



**Zimbabwe School Examinations Council**  
Examinations Centre, Upper East Road, Mount Pleasant  
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**Your Ref:**

**Our Ref:**

**09 January 2023**

## **EXAMINATIONS CIRCULAR NO. 01 OF 2023**

### **DISTRIBUTION**

- **The Permanent Secretary** – Ministry of Primary and Secondary Education
- **Principal Directors** – Ministry of Primary and Secondary Education
- **Head Office Directors** – Ministry of Primary and Secondary Education
- **Provincial Education Directors** – Ministry of Primary and Secondary Education
- **District Schools Inspectors** – Ministry of Primary and Secondary Education
- **President** – NASH
- **President** – NAPH
- **Regional Managers** - ZIMSEC
- **Heads** of Advanced Level Examination Centres

## **INSTRUCTIONS AND GUIDELINES ON THE PROVISIONAL RESULTS FOR THE NOVEMBER 2022 ZGCE ADVANCED LEVEL EXAMINATIONS**

### **1.0 PROVISIONAL RESULTS FOR CENTRES**

The following are supplied:

- 1.1 Two sets of individual statements of provisional results (results slips).
- 1.2 Provisional results arranged by syllabus.
- 1.3 Provisional results printed in the form of a broadsheet.

### **2.0 INDIVIDUAL CANDIDATES STATEMENTS OF PROVISIONAL RESULTS**

- 2.1 ZIMSEC will forward two sets of statements of results to the Centre Head. The Centre should then pass one copy of the statement of results to the appropriate candidate.
- 2.2 No reliance should be placed on the accuracy of statements of provisional results should there be any unauthorised alteration, erasure or tear in it.

**Board Members:** Prof. E. Mwenje (*Chairperson*); Mrs. M. F. Masiye-Moyo (*Vice Chairperson*); Mrs. W. Chirongoma; Mr. J. Dewah; Mr. R. Gundane; Mrs. S. Joscelyne; Mr. M. Kamungeremu; Mr. K. Kapfudza; Mr. F.Z. Mhlanga; Mr. S. Mhlanga; Mr. S. Moyo; Dr. E. Ndlovu; Mrs. P. S. Nkomazana; Mr. B. Nkomo; Prof. D.J. Simbi; Mr. R. Sisimayi; Dr. L. Nembaware (*Executive*)

- 2.3 Since the statements of results constitute the ZIMSEC's permanent record of the examination, any apparent errors e.g. if the name of a candidate does not correspond to the information supplied on the entry disc, should be reported to ZIMSEC in writing immediately after the provisional results are received.
- 2.4 The statements of results are not certificates and should therefore not be presented as such.
- 2.5 Explanatory notes are printed on the statements of results.
- 2.6 ZIMSEC **reserves the right to change or correct the information given on the statements of provisional results** which are sent out before the issue of certificates.

### 3.0 EXPLANATION OF SYMBOLS

- 3.3 **'X - ABSENT'** denotes that a candidate is absent in any one or all constituent papers.
- 3.4 **'M - NO RESULT'** denotes some missing information pertaining to the subject. This includes those who did not submit CALA marks.
- 3.5 **'W - RESULT WITHHELD'** in the case of suspected malpractice, indicates that results cannot be issued at present, but will follow after investigations have been conducted. The centre will be informed of the outcome.
- 3.6 **'NO - RESULT CANCELLED'** indicates that as a result of a breach of examination regulations ZIMSEC has decided not to issue a result.

### 4.0 EXPLANATION OF GCE ADVANCED LEVEL GRADES

- 4.1 The following Grades and corresponding points are awarded to Candidates who obtain passes in the G.C.E Advanced Level subjects. Grade A is the highest pass Grade and E is the lowest pass Grade. Grade F denotes that the Candidates have failed to attain a pass at the GCE Advanced Level. The Grade F is not shown on the Certificate.

Pass Grades at GCE Advanced Level	Points Awarded
A	5
B	4
C	3
D	2
E	1
0	Subsidiary Pass(GCE O Level)



#### 4.2. GCE SUBSIDIARY LEVEL GRADES

The following Grades are awarded to Candidates who obtain passes in the GCE Subsidiary Level subject. Grade One is the Highest Grade and Grade Six is the lowest Grade.

G.C.E Subsidiary Grade	G.C.E Ordinary Level Grade	
ONE, TWO	A	Equivalent to a Pass at the GCE Ordinary Level standard
THREE, FOUR	B	
FIVE, SIX	C	

#### 5.0 ENQUIRIES ABOUT PROVISIONAL RESULTS

All enquires about results should be made using official written communication. Please use provided forms to communicate your queries to ZIMSEC within the queries window period.

