

For Performance Measurement

ZIMBABWE SCHOOL EXAMINATION COUNCIL

CA MARKS CAPTURING SYSTEM CENTRE USER MANUAL

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1.0 INTRODUCTION

Continuous Assessment (CA) Marks Capture System

This system is designed for authorized Zimbabwe School Examinations Council (ZIMSEC) examination centres to manage the recording and verification of candidates' Continuous Assessment (CA) marks.

User Roles and Responsibilities:

The system facilitates a structured workflow through distinct user roles:

• Centre Headmaster (Centre System Administrator):

- o Holds primary administrative authority for the centre within the system.
- Must register an account, which remains pending until activated by the Regional Manager.
- Upon activation, is responsible for creating and managing user accounts for the Marks Capturer and Verifier.
- Create pirate candidates
- o Approve marks captured as ready for processing by ZIMSEC
- Has oversight capabilities, including monitoring progress and generating reports on the capture and verification status.

• Marks Capturer & Verifier:

- Users created by the Centre Administrator with specific permissions.
- o The Capturer is tasked with the initial data entry of candidate marks.
- The Verifier is tasked with reviewing and confirming the accuracy of the captured marks.

• Regional Manager:

- o Provides senior-level oversight and control.
- Responsible for reviewing and activating registered Centre Administrator accounts, ensuring authorized access.

This role-based structure ensures data integrity, security, and a clear audit trail throughout the marks management process.

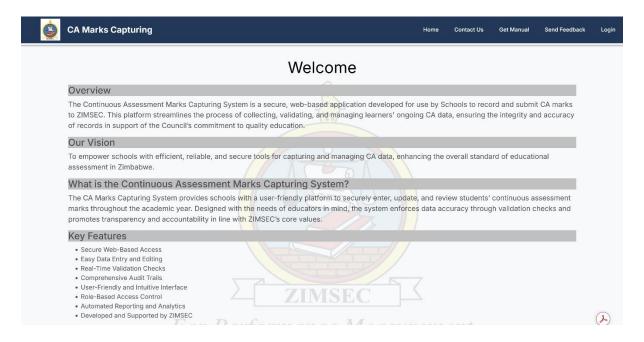
1.1 SYSTEM URL OR LINK

To access the CA Marks capturing system click or use the link below

https://camc.zimsec.co.zw

System homepage

The system will land on its homepage as shown in the screenshot below.



1.2 SYSTEM ACCOUNT REGISTRATION

The Centre Headmaster, designated as the system administrator, must complete the following onboarding procedure to access the **CA Marks Capturing system**:

- 1. **Account Registration:** The headmaster must first complete the initial account registration process.
- 2. **Account Activation:** Following successful registration, the headmaster must formally notify the Regional Manager. The account remains inactive until the Regional Manager grants official approval and activates it within the system.
- 3. **Login:** Once activated, the Centre Administrator can access the system by logging in with their assigned username and password.
- 4. **User Management:** Upon first login, the Centre Administrator is responsible for creating and managing individual user accounts for the CA Marks Capturer and Verifier, granting them the appropriate permissions to perform their respective duties.

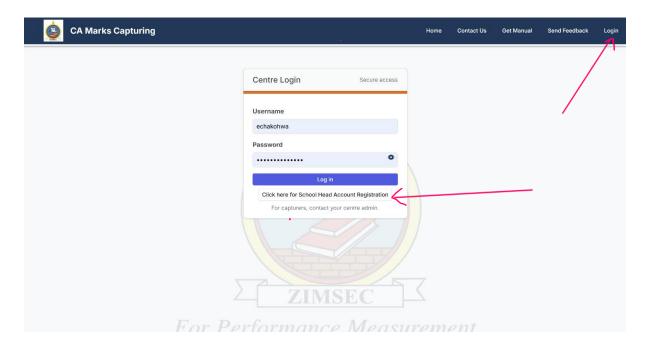
This structured workflow ensures proper oversight and secure access control from the outset.

