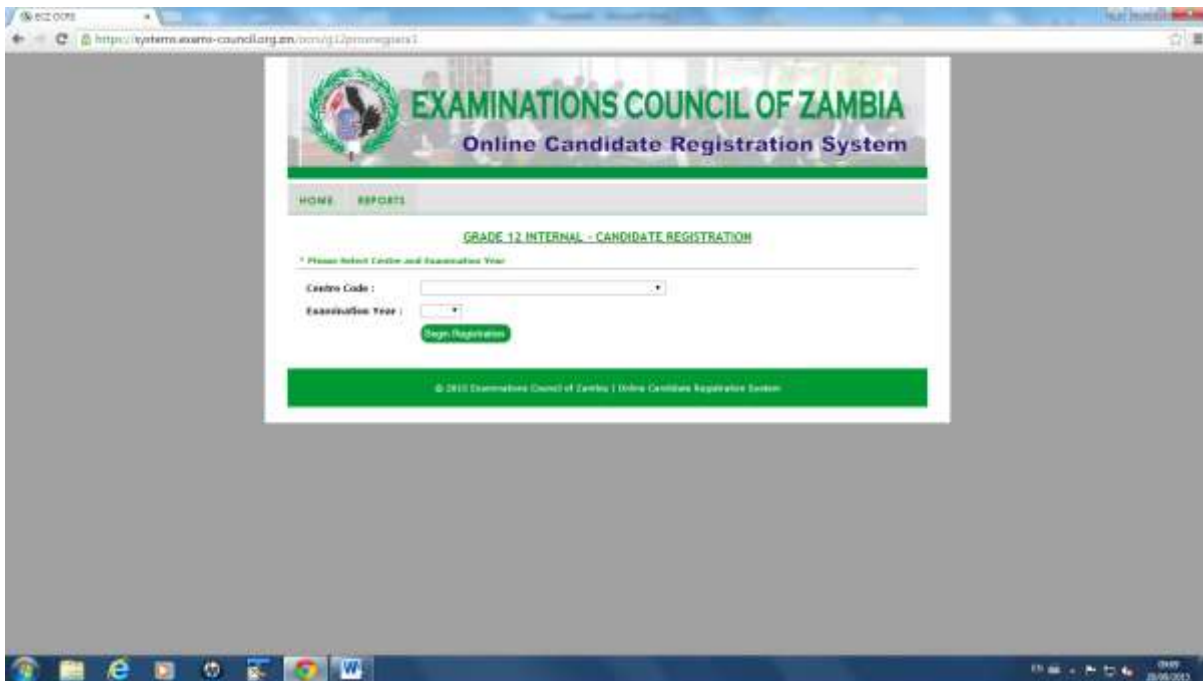


GRADE 12 – GCE REGISTRATION

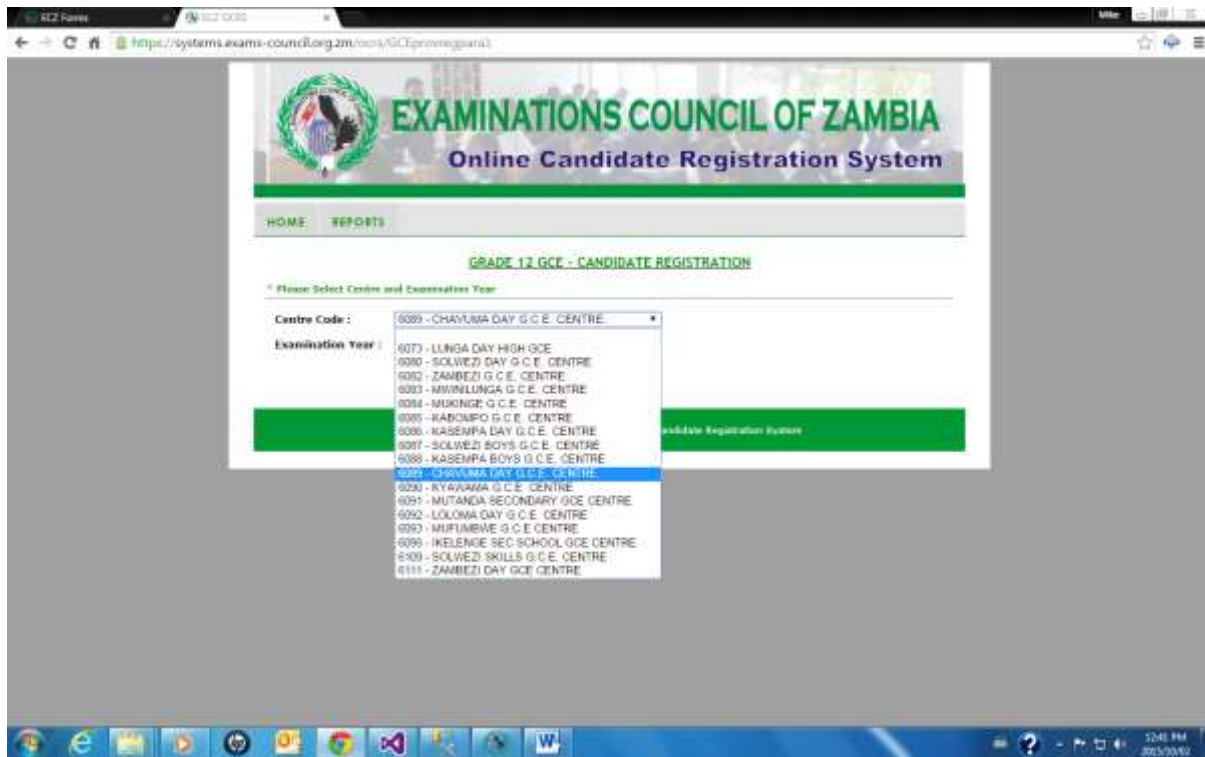
On the following screen, click on **GCE REGISTRATION**



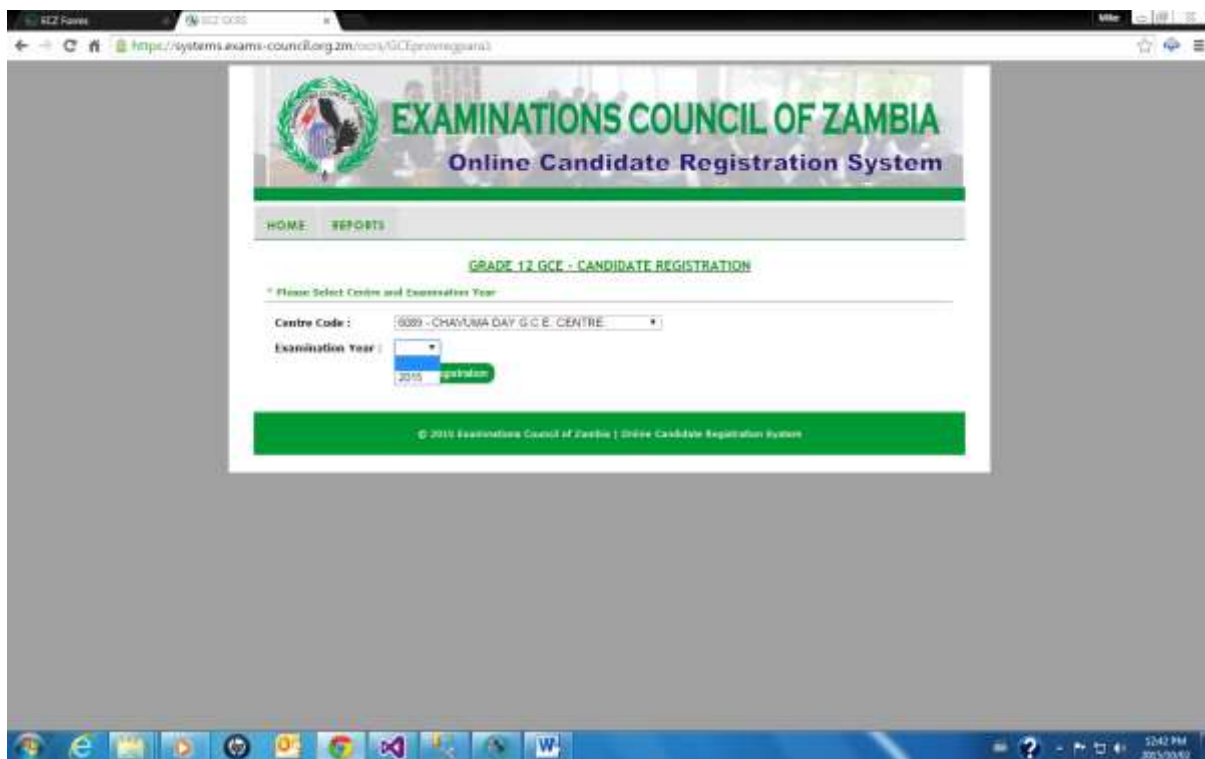
The following screen will appear:



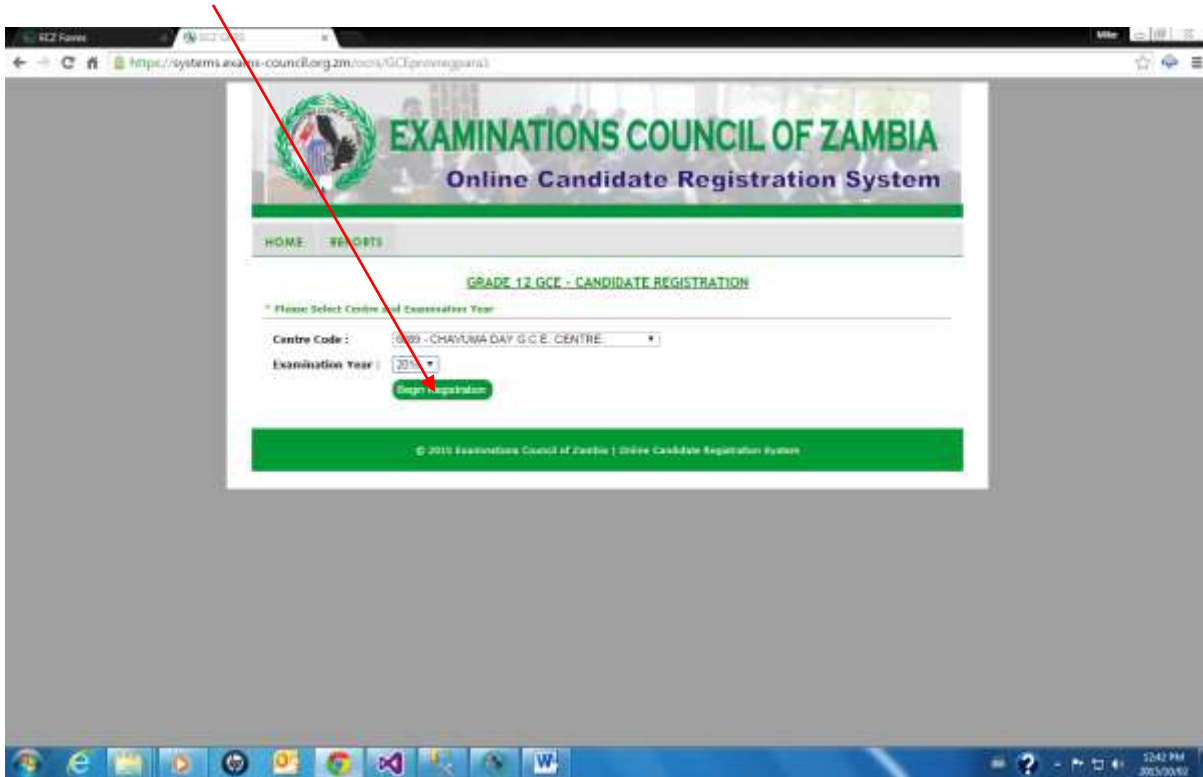
Select the **Centre Code** of choice.



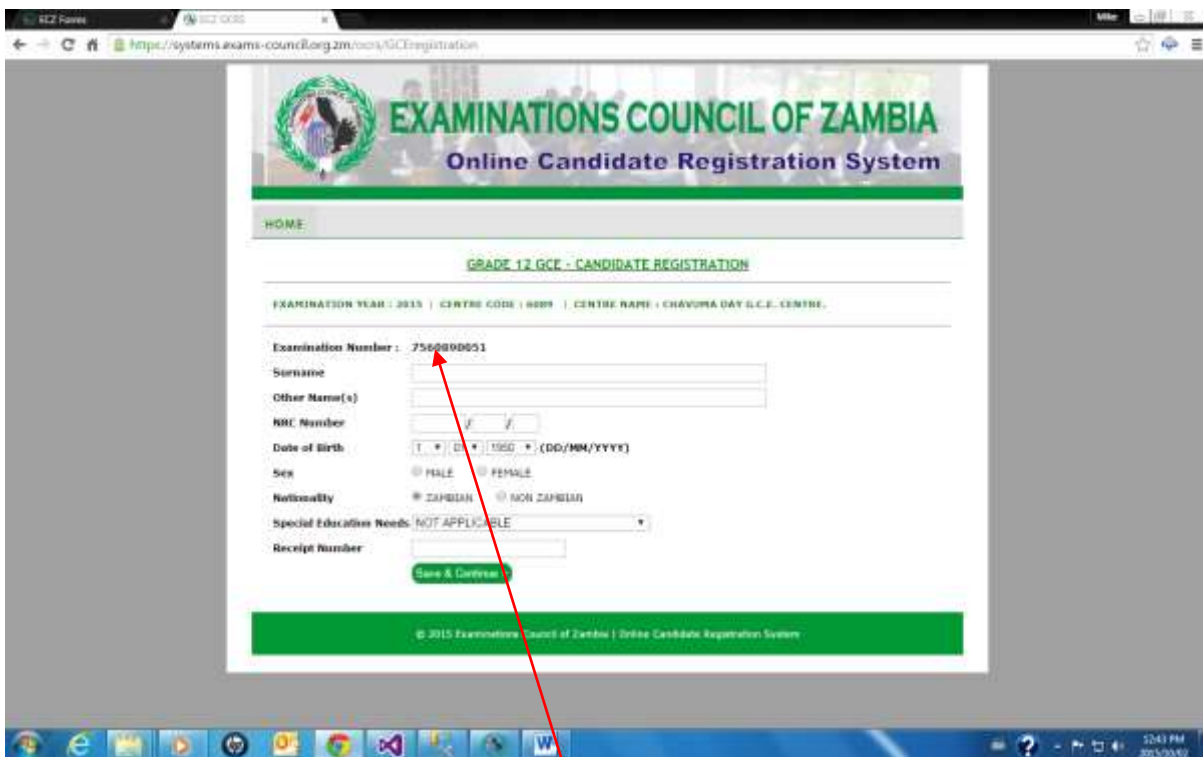
Select the **Examination year**.



Click on **Begin Registration.**



The following entry screen will appear:



The system generates the Examination Number.

Type the surname:

EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

HOME

GRADE 12 GCE - CANDIDATE REGISTRATION

EXAMINATION YEAR : 2015 | CENTRE CODE : 8009 | CENTRE NAME : CHAVUMA DAY G.C.E. CENTRE.

Examination Number : 756689001

Surname: SHALALA

Other Name(s):

NRC Number: / /

Date of Birth: / / (DD/MM/YYYY)

Sex: MALE FEMALE

Nationality: ZAMBIAN NON ZAMBIAN

Special Educational Needs: NOT APPLICABLE

Receipt Number:

Save & Continue

© 2015 Examinations Council of Zambia | Online Candidate Registration System

Type other name(s) followed by the National Registration card (NRC). Then select:

- Date of Birth
- Sex
- Nationality
- Special Educational Needs

EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

HOME

GRADE 12 GCE - CANDIDATE REGISTRATION

EXAMINATION YEAR : 2015 | CENTRE CODE : 8009 | CENTRE NAME : CHAVUMA DAY G.C.E. CENTRE.

Examination Number : 756689001

Surname: SHALALA

Other Name(s): MUKESA

NRC Number: 300017 / 74 / 1

Date of Birth: / / (DD/MM/YYYY)

Sex: MALE FEMALE

Nationality: ZAMBIAN NON ZAMBIAN

Special Educational Needs: NOT APPLICABLE

Receipt Number:

Save & Continue

© 2015 Examinations Council of Zambia | Online Candidate Registration System

Enter the receipt number:

EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

HOME

GRADE 12 GCE - CANDIDATE REGISTRATION

EXAMINATION YEAR : 2015 | CENTRE CODE : 8009 | CENTRE NAME : CHAVUMA DAY G.C.E. CENTRE.

Examination Number : 7560890051

Surname : SHALALA

Other Name(s) : MUKESA

NRC Number : 300017 / 74 / 1

Date of Birth : 12 / 01 / 1976 (DD/MM/YYYY)

Sex : MALE FEMALE

Nationality : ZAMBIAN NON ZAMBIAN

Special Education Needs : NOT APPLICABLE

Receipt Number : 1221333

[Save & Continue](#)

Click on **Save & Continue** and the following screen will appear:

EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

HOME

GRADE 12 GCE - SUBJECT SELECTION

EXAMINATION NUMBER : 7560890051 | FULLNAME : SHALALA MUKESA | CENTRE CODE : 8009

<input type="checkbox"/> ENGLISH LANGUAGE 1121	<input type="checkbox"/> MATHEMATICS 4024	<input type="checkbox"/> ART 6010-124
<input type="checkbox"/> LITERATURE IN ENGLISH 2011	<input type="checkbox"/> ADD MATHEMATICS 4030	<input type="checkbox"/> MUSIC 6020
<input type="checkbox"/> CIVIC EDUCATION 2030	<input type="checkbox"/> AGRIC SCIENCE 5037	<input type="checkbox"/> WOODWORK 6030
<input type="checkbox"/> RELIGIOUS EDUCATION 2044	<input type="checkbox"/> PHYSICS 5054	<input type="checkbox"/> METALWORK 6040
<input type="checkbox"/> RELIGIOUS EDUCATION 2046	<input type="checkbox"/> CHEMISTRY 5078	<input type="checkbox"/> FASHION & FABRICS 6050
<input type="checkbox"/> HISTORY 2107	<input type="checkbox"/> BIOLOGY 5090-123	<input type="checkbox"/> FOOD & NUTRITION 6065
<input type="checkbox"/> GEOGRAPHY 2218	<input type="checkbox"/> BIOLOGY 5090-126	<input type="checkbox"/> HOME MANAGEMENT 6075
<input type="checkbox"/> FRENCH 2010	<input type="checkbox"/> SCIENCE 5134	<input type="checkbox"/> COMPUTER STUDIES 7010
<input type="checkbox"/> LUNDA 3147		<input type="checkbox"/> GEO. & MECH. DRAWING 7040
<input type="checkbox"/> LUVALE 3148		<input type="checkbox"/> COMMERCE 7100
<input type="checkbox"/> KINSHASHA 3149		<input type="checkbox"/> PRINCIPLES OF ACCOUNTS 7110
<input type="checkbox"/> ICIBEMBA 3153		
<input type="checkbox"/> CHEFONGA 3154		
<input type="checkbox"/> CINYANIA 3156		
<input type="checkbox"/> SILOZI 3160		

[Complete Registration](#)

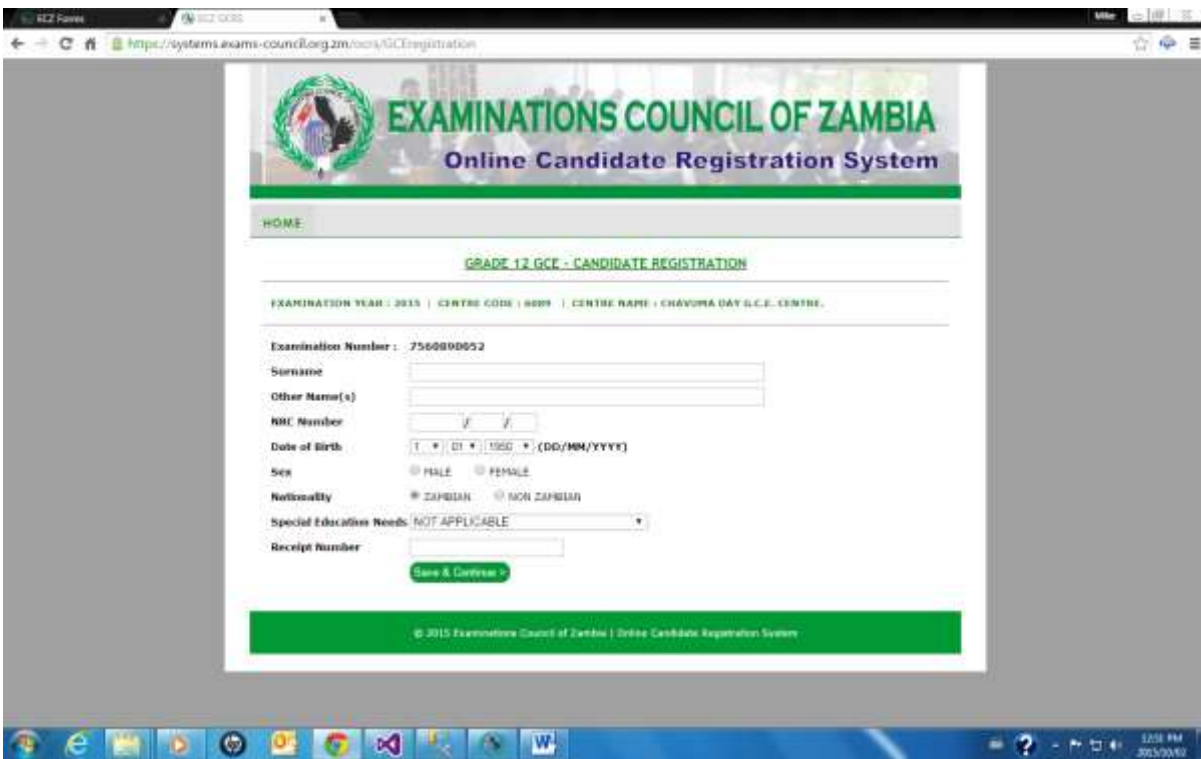
Select the applicable subjects for the candidate by clicking in the box before the subject.



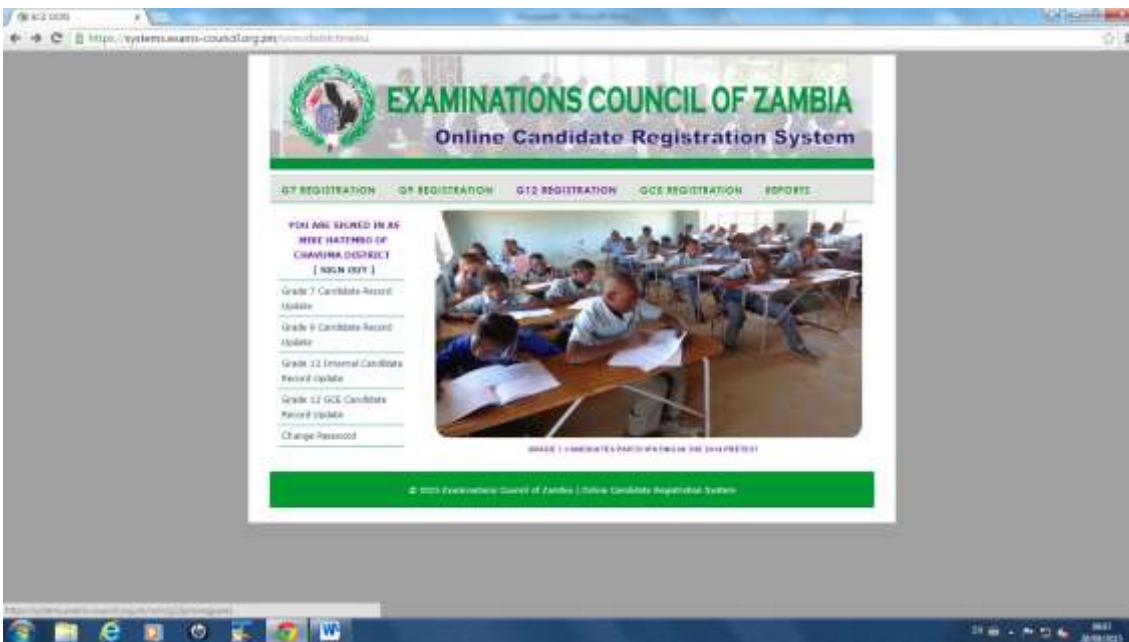
After selection of the subjects, click on **Complete Registration**. The following message will appear:



Click on **OK** and you will be returned to the following screen:



Continue with the process as above. Once completed return to the following screen by clicking on **HOME**:

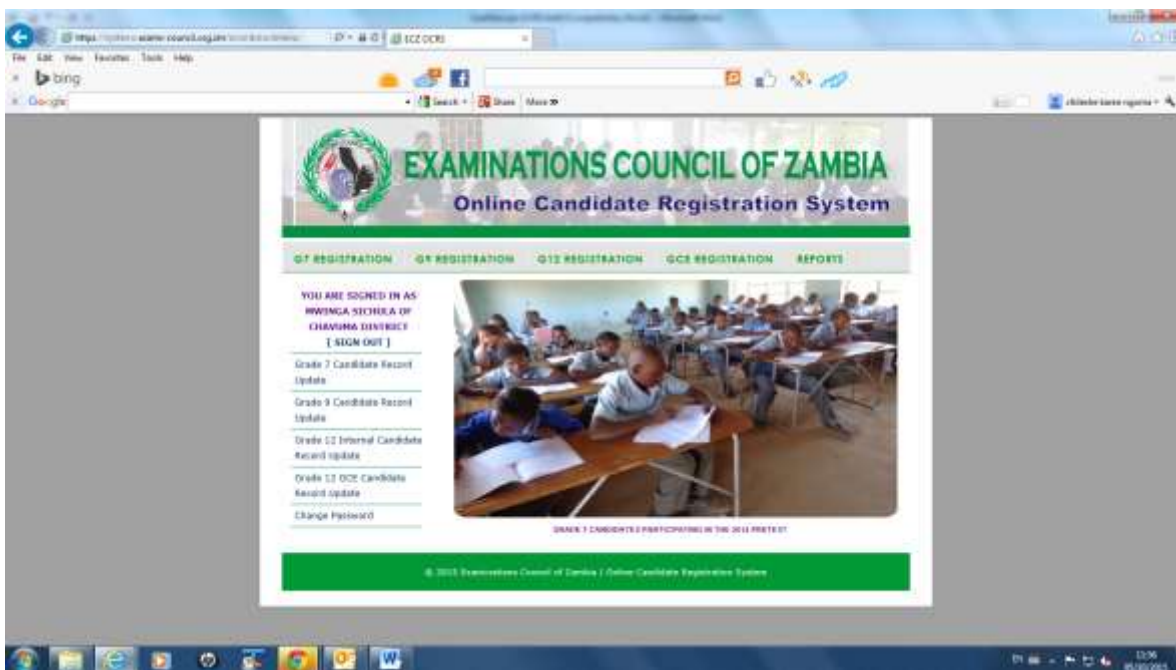


REPORTS

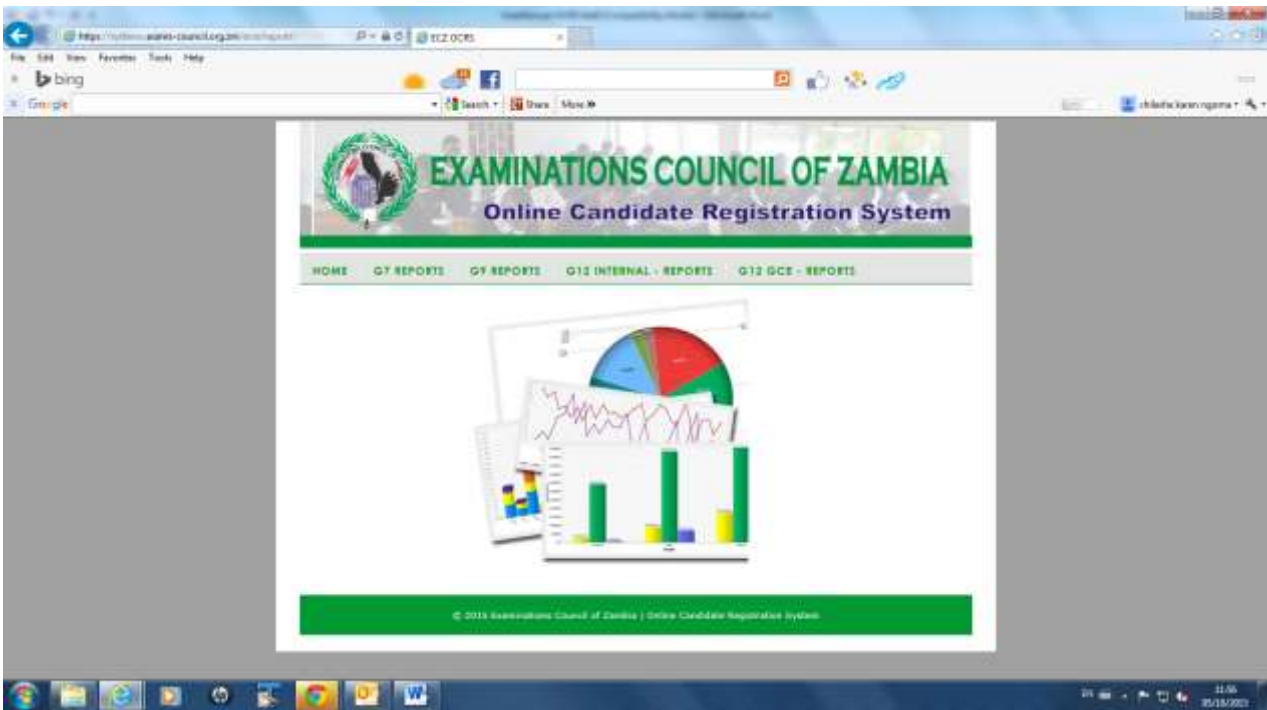
The following reports are available on the System:

- Candidate Provisional Register
- Special Education Needs
- Centre Subject Totals
- Entry Summary by Centre
- Entry Summary by District
- Entry Summary by Province
- Entry Summary by Gender
- Payments

On the screen below, click on **REPORTS**

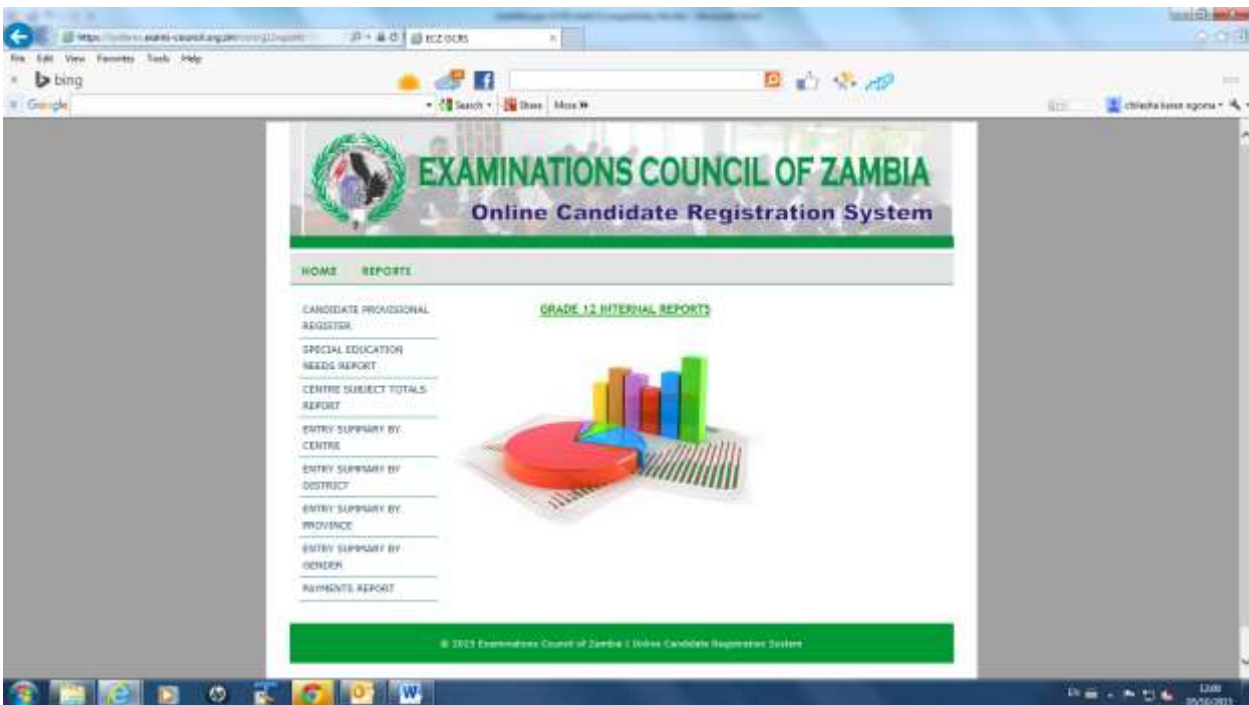


The following screen will appear:



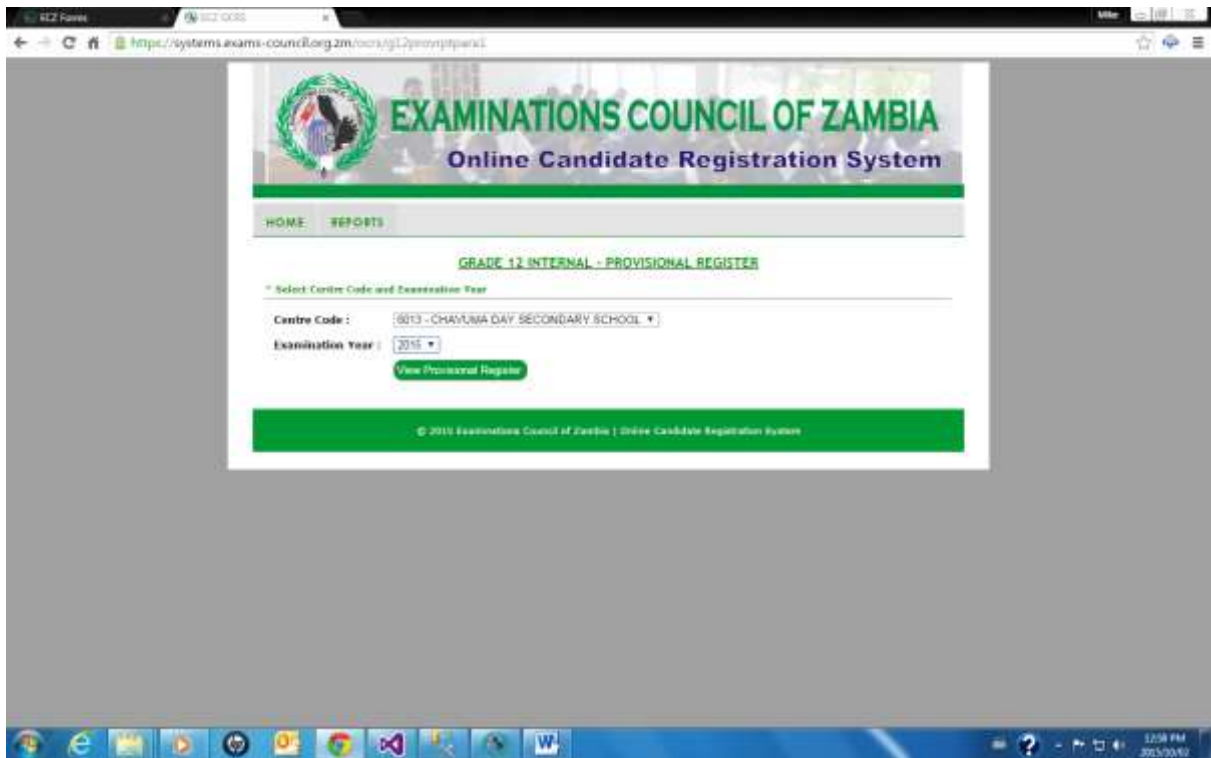
GRADE 12 – INTERNAL REPORTS

Click on **G12 INTERNAL - REPORTS** and the following screen will be displayed:



1. Candidate Provisional Register

Click on **Candidate Provisional Register** and select the **Centre** and the **Examination Year**.