**NB: TELEPHONE ENQUIRIES WILL NOT BE ACCEPTED OR ACTED UPON.**

- 5.1 If for any reason, a candidate has not received his/her ZGCE Advanced Level examination results, the attached **Examination Results Query Form** should be used by the "Centre Head" to make enquiries.
- 5.2 It has been found necessary to restrict the duration candidates' scripts are kept by ZIMSEC to a short period immediately following the issue of provisional results. Enquiries about provisional results should be submitted as soon as possible after the provisional results have been received. Such enquiries must reach ZIMSEC **within 42 days of the announcement of results**. Pirate candidates must normalize their entries within the same period.
- 5.3 Known cases of suspected cheating and pirate candidates must not be included.
- 5.4 It is important that enquiries concerning provisional results for syllabuses shown as 'No Results' are made in writing and should include all relevant information.

- 5.5 Answer scripts and other work submitted by candidates in the examination are the property of ZIMSEC. The Council is under no obligation to return these to Centres and Candidates.

## 6.0 RE-MARKS

The provision for affording all deserving cases the facility of a re-mark of an examination exists. The correct procedures to be followed when requesting re-marks are as follows:-

- 6.1 Requests for re-marks should normally be submitted through and supported by Heads of the respective centres where candidates wrote the examination.
- 6.2 Re-marks are not free. A fee is charged for each script re-marked. Currently, the charge is **US\$20.00 or ZWL equivalent** at prevailing bank rate per subject. No re-mark will be done before payment, and the re-mark fees should always be accompanied by the supporting evidence from the Centre.
- 6.3 Payment of fees for re-marks can be made directly to ZIMSEC Head Office or through ZIMSEC Regional Offices and respective centres.
- 6.5 Requests for re-marks must be made **within 42 days** of the publication of results.

## 7.0 CERTIFICATES

To qualify for an Advanced Level Certificate, a Candidate must pass in at least ONE subject at GCE Advanced or Subsidiary Level. Candidates who obtain a Subsidiary pass are considered to have attained a pass at the GCE Ordinary Level in the subject.

- 7.1 Certificates will be issued to successful candidates as soon as possible after the examinations.

**ZIMSEC DOES NOT UNDERTAKE TO ALTER ANY INFORMATION ON THE CERTIFICATES AFTER THEY HAVE BEEN ISSUED**



V. T. Mguni

**DIRECTOR – EXAMINATIONS ADMINISTRATION**  
**ZIMBABWE SCHOOL EXAMINATIONS COUNCIL**



**Z.G.C.E EXAMINATIONS RESULTS QUERY FORM**  
**EXAMINATION SESSION: JUNE/NOVEMBER**  
**(Delete inapplicable)**

**YEAR: 20**

Centre Name

Centre Number


[illegible]

Before adding a candidate on this Query Form, all Heads of Centres must ensure that:

- This Query form is completed only within 42 days after the Results Release Date. All queries submitted after the 42-day period will not be considered by ZIMSEC.
- The Subject queried is appearing on the Candidate's Results Slip.
- The Candidate was Present in all Constituent Papers of the queried Subject. (Please attach Attendance Registers as proof.)
- Only Subjects with 'Missing/No Result' or 'X' are to be appealed using this form.

NAME OF HEAD-

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Tel/Cel No.....



**ZIMBABWE SCHOOL EXAMINATIONS COUNCIL (ZIMSEC)****Z.G.C.E. EXAMINATIONS****ENQUIRY ON NON-RECEIPT OF RESULTS****[a]    Checking of Results**

Immediately upon receipt of results, the Head of the Centre is advised to check that all candidates who sat the Examination received their full results.

**[b]    Use of Form**

The Head of the Centre should use the reverse side of this document to report all cases of non-receipt of results.

**[c]    Consolidation and Declaration**

A consolidated enquiry on outstanding results should be made and the Head of the Centre must declare that all candidates affected have been included in the report.

**[d]    Cases of Cheating and Piracy**

Known cases of suspected cheating and pirate candidates must not be included.

**[e]    Nil Returns**

'NIL' returns must be submitted. A nil return implies that a thorough check has been made and all candidates have been issued with results.

**[f]    Deadlines**

Enquiries and NIL returns should be submitted to ZIMSEC within 42 days of the announcement of the results.