1.2.0 SYSTEM ADMIN ACCOUNT CREATION (SCHOOL HEAD ONLY)

To initiate the creation of a Centre Administrator account, please follow these steps:

- 1. Navigate to the "Login" tab the select Centre Login on the main portal.
- 2. Locate the "Click Here for School Head Account Registration" link, positioned directly below the login button.
- 3. Click on this link to proceed to the account registration form.

This link is specifically designated for the registration of School Head or Centre Administrator accounts and is separate from the standard user login process. For further visual assistance, please refer to the provided screenshot.



1.2.1 REGISTER CENTRE ADMIN ACCOUNT (SCHOOL HEAD)

After selecting the "Click Here for School Head Account Registration" link, the system will present the registration form.

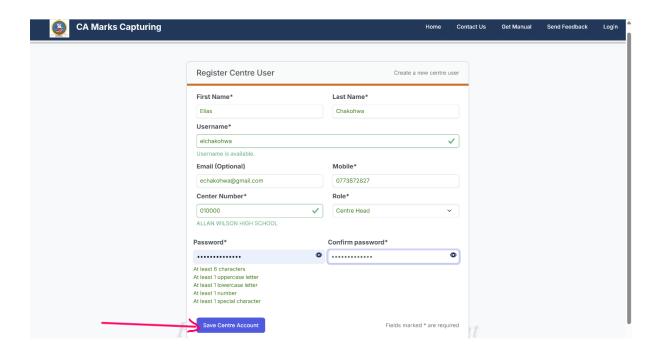
To complete the registration:

1. Complete the Form: Fill in all required fields with accurate information as indicated.

- 2. **Create a Secure Password:** The password must adhere to the following security policy:
 - A minimum of 6 characters.
 - Include at least one uppercase letter (A-Z).
 - o Include at least **one lowercase letter** (a-z).
 - o Include at least **one numeric digit** (0-9).
 - o Include at least **one special character** (e.g.! @, #, \$ etc).
- 3. Finalize Registration: Click the "Save Centre Account" button to submit the form.

Important Next Step: Account activation is not automatic. Following submission, you must formally notify your **Regional Manager** to review and activate the account. You will not be able to log in until the activation process is complete.

For visual guidance, please refer to the provided screenshot for the form layout and the password requirements example.

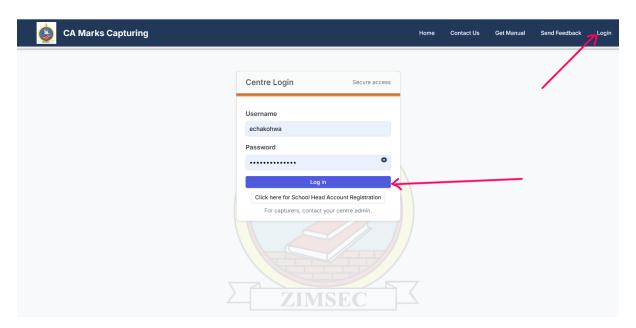


1.2.2 CENTRE ADMIN LOGIN (SCHOOL HEAD)

To access the system, the Centre Administrator must initiate the login process by selecting the "Login" tab then click Centre Login. This will present an authentication form where the administrator must enter their assigned credentials:

- Username
- Password

Once both fields are completed, click the login button to proceed. Successful authentication will grant access to the administrative dashboard. For visual guidance, please refer to the accompanying screenshot.



1.2.3 MARK CAPTURER OR VERIFIER ACCOUNT CREATION

Upon successful login, the system administrator can create accounts for marks capturers and verifiers by following this procedure:

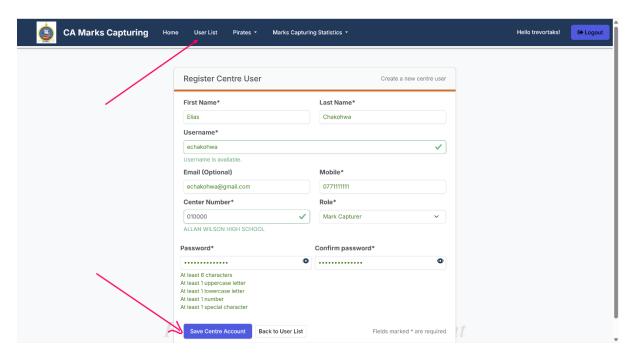
- 1. Navigate to the "User List" tab within the administrative dashboard.
- 2. Select the "Create User" button, located in the upper-right corner of the interface.

