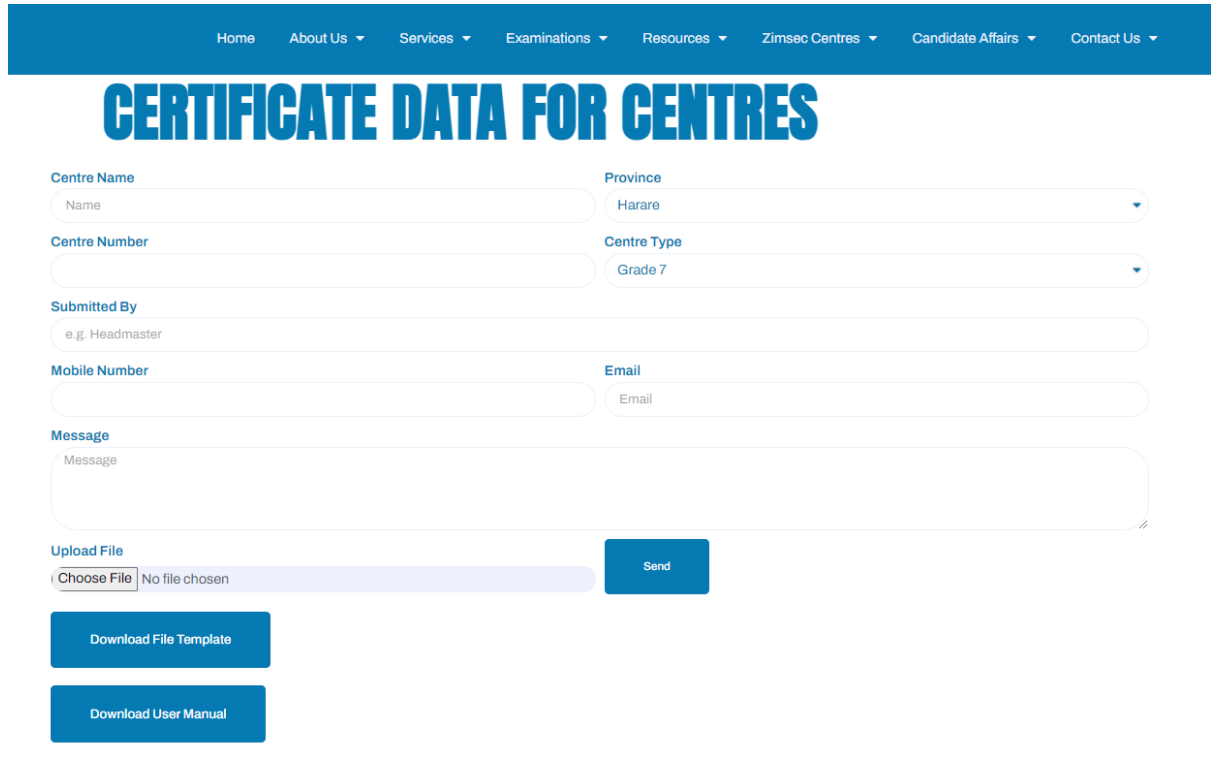




CERTIFICATE DATA CAPTURING MANUAL

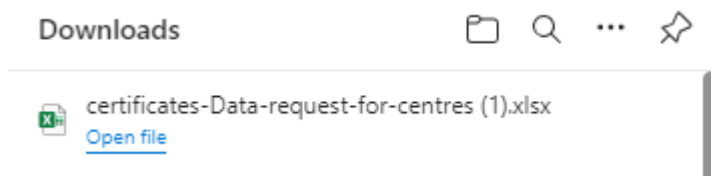
1.0 Downloading the Template

1. Click the Url below to launch the Zimsec website:
<https://www5.zimsec.co.zw/certificate-data-for-centres/>
2. The following screen will be displayed.



The screenshot shows the Zimsec website's 'CERTIFICATE DATA FOR CENTRES' form. The form is set against a blue header with navigation links: Home, About Us, Services, Examinations, Resources, Zimsec Centres, Candidate Affairs, and Contact Us. The main heading 'CERTIFICATE DATA FOR CENTRES' is in large, bold, blue letters. Below the heading, the form consists of several input fields and dropdown menus: 'Centre Name' (text input), 'Province' (dropdown menu with 'Harare' selected), 'Centre Number' (text input), 'Centre Type' (dropdown menu with 'Grade 7' selected), 'Submitted By' (text input with placeholder 'e.g. Headmaster'), 'Mobile Number' (text input), and 'Email' (text input with placeholder 'Email'). There is a large 'Message' text area below these fields. At the bottom of the form, there is an 'Upload File' section with a 'Choose File' button and a 'No file chosen' status, followed by a 'Send' button. Below the form, there are two blue buttons: 'Download File Template' and 'Download User Manual'.