Click on **View Report** and the following report will be displayed:



ID	SURNAME	OTHER NAME	SEX	DOB	NAT	SUBJECTS
126193020	KATANDA	RABECCA	F	24/10/1997	ZAMBIAN	NOT APPLICABLE - [1]
126193047	CHEKANGI	TIMOTH	M	09/04/1995	ZAMBIAN	ENG CVC REC2046 LIV MATH 810-123 SCIE PH - [2]
126193048	MUNDA	ZAREEN	F	06/03/1995	ZAMBIAN	ENG REC2046 HD MATH 808 810-123 SCIE COMM - [5]
126193052	KUMWANDA	NAETIN	M	10/05/1995	ZAMBIAN	ENG CVC LIV MATH 810-123 SCIE PH - [7]
126193070	KASONA	KEESA	F	31/12/1989	ZAMBIAN	ENG CVC 800 LIV MATH 810-123 SCIE - [4]
126193106	CHIMVANGI	GIFT	M	04/03/1995	ZAMBIAN	ENG REC2046 LIV MATH 810-123 SCIE HIGT COMM - [8]
126193138	MWAMBA	COLLINS	M	14/03/1996	ZAMBIAN	ENG 800 LIV MATH 808 810-123 SCIE - [7]
1261934018	CHELEA	RESCAL BOMBO	F	06/07/1991	ZAMBIAN	ENG REC2043 800 LIV MATH 810-123 SCIE COMM - [4]
126193606	CHINGIL	BRODGET	F	03/12/1995	ZAMBIAN	ENG CVC LIV MATH 810-123 SCIE PH - [7]
126193922	MACHETE	ETHAN	M	16/12/1995	ZAMBIAN	ENG 800 LIV MATH 808 810-123 SCIE COMM - [8]
126193934	NYAKASUMBI	LAWRENCE	M	23/05/1994	ZAMBIAN	ENG REC2040 HD MATH 810-123 SCIE ACCE - [7]

TOTAL NUMBER OF CANDIDATES : 58

© 2015 Examinations Council of Zambia | Online Candidate Registration System

This report has the following functions:

- Generate Provisional Register:

To print the report click on Generate Subject Totals Report and the report will be generated for Printing:

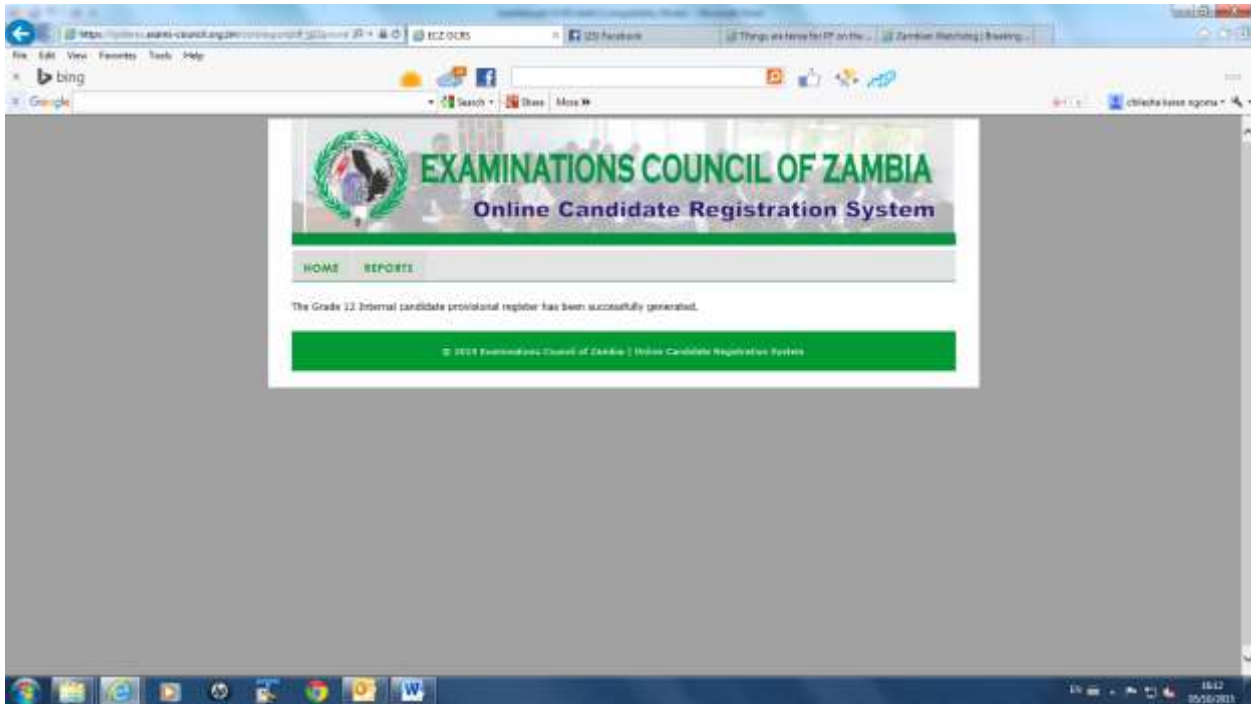
EXAM ID	SURNAME	OTHER NAME	SEX	DOB	NAT	SUBJECTS	RECEPT	DISPOSAL
0000018	CHAMBO	EMMA	M	08/01/1995	NOT APPLICABLE	ENG REC 800 LIV MATH 810-123 SCIE ACCE	0000	
0000021	CHIFWA	MWEE	F	20/01/1991	NOT APPLICABLE	ENG CVC 800 LIV MATH 810-123 SCIE ACCE	0001	
0000024	MWAMBA	MWEE	F	08/01/1992	NOT APPLICABLE	ENG CVC LIV MATH 810-123 SCIE HIGT	0002	
0000028	MWEE	EMMA	M	10/01/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE HIGT COMM	0003	
0000032	CHIMVANGI	CHIMVANGI	M	20/10/1995	NOT APPLICABLE	ENG REC2046 MATH 810-123 SCIE ACCE	0004	
0000037	CHIMVANGI	MWEE	M	20/10/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE ACCE	0005	
0000042	CHIMVANGI	MWEE	M	20/10/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE ACCE	0006	
0000047	CHIMVANGI	MWEE	M	20/10/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE ACCE	0007	
0000052	CHIMVANGI	MWEE	M	20/10/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE ACCE	0008	
0000057	CHIMVANGI	MWEE	M	20/10/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE ACCE	0009	
0000062	CHIMVANGI	MWEE	M	20/10/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE ACCE	0010	
0000067	CHIMVANGI	MWEE	M	20/10/1995	NOT APPLICABLE	ENG REC2046 LIV MATH 810-123 SCIE ACCE	0011	

TOTAL NUMBER OF CANDIDATES : 13

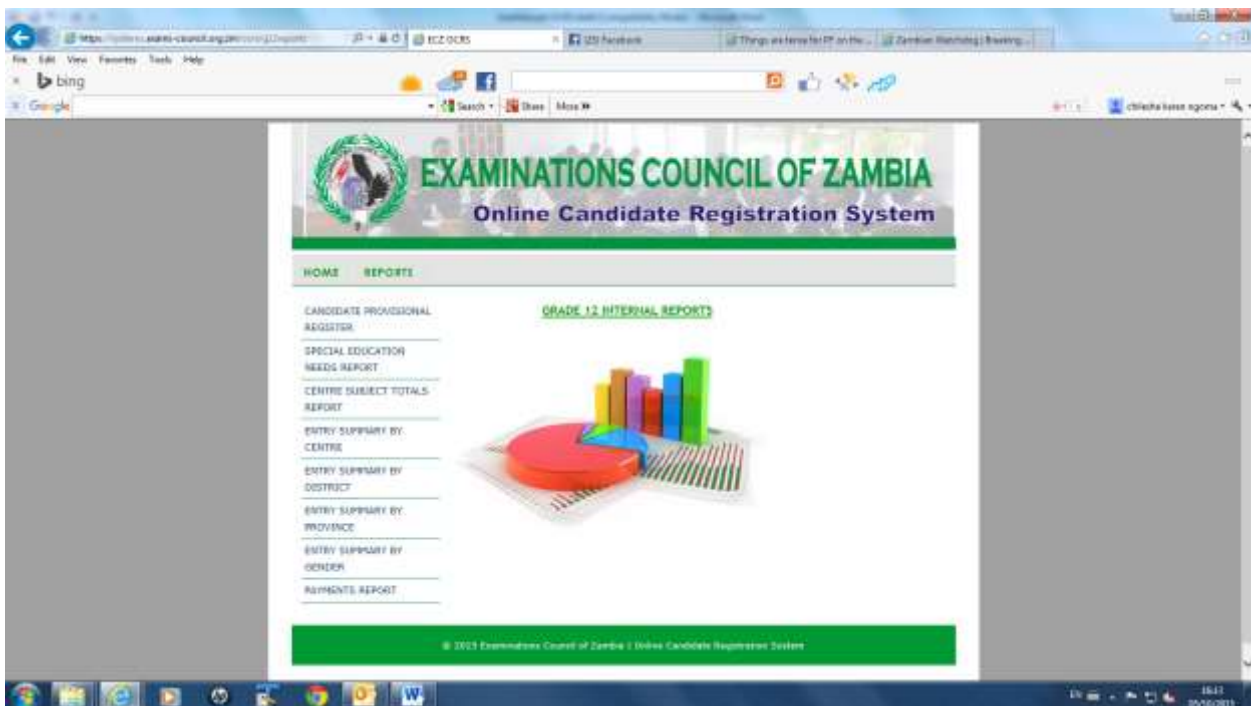
DATE VERIFIED: _____ INVO NUMBER FOLLOWING: _____ DISPOSAL DATE/STAMP: _____

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

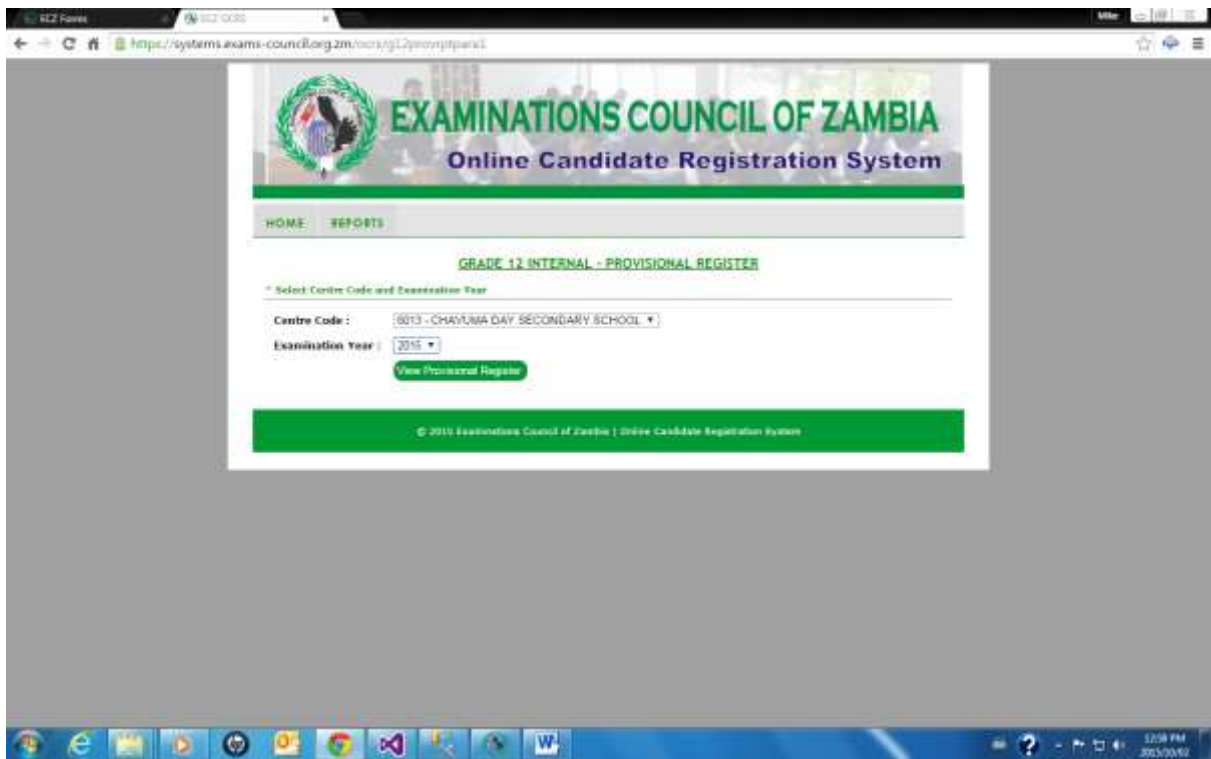
Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:



Click on Reports:



Click on **Candidate Provisional Register** and select the **Centre** and the **Examination Year**.



Click on **View Report** and the following report will be displayed:



EXAM NO.	SURNAME	OTHER NAME(S)	SEX	DOB	NATL.	APPL. STAT.	SUBJECTS REGISTERED FOR
120100020	KAMBANDA	RABECCA	F	24/10/1997	ZAMBIAN	NOT APPLICABLE	ENG-RE(2040) GEO LUY MATH AGRI 800-123 SCIE - [8]
120100047	CHIKANGI	TIMOTH	M	09/04/1995	ZAMBIAN	NOT APPLICABLE	ENG-CYC-RE(2046) LUY MATH 810-123 SCIE PH - [6]
120100048	MUNDA	ZAREEN	F	04/03/1995	ZAMBIAN	NOT APPLICABLE	ENG-RE(2046) HIS MATH AGRI 800-123 SCIE COMM - [8]
120100052	KUMWINDA	NAETIN	M	10/05/1993	ZAMBIAN	NOT APPLICABLE	ENG-CYC LUY MATH 810-123 SCIE PH - [7]
120100070	KASONA	KEESA	F	31/12/1989	ZAMBIAN	NOT APPLICABLE	ENG-CYC GEO LUY MATH 810-123 SCIE - [4]
120100106	CHIMVANGI	GIFT	M	04/03/1995	ZAMBIAN	NOT APPLICABLE	ENG-RE(2046) LUY MATH 810-123 SCIE HIGT COMM - [8]
120100138	MUSIMBA	COLLINS	M	14/02/1996	ZAMBIAN	NOT APPLICABLE	ENG-880 LUY MATH AGRI 810-123 SCIE - [7]
120100118	CHILDA	ARISCALE BOMBO	F	06/07/1993	ZAMBIAN	NOT APPLICABLE	ENG-RE(2040) GEO LUY MATH 810-123 SCIE COMM - [8]
120100046	CHINDI	BUDGET	F	03/12/1995	ZAMBIAN	NOT APPLICABLE	ENG-CYC LUY MATH 810-123 SCIE PH - [7]
120100023	WACHALE	ETHAN	M	16/12/1993	ZAMBIAN	NOT APPLICABLE	ENG-880 LUY MATH AGRI 810-123 SCIE COMM - [8]
120100034	KYAKASUMBI	LAWRENCE	M	29/05/1994	ZAMBIAN	NOT APPLICABLE	ENG-RE(2040) HIS MATH 800-123 SCIE AGRI - [7]

TOTAL NUMBER OF CANDIDATES : 58

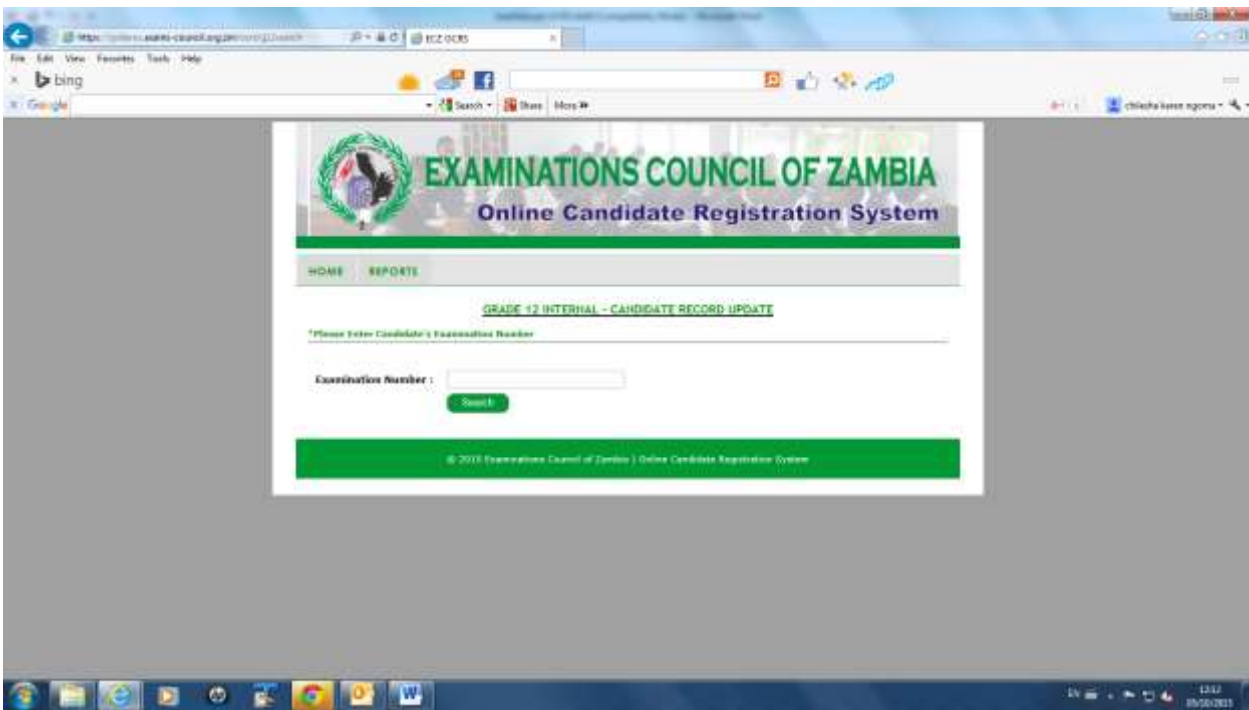
© 2015 Examinations Council of Zambia | Online Candidate Registration System

- Edit Candidate Record

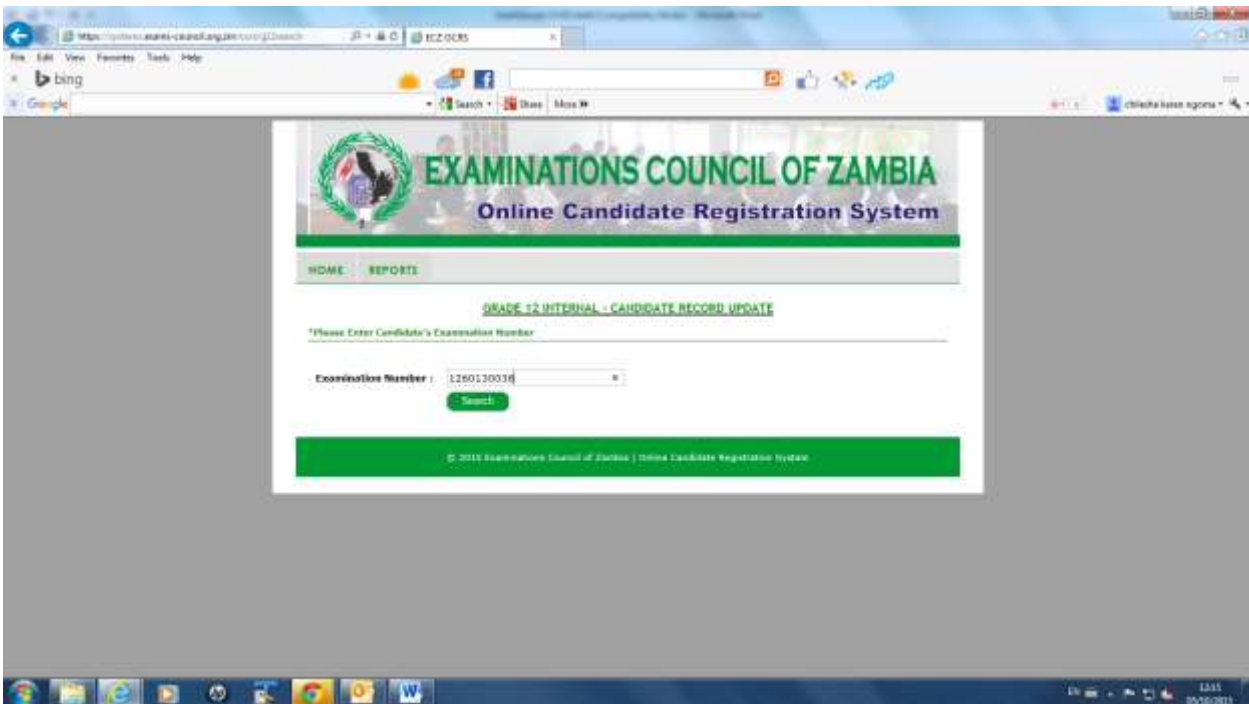
To Edit a candidate record, click on Edit Candidate Record:

EXAM NO.	SURNAME	OTHER NAME(S)	SEX	DOB	NATL.	APPL. STAT.	SUBJECTS REGISTERED FOR
105258100	KAYOMBO	BRIAN	M	06/03/1993	ZAMBIAN	NOT APPLICABLE	ENG-CYC GEO LUY MATH 810-123 SCIE AGRI - [8]
100038831	CHITETA	THEO	F	24/03/1991	ZAMBIAN	NOT APPLICABLE	ENG-CYC GEO LUY MATH 810-123 SCIE AGRI - [8]
136102810	MKUMBIA	BRENDA	F	12/02/1993	ZAMBIAN	NOT APPLICABLE	ENG-CYC LUY 810-123 SCIE HIGT - [4]
104193814	KAMBONI	EVAN	M	16/03/1990	ZAMBIAN	NOT APPLICABLE	ENG-RE(2046) LUY MATH 810-123 SCIE HIGT COMM - [8]
122070013	CHOKWALO	BARDOCK	M	23/12/1993	ZAMBIAN	NOT APPLICABLE	ENG-RE(2046) HIS MATH 810-123 SCIE AGRI - [7]
124033831	CHITIMBEZI	HILTON	M	01/12/1996	ZAMBIAN	NOT APPLICABLE	ENG-RE(2046) GEO MATH AGRI 810-123 SCIE - [7]
126018808	CHIFWILA	JANEY	M	20/03/1996	ZAMBIAN	NOT APPLICABLE	ENG-RE(2046) HIS LUY MATH 810-123 SCIE AGRI - [8]
126018810	KUMILA	RODOL	M	20/02/1998	ZAMBIAN	NOT APPLICABLE	ENG-CYC GEO LUY MATH 810-123 SCIE AGRI - [8]

The following screen will be displayed:



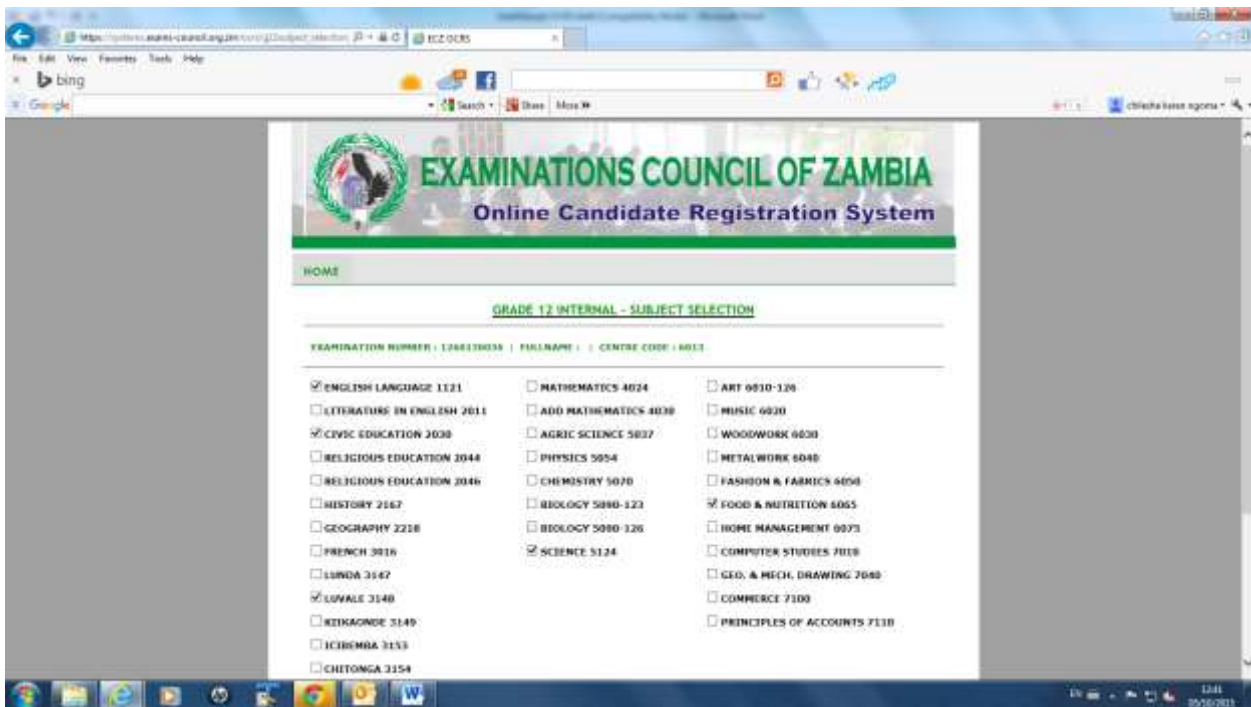
Enter the Examination Number and click on **Search**

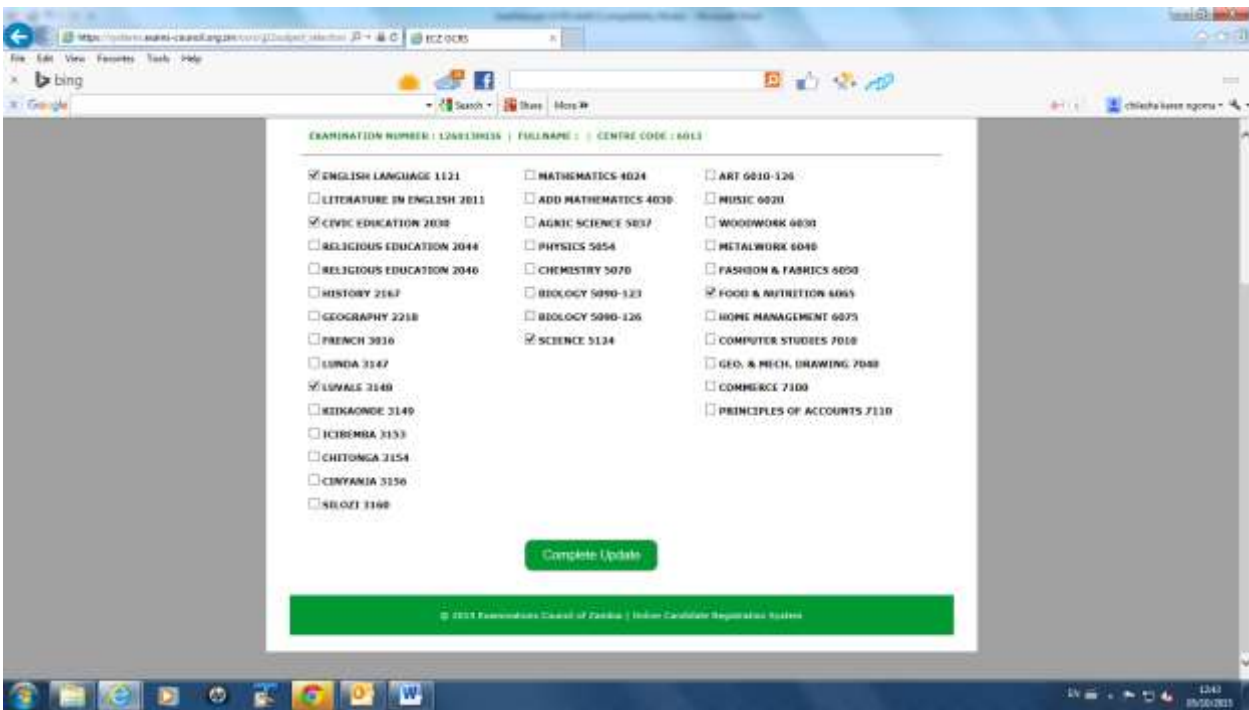


The following screen will be displayed:

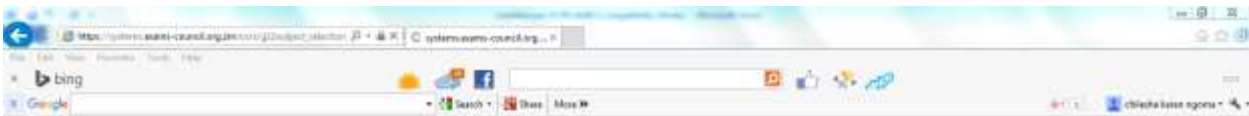


Click on required field and edit. Once completed, click on update and the subject selection screen will be displayed:

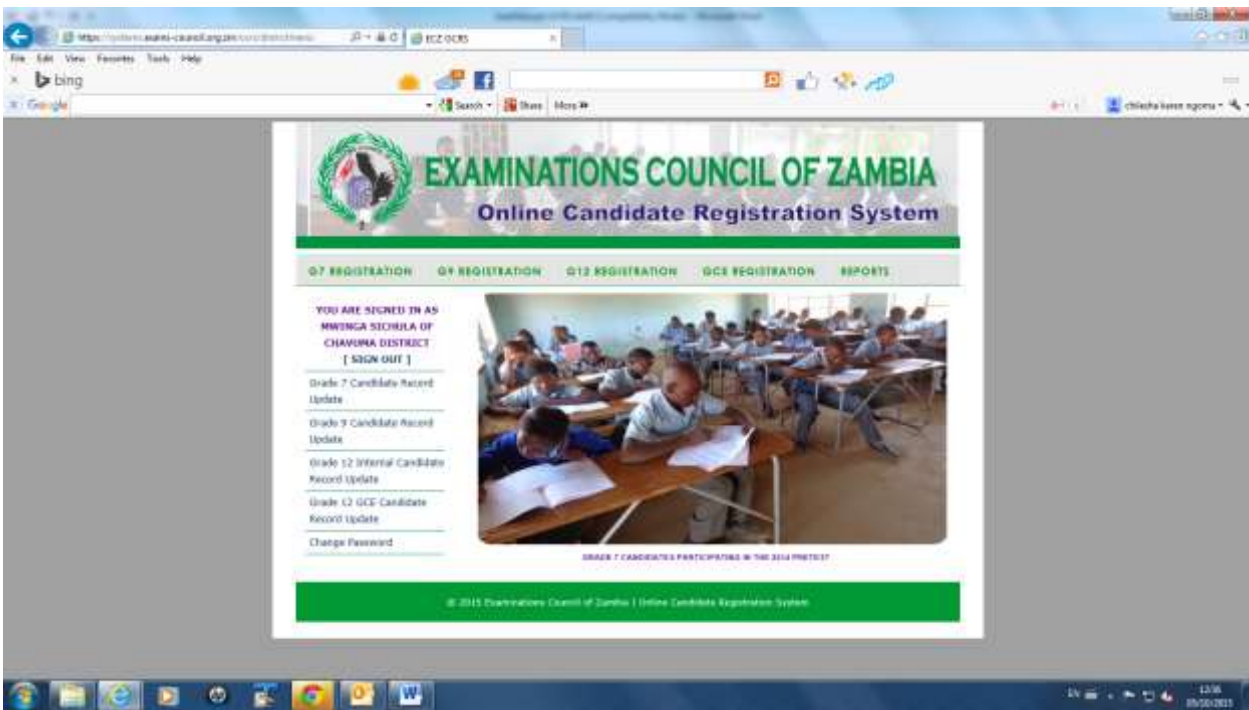




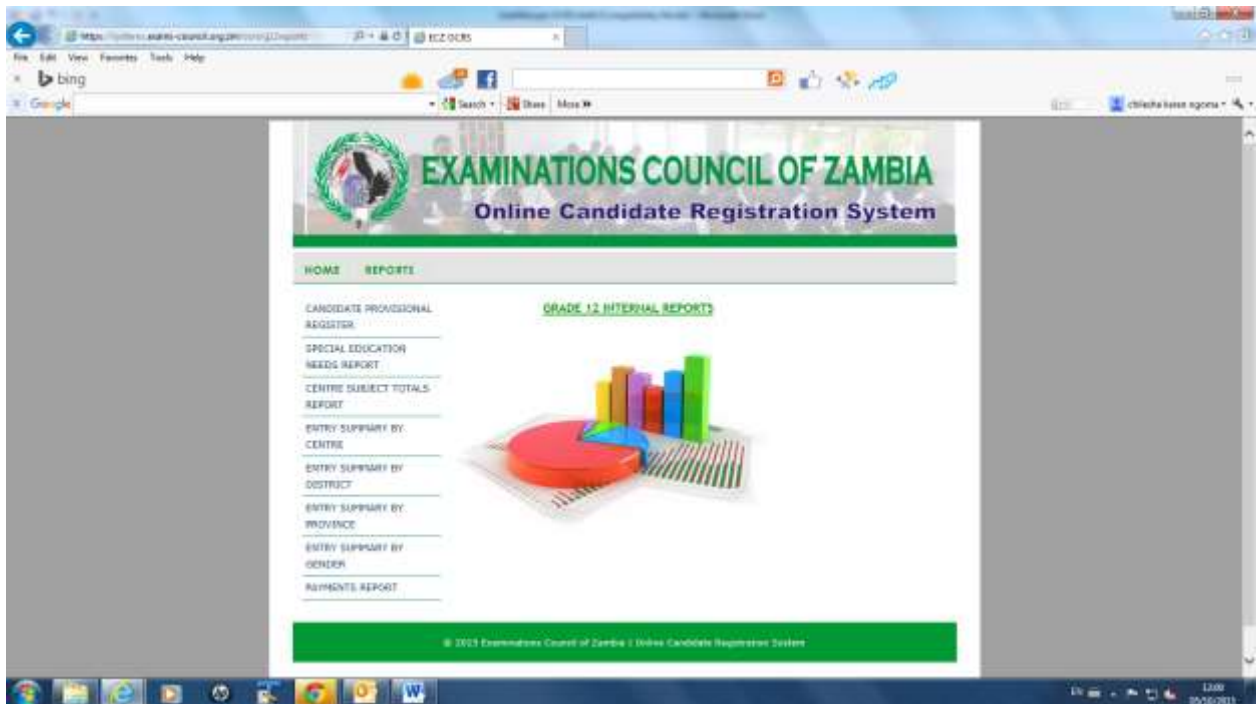
Click on **Complete Update** and the following screen will appear:



Click on **OK** and you will be returned to the following screen

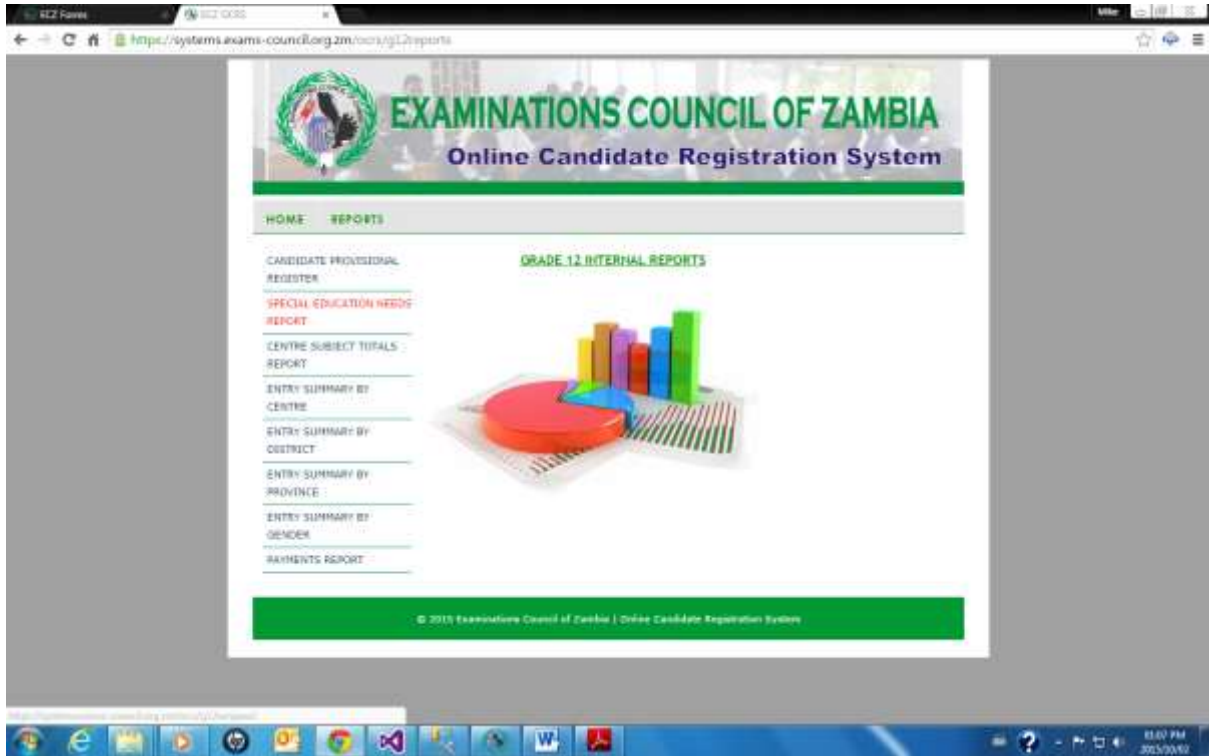


Click on **Reports** to return to the following screen:

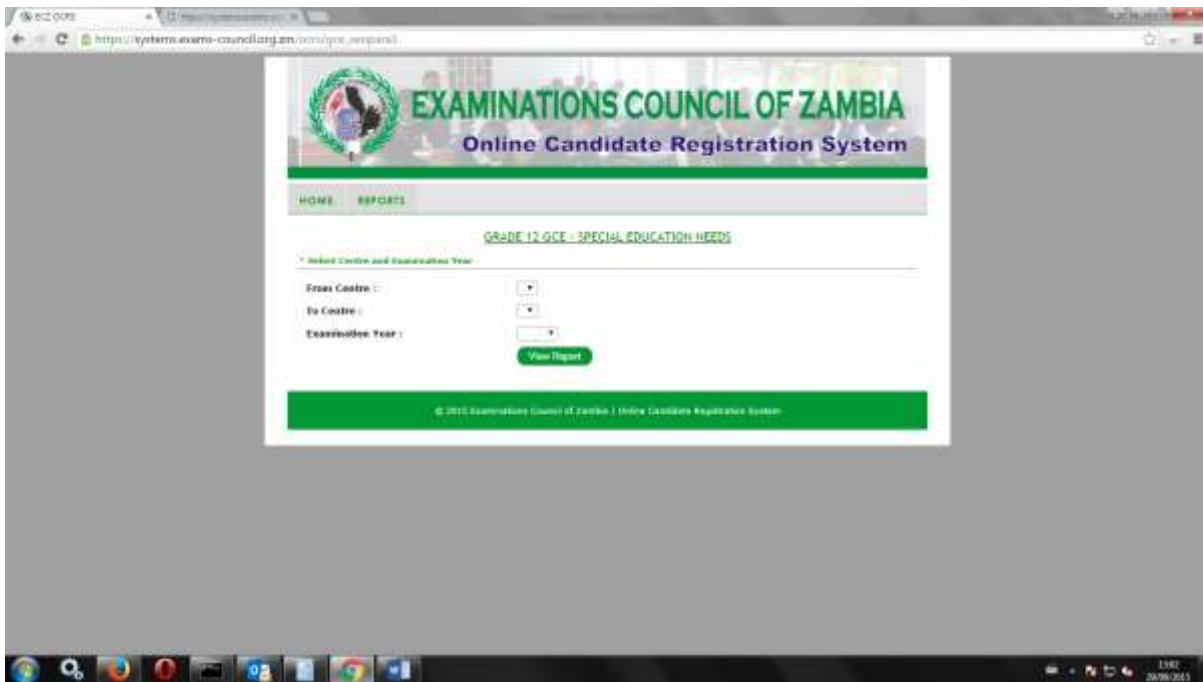


2. Special Educational Needs Report

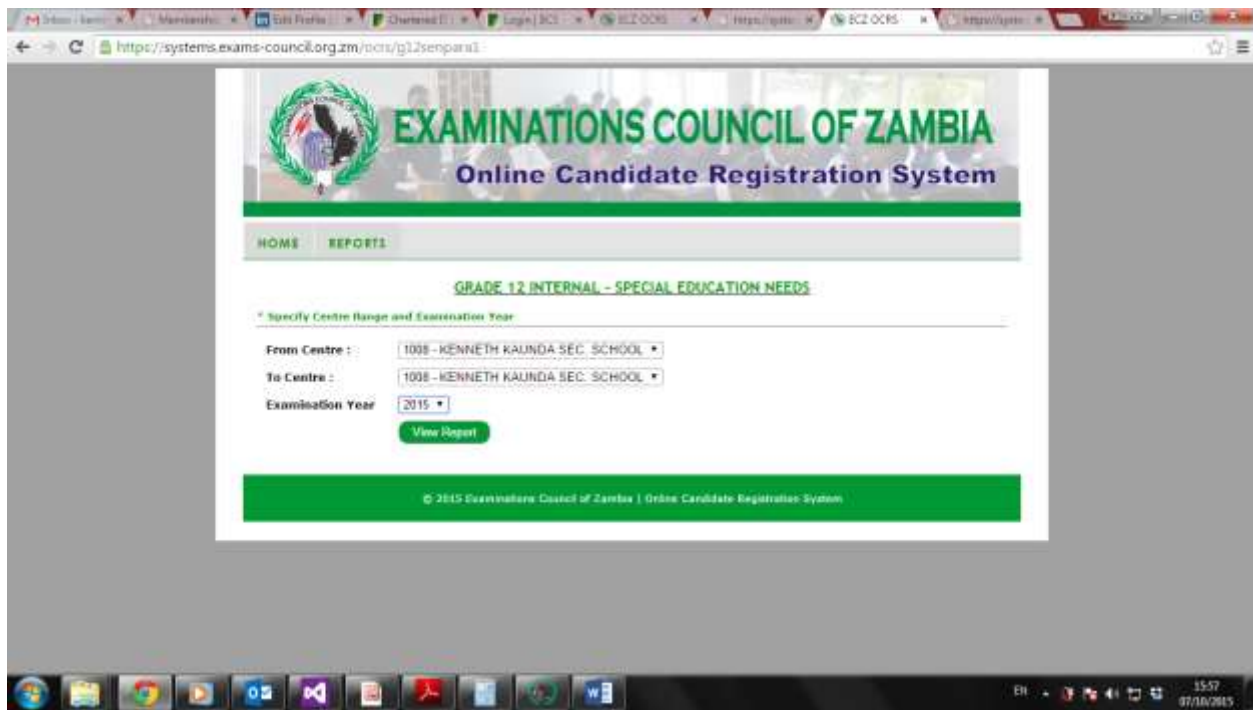
Click on **Special Education Needs:**



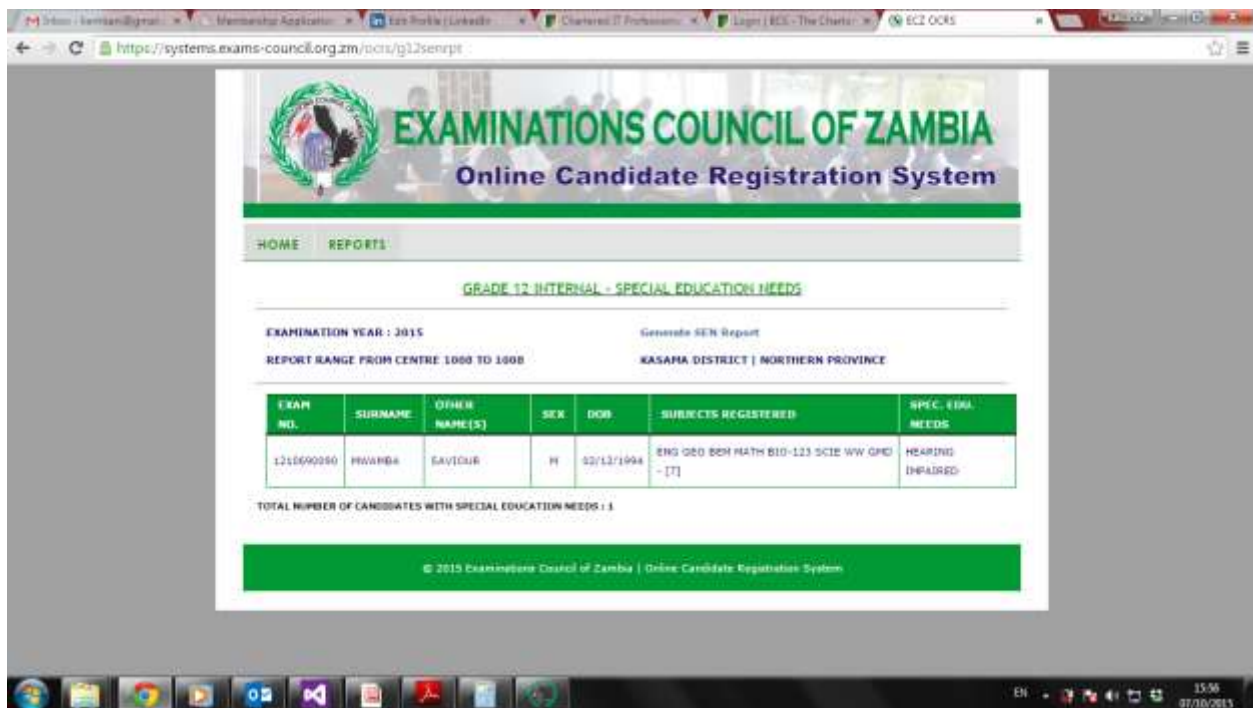
The following screen will appear:



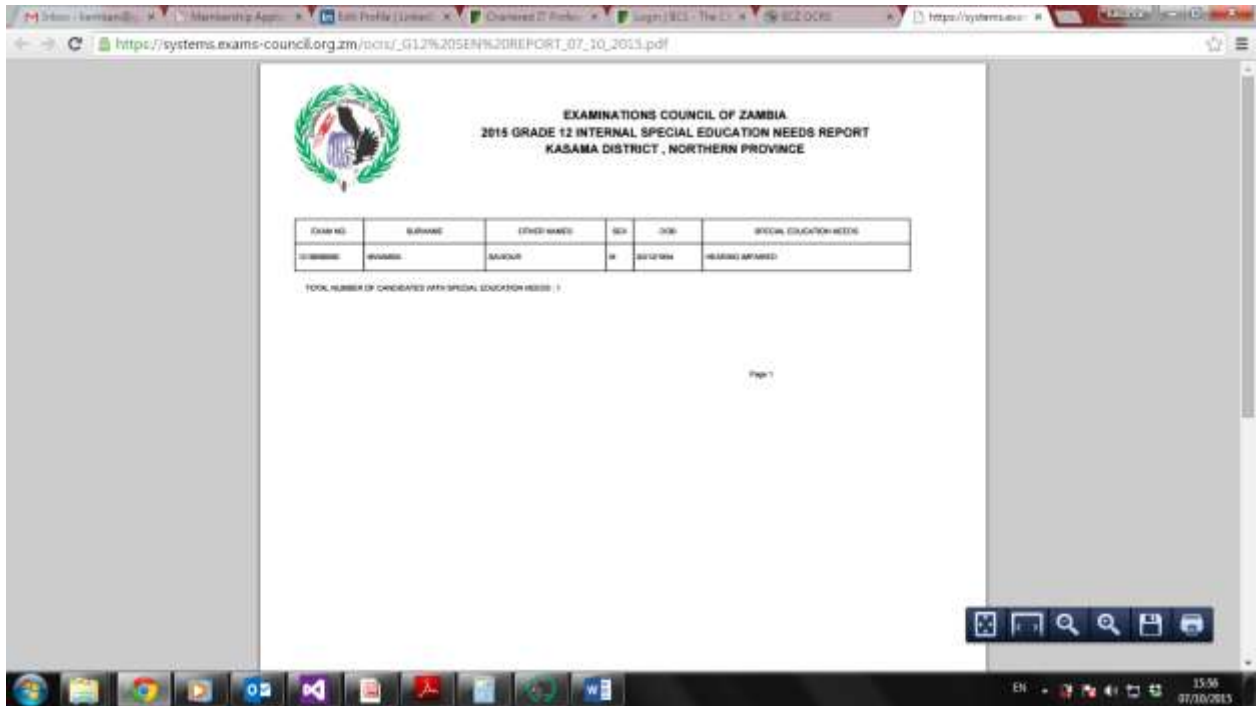
Select a range of Centre, **From Centre..... To Centre.....** and select the **Examination Year**.



Click on **View Report** and the following report will be displayed:

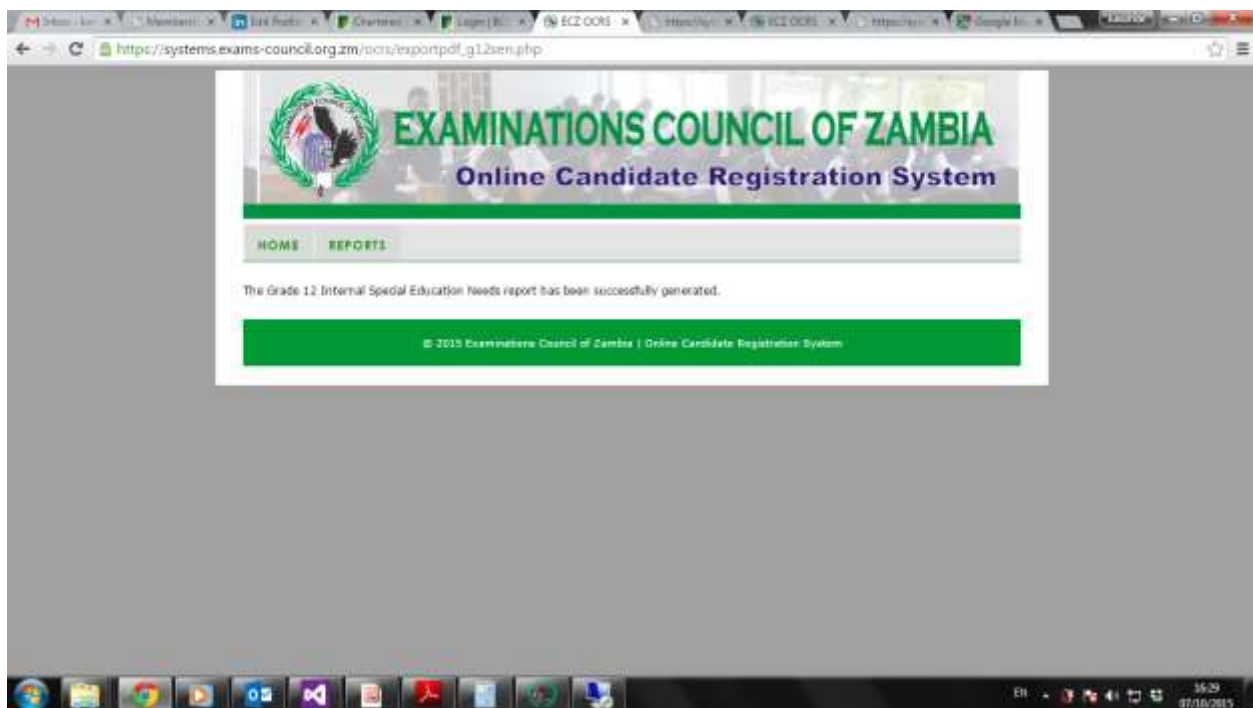


To print the report click on Generate Special Education Needs Report and the report will be generated for Printing:

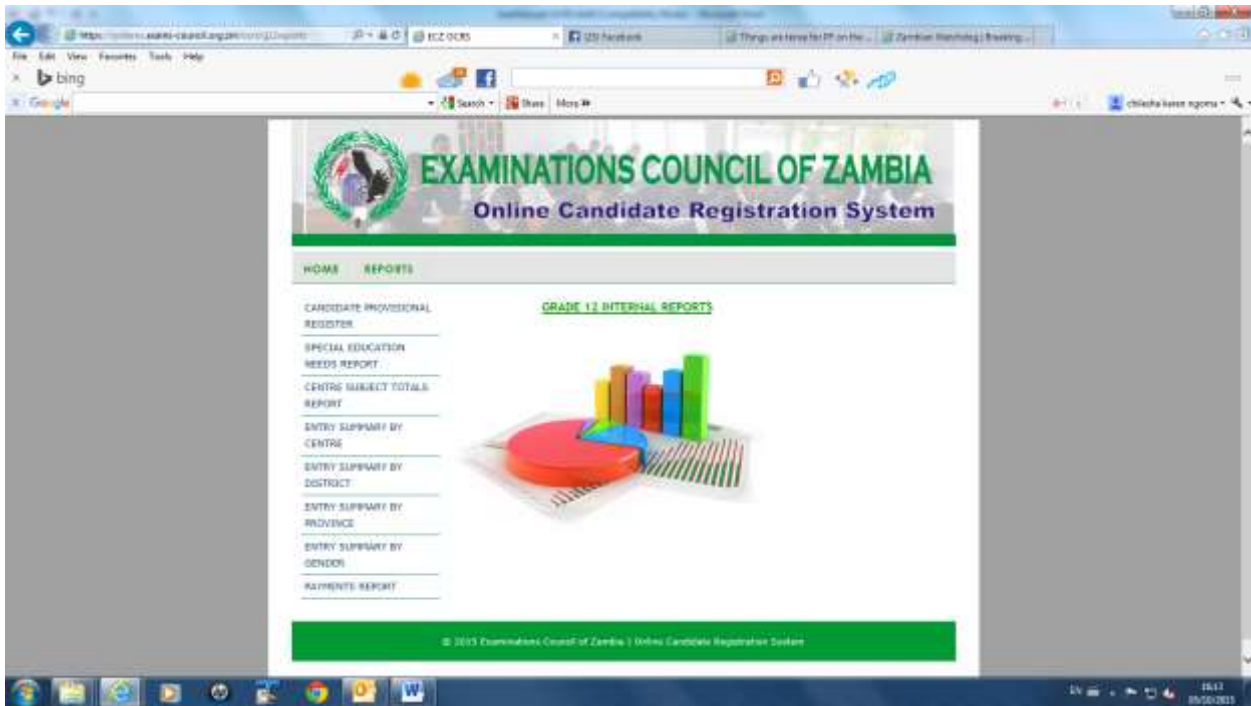


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:



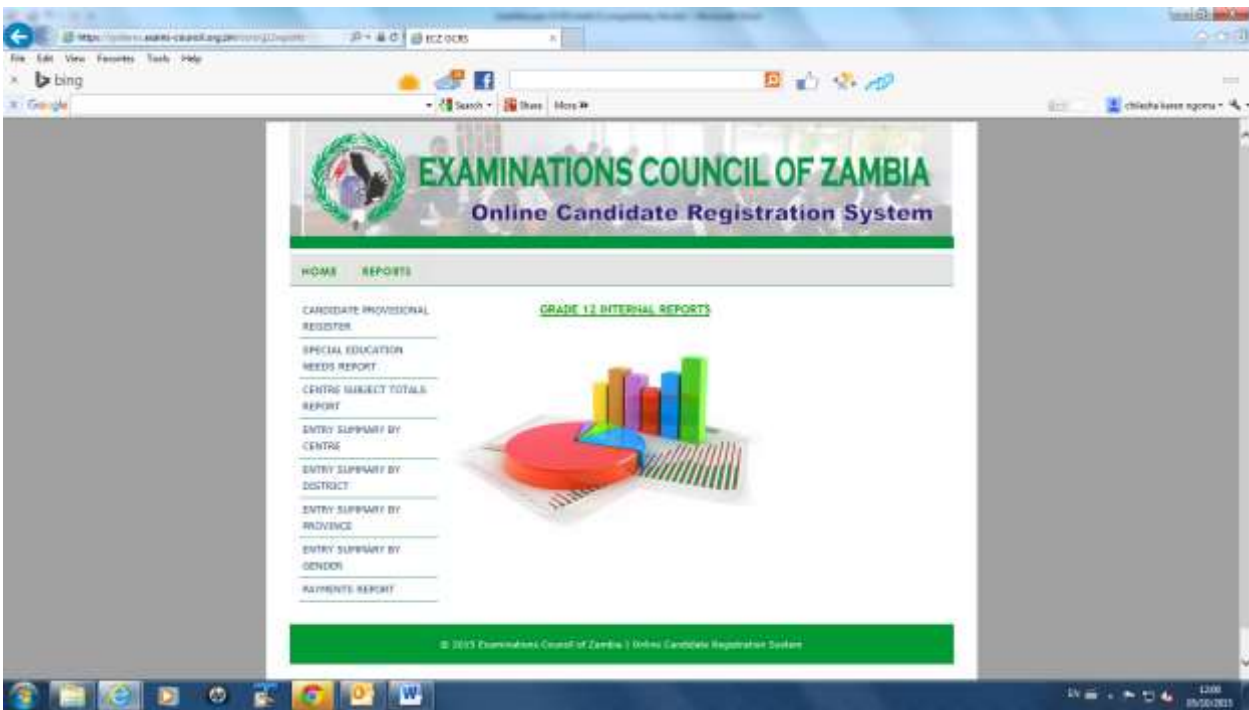
Click on Reports:



If they are no Special Education Needs registered candidates, the following message will be displayed:

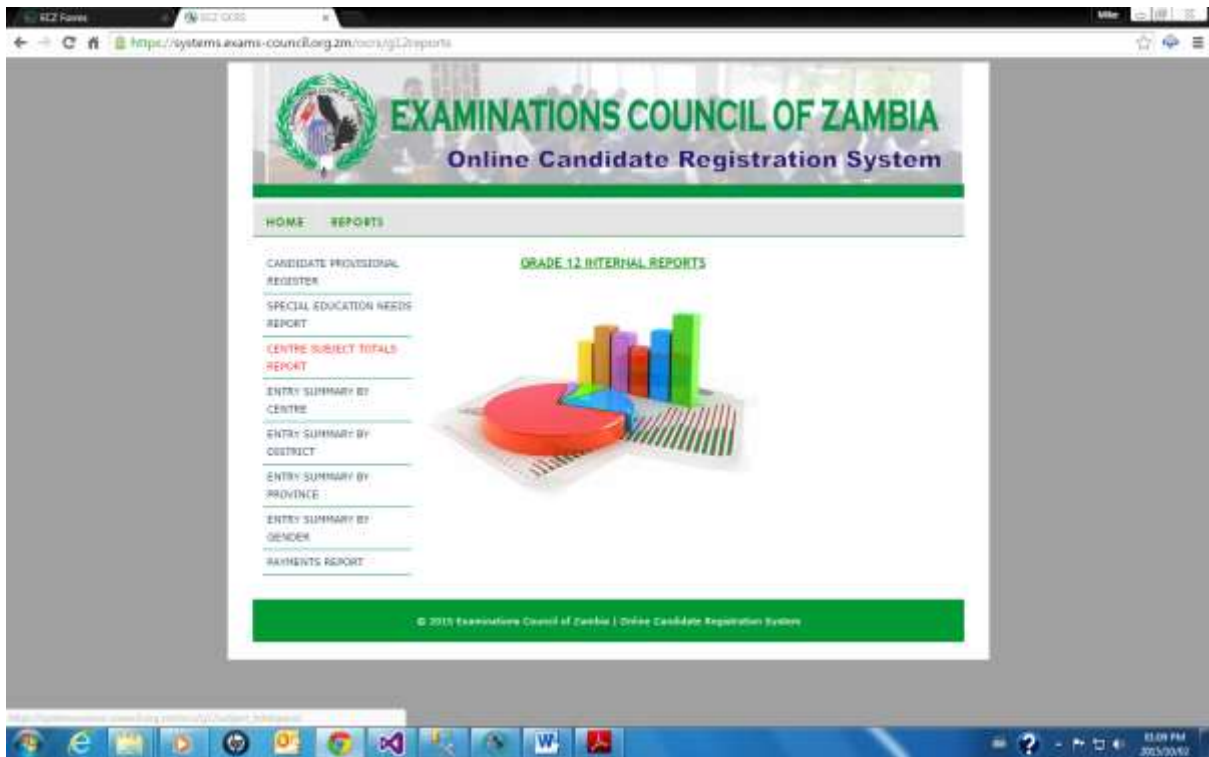


Click on **OK** and return to the following screen:

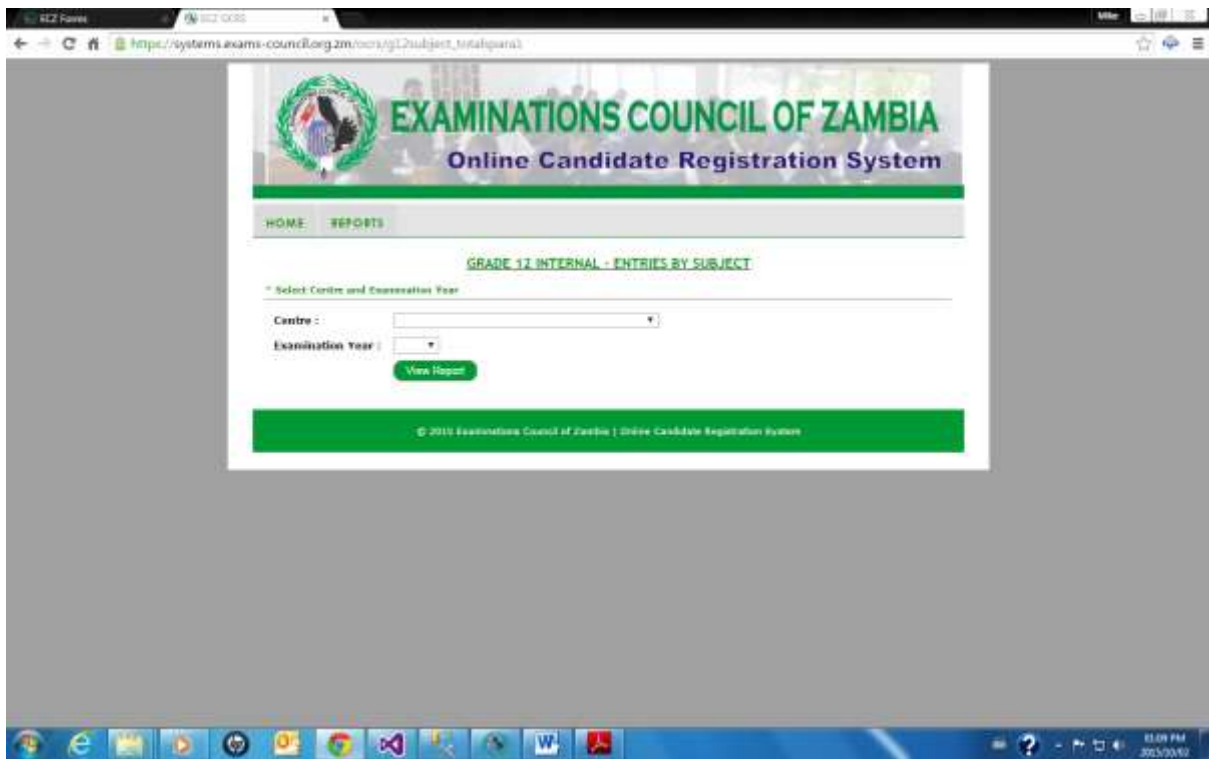


3. Centre Subject Totals Report

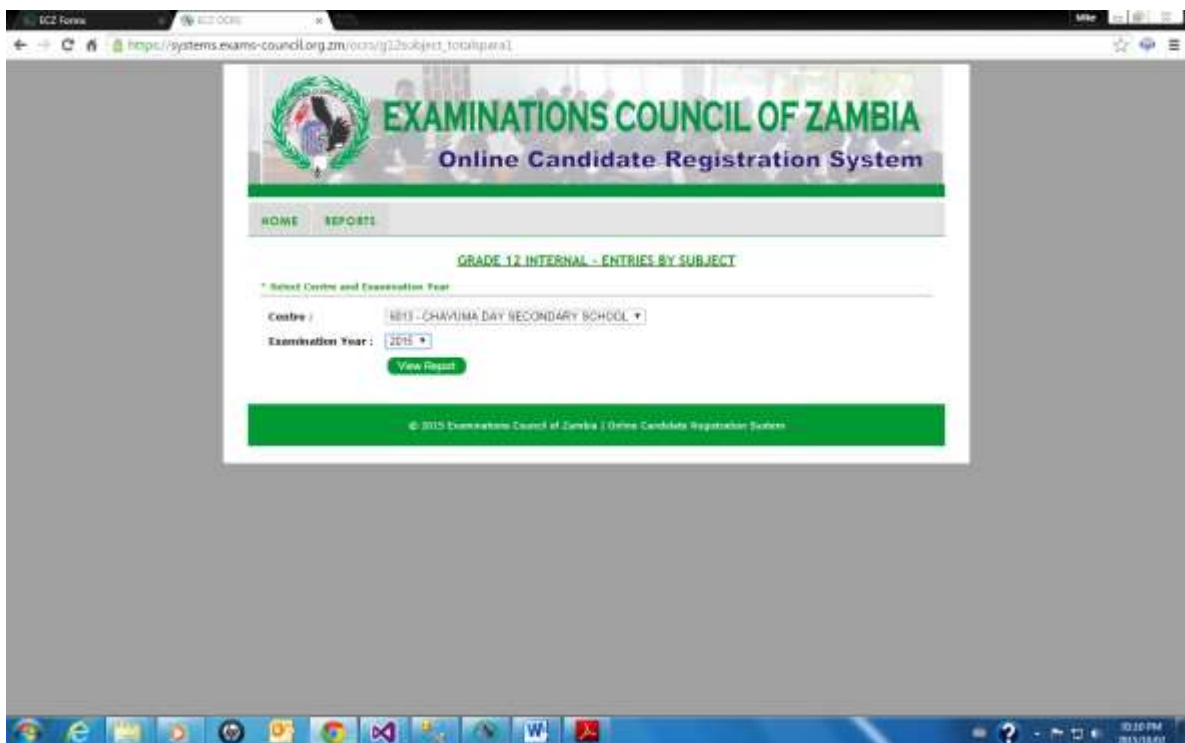
Click on **Centre Subject Totals Reports**:



The following screen will be displayed:



Select the **Centre** and the **Examination Year**:



Click on **View Report** and the following report will be displayed:

Online Candidate Registration System

HOME REPORTS

GRADE 12 INTERNAL - SUBJECT ENTRIES

LEVEL : GRADE 12 Generate Subject Totals Report
EXAMINATION YEAR : 2015 CHAVUNA DISTRICT | NORTH WESTERN PROVINCE

SUBJECT CODE	SUBJECT NAME	NOL OF ENTRIES
1121	ENGLISH LANGUAGE	80
2030	CIVIC EDUCATION	24
2046	CHRISTIAN RELIGIOUS EDUCATION(2046)	21
2167	HISTORY	10
2218	GEOGRAPHY	17
3147	LUNDA	2
3148	LUNDALE	36
3149	KIVAANCE	1
4024	MATHEMATICS	40
4030	ADDITIONAL MATHEMATICS	4
5007	AGRICULTURAL SCIENCE	13
5890-533	BIOLOGY	47
5124	SCIENCE	49
6066	FOOD AND NUTRITION	10

Online Candidate Registration System

HOME REPORTS

GRADE 12 INTERNAL - SUBJECT ENTRIES

LEVEL : GRADE 12 Generate Subject Totals Report
EXAMINATION YEAR : 2015 CHAVUNA DISTRICT | NORTH WESTERN PROVINCE

SUBJECT CODE	SUBJECT NAME	NOL OF ENTRIES
1121	ENGLISH LANGUAGE	80
2030	CIVIC EDUCATION	24
2046	CHRISTIAN RELIGIOUS EDUCATION(2046)	21
2167	HISTORY	10
2218	GEOGRAPHY	17
3147	LUNDA	2
3148	LUNDALE	36
3149	KIVAANCE	1
4024	MATHEMATICS	40
4030	ADDITIONAL MATHEMATICS	4
5007	AGRICULTURAL SCIENCE	13
5890-533	BIOLOGY	47
5124	SCIENCE	49
6066	FOOD AND NUTRITION	10
6075	HOME MANAGEMENT	10
7100	CORPORATE	10
7110	PRINCIPLES OF ACCOUNTS	10

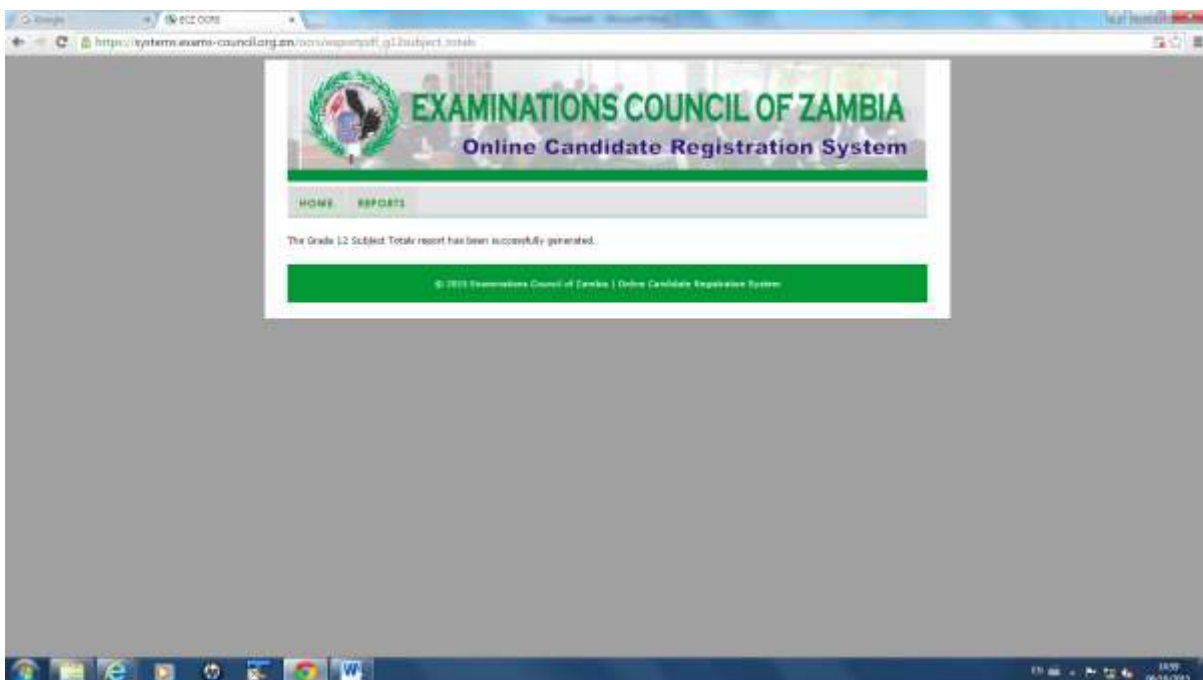
© 2015 Examinations Council of Zambia | Online Candidate Registration System

To print the report click on Generate Subject Totals Report and the report will be generated for Printing:

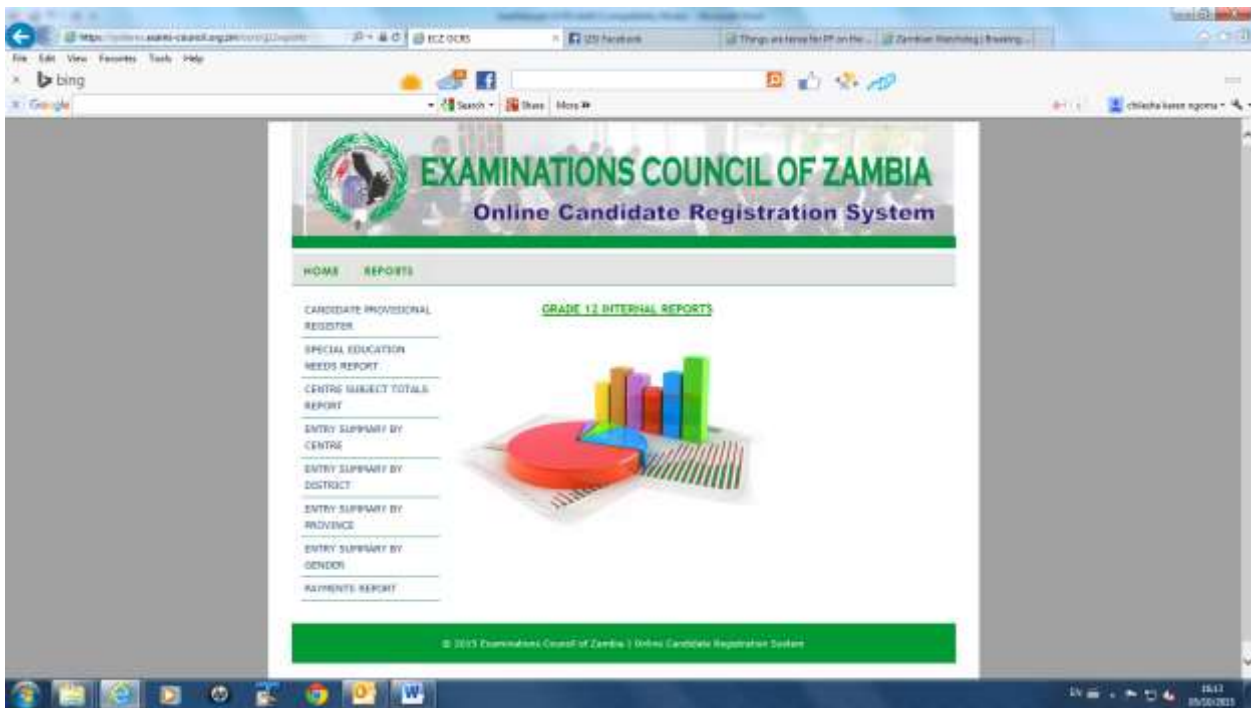
SUBJECT CODE	SUBJECT NAME	NO. OF ENTRIES
1121	ENGLISH LANGUAGE	50
2020	CIVIC EDUCATION	24
2046	CHRISTIAN RELIGIOUS EDUCATION(2046)	21
2167	HISTORY	10
2218	GEOGRAPHY	17
3147	LUNDA	2
3148	LUVALE	36