Password Security Policy:

When creating a new user account, the system administrator must assign a temporary password that complies with the following security requirements:

- A minimum of 6 characters.
- Include at least one uppercase letter.
- Include at least one lowercase letter.
- Include at least **one numeric digit** (0-9).
- Include at least one special character (e.g.! @, #, \$, etc.).

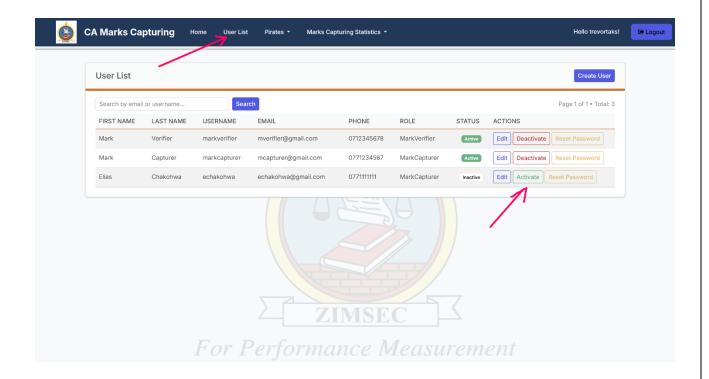
It is recommended that new users be prompted to change this temporary password upon their first login.



Following the successful creation of a user account, the account must be activated before it can be used to access the system. To activate an account, please follow these steps:

- 1. Navigate to the "User List" tab to view all existing accounts.
- 2. Locate the specific user account you wish to enable.
- 3. Click the "Activate" button associated with that account.

This action will finalize the account setup and grant the user access to the system based on their assigned permissions. For visual guidance, please refer to the provided screenshot.

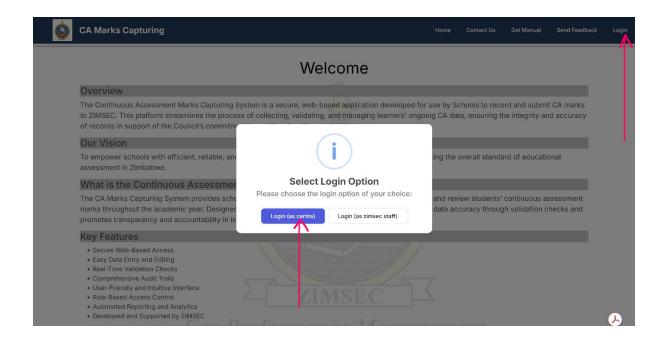


1.2.4 MARK CAPTURER OR VERIFIER LOGIN

Upon successful account creation, authorized personnel (mark capturers or verifiers) may access the system by following these steps:

- 1. Navigate to the CA Marks Capturing and select the "Login" option.
- 2. In the designated fields, enter your assigned Username and Password.
- 3. Authenticate your credentials by clicking the "Login" button.

This will grant you secure access to the marks management dashboard, where you can begin the capture or verification process.



1.2.5 PASSWORD RESET

For Capturers/Verifiers:

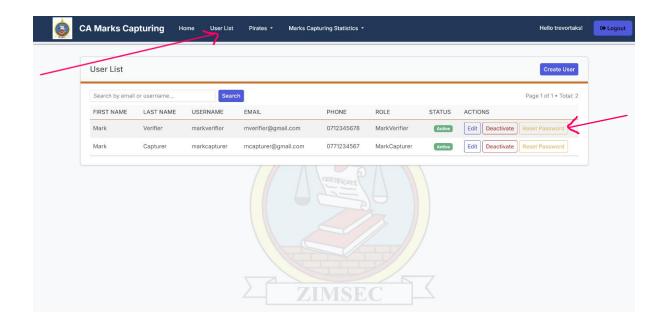
If a marks capturer or verifier forgets their password, they must contact the Centre Headmaster (System Administrator). The administrator can reset the account to a temporary default password: **Password123#.** The user will be required to change this temporary password upon their next login.