3. Click on Download File Template.
4. A dropdown menu labelled “Downloads” will come up as shown below:



5. Click on “Open File” to open the Excel File.
6. Capture the candidate details as detailed in step 2.0.

2.0 INTRODUCTION

The purpose of this manual is to guide centres on how to capture the information required in the fields of the Excel template provided for collecting candidate's certificate details. Please read the manual carefully and follow the manual's instructions as provided.

The following are the field names and the information required for the mentioned field:

2.1 Candidate_Name

A
Candidate_Name
XXXXX YYYY

In this field, a full name of the candidate is required in the following order:

Surname Firstname Middlename (e.g Banda James R.)

2.2 Candidate_Number

Candidate_Number
010000/3001

In this field, the center number and the candidate number are required in the following order:

Centernumber/Candidatenummer (e.g 010000/3001)

2.3 Examination_Session

Examination_Session
EXAMINATION OF NOVEMBER 2020

In this field, the examination session should be written in the following format:

Month/Year (e.g NOVEMBER/2020)

2.4 Centre_Name

Centre_Name
ALLAN WILSON HIGH SCHOOL

In this field, the full name of the school is required as written in the image.

2.5 Exam_Level

E
Exam_Level
GCE AO LEVEL

In this field, a dropdown is provided whereby a user is supposed to select the examination eg.:

GCE O LEVEL (O level)

GCE A LEVEL (A level)

2.6 Subject_Level_AO

F
Subject_Level_AO
GCE AO LEVEL

In this field, the subject level must be specified in the following format:

GCE ORDINARY LEVEL (O level)

GCE ADVANCED LEVEL (A level)

2.7 Certificate_Number

G
Certificate_Number
O/20/0000001

The certificate Number should be written in the format above starting with the level eg. O for Ordinary level and A for Advanced level followed by the examination year eg 20 for the year 2020 and then the serial number of the certificate eg. 0000001.

2.8 Collection Status

H
Collection Sta
Collected

In this field, the input of the collection status of a certificate is required in this format:

Collected (if the certificate has been collected)

Not Collected (If the certificate is not yet collected)

Missing (If the certificate is missing)

2.9 Date of collection

I
Date of colle
1/3/2021

In this field, date of collection is required:

Day/Month/Year (e.g 01/03/2021)

2.10 ID of collecting person

K
ID of collecting
123456789K12

In this field, the national id number of the person who collected a certificate is required in this format:

123456789K12

2.11 Relationship with candidate

L
relationshipwith c
self

In this field, information required is the relationship of the owner of the certificate to the one collecting it :

Self (if the owner collected)

Mother

Father

Aunt

Uncle

Sibling

Niece

Nephew

2.12 Issued by

M
: issued by
TTTT MMMM

In this field, the full name of the person who issued the certificate is required in the following format:

Surname Firstname Middlename (e.g Banda James R.)

2.13 ID of issuer

IN
ID of issuer
00000000M23

In this field, the national ID of the issuer of the certificate is required in the following order:
00000000M23

2.14 Title of Issuer

○
Title of Issuer
Headmaster

In this field, the title of the person who issued the certificate is required using the following options:

Headmaster

Deputy Head

Teacher

Bursar

TIC

Secretary

Other

2.15 Comment for Missing

P
Comment for Missing

In this field, a description of the missing certificate is required, explaining the reason why the certificate is not available.

Repeat Step 2 until all the candidate details have been captured.

3.0 Saving The File

1. Go to File and click “Save As”. Scroll to the folder you want to save the document to then give the file the name you want eg. Allan Wilson High School
2. Click on Save.

4.0 Uploading The File

1. Click the Url below to launch the Zimsec website:
<https://www5.zimsec.co.zw/certificate-data-for-centres/>
2. The following screen will be displayed.

The screenshot shows the 'CERTIFICATE DATA FOR CENTRES' web form. At the top is a blue navigation bar with links: Home, About Us, Services, Examinations, Resources, Zimsec Centres, Candidate Affairs, and Contact Us. The main heading is 'CERTIFICATE DATA FOR CENTRES' in large blue letters. Below the heading are several input fields: 'Centre Name' (text input with 'Allan Wilson'), 'Province' (dropdown menu with 'Harare'), 'Centre Number' (text input with '010000'), 'Centre Type' (dropdown menu with 'Advanced Level'), 'Submitted By' (text input with 'Bursar'), 'Mobile Number' (text input with '+263772263075'), and 'Email' (text input with 'hchimuti@gmail.com'). There is a 'Message' text area below the email field. At the bottom of the form is an 'Upload File' section with a 'Choose File' button, a file name 'Allan Wilson.xlsx', and a 'Send' button. Below the form are two buttons: 'Download File Template' and 'Download User Manual'.

3. Capture the Centre Name, Centre Number, Designation of the person submitting the file, Mobile Number, Email Address, Province/Region, Centre Type, Message if any
4. Click on “Choose File” to Upload the saved Text File.
5. Click on Send in order to submit the file.