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

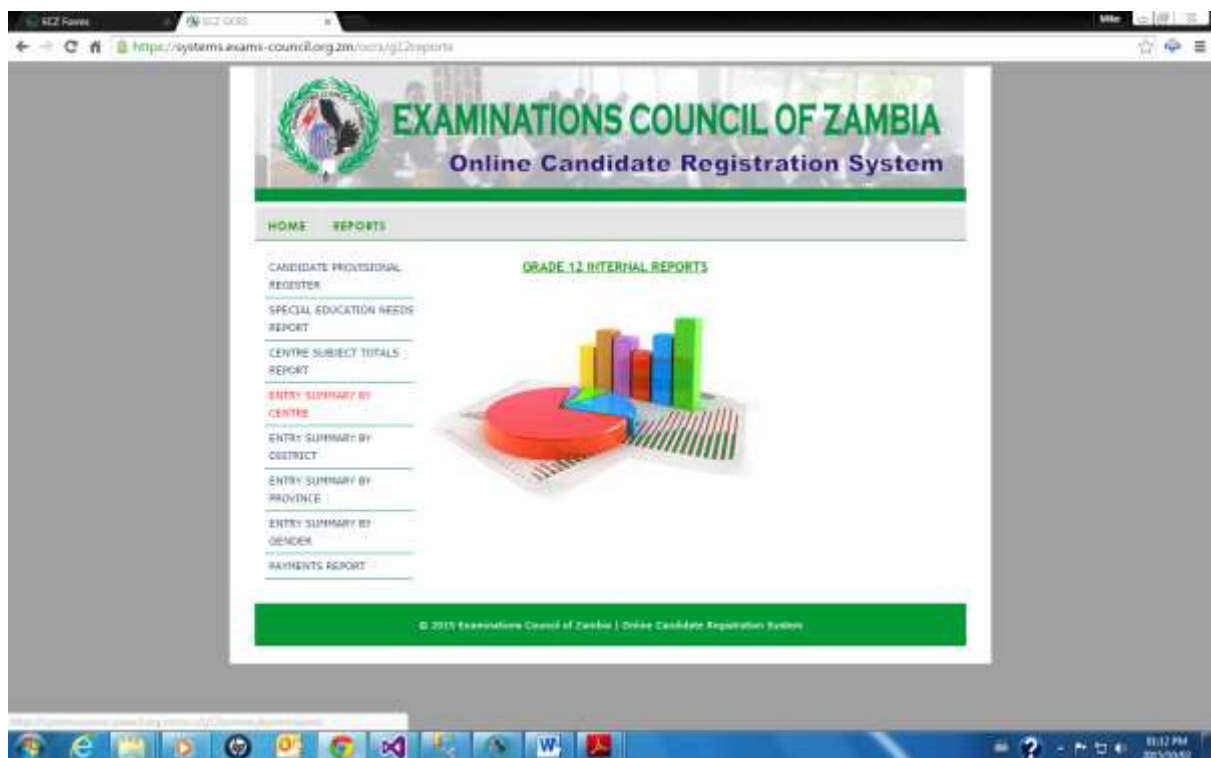


Click on **Reports:**

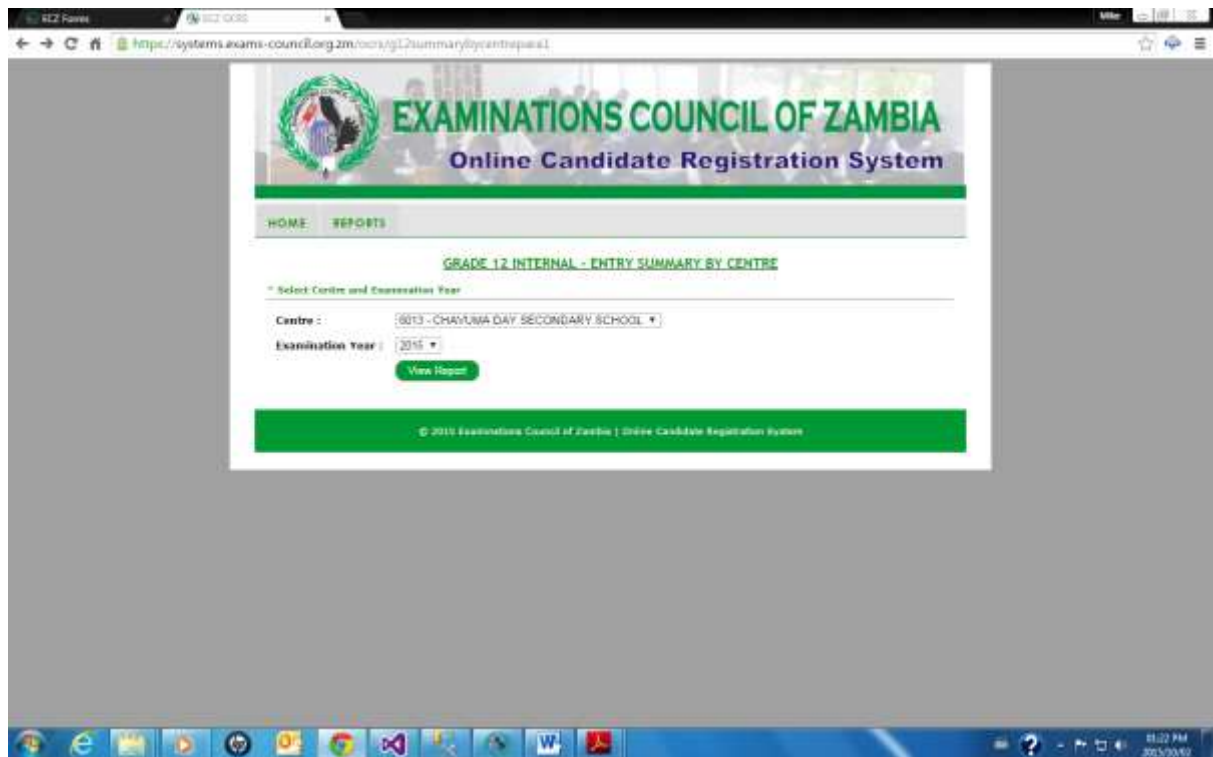


4. Entry Summary by Centre Report

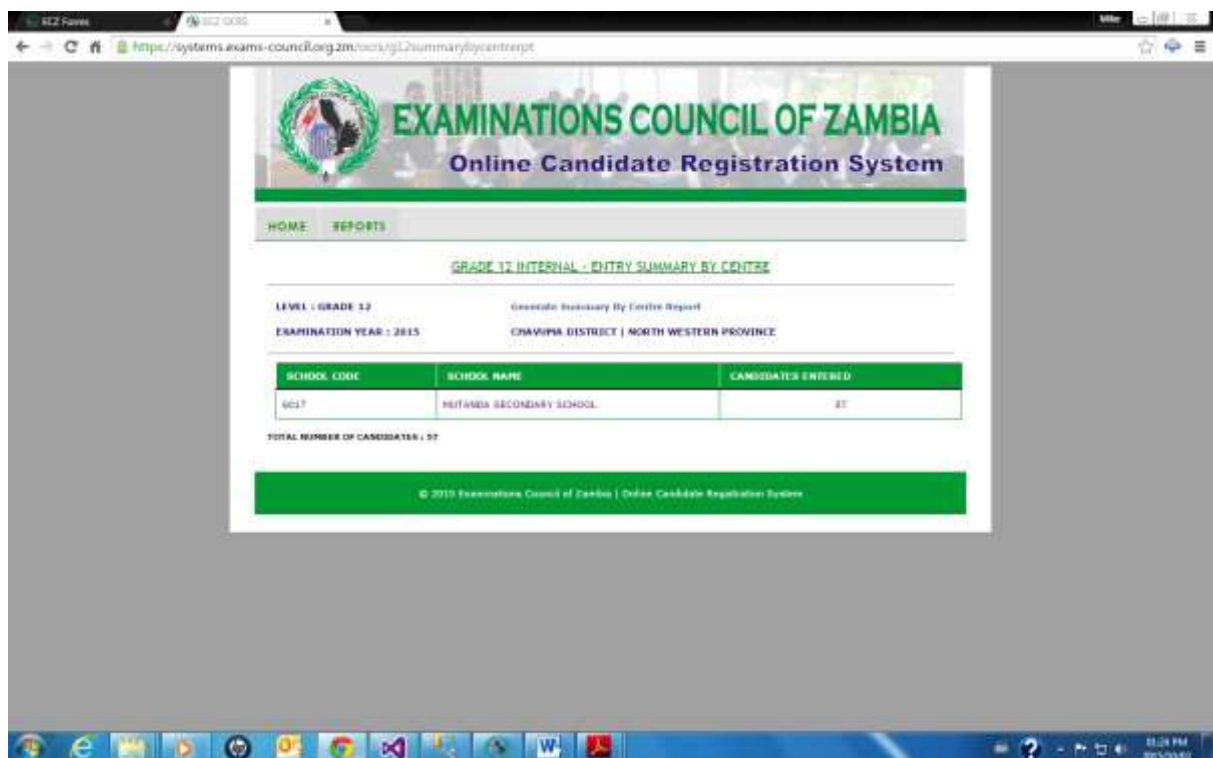
Click on *Entry Summary by Centre*



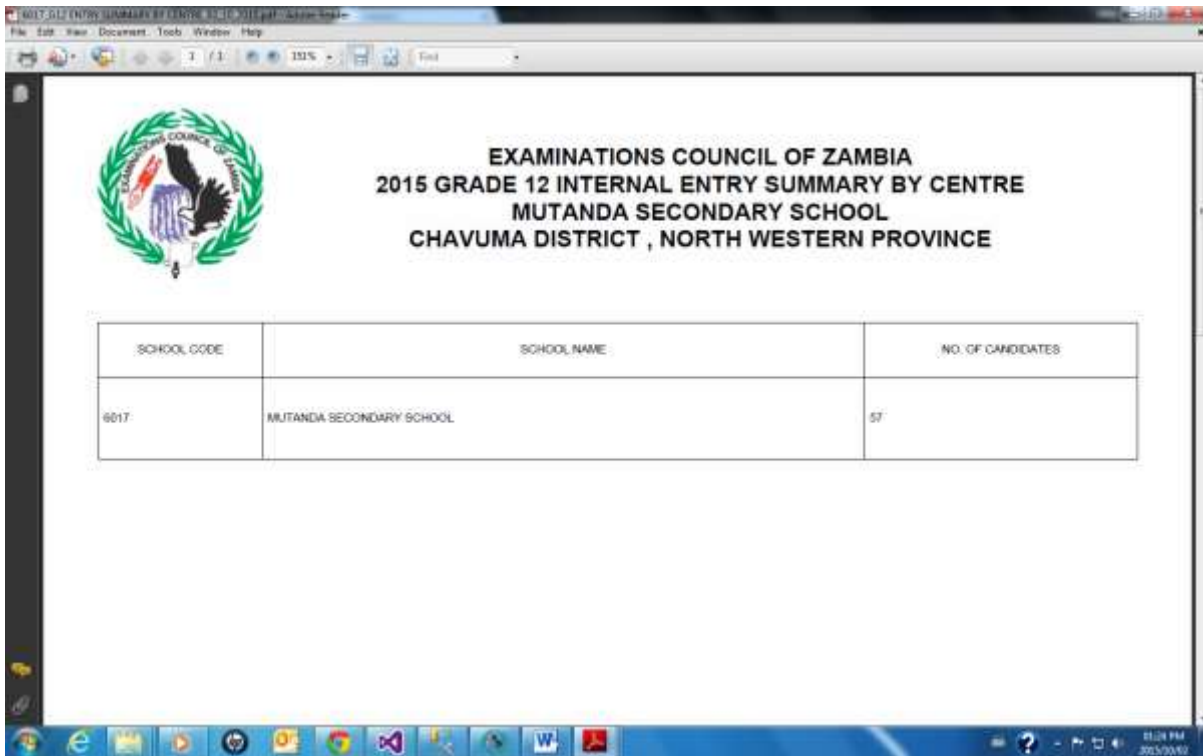
Select the **Centre** and the **Examination Year**:



Click on **View Report** and the following report will be displayed:



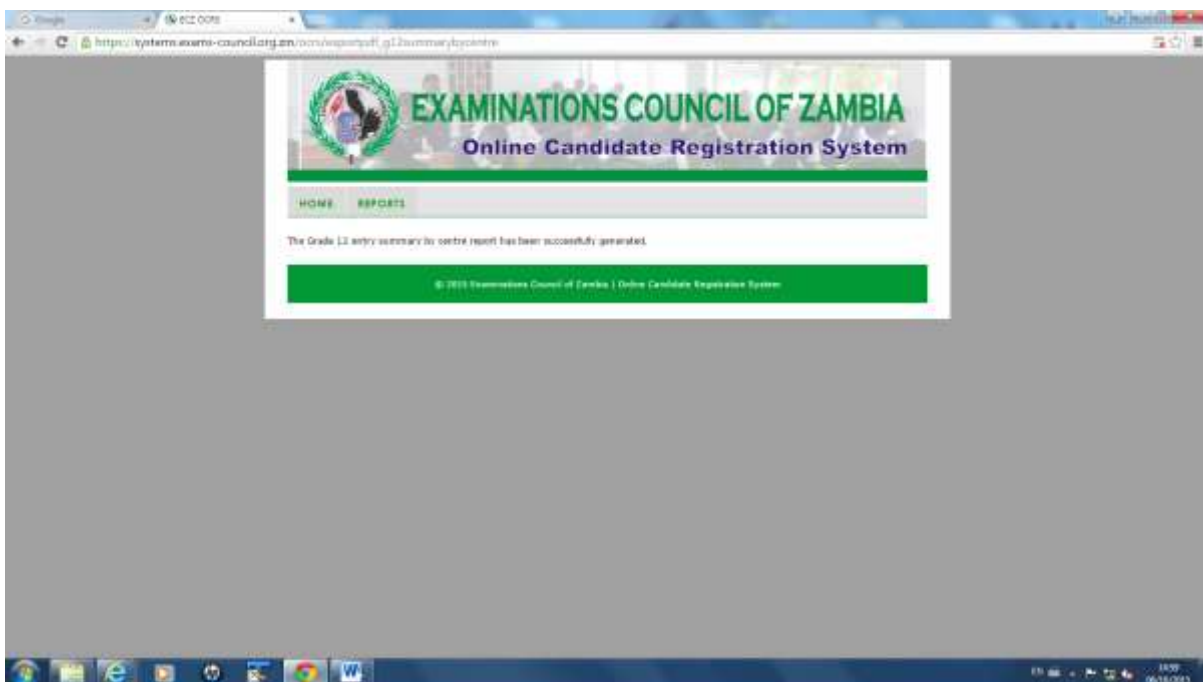
To print the report click on Generate Entry Summary by Centre Report and the report will be generated for Printing:



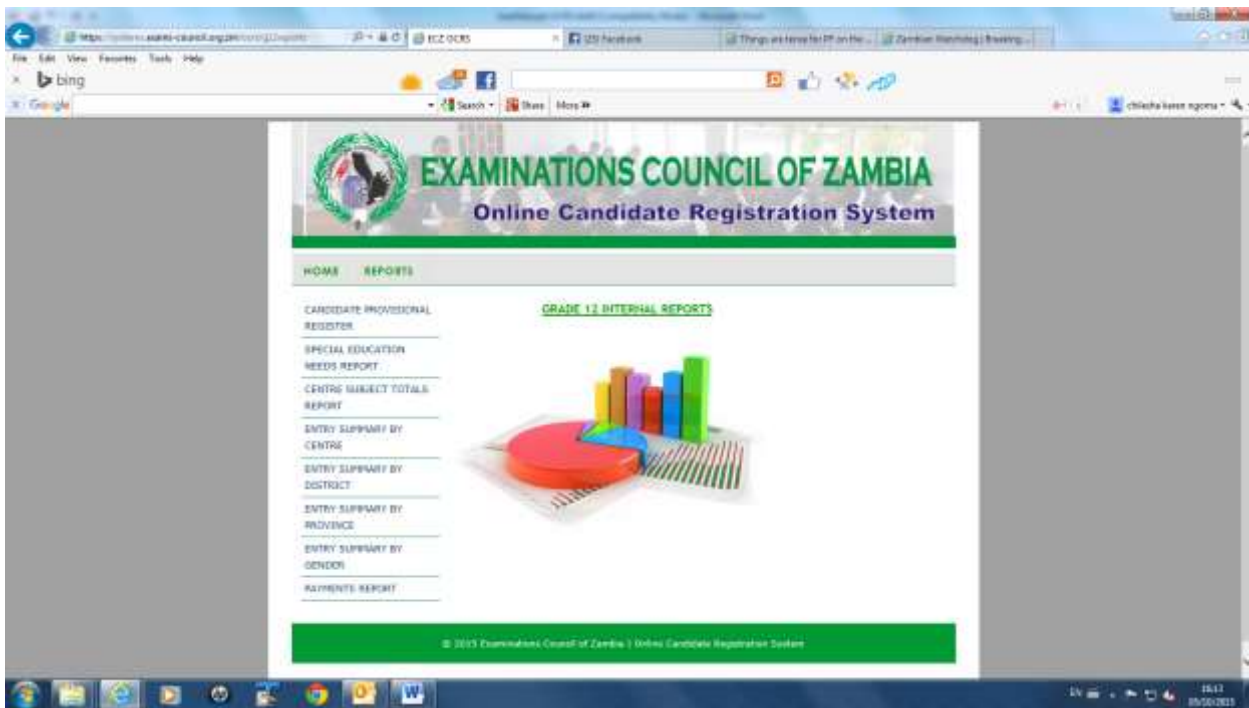
SCHOOL CODE	SCHOOL NAME	NO. OF CANDIDATES
6617	MUTANDA SECONDARY SCHOOL	57

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

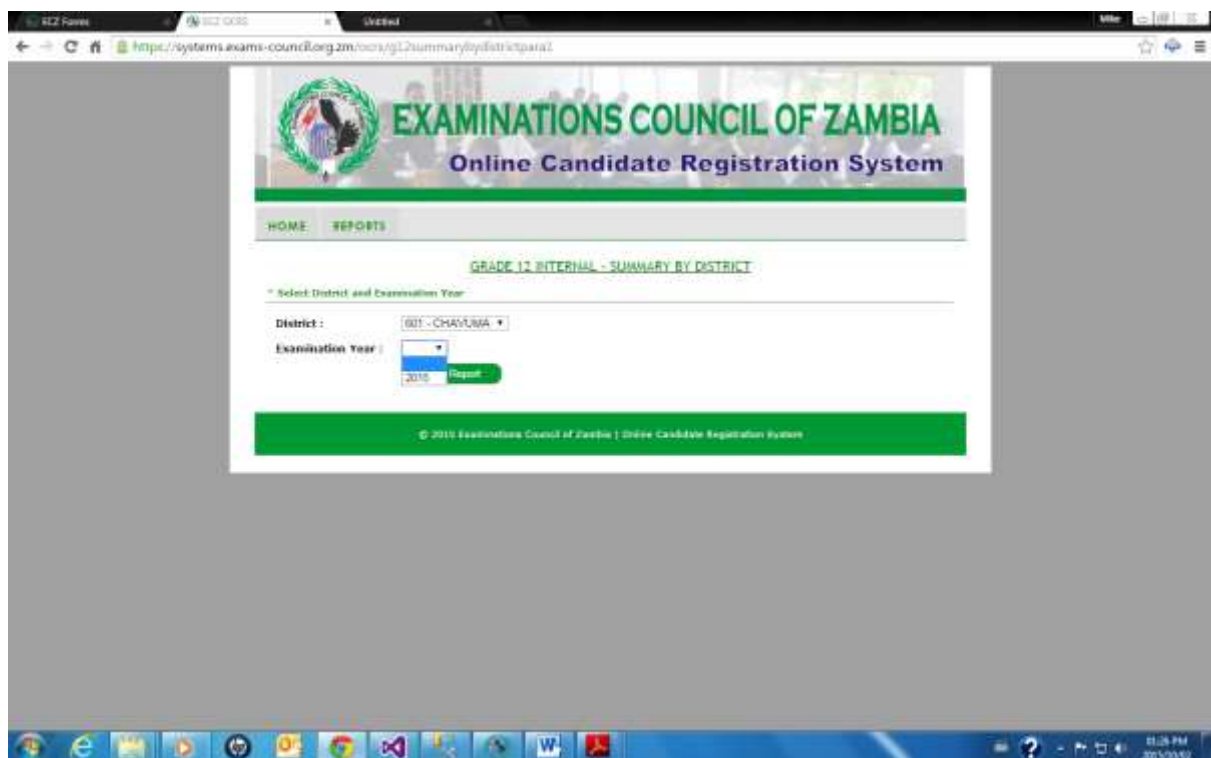


Click on **Reports:**

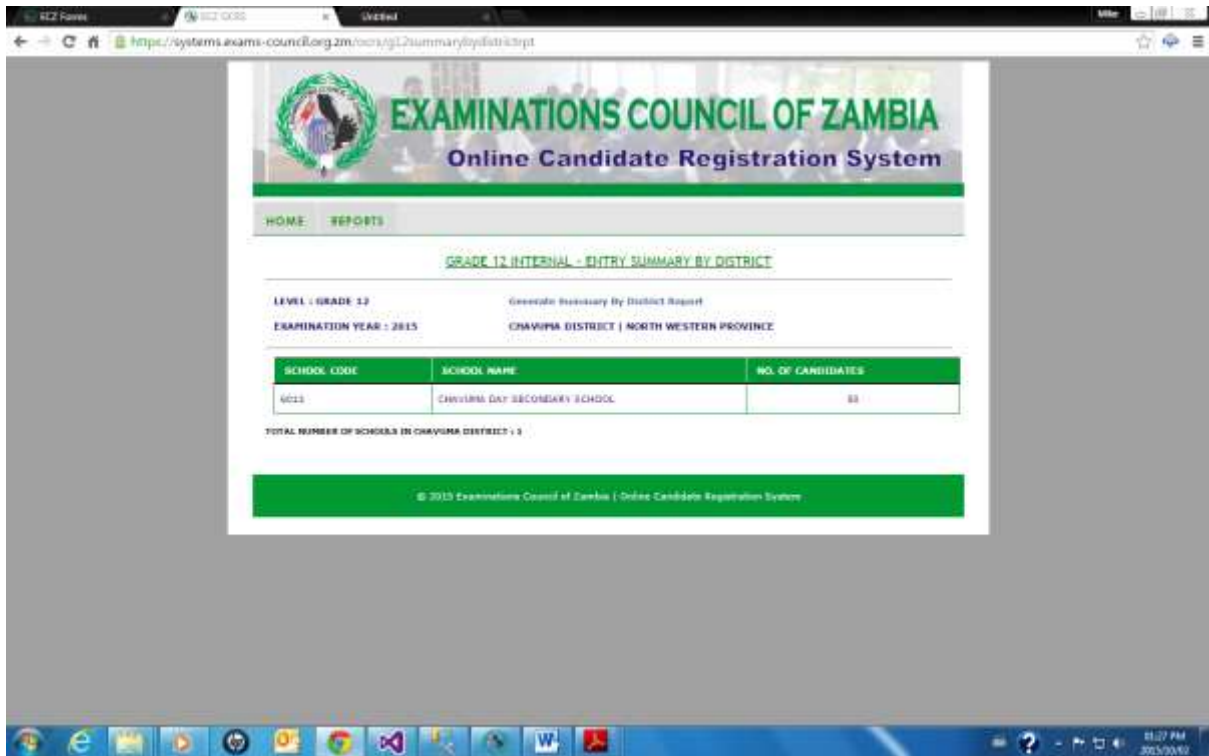


5. Entry Summary by District Report

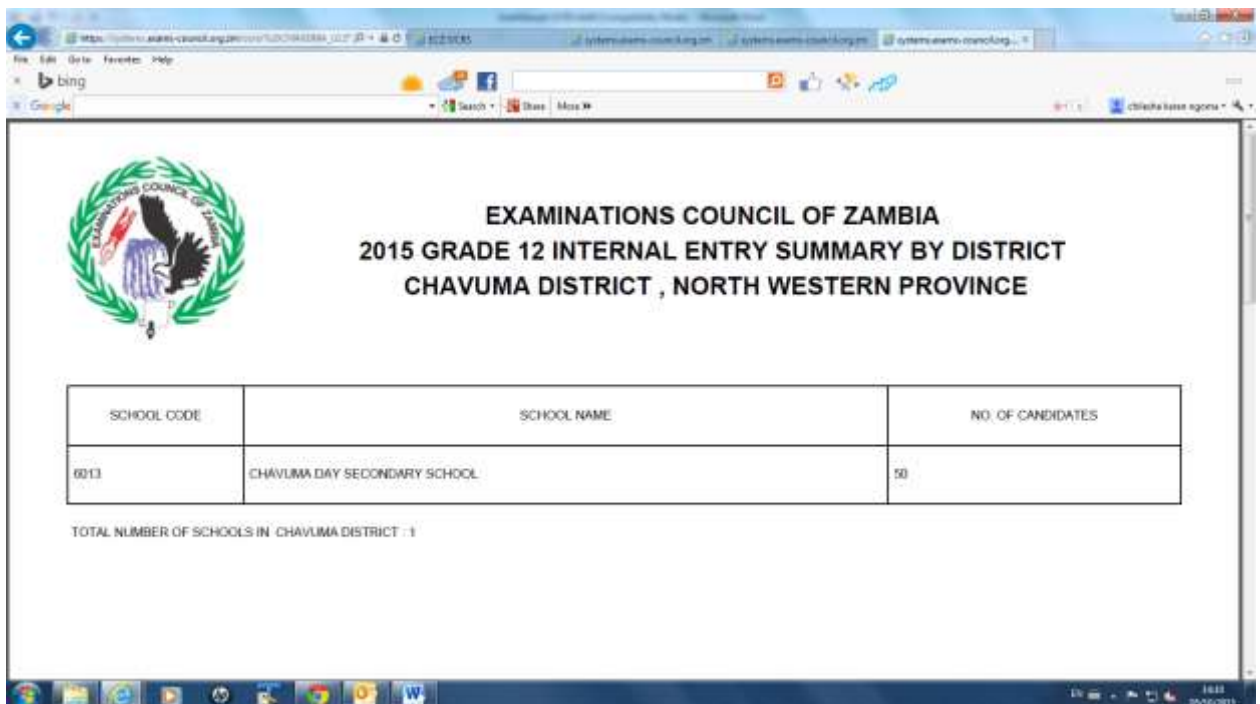
Click on **Entry Summary by District** and select the **District** and the **Examination Year**.



Click on **View Report** and the following report will be displayed:

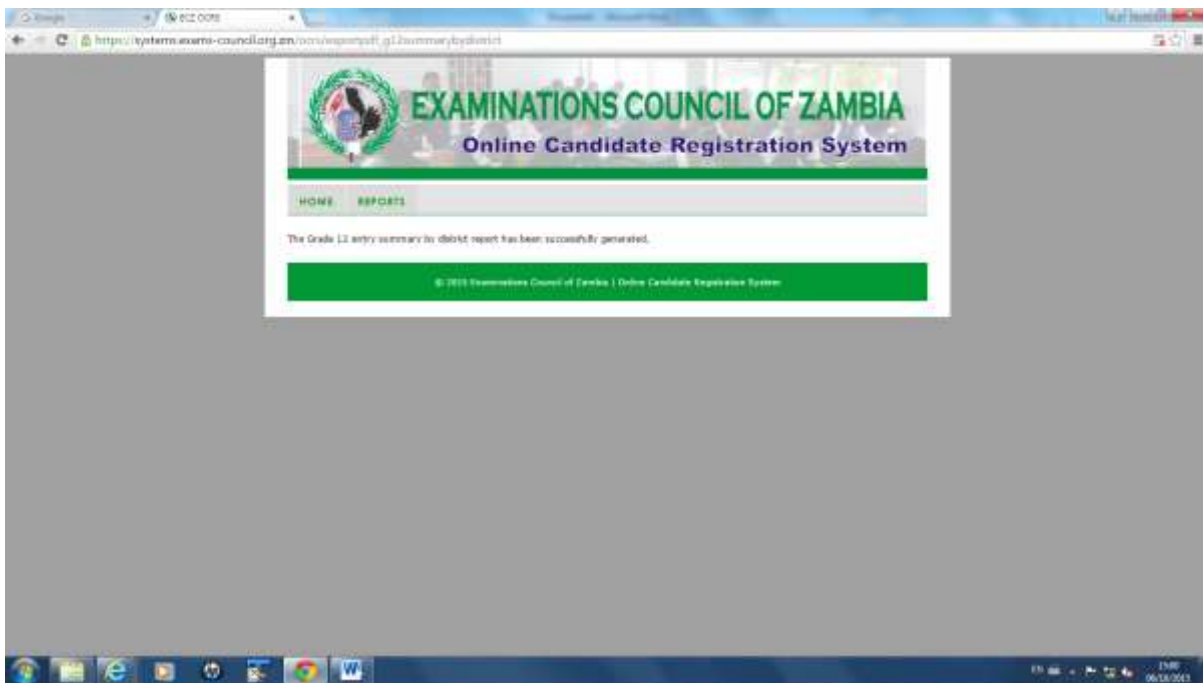


To print the report click on Generate Entry Summary by District Report and the report will be generated for Printing:

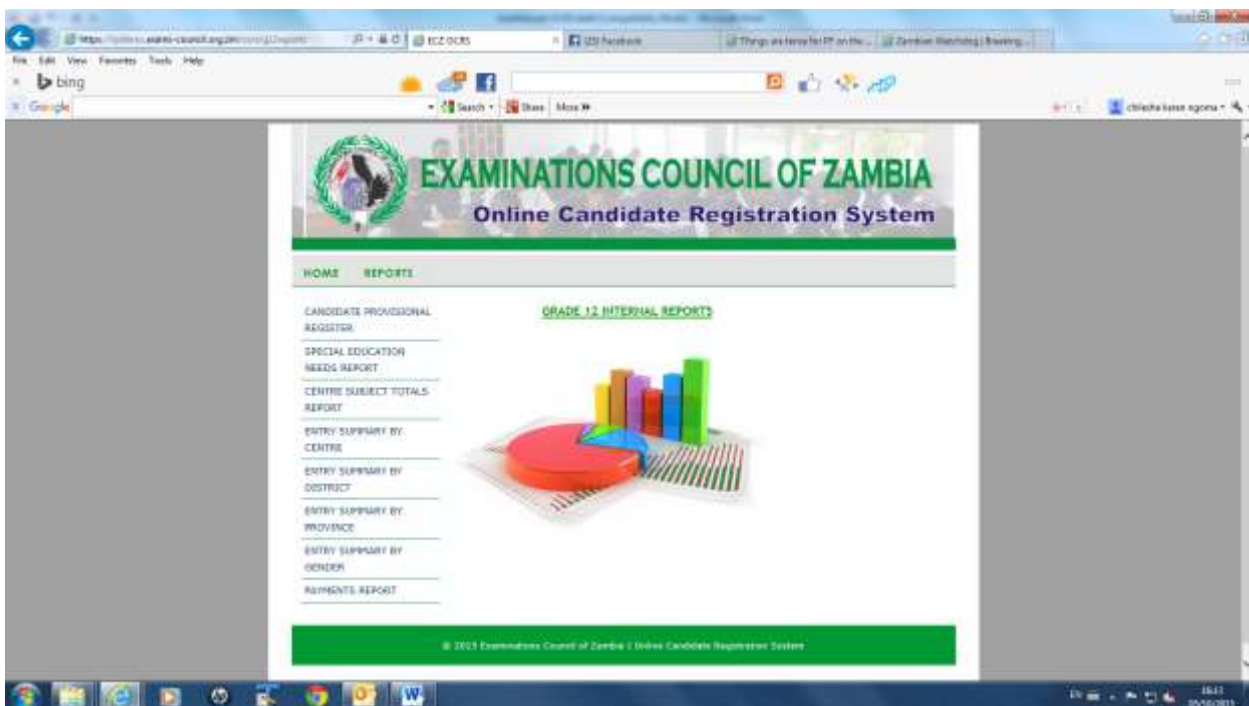


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

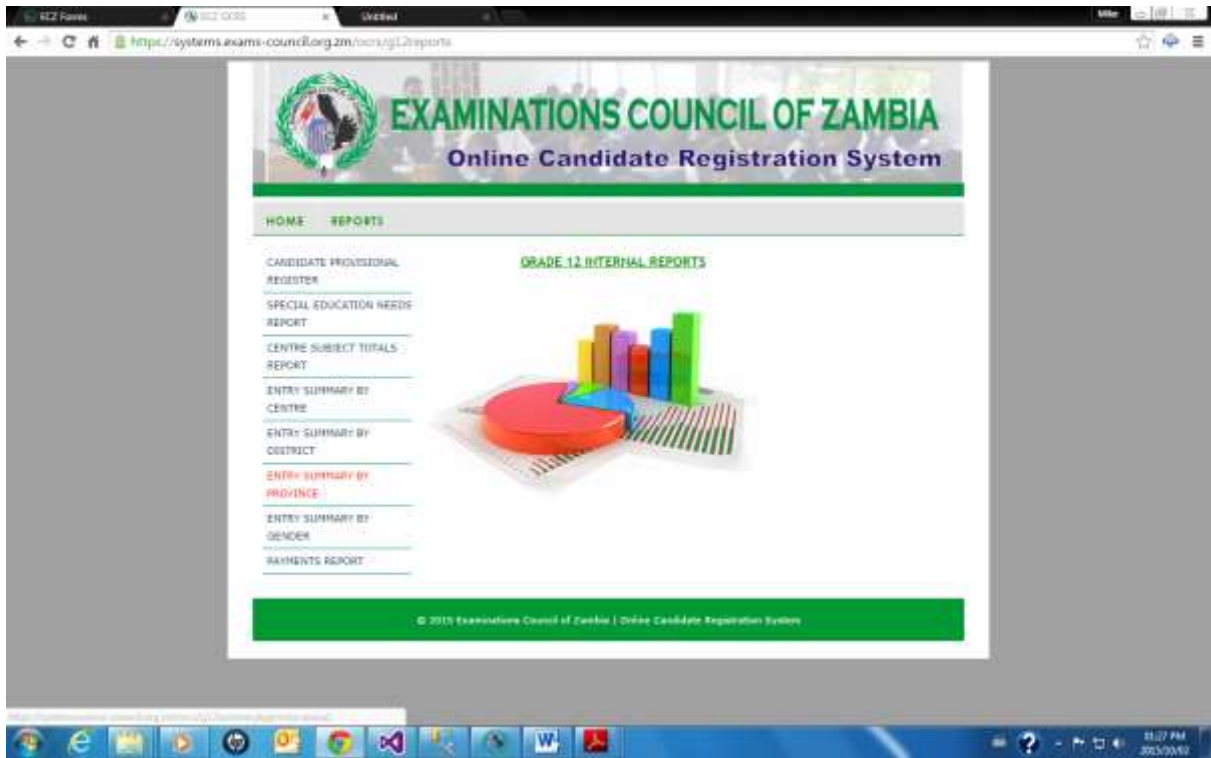


Click on **Reports**:

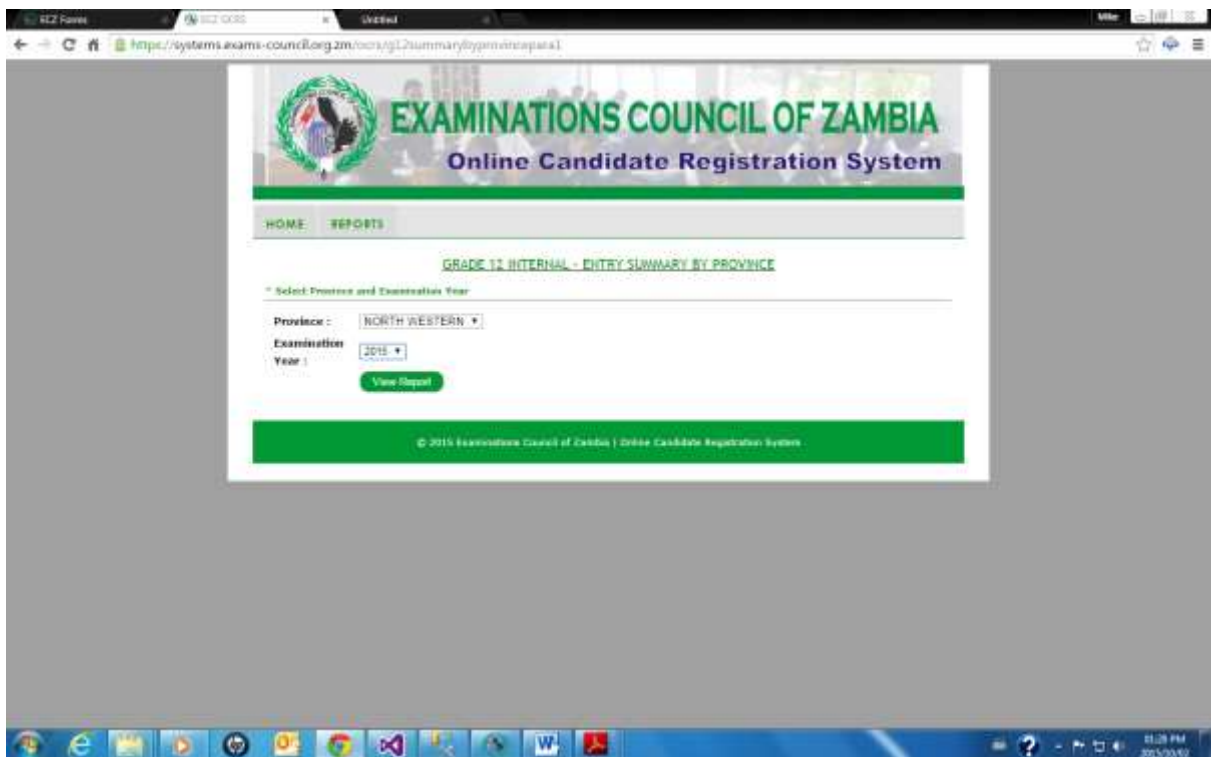


6. Entry Summary by Province Report

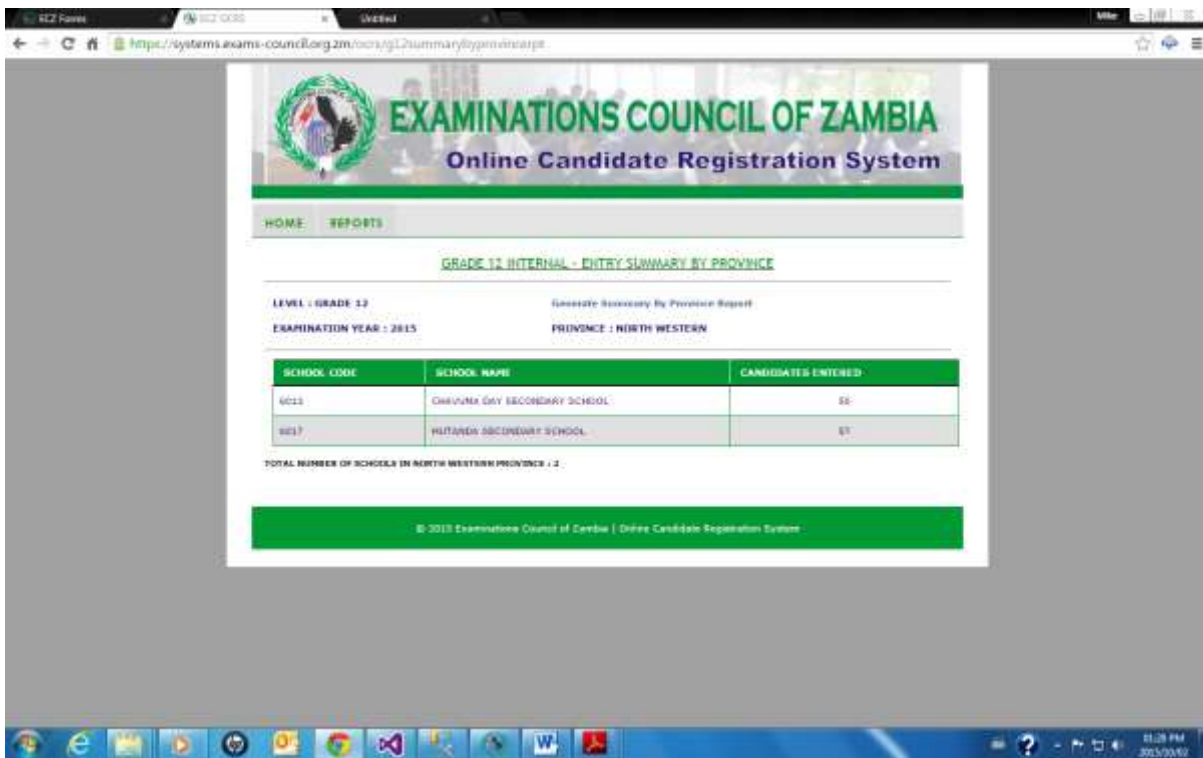
Click on **Entry Summary by Province**



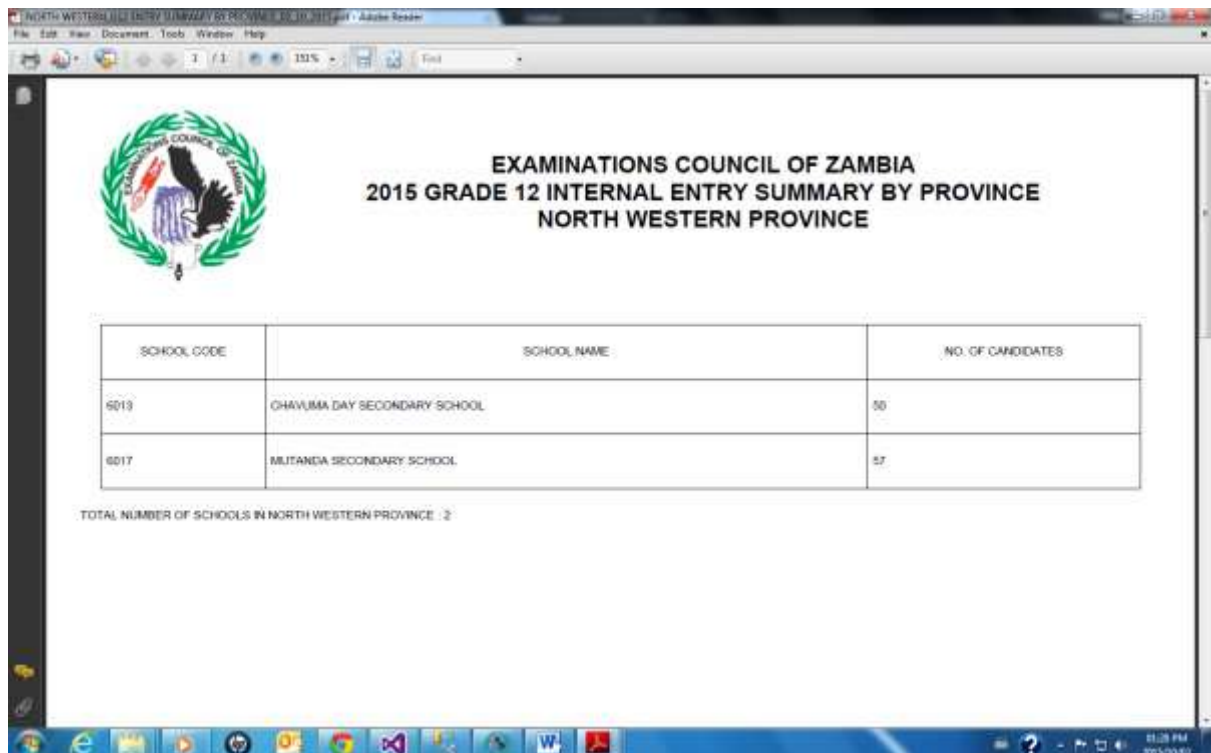
Select the **Province** and the **Examination Year**.