Procedure for Centre Administrator:

- 1. Navigate to the **User List** tab.
- 2. Locate the specific user account requiring a reset.
- 3. Click the **Reset Password** button associated with that account.

For Centre Administrators:

If the Centre Administrator (Headmaster) forgets their password, they cannot perform a self-service reset. They must directly contact the Regional Manager to formally request a password reset for their administrative account.



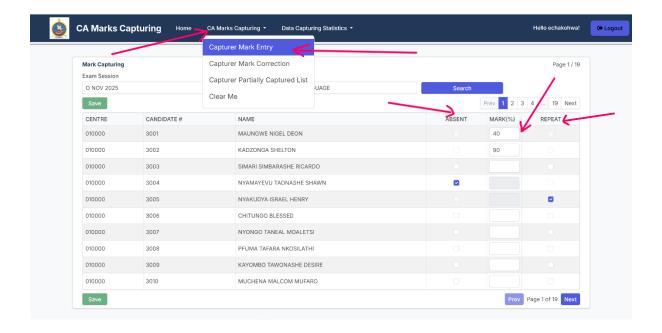
1.3 CAPTURER OR VERIFIER MARKS CAPTURING

Upon logging into the system, authorized personnel can capture or verify marks by navigating to the "CA Marks Capturing" section. From there, access the respective function via the "Capturer Mark Entry" or "Verifier Mark Entry" tab.

To begin, select the relevant *session* and *subject* from the dropdown menus and click the "Search" button. The system will then generate a list of candidates registered for the selected subject and session.

- * Enter the candidate's mark(percentage) in the "Mark (%)"column.
- * For candidates who were absent, select the "ABSENT" checkbox.
- * For candidates utilizing a mark from a previous sitting, select the "REPEAT" checkbox.

Please ensure all information is accurately entered and verified before proceeding.

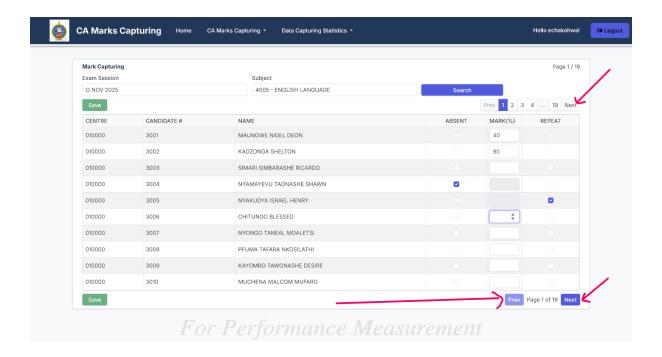


Upon entering marks for the candidates listed on the current page, users must click the "Save" button to commit the changes to the system. A successful save will trigger a confirmation alert message.

To navigate through the candidate list, use the pagination controls located in two areas:

- 1. **Primary Controls:** Found in the lower-right corner of the page, these include "Prev" (Previous) and "Next" buttons.
- 2. **Secondary Controls:** Positioned directly below the "Search" button in the upper-right corner of the screen. This area also provides "**Prev**" and "**Next**" buttons, along with numbered page links for direct navigation to a specific page.

It is critical to save all data on the current page before navigating to another page to avoid the loss of unsaved information.



1.3.1 CAPTURER/VERIFIER MARK CORRECTION

To address discrepancies or errors identified during the verification process, authorized personnel should utilize the dedicated "Mark Capturer/Verifier Correction" tab.

This function is specifically designed to reconcile mismatches between the marks initially entered by the Capturer and those confirmed by the Verifier. Accessing this tab allows for the systematic review