Click on **View Report** and the following report will be displayed:

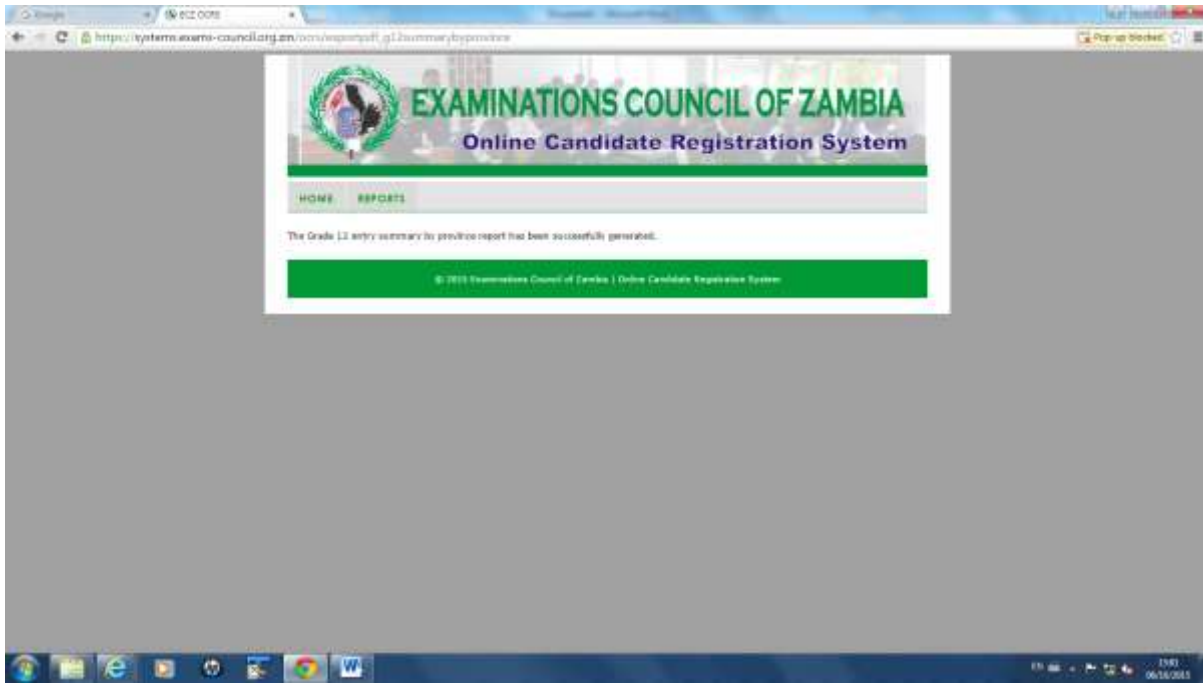


To print the report click on Generate Entry Summary by Province Report and the report will be generated for Printing:

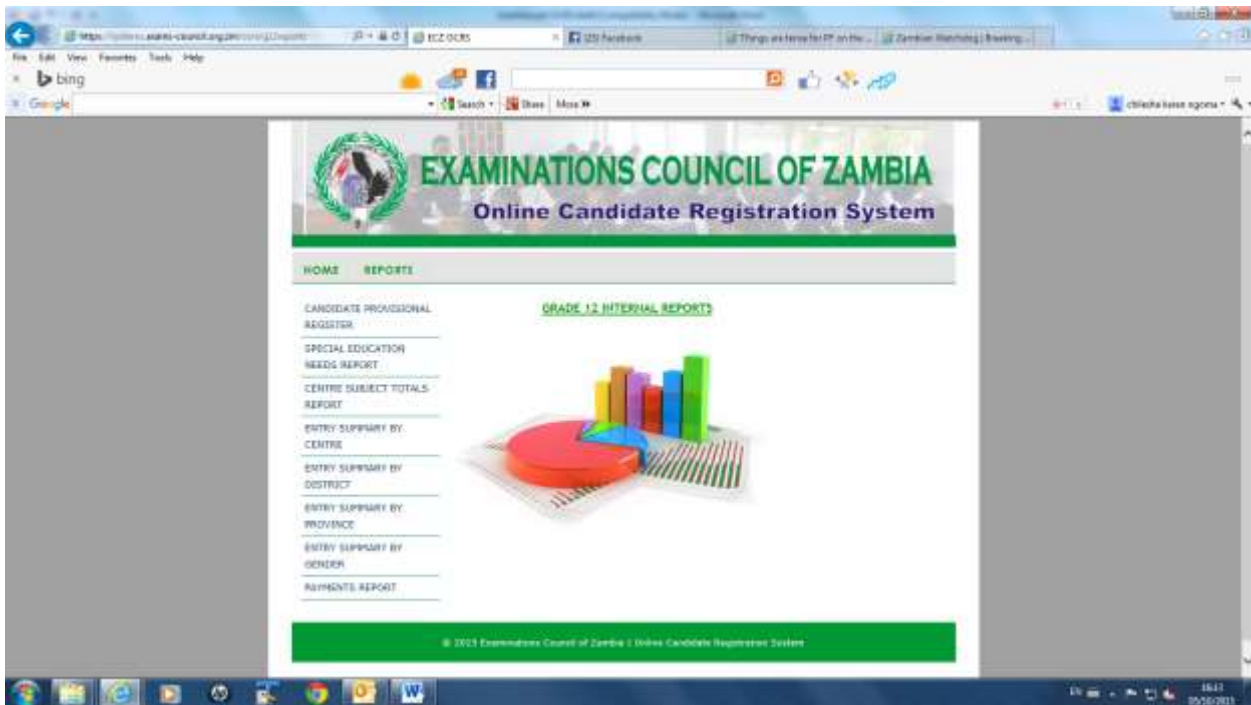


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

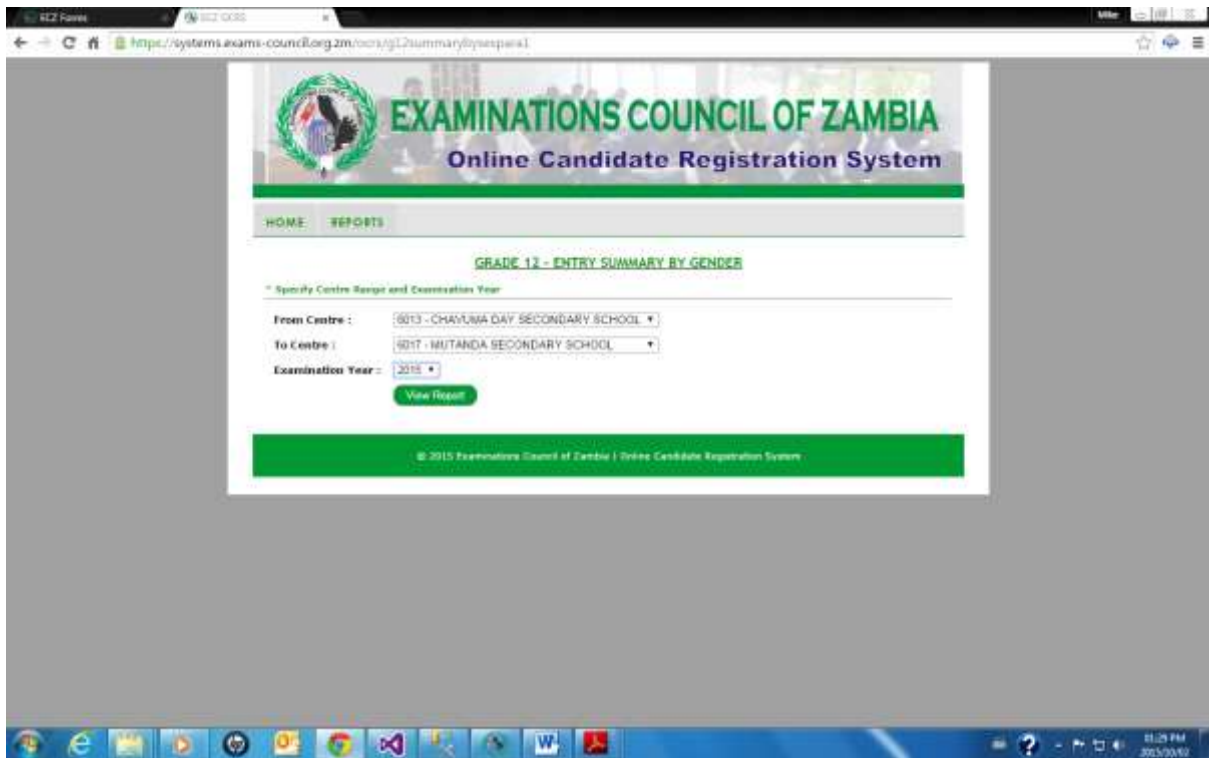


Click on **Reports**:

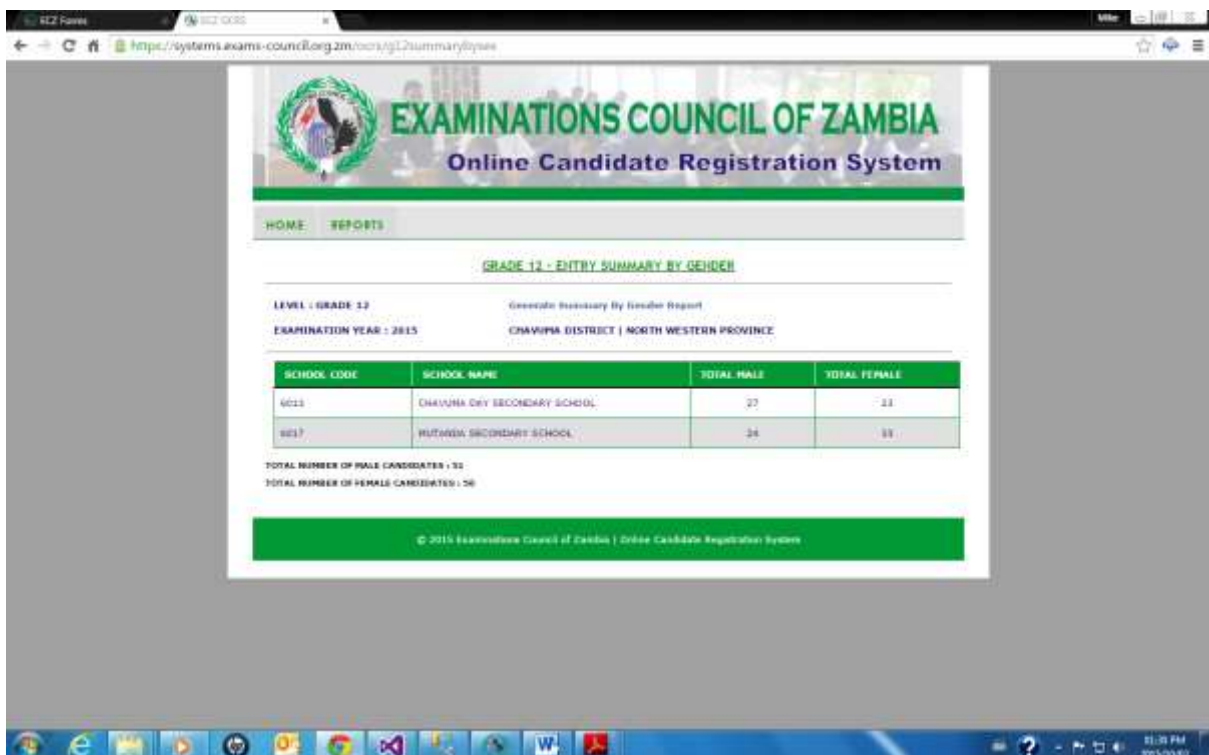


7. Entry Summary by Gender Report

Click on **Entry Summary by Gender** and select a range of Centre, **From Centre..... To Centre.....** Select the **Examination Year**



Click on **View Report** and the following report will be displayed:



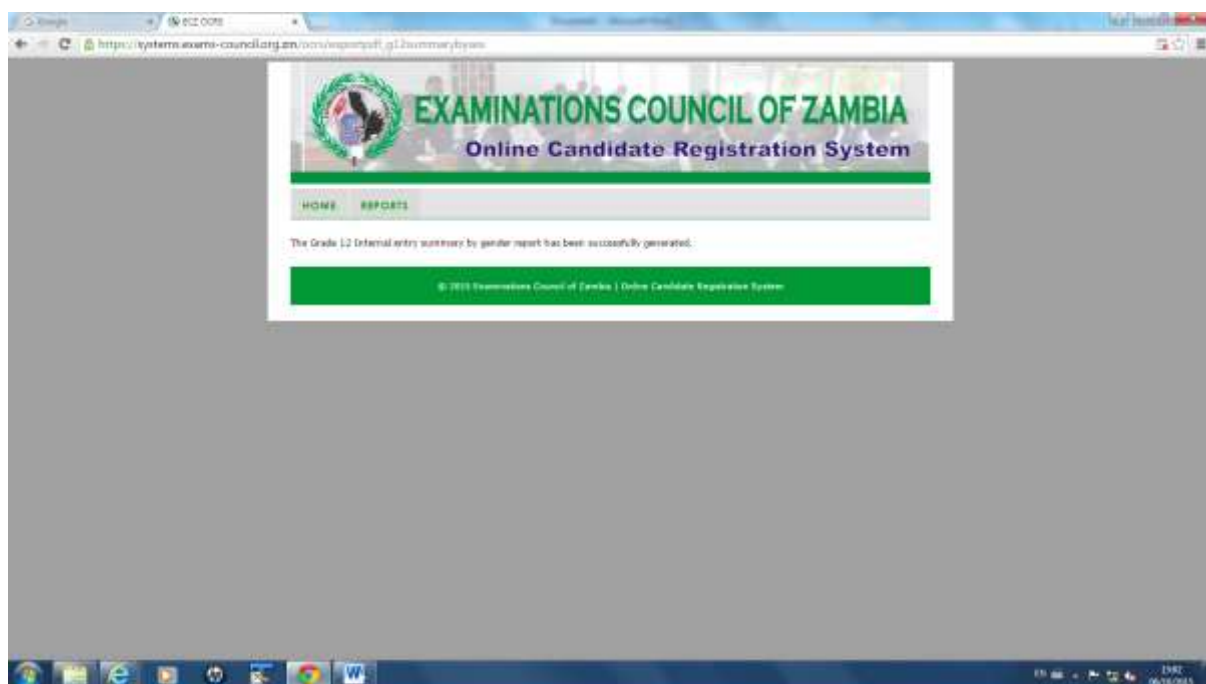
To print the report click on Generate Entry Summary by Gender Report and the report will be generated for Printing:

SCHOOL CODE	SCHOOL NAME	TOTAL MALE	TOTAL FEMALE
6019	GHAVUMA DAY SECONDARY SCHOOL	27	23
6017	MUTANDA SECONDARY SCHOOL	24	33

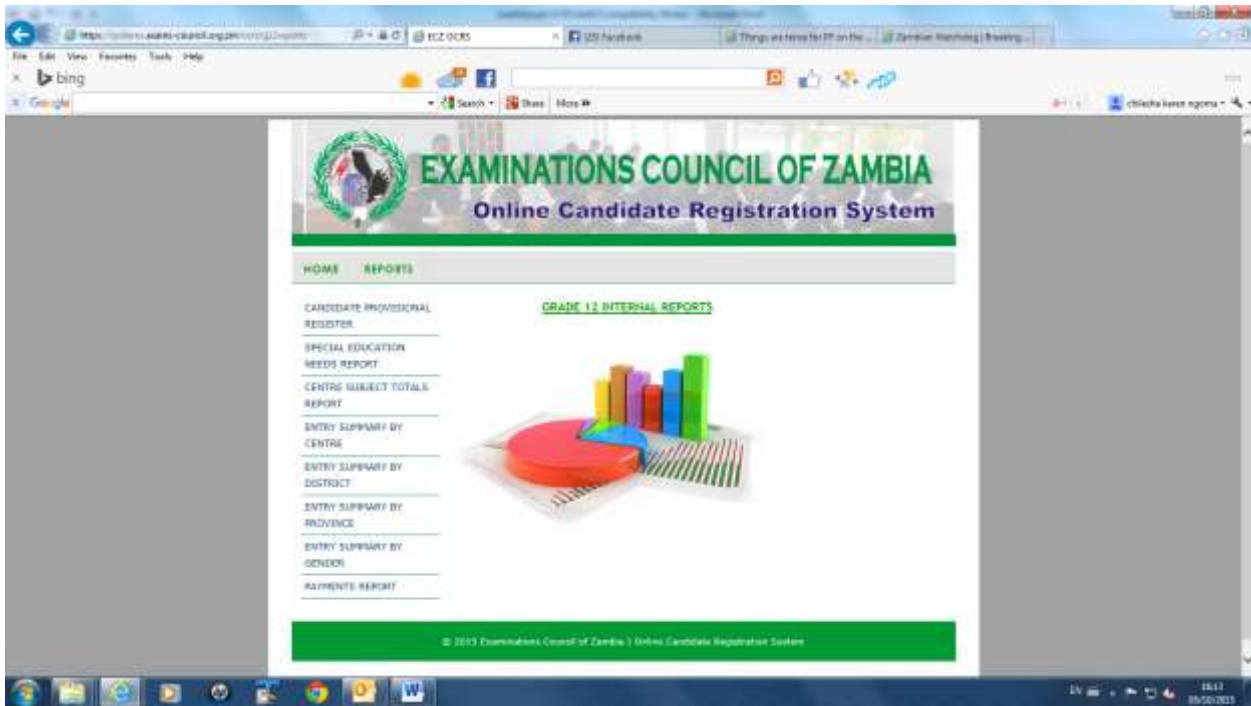
TOTAL NUMBER OF MALE CANDIDATES : 51
 TOTAL NUMBER OF FEMALE CANDIDATES : 56

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

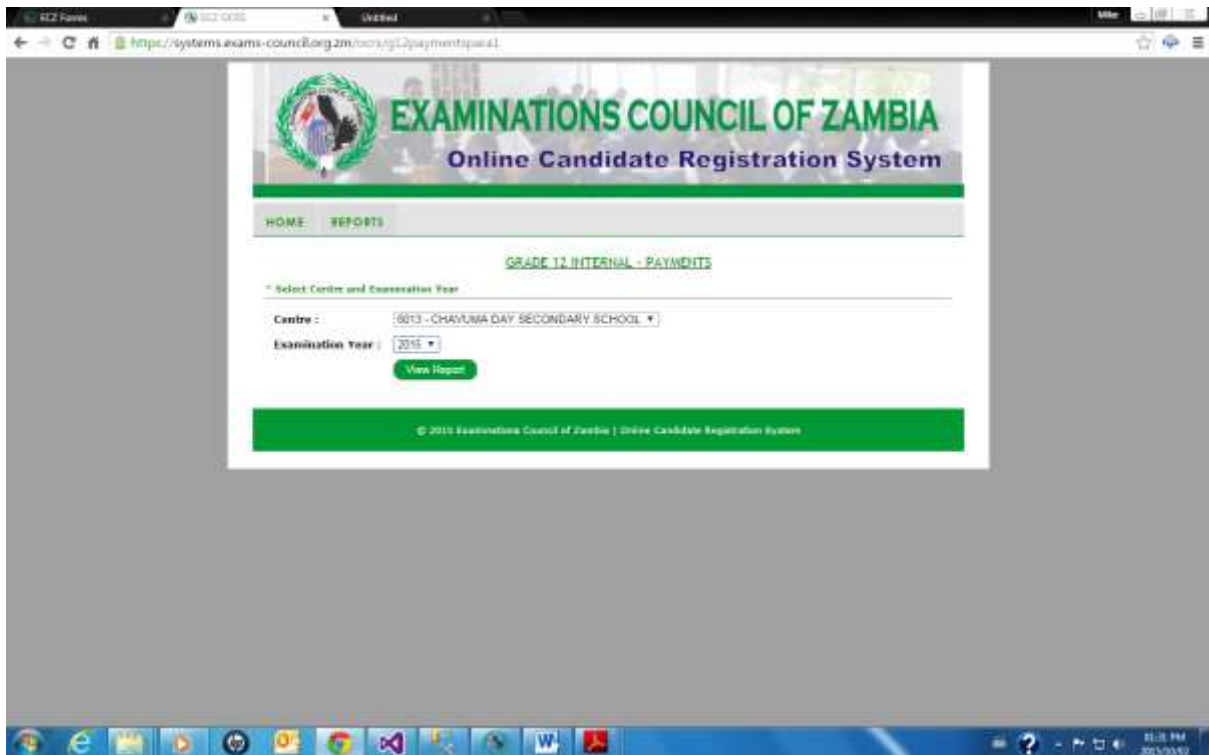


Click on **Reports**:



8. Payments Report

Click on **Payments** and the following screen will be displayed:



Select the **Centre** and the **Examination Year**.

Click on **View Report** and the following report will be displayed:

EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

HOME REPORTS

GRADE 12 INTERNAL - PAYMENTS

EXAM YEAR : 2015 Generate Payments Report

CENTRE : 0613 | CHAVUMA DAY SECONDARY SCHOOL CHAVUMA DISTRICT | NORTH WESTERN PROVINCE

ENTRY FEE : ZMW 10.00 SUBJECT FEE : ZMW 8.00

EXAM NO.	SURNAME	OTHER NAME(S)	SEX	NO. OF SUBJECTS	EXPECTED FEES (ZMW)	RECEIPT NO.
1182200100	KAYOMBO	BRIAN	M	8	74.00	811302
1188300021	CHITETA	FREDI	F	8	74.00	811301
1191220018	MKUMBA	BRENGA	F	8	58.00	811303
1191230014	KAMBOLI	EVAN	M	8	74.00	811304
1135700013	CHODONGO	SANDOCK	M	7	88.00	811305
1140330001	CHITEBENE	KELVIN	M	7	88.00	811306
1180130008	CHIFWELA	SAYNET	M	8	74.00	811307
1180130018	FUNGULA	HOZANI	M	8	74.00	811309
1180130028	MWAVYA	CAROL	F	7	88.00	811309
1180130038	MWAMBO	ROSEMARY	M	8	74.00	811310
1180130048	MWAMBO	ROSEMARY	F	8	74.00	811310

1180400062	KAMUKWE	TERIAH	F	8	74.00	89973
1188400068	CHINYENBA	CHRISTY	F	8	74.00	811319
1189400068	LURETA	ESTHER	F	8	74.00	811320
1189500029	MUKWALA	BRIGHT	M	8	74.00	99950
1100740061	IMBO	JUDITH	F	7	88.00	99951
1181030005	KASANDA	DAFENE	F	7	88.00	99952
1181030027	KALATI	KATUTU	F	7	88.00	99954
1181030028	KAMUNDA	KABECKA	F	8	74.00	99955
1181030047	CHIVANGI	TRIOTH	M	8	74.00	99956
1181030048	MWINDU	CAREEN	F	8	74.00	99957
1181030082	MUPFANDA	MARTIN	M	7	88.00	99958
1181030078	KAZOMA	KEDIA	F	7	88.00	99959
1181030106	CHINYAMA	LIFT	M	8	74.00	99961
1181030138	MWAMBA	COLLINS	M	7	88.00	99960
1181180018	CHILLA	ABISAIL SIMBO	F	8	74.00	89962
1181900048	CHERUJI	BRIDGET	F	7	88.00	89963
1181900024	WACHETA	ATHEN	M	8	74.00	89964
1181900014	MWAKALIMBE	LAWRENCE	M	7	88.00	89964

GRAND TOTAL : ZMW 3884

© 2013 Examinations Council of Zambia | Online Candidate Registration System

To print the report click on Generate Payments Report and the report will be generated for Printing:

EXAMINATIONS COUNCIL OF ZAMBIA
2015 GRADE 12 INTERNAL PAYMENTS REPORT
6013 . CHAVUMA DAY SECONDARY SCHOOL
CHAVUMA DISTRICT , NORTH WESTERN PROVINCE

CANDIDATE ID	SURNAME	OTHER NAMES	SEX	ENTRY FEE (ZMW)	SUBJECT FEE (ZMW)	SUBJECTS ENTERED	EXPECTED FEE (ZMW)	RECEIPT NO
00000000	JAYIMBO	MWANI	M	0.00	0.00	8	74	00000
00000001	CHITENI	MWAZI	F	0.00	0.00	8	74	00001
00000002	MWAZI	MWAZI	F	0.00	0.00	8	80	00002
00000003	MWAZI	MWAZI	M	0.00	0.00	8	74	00003
00000004	MWAZI	MWAZI	M	0.00	0.00	7	80	00004
00000005	MWAZI	MWAZI	M	0.00	0.00	7	80	00005
00000006	MWAZI	MWAZI	M	0.00	0.00	8	74	00006
00000007	MWAZI	MWAZI	M	0.00	0.00	8	74	00007
00000008	MWAZI	MWAZI	F	0.00	0.00	7	80	00008
00000009	MWAZI	MWAZI	M	0.00	0.00	8	74	00009
00000010	MWAZI	MWAZI	M	0.00	0.00	8	74	00010
00000011	MWAZI	MWAZI	M	0.00	0.00	8	74	00011
00000012	MWAZI	MWAZI	M	0.00	0.00	8	74	00012
00000013	MWAZI	MWAZI	M	0.00	0.00	8	74	00013
00000014	MWAZI	MWAZI	F	0.00	0.00	8	80	00014
00000015	MWAZI	MWAZI	M	0.00	0.00	8	74	00015
00000016	MWAZI	MWAZI	M	0.00	0.00	8	74	00016
00000017	MWAZI	MWAZI	M	0.00	0.00	8	74	00017
00000018	MWAZI	MWAZI	M	0.00	0.00	8	74	00018
00000019	MWAZI	MWAZI	M	0.00	0.00	8	74	00019
00000020	MWAZI	MWAZI	M	0.00	0.00	8	74	00020

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

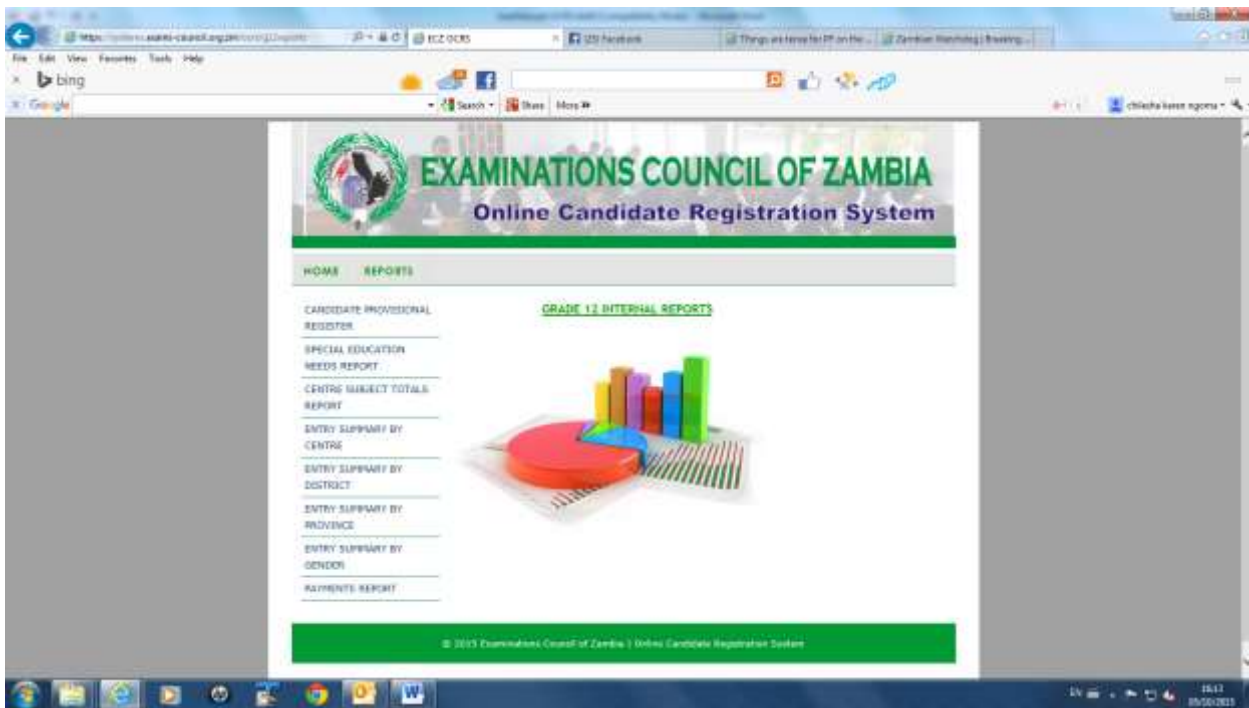
EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

[HOME](#) [REPORTS](#)

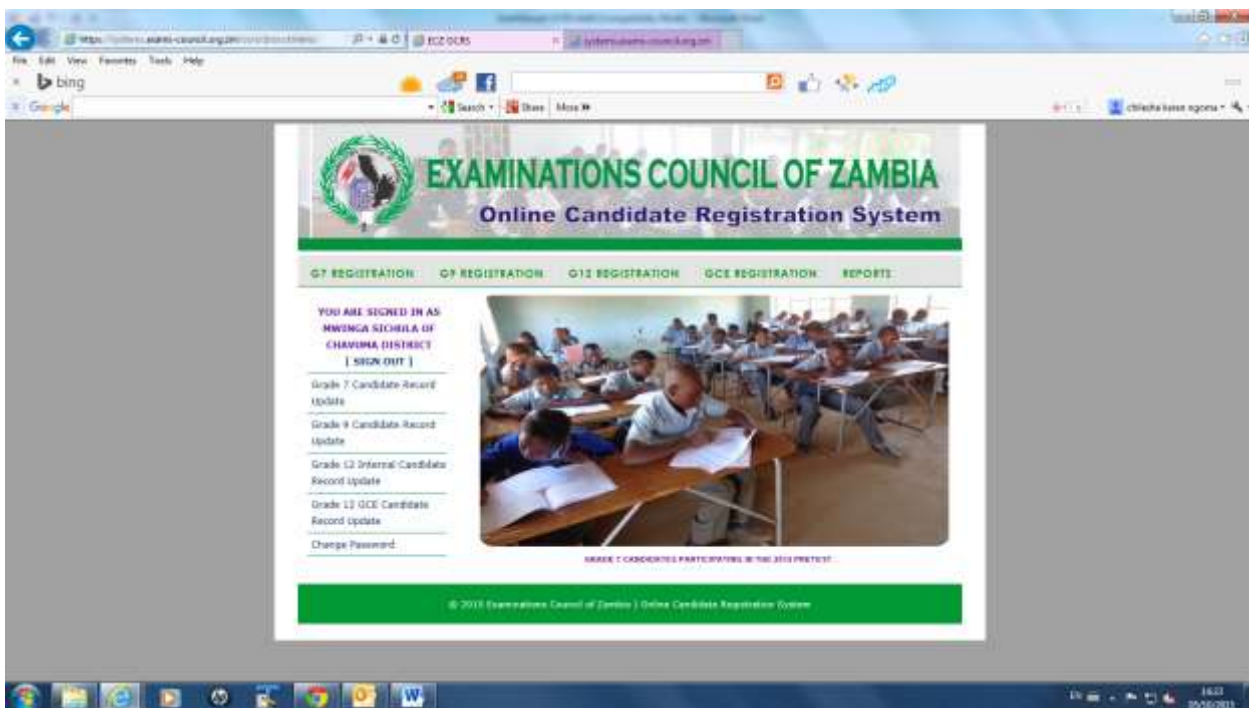
The Grade 12 Internal payments report has been successfully generated.

© 2015 Examinations Council of Zambia | Online Candidate Registration System

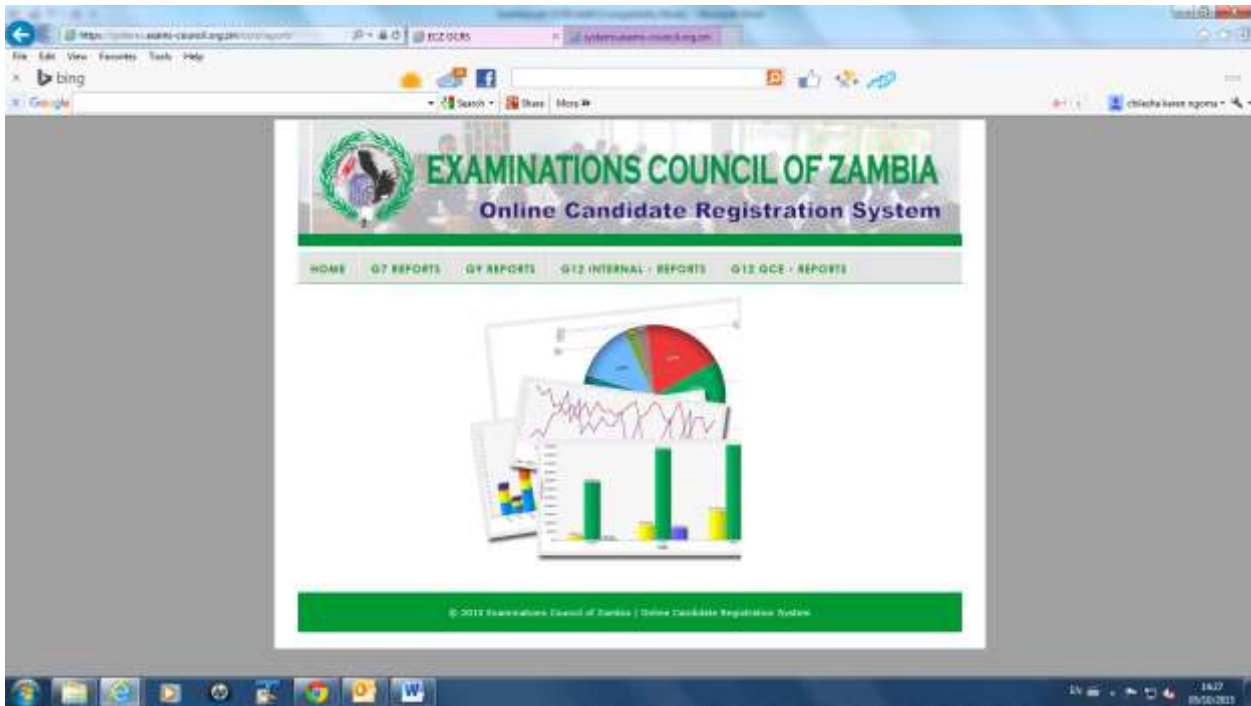
Click on **Reports**:



Once complete with viewing and printing the various reports, click on **HOME** to return to the following screen:

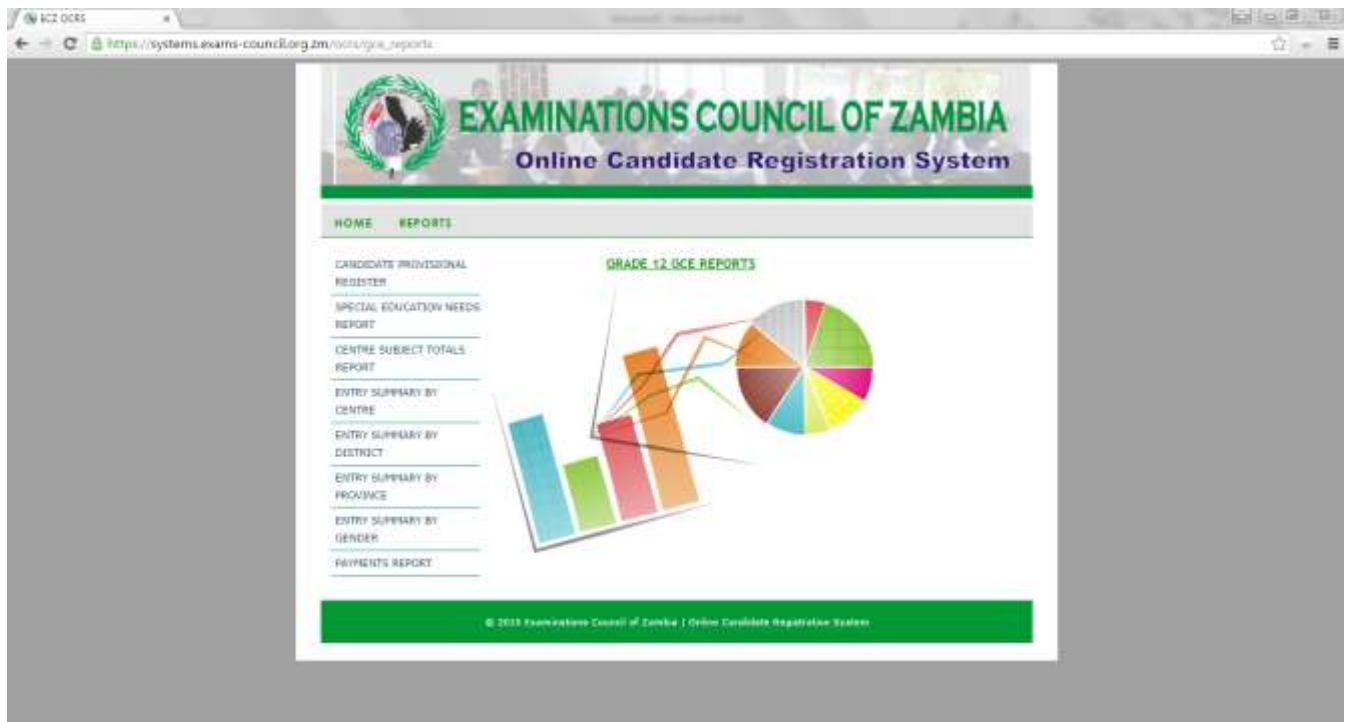


Click on **Reports**:



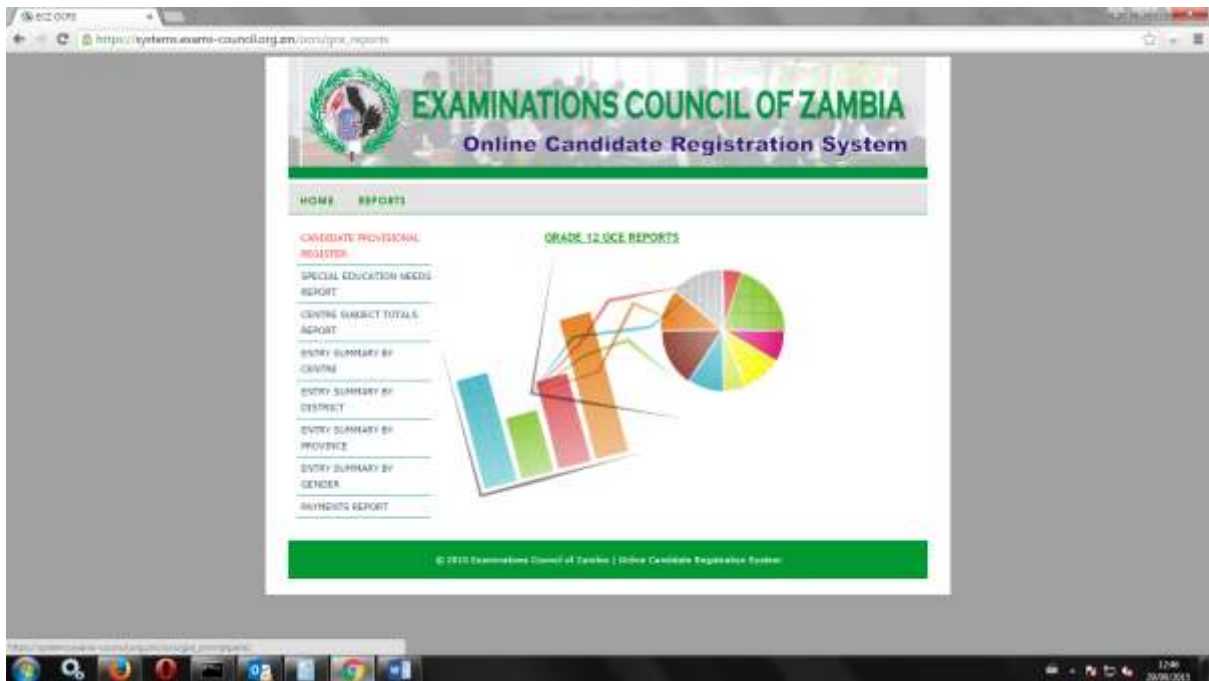
GRADE 12 – GCE REPORTS

Click on **G12 GCE – REPORTS** on the above screen and the following screen will be displayed:

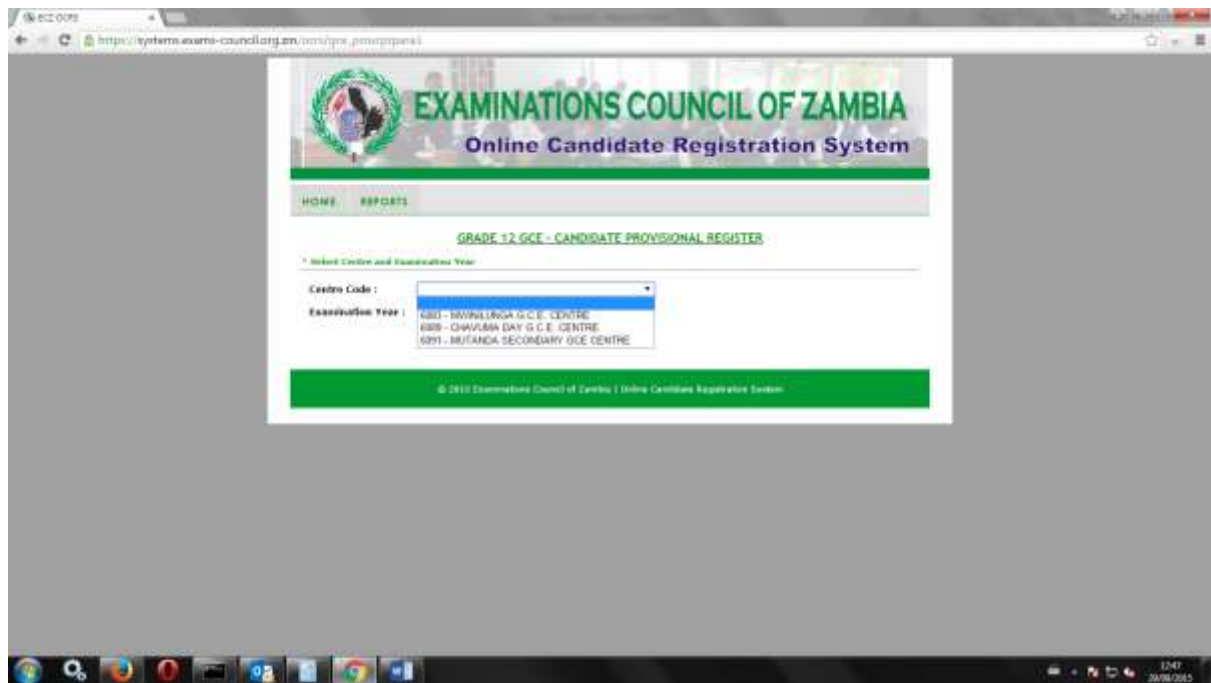


9. Candidate Provisional Register

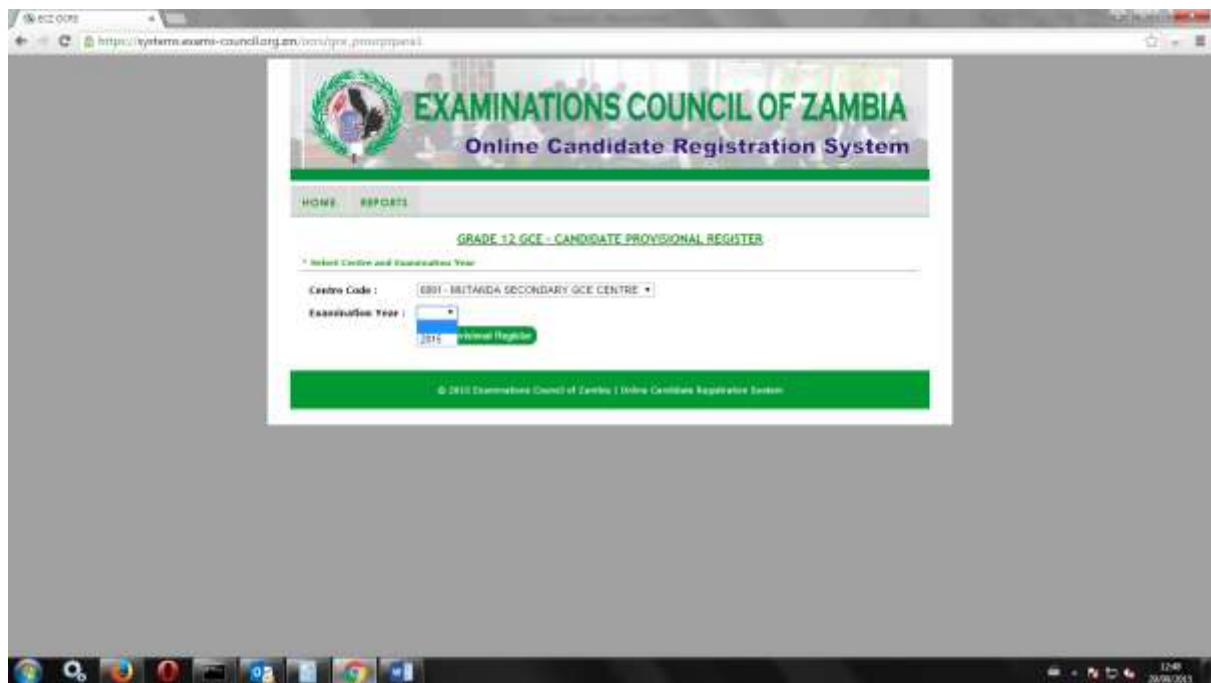
Click on **Candidate Provisional Register**



The following screen will appear to select the **Centre Code**:



Select the **Examination Year**.



Click on **View Provisional Register**.



The following screen will appear:



This screen has the following functions:

- Generate Provisional Register

To print the report click on Generate Subject Totals Report and the report will be generated for Printing:

EXAMINATIONS COUNCIL OF ZAMBIA
2015 GRADE 12 GCE CANDIDATE PROVISIONAL REGISTER
8381 - MUTANDA SECONDARY GCE CENTRE
CHAVUMA DISTRICT, NORTH WESTERN PROVINCE

EXAM NO.	EXAM NAME	EXAM LEVEL	SEX	DOB	REG. NO.	REG. STATUS	SUBJECTS	REGISTERED	MARKS
7000000	000000	000	M	00/00/00	000000	NOT APPLICABLE	000	000	
7000000	000000	000	F	00/00/00	000000	NOT APPLICABLE	000 0000	000	
7000000	0000000	000	F	00/00/00	000000	NOT APPLICABLE	000 0000 0000	000	
7000000	000000	000	F	00/00/00	000000	NOT APPLICABLE	000 000	000	
7000000	000	000	F	00/00/00	000000	NOT APPLICABLE	000 000 0000	000	
7000000	000000	000000	F	00/00/00	000000	NOT APPLICABLE	000 000	000	
7000000	000000	000000	M	00/00/00	000000	NOT APPLICABLE	000 000	000	
7000000	0000000	000000	F	00/00/00	000000	NOT APPLICABLE	000 000	000	
7000000	0000000	0000	F	00/00/00	000000	NOT APPLICABLE	000 000	000	
7000000	000000	000000	F	00/00/00	000000	NOT APPLICABLE	000	000	
7000000	000000	000000	F	00/00/00	000000	NOT APPLICABLE	000 000000 000 000 000	000	

TOTAL NUMBER OF CANDIDATES: 00

7000000	000000	000000	F	00/00/00	000000	NOT APPLICABLE	000 000	000	
7000000	0000000000000000	000000	M	00/00/00	000000	NOT APPLICABLE	000 0000 000	000	
7000000	000000	000000	M	00/00/00	000000	NOT APPLICABLE	000	000	
7000000	000000	000000	M	00/00/00	000000	NOT APPLICABLE	000 000	000	
7000000	0000000	0000000	M	00/00/00	000000	NOT APPLICABLE	000	000	
7000000	000000	000000	M	00/00/00	000000	NOT APPLICABLE	000 000000	000	
7000000	000000	000000	M	00/00/00	000000	NOT APPLICABLE	000 000 000	000	
7000000	000000	0000000	M	00/00/00	000000	NOT APPLICABLE	000	000	
7000000	0000000	000000	F	00/00/00	000000	NOT APPLICABLE	000 0000000 000 000 000	000	
7000000	000	0000	M	00/00/00	000000	NOT APPLICABLE	000	000	
7000000	0000000	000000 0000	M	00/00/00	000000	NOT APPLICABLE	000 000 0000 000 000 000	000	

TOTAL NUMBER OF CANDIDATES: 00

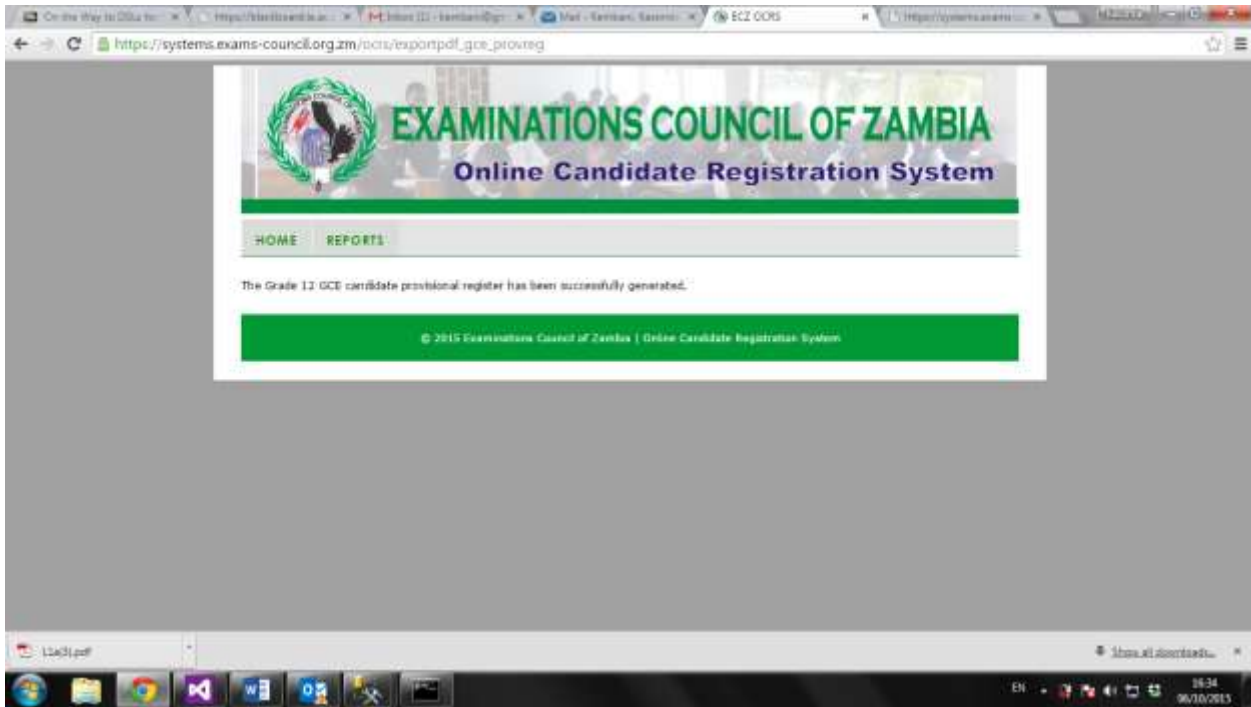
DATE PRINTED: _____

TOTAL TEACHERS/CANDIDATES: _____

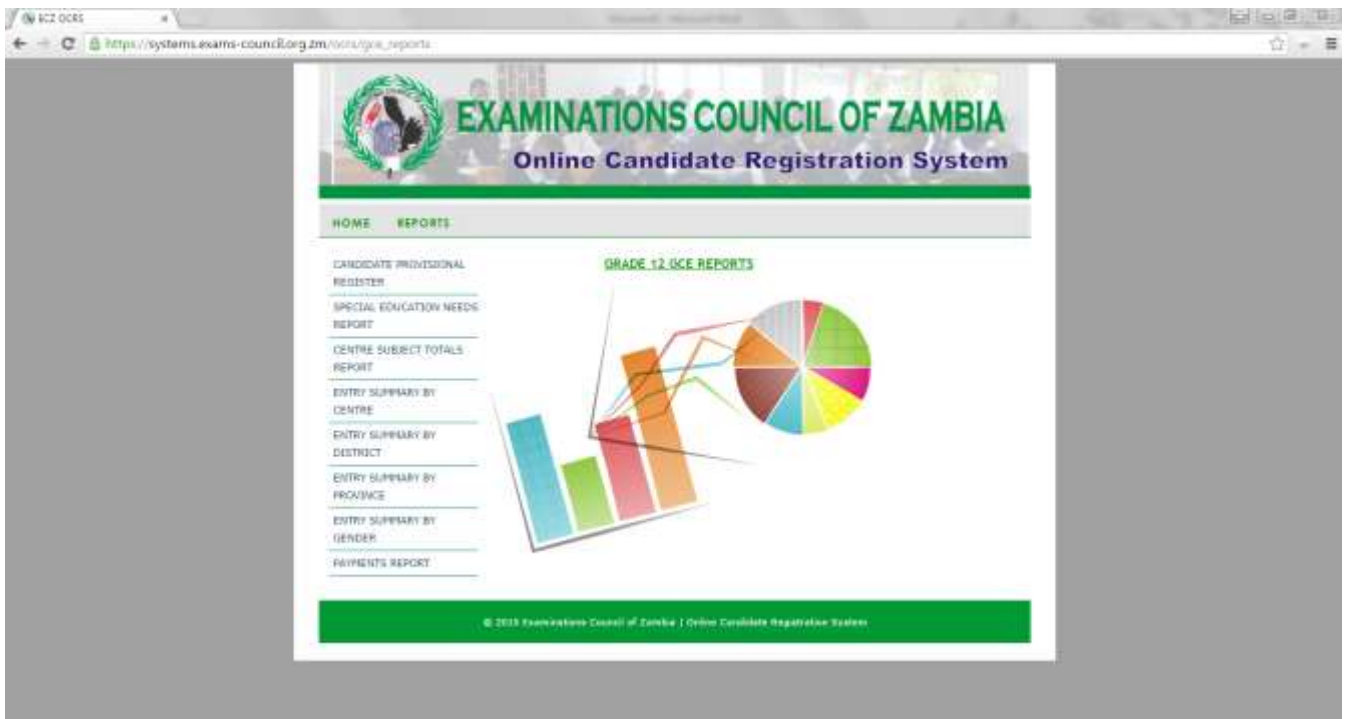
TOTAL MARKS: _____

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

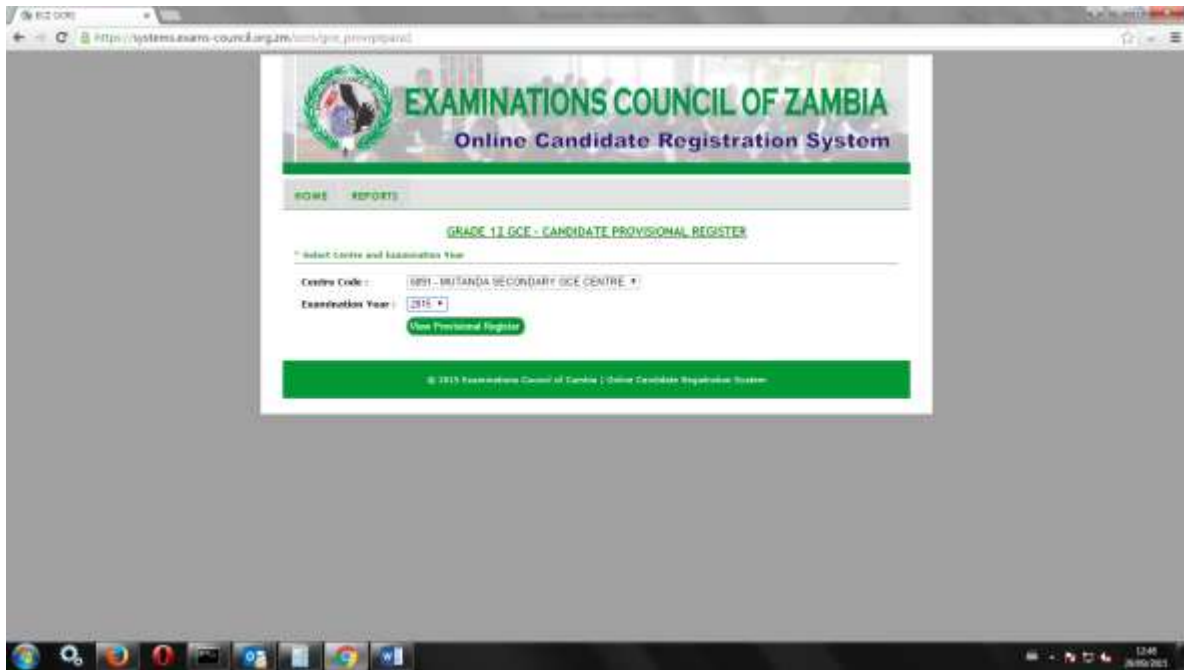
Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:



Click on **Reports**:



Click on **Candidate Provisional Register** and select the **Centre** and the **Examination Year**.



Click on **View Provisional Report** and the following report will be displayed:



- Edit Candidate Record

To Edit a candidate record, click on Edit Candidate Record:

EXAMINATION YEAR : 2015
 CENTRE : 0813 | CHAVUPA DAY SECONDARY SCHOOL
 CHAVUPA DISTRICT

Grade 12 Internal Register
 1407 Candidate Record
 NORTH WESTERN PROVINCE

EXAM NO.	SURNAME	OTHER NAME(S)	SEX	DOB	NATL.	SPEC. EDUC. NEEDS	MEMBER OF REGISTER
1852588100	KAYOMBO	BRIAN	M	06/03/1993	ZAMBIAN	NOT APPLICABLE	ENG CYC GEN LUY MATH B10-123 SCIE ACCS - [8]
1800388821	CHITETA	RHEZO	F	24/03/1991	ZAMBIAN	NOT APPLICABLE	ENG CYC GEN LUY MATH B10-123 SCIE ACCS - [8]
1361028318	IKOUMBA	BRENDA	F	12/02/1993	ZAMBIAN	NOT APPLICABLE	ENG CYC LUY B10-123 SCIE MINT - [8]
1341928824	KAMBONI	RYAN	M	18/03/1990	ZAMBIAN	NOT APPLICABLE	ENG RD(2048) LUY MATH B10-123 SCIE MINT CORR - [8]
1230709913	CHOKOHO	SARDOCK	M	23/12/1983	ZAMBIAN	NOT APPLICABLE	ENG RD(2048) HES MATH B10-123 SCIE ACCS - [7]
1240328321	CHITUMBWE	WELVIN	M	01/12/1986	ZAMBIAN	NOT APPLICABLE	ENG RD(2048) GEN MATH ADDN B10-123 SCIE - [7]
1240188809	CHIKWILA	JANET	M	20/03/1986	ZAMBIAN	NOT APPLICABLE	ENG B0(2048) HES LUY MATH B10-123 SCIE ACCS - [8]
1240188810	KUMVILA	RODOL	M	20/03/1988	ZAMBIAN	NOT APPLICABLE	ENG CYC GEN LUY MATH B10-123 SCIE ACCS - [8]

The following screen will be displayed:

EXAMINATIONS COUNCIL OF ZAMBIA
 Online Candidate Registration System

HOME REPORTS

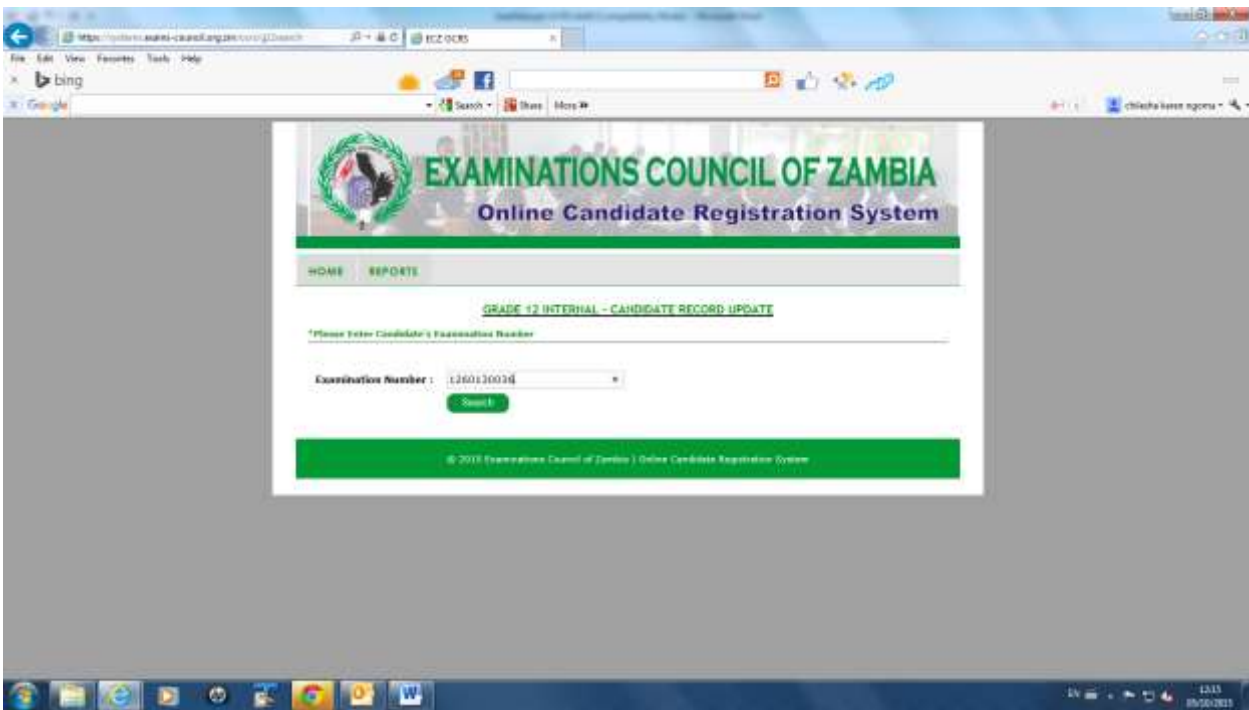
GRADE 12 INTERNAL - CANDIDATE RECORD UPDATE

Please Enter Candidate's Examination Number

Examination Number :

© 2015 Examinations Council of Zambia | Online Candidate Registration System

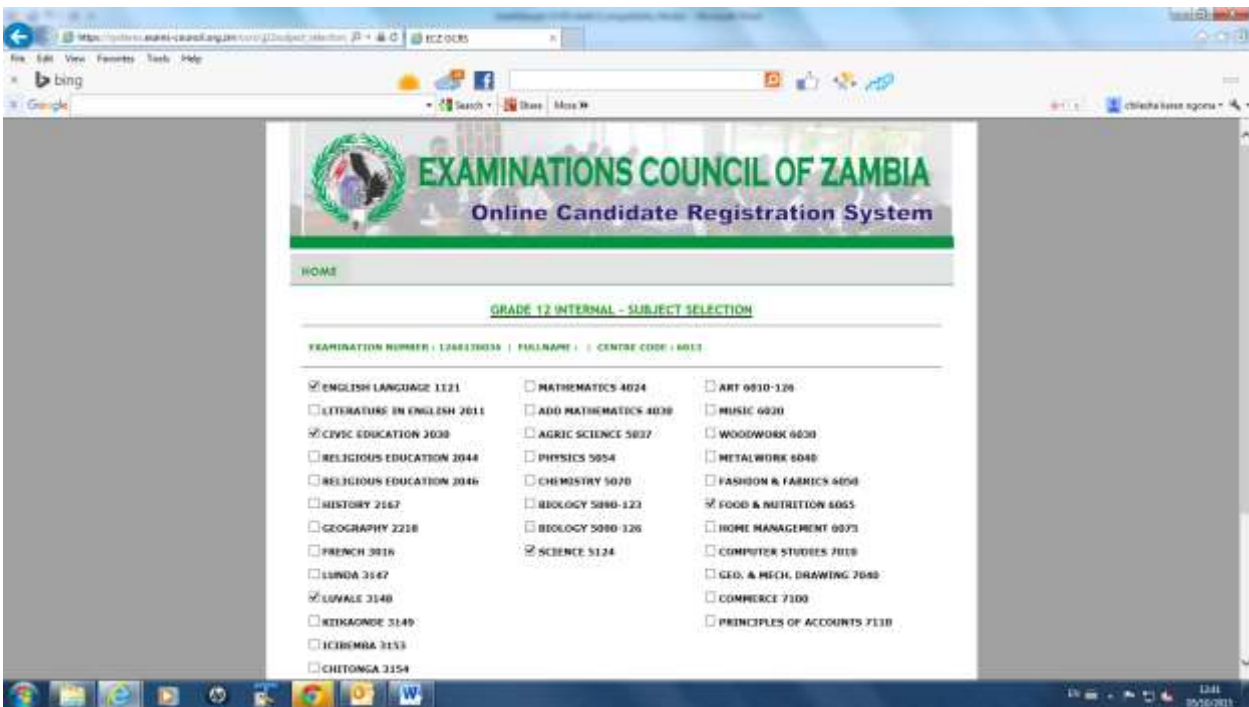
Enter the Examination Number and click on **Search**

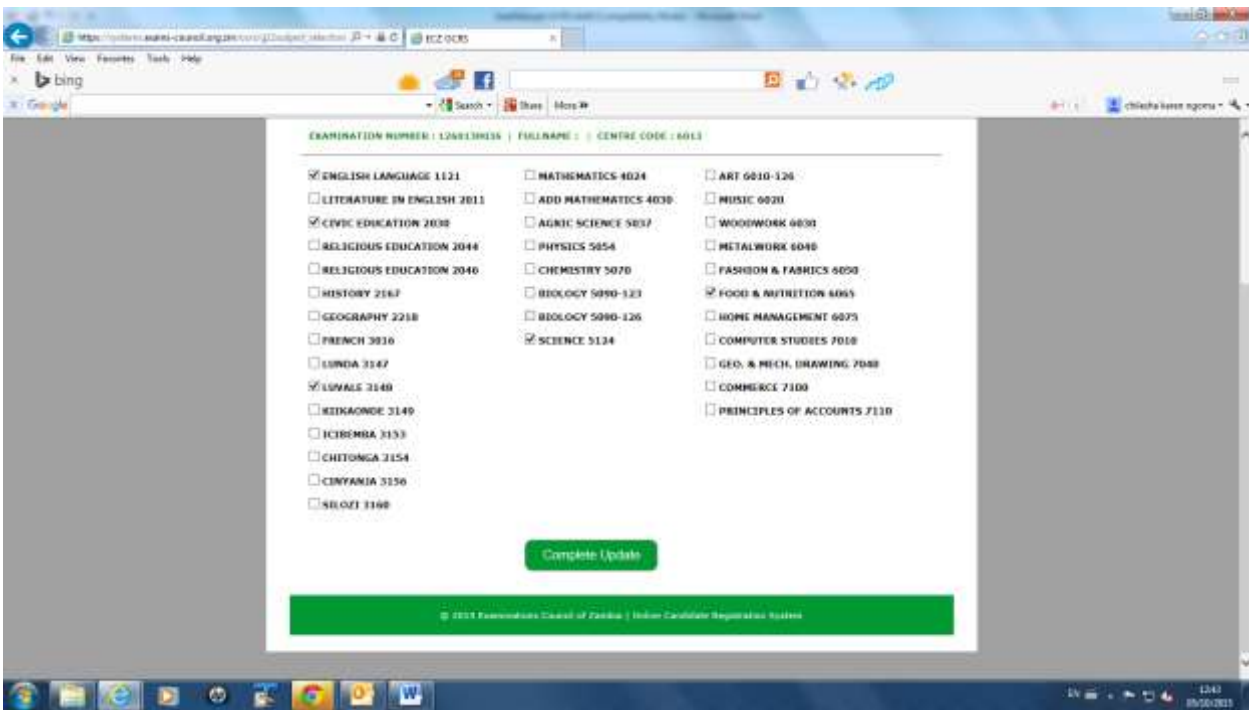


The following screen will be displayed:

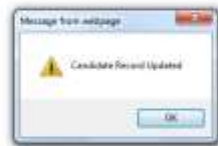
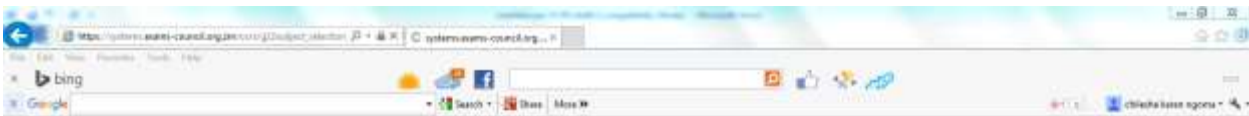


Click on required field and edit. Once completed, click on update and the subject selection screen will be displayed:

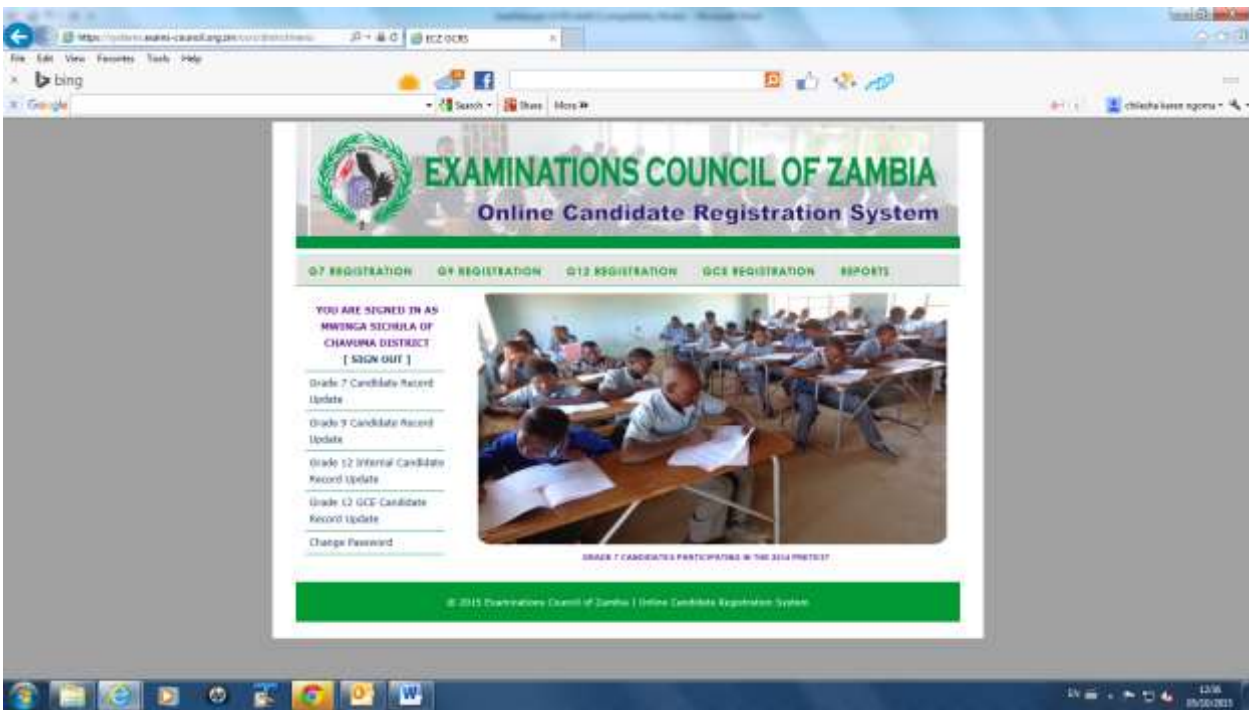




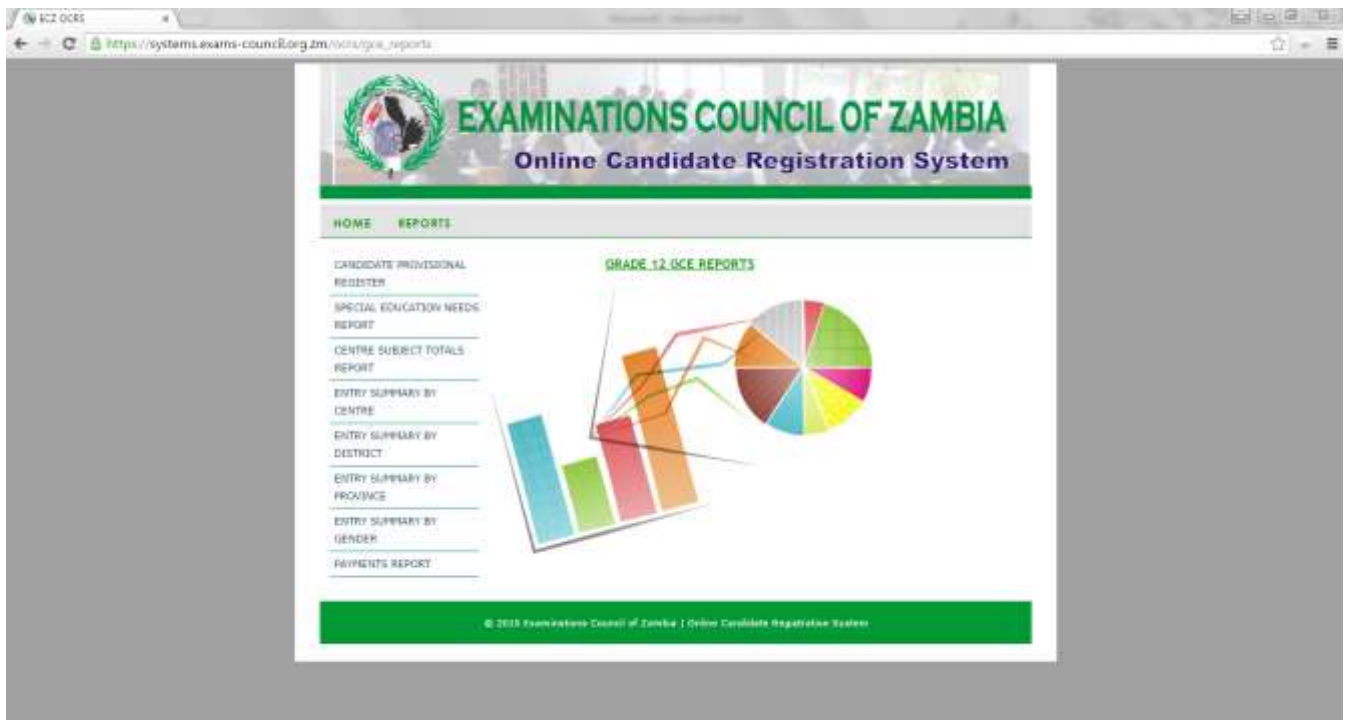
Click on **Complete Update** and the following screen will appear:



Click on **OK** and you will be returned to the following screen

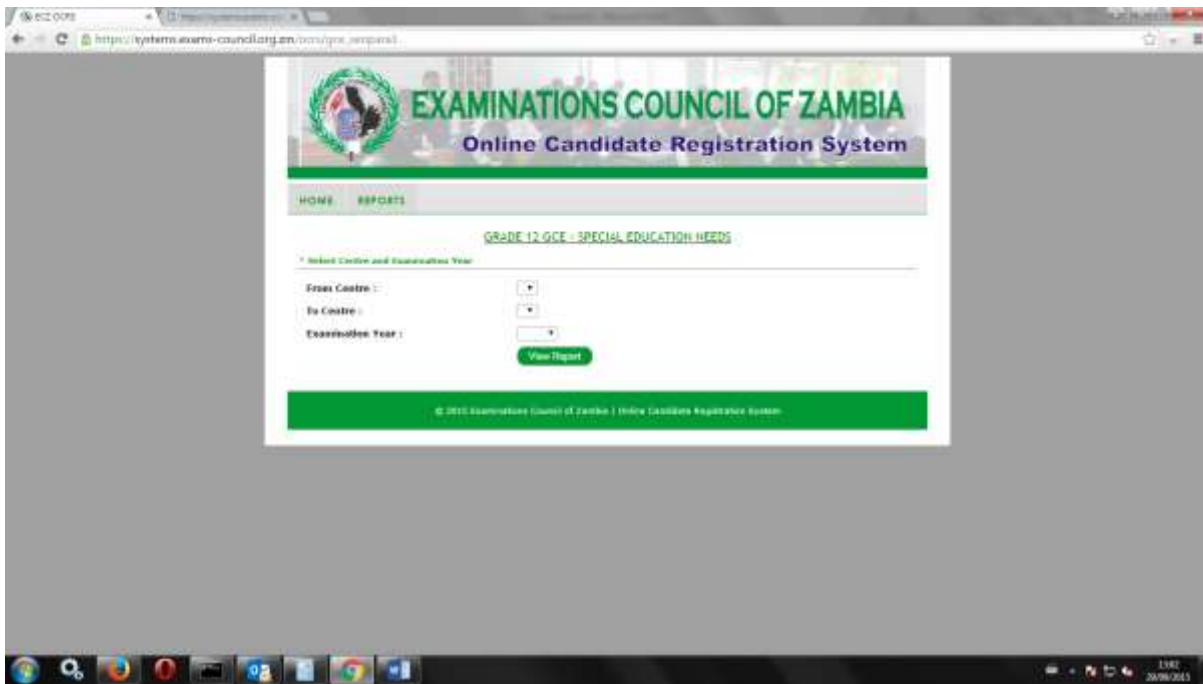


Click on **Reports** to return to the following screen:



10. Special Educational Needs Report

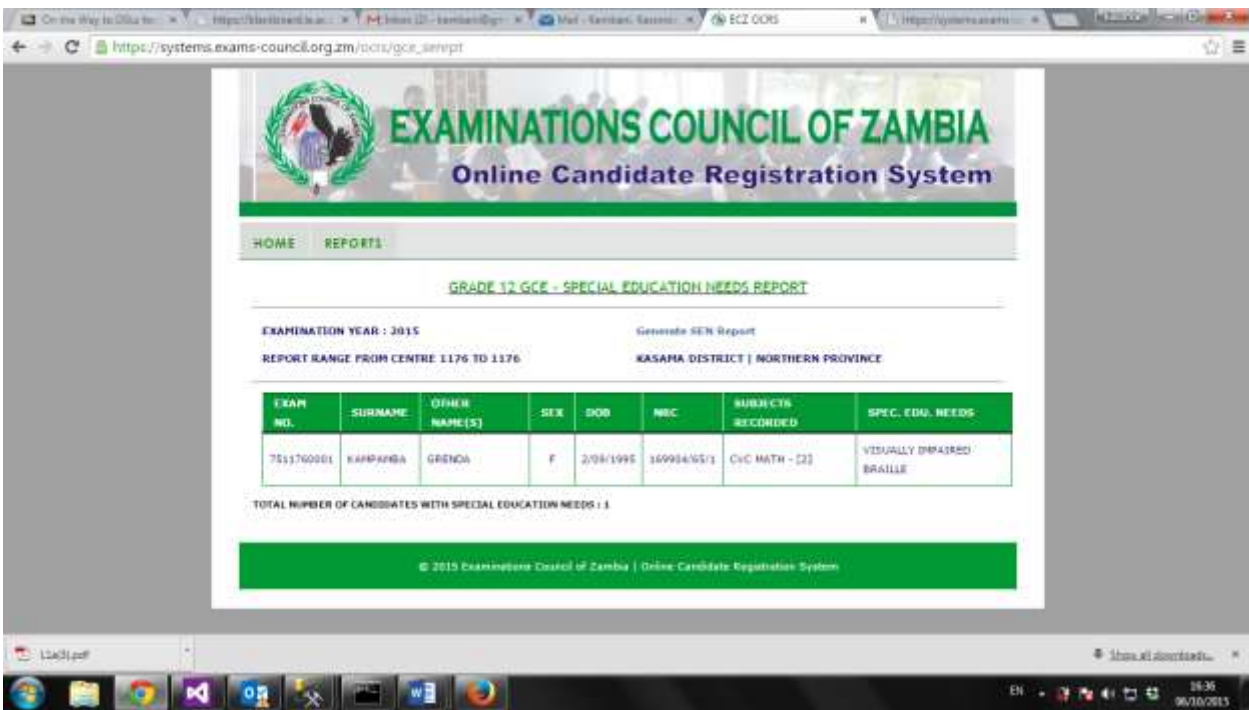
Click on **Special Education Needs** and the following screen will appear:



Select a range of Centre, **From Centre..... To Centre.....** and select the **Examination Year**:



Click on **View Report** and the following screen will be displayed:

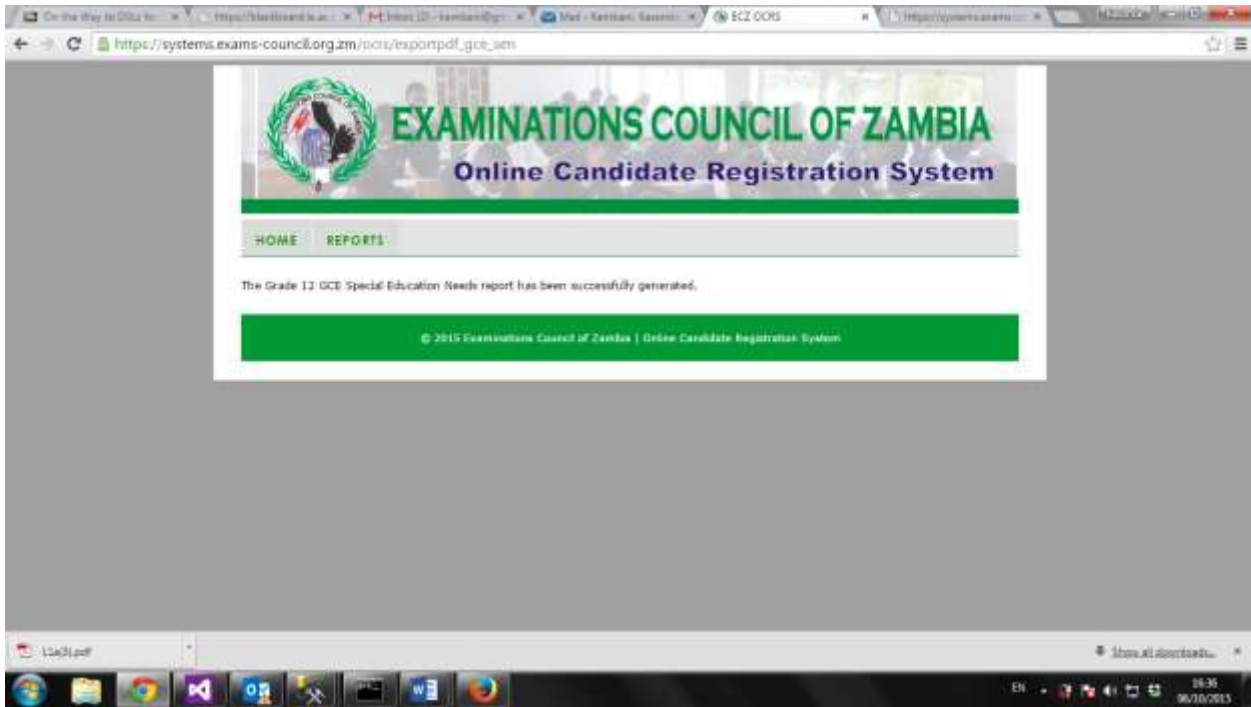


To print the report click on Generate Special Education Needs Report and the report will be generated for Printing:

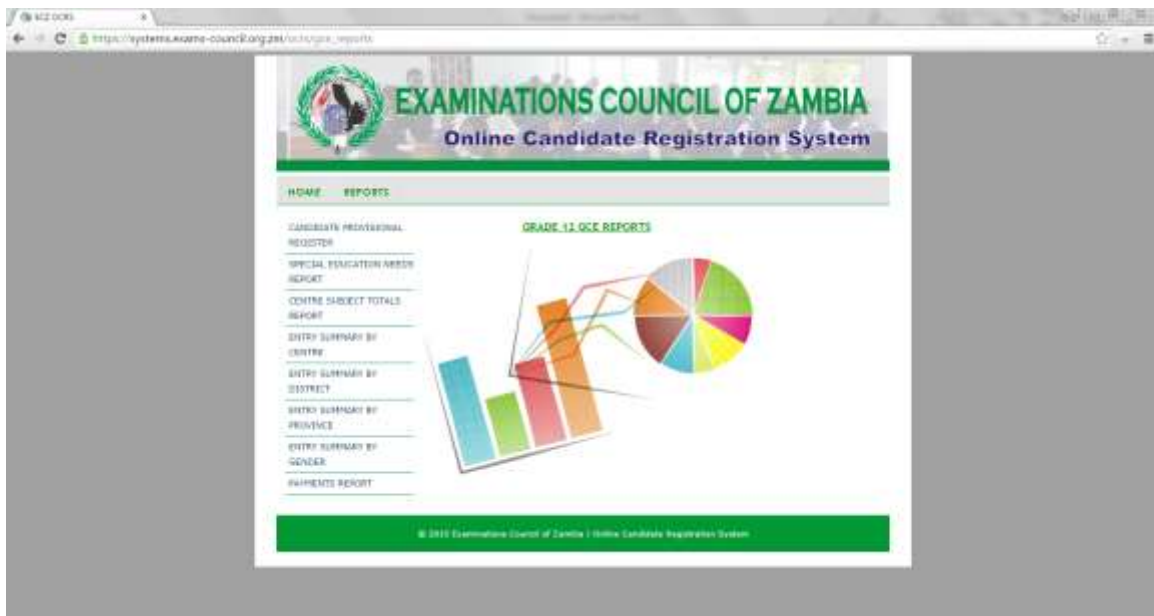


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

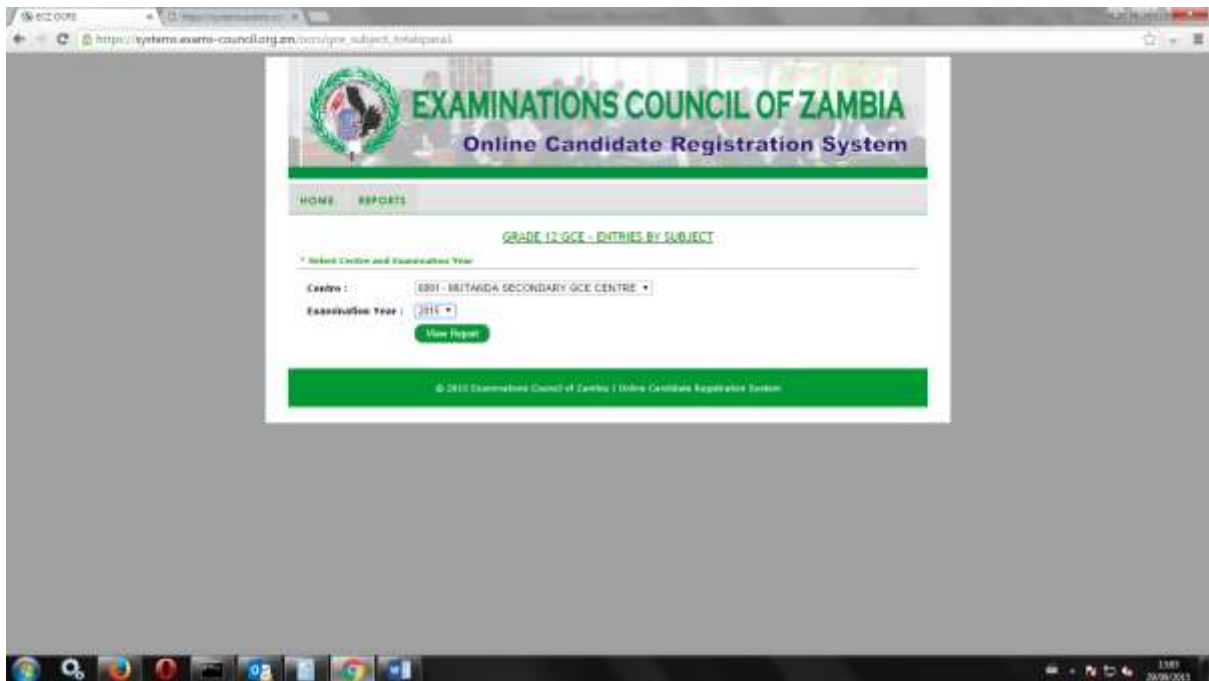


Click on **Reports** to return to the following screen:



11. Centre Subject Totals Report

Click on **Centre Subject Totals** and select the **Centre** and the **Examination Year**.



Click on **View Report** and the following report will be displayed:

EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

HOME REPORTS

GRADE 12 GCE - SUBJECT ENTRIES

LEVEL : GRADE 12 GCE
EXAMINATION YEAR : 2015
CENTRE : 0901 | BRITAKDA SECONDARY GCE CENTRE

Generate Subject Totals Report
CHAVUMA DISTRICT | NORTH WESTERN PROVINCE

SUBJECT CODE	SUBJECT NAME	TOTAL ENTRIES
1022	ENGLISH LANGUAGE	21
2030	CIVIC EDUCATION	4
2044	CHRISTIAN RELIGIOUS EDUCATION (2044)	1
2046	CHRISTIAN RELIGIOUS EDUCATION (2046)	6
2067	HISTORY	3
2218	GEOGRAPHY	4
4024	MATHEMATICS	07
8000-623	BIOLOGY	23
8124	SCIENCE	26
6870	HOME MANAGEMENT	2
7000	COMMERCE	2
7510	PRINCIPLES OF ACCOUNTS	5

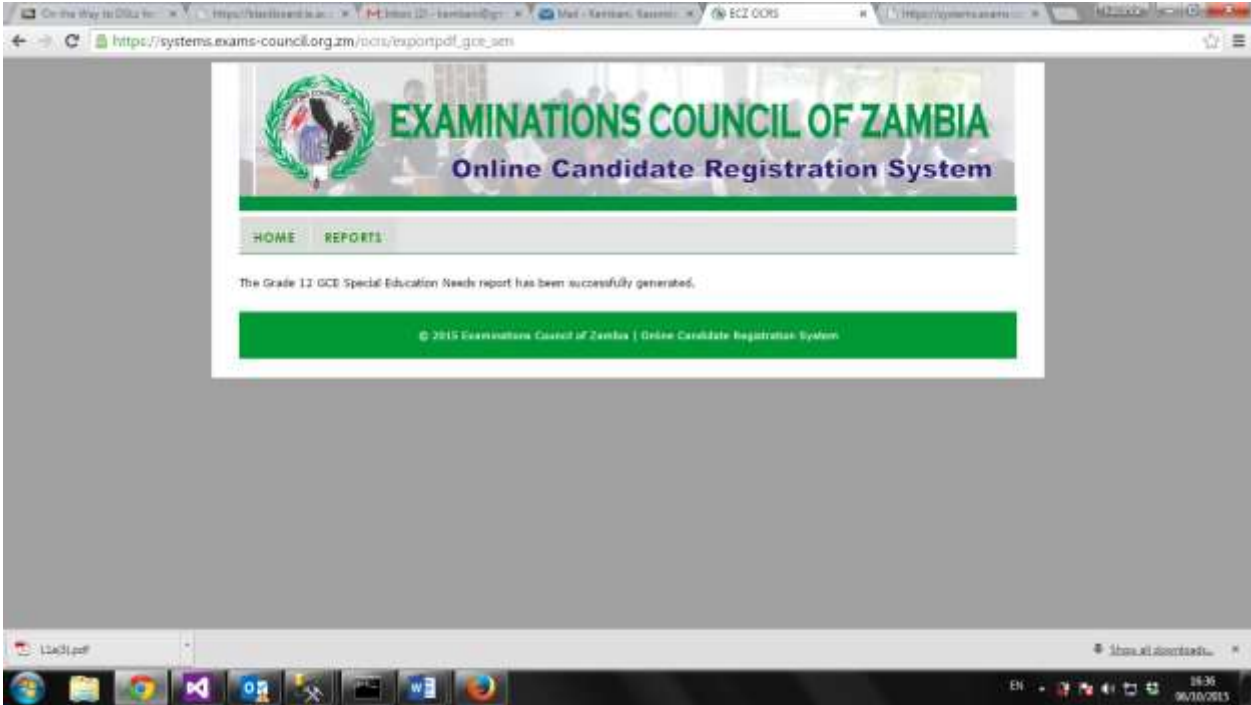
© 2015 Examinations Council of Zambia | Online Candidate Registration System

To print the report click on **Generate Subject Totals Report** and the report will be generated for Printing:

ID	NAME	STATE NUMBER	SEX	DOB	OTHER	REMARKS	RECEPTION	MARKS
1200001	CHANDA	001	M	1999	000000	NOT AVAILABLE	000	
1200002	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200003	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200004	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200005	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200006	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200007	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200008	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200009	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200010	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200011	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200012	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200013	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200014	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200015	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200016	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200017	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200018	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200019	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	
1200020	CHANDA	001	F	1999	000000	NOT AVAILABLE	000	


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:



Click on **Reports** to return to the following screen:

412.000
https://systems.exams-council.org.zm/online_reports



EXAMINATIONS COUNCIL OF ZAMBIA

Online Candidate Registration System

HOME REPORTS

CANDIDATE PROFESSIONAL REGISTER

SPECIAL EDUCATION NEEDS REPORT

CENTRE SUBJECT TOTALS REPORT

ENTRY SUMMARY BY CENTRE


ENTRY SUMMARY BY DISTRICT

ENTRY SUMMARY BY PROVINCE

ENTRY SUMMARY BY GENDER

PAYMENTS REPORT

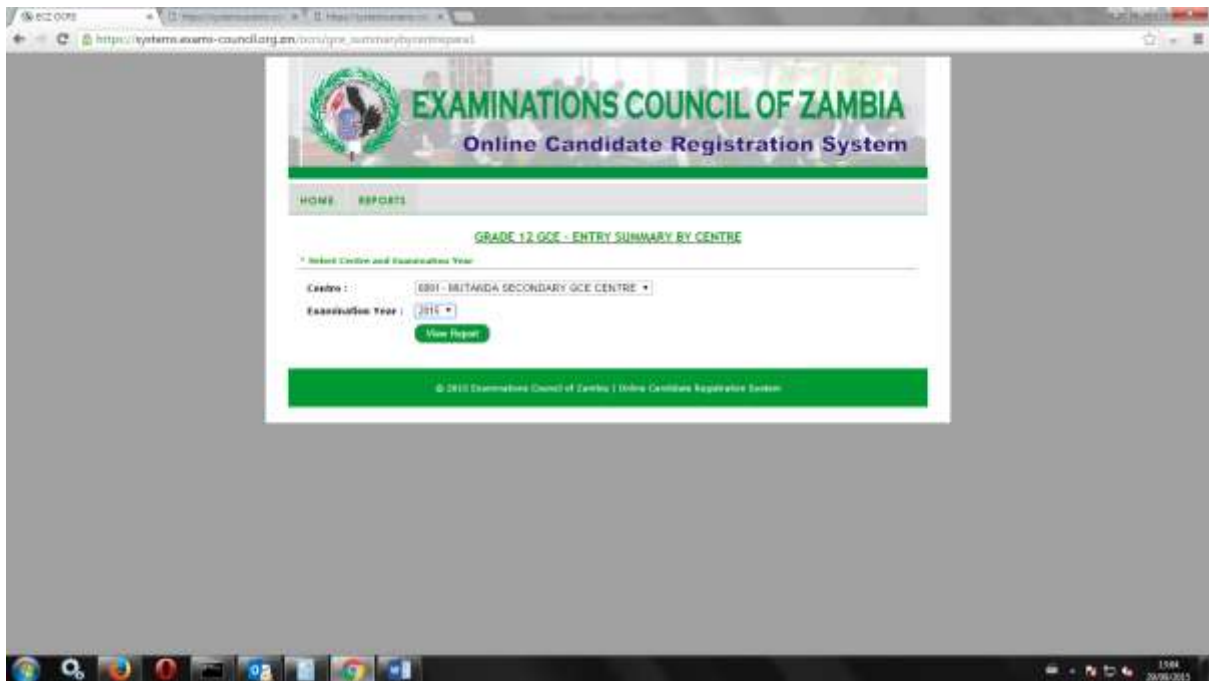
GRADE 11 OCE REPORTS



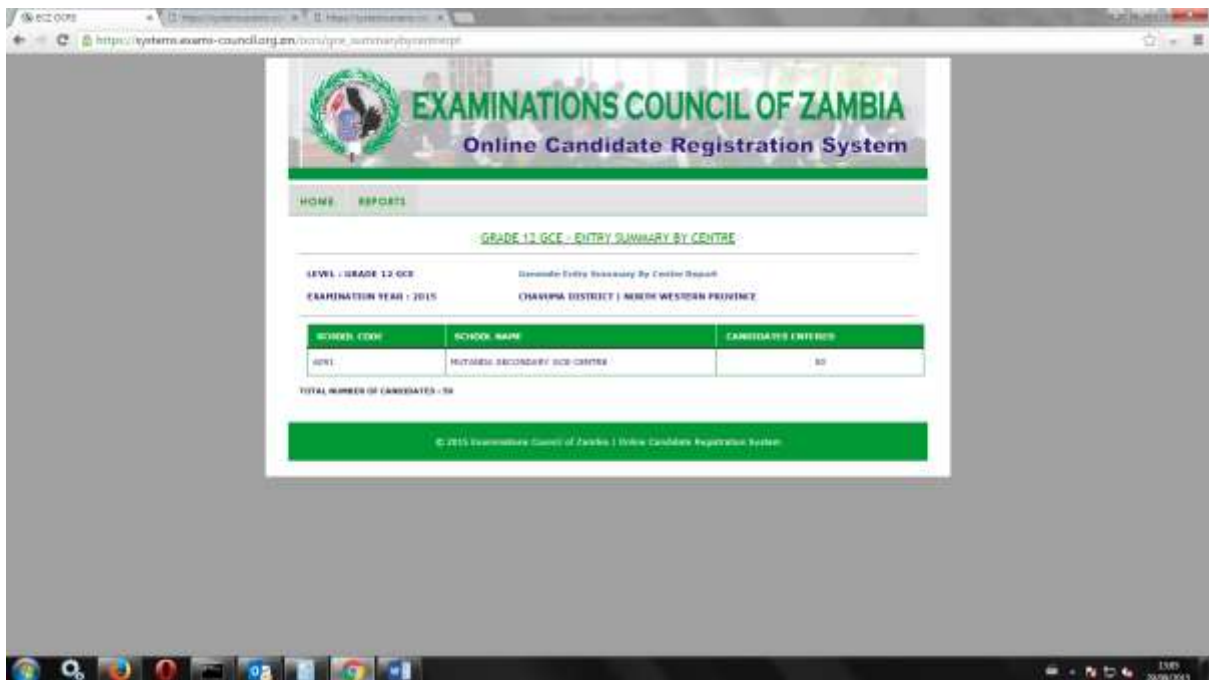
© 2015 Examinations Council of Zambia / Online Candidate Registration System

12. Entry Summary by Centre Report

Click on **Entry Summary by Centre** and select the **Centre** and the **Examination Year**.



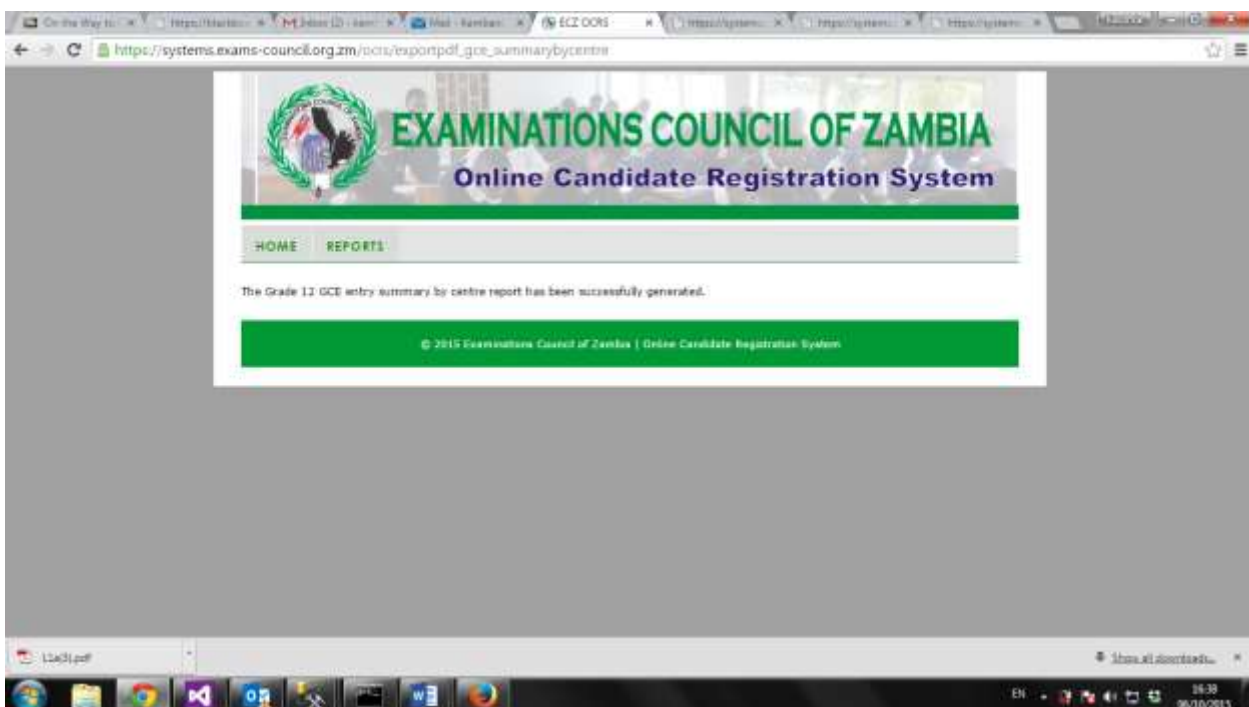
Click on **View Report** and the following report will be displayed:



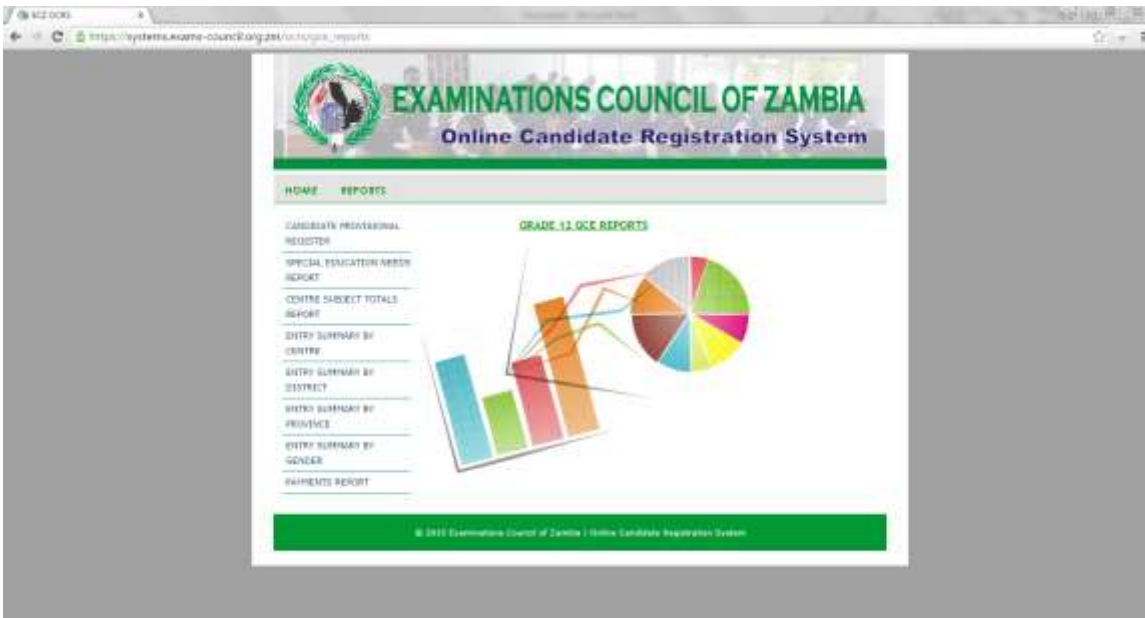
To print the report click on Generate Entry Summary by Centre Report and the report will be generated for Printing:

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

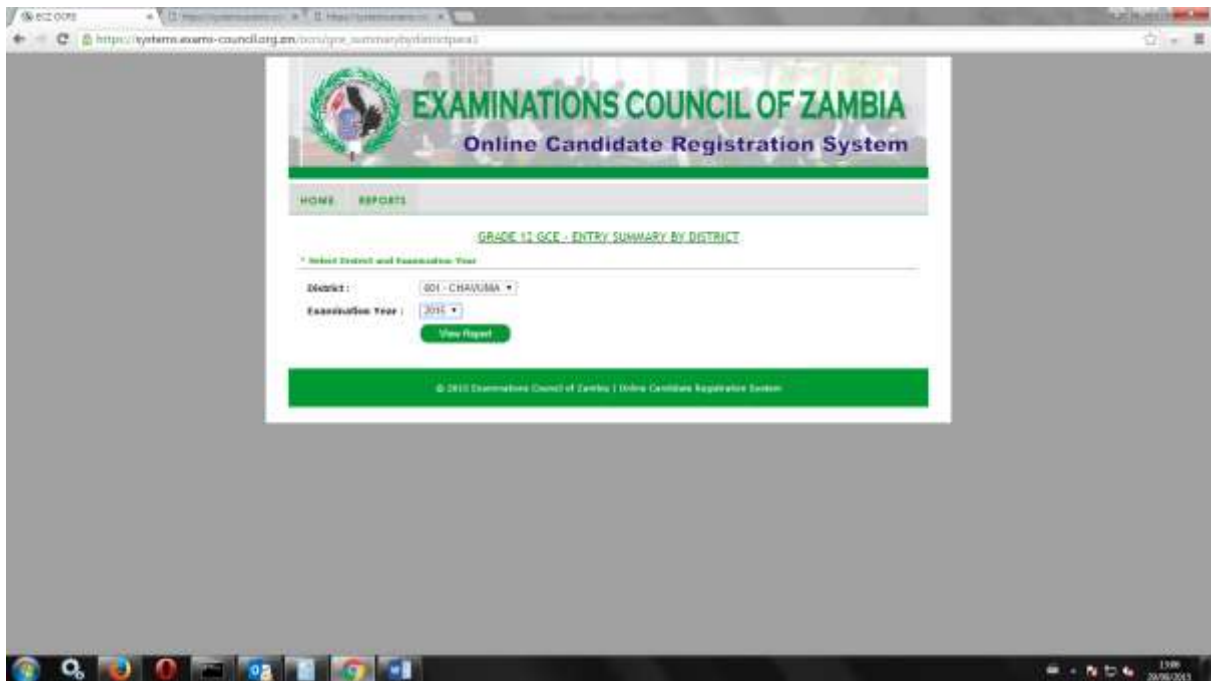


Click on **Reports** to return to the following screen:

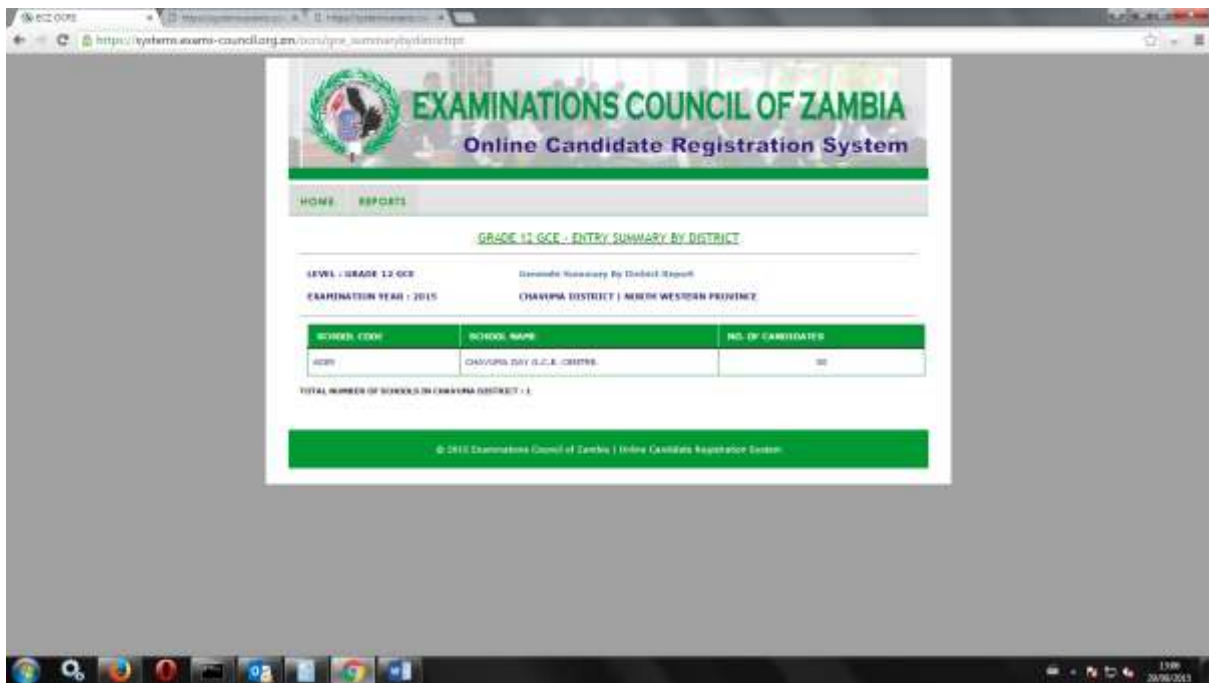


13. Entry Summary by District Report

Click on **Entry Summary by Centre** and select the **District** and the **Examination Year**.



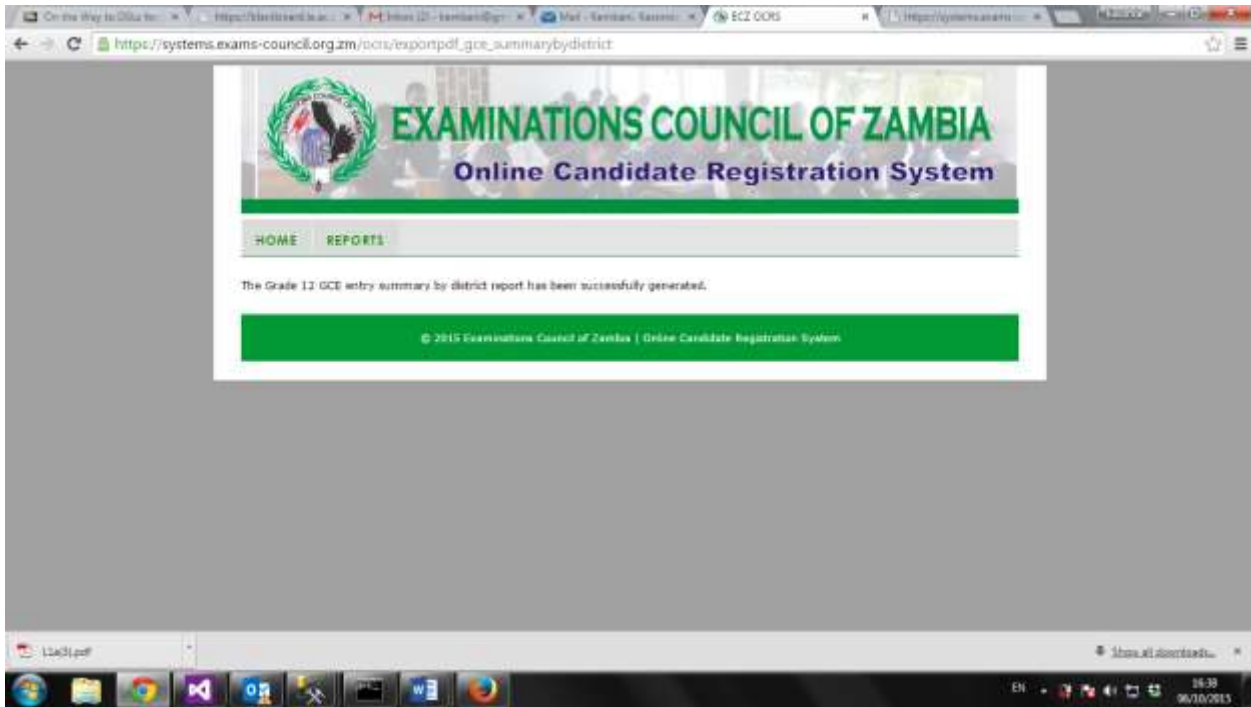
Click on **View Report** and the following report will be displayed:



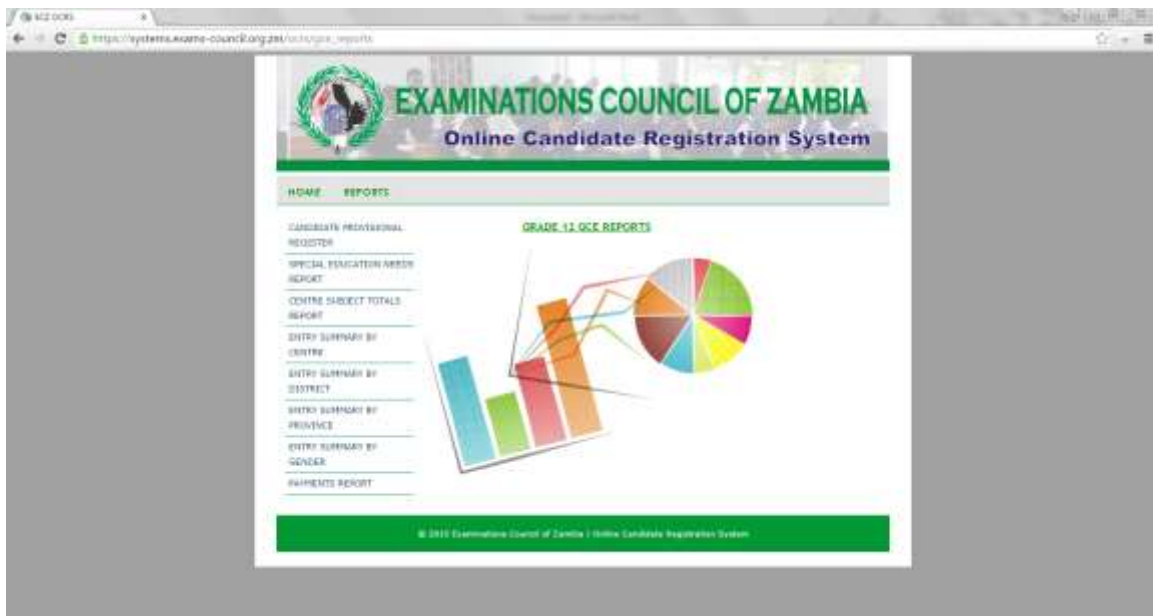
To print the report click on Generate Entry Summary by District Report and the report will be generated for Printing:

On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

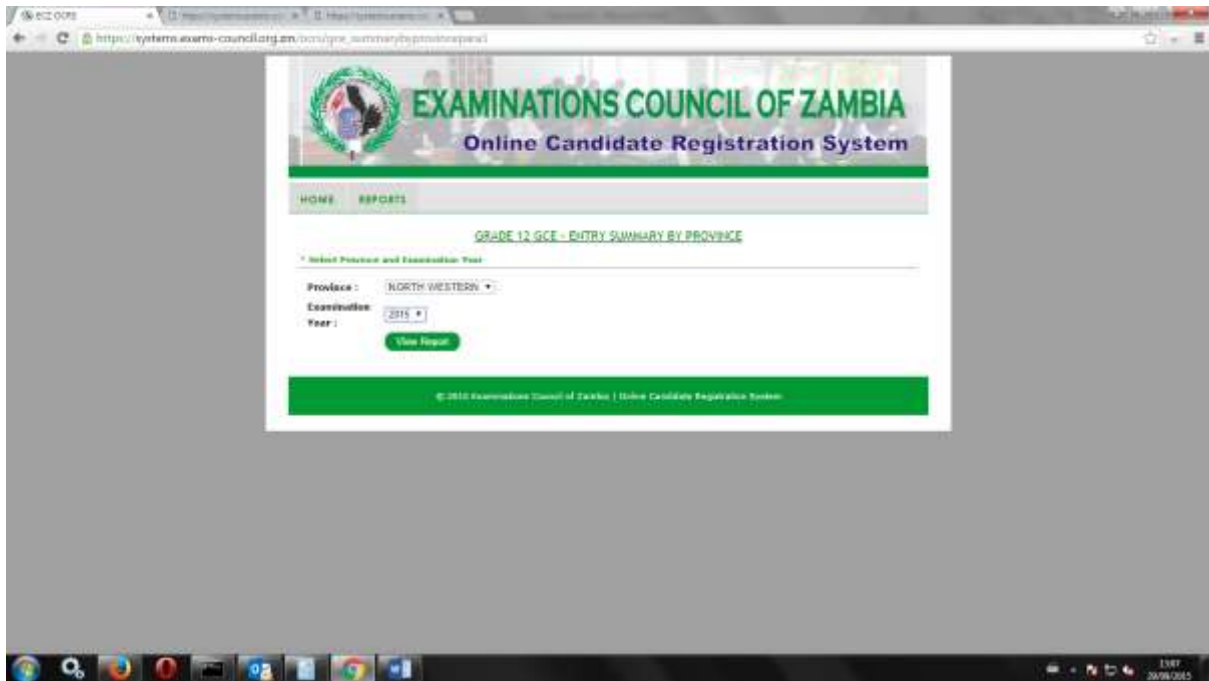


Click on **Reports** to return to the following screen:



14. Entry Summary by Province Report

Click on **Entry Summary by Province** and select the **Province** and the **Examination Year**.



Click on **View Report** and the following report will be displayed:

The screenshot shows the same web browser window, but now displaying the report data. The page title is 'GRADE 12 GCE - ENTRY SUMMARY BY PROVINCE'. Below the title, there are two dropdown menus: 'LEVEL - GRADE 12 GCE' and 'Generate Report by Province Report'. Below these, it says 'EXAMINATION YEAR - 2015' and 'NORTH WESTERN PROVINCE'. A table with three columns is displayed: 'SCHOOL CODE', 'SCHOOL NAME', and 'CANDIDATE ENTRIES'. The table contains three rows of data. Below the table, it says 'TOTAL NUMBER OF SCHOOLS IN NORTH WESTERN PROVINCE : 3'. The footer of the page reads '© 2015 Examinations Council of Zambia | Online Candidate Registration System'.

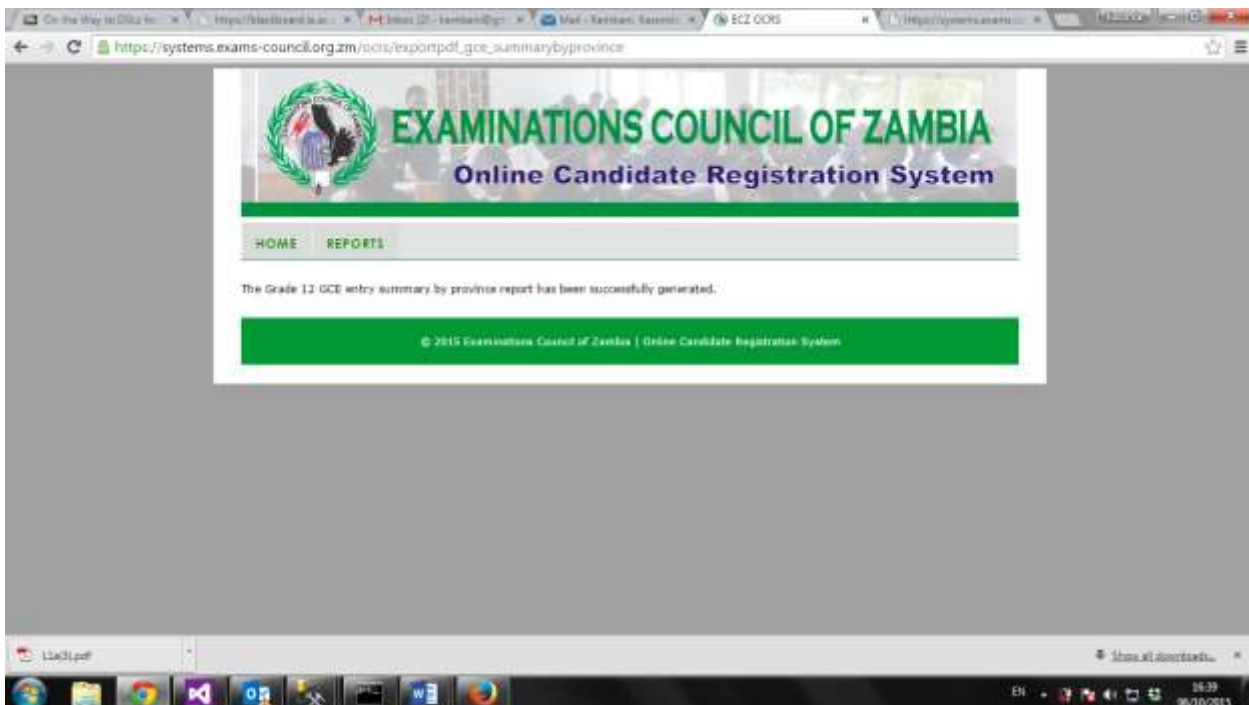
SCHOOL CODE	SCHOOL NAME	CANDIDATE ENTRIES
NDZ	NDZSUNDA S.C.B. CENTRE	00
ODD	ODDUNA DND G.C.E. CENTRE	00
NDZ	NDZSUNDA S.C.B. CENTRE	00

To print the report click on Generate Entry Summary by Province Report and the report will be generated for Printing:

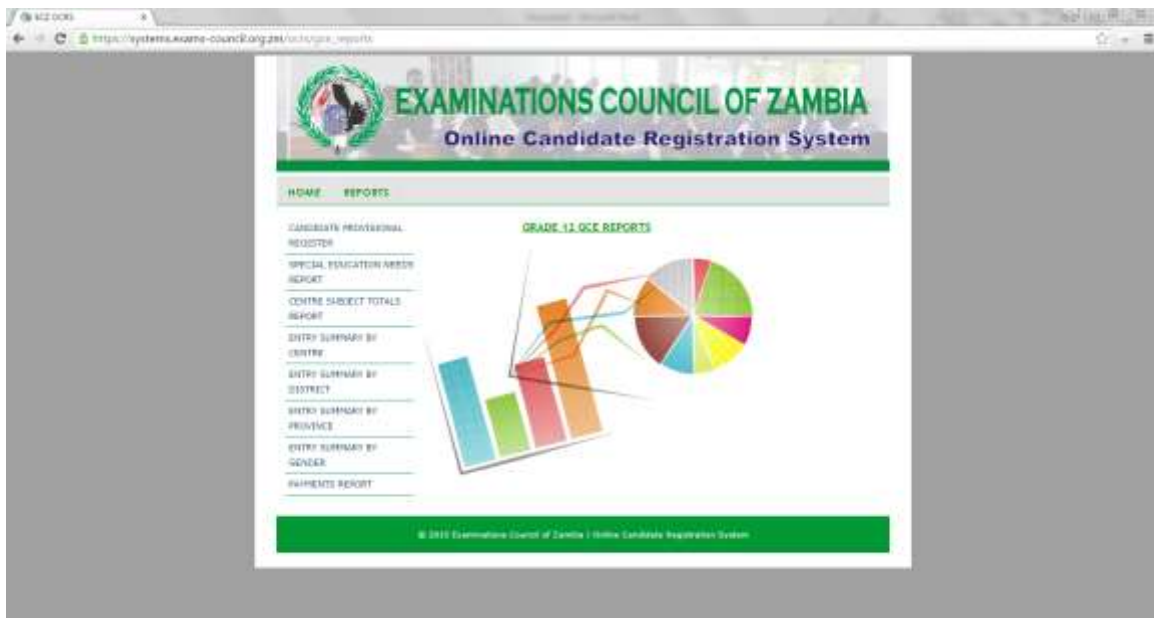


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:

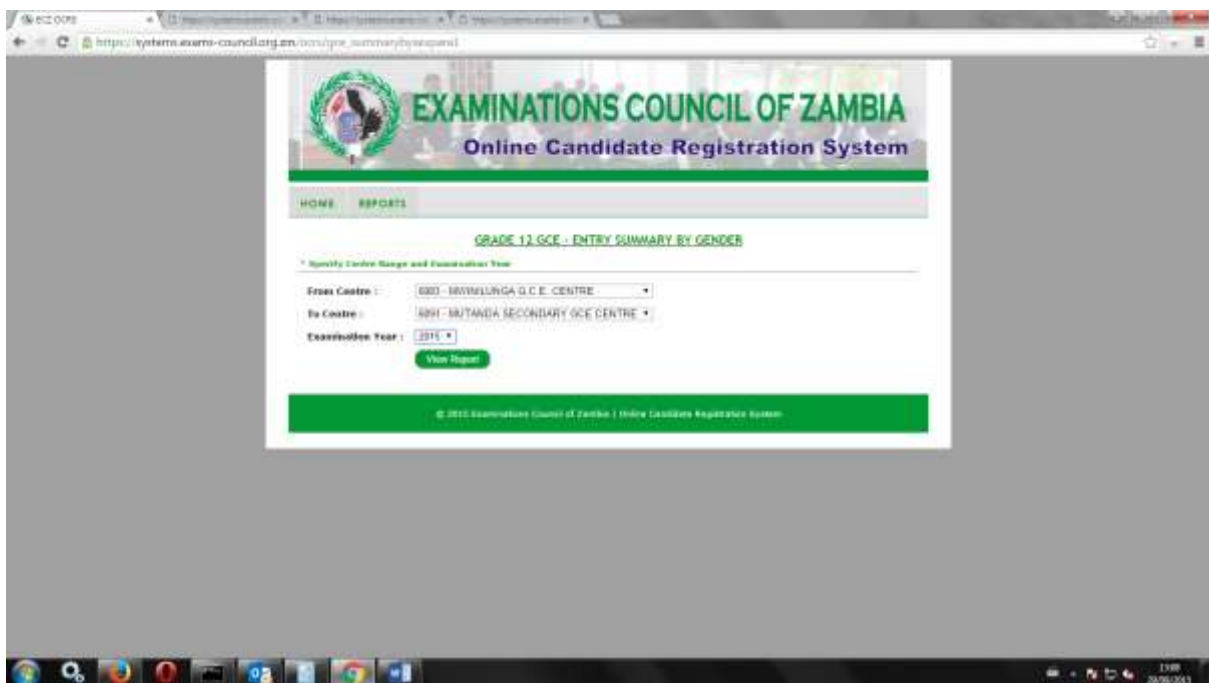


Click on **Reports** to return to the following screen:

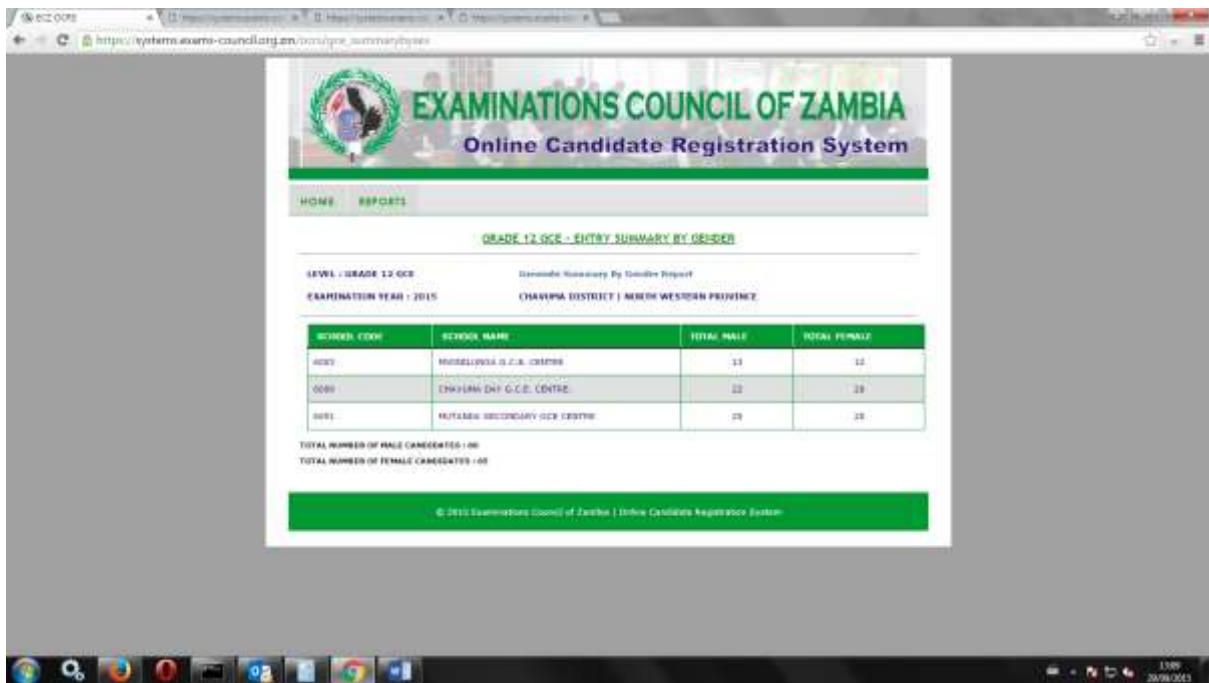


15. Entry Summary by Gender Report

Click on **Entry Summary by Gender** and select a range of Centre, **From Centre..... To Centre.....** Select the **Examination Year**



Click on **View Report** and the following report will be displayed:

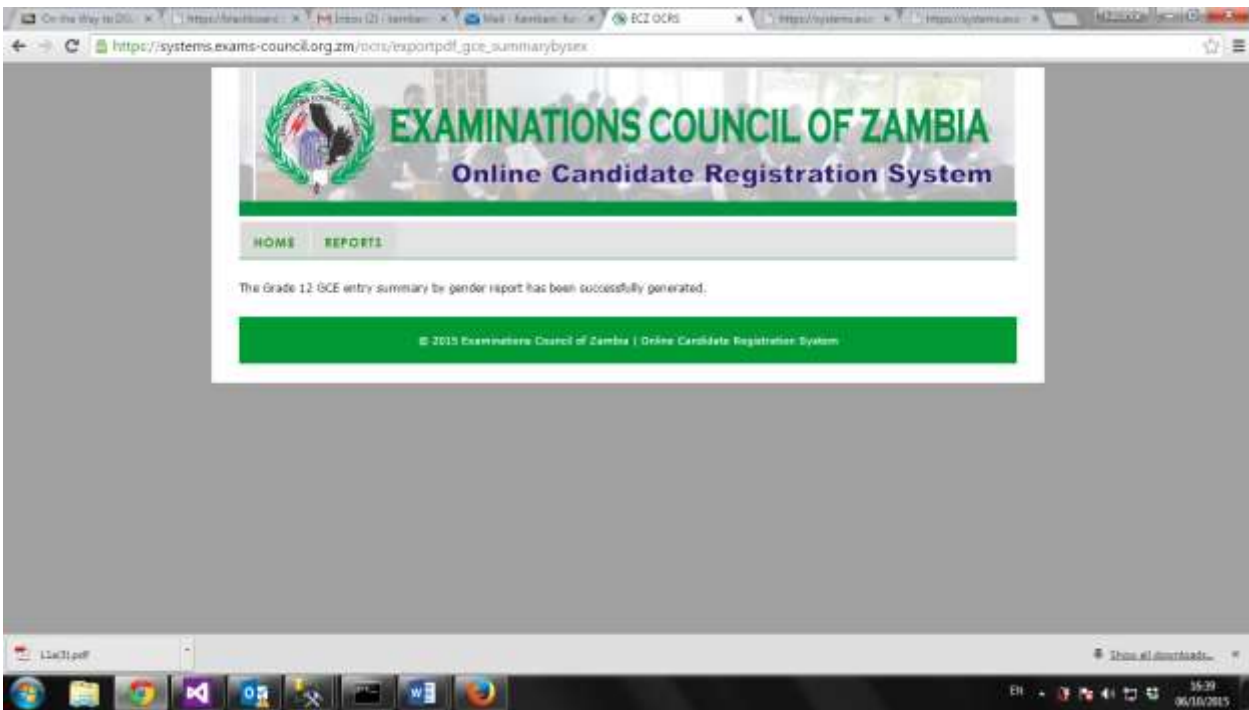


To print the report click on Generate Entry Summary by Province Report and the report will be generated for Printing:

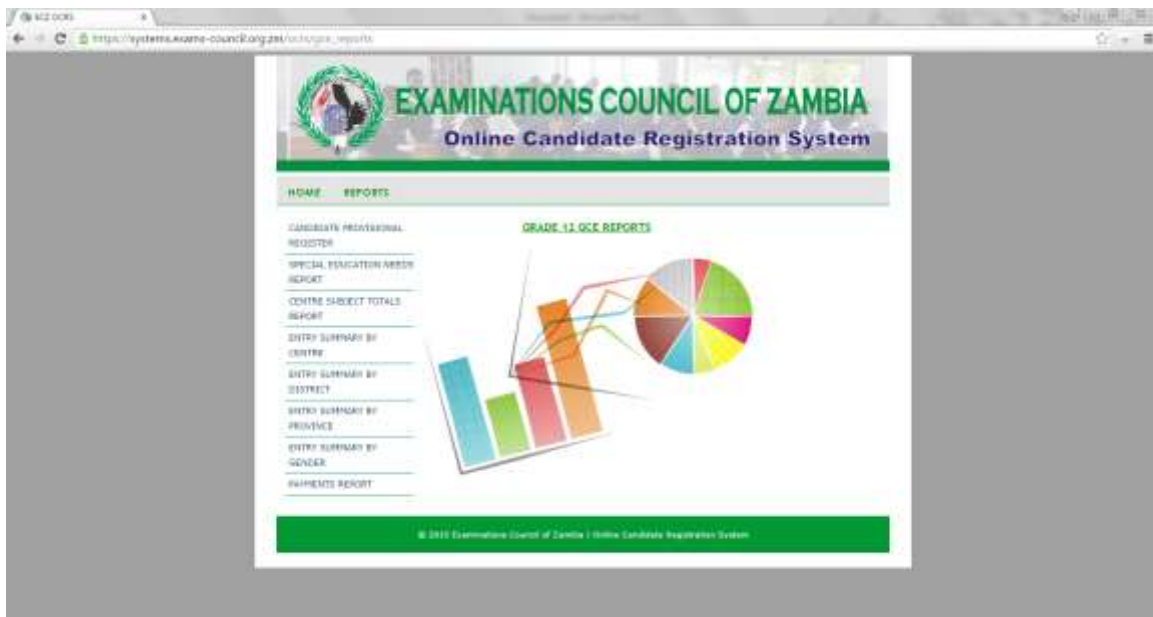


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:



Click on **Reports** to return to the following screen:



16. Payments Report

Click on **Payments** and select a range of Centres, **From Centre..... To Centre.....** Select the **Examination Year**

Click on **View Report** and the following report will be displayed:

EXAMINATIONS COUNCIL OF ZAMBIA
Online Candidate Registration System

HOME REPORTS

GRADE 11 GCE - PAYMENTS REPORT

EXAMINATION YEAR : 2015
CENTRE : 6053 (MANKUNGA S.C.C. CENTRE)
ENTRY FEE : ZMW 50.00

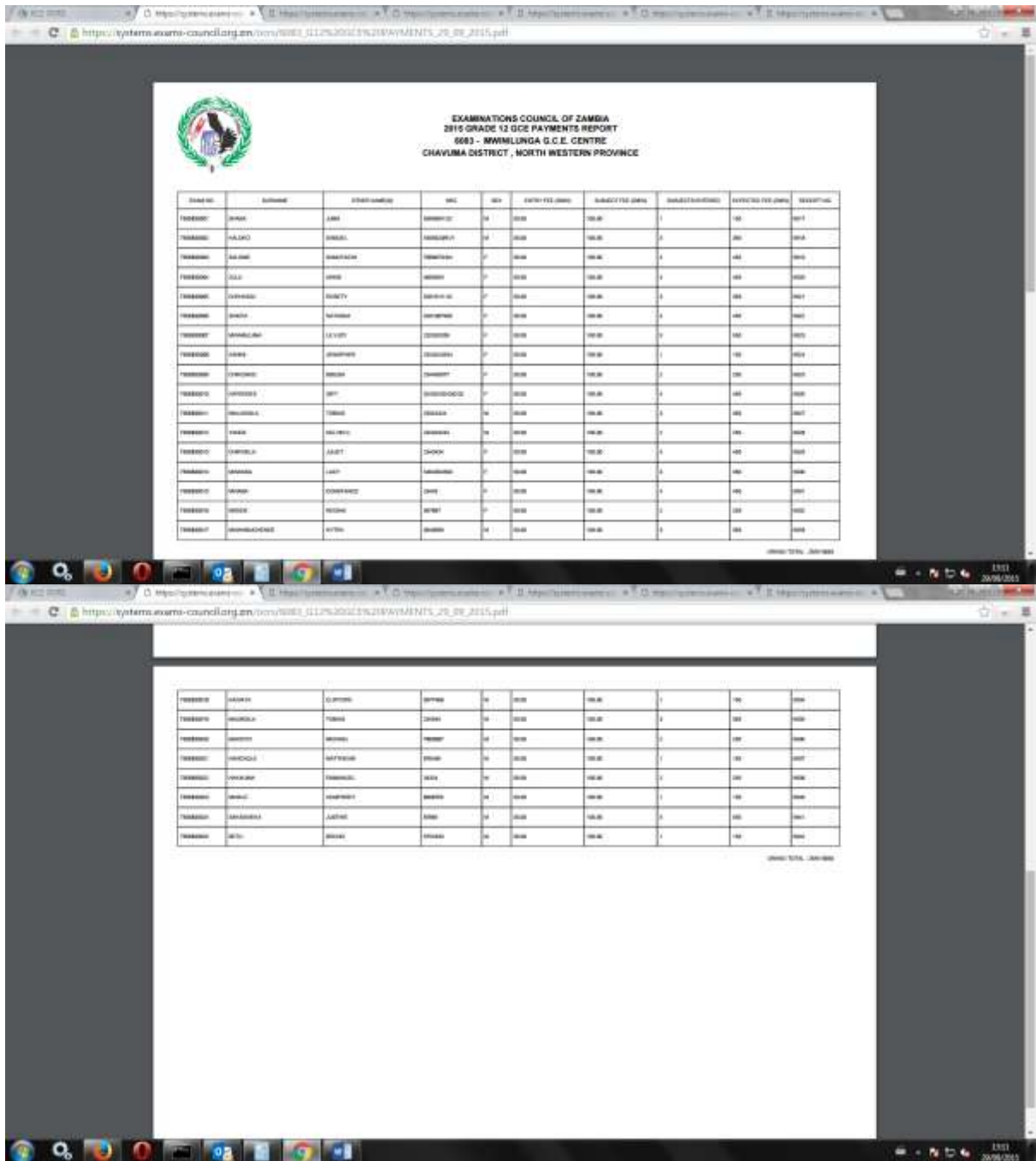
General Payments Report
CHAVAMA DISTRICT | NORTH WESTERN PROVINCE
SUBJECT FEE : ZMW 100.00

EXAM NO.	SURNAME	OTHER NAME(S)	SEX	NIC	NO. OF SUBJECTS	EXPECTED FEE (ZMW)	RECEIPT NO.
75003001	SHAGA	SHAGA	M	999991012	2	100.00	0017
75003002	KALDIP	SAMUEL	M	240326901	2	100.00	0018
75003003	SALIMB	SAPUKAZHE	F	700071214	2	100.00	0019
75003004	IZILO	ANNE	F	000000	4	400.00	0020
75003005	CHIKANDI	WISSETI	F	001011113	5	350.00	0021
75003006	SABKA	WAFADHA	F	101007000	4	400.00	0022
75003007	SHAMALIMA	LELUSO	F	21020000	5	500.00	0023
75003008	KABISI	BERNARD	M	230300000	1	100.00	0024
75003009	CHIKANDI	WISSETI	F	134400077	2	100.00	0025
75003010	KAMBERI	GIFT	F	21430000000	4	400.00	0026
75003011	KAMBERI	BERNARD	F	230300000	1	100.00	0027
75003012	CHIKANDI	WISSETI	F	134400077	2	100.00	0028
75003013	KAMBERI	GIFT	F	21430000000	4	400.00	0029
75003014	MALUNGA	TODIAS	M	231000000	3	300.00	0030
75003015	YAMBO	WELSON C.	M	000000000	2	200.00	0031
75003016	CHIKANDI	WISSETI	F	134400077	4	400.00	0032
75003017	SHAMALIMA	LELUSO	F	000000000	2	200.00	0033
75003018	SHAGA	CONSTANCE	F	23405	4	400.00	0034
75003019	SHAGA	WISSETI	F	000000	2	200.00	0035
75003020	SHAMALIMA	HITES	M	2040000	3	300.00	0036
75003021	KAVANA	SCOTT	M	0077000	1	100.00	0037
75003022	MALUNGA	TODIAS	M	23405	3	300.00	0038
75003023	MUKOYO	RECHAB	M	2000007	2	200.00	0039
75003024	KABUSILE	MATTHEW	M	070400	1	100.00	0040
75003025	MALUNGA	WISSETI	M	24300	2	200.00	0041
75003026	SHAGA	HUMPHREY	M	0000000	1	100.00	0042
75003027	SALIMB	SCOTT	M	07000	5	500.00	0043
75003028	BETO	SHUBH	M	0154100	1	100.00	0044

GRAND TOTAL : ZMW 6000.00

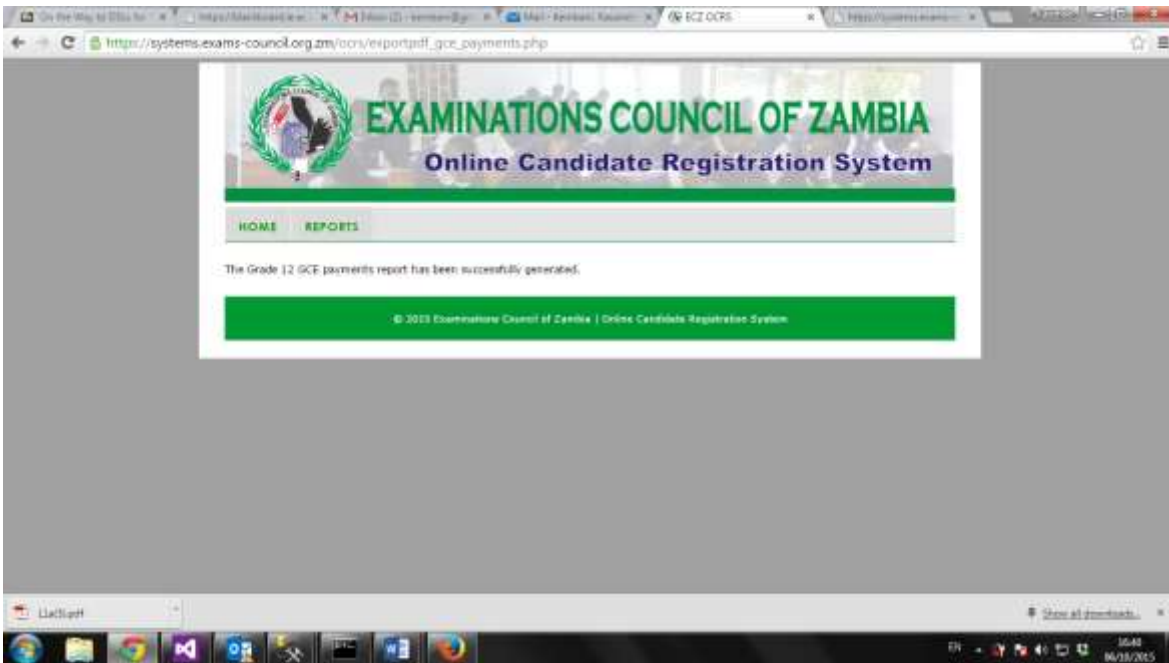
© 2015 Examinations Council of Zambia | Online Candidate Registration System

To print the report click on Generate Payments Report and the report will be generated for Printing:

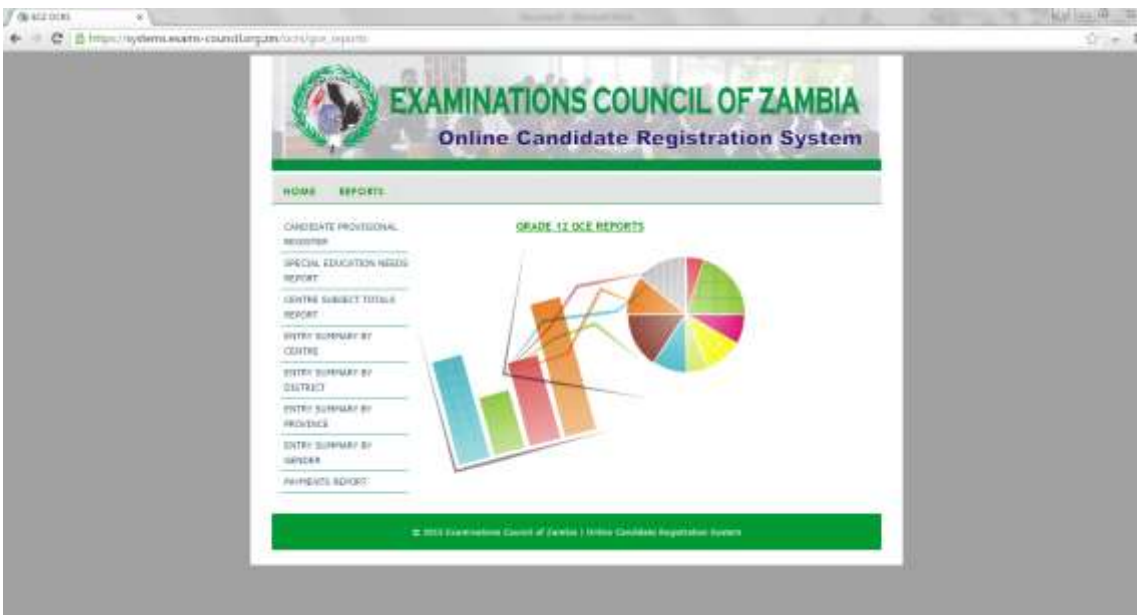


On the left hand side of the screen, select **File**. From the drop down menu, select print and Send report to the connected printer.

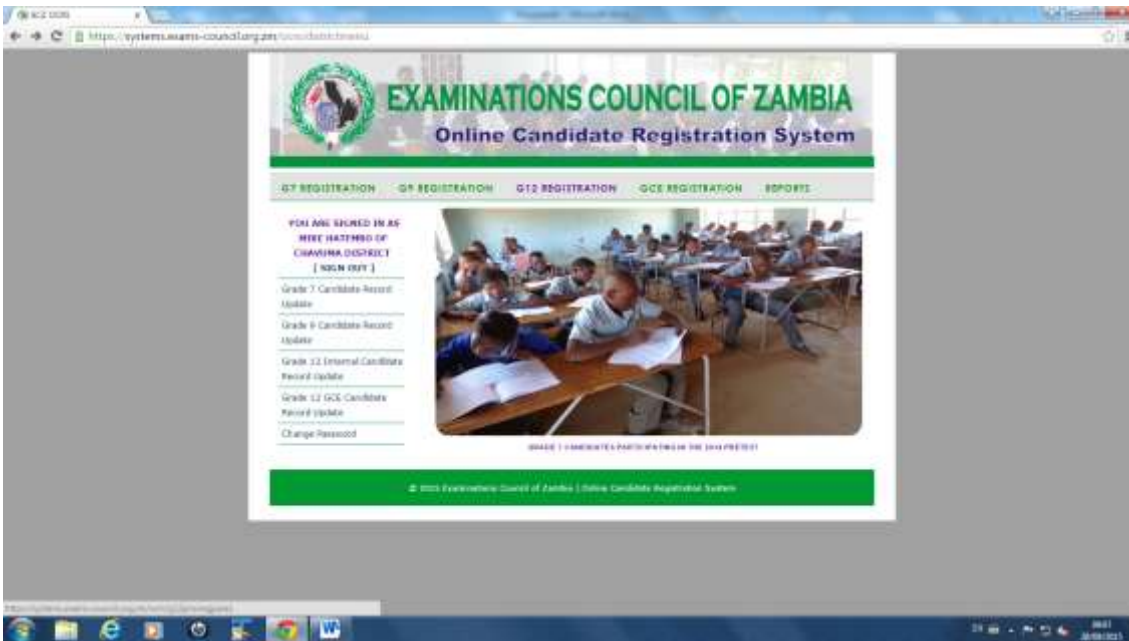
Click on the **X** on the right hand corner of the screen and you will be returned to the following screen:



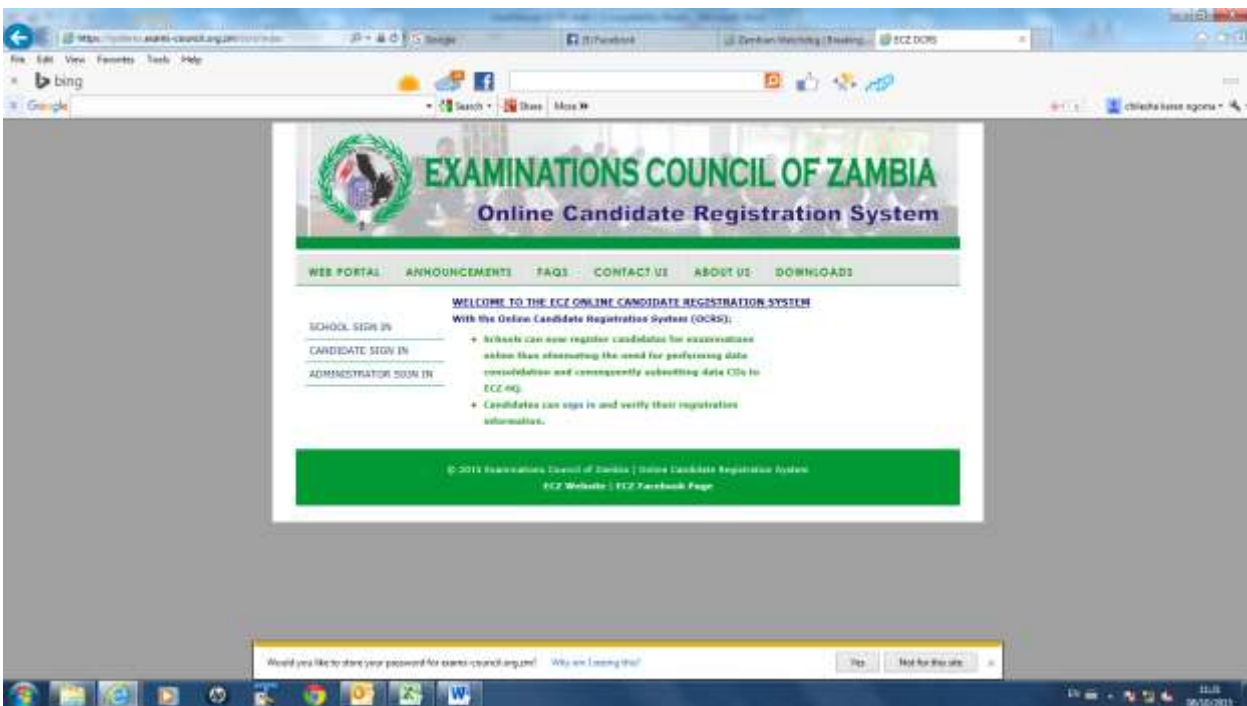
Click on **Reports** to return to the following screen:



Once completed viewing and printing the **Reports** click on **HOME** to return to the following screen:



Once completed with candidate registration, the amendments, generated and printed the various reports, click on **SIGN OUT** and you will be returned to the following screen:



Click on the **X** on the right hand corner of the screen to close the system.

Thank you for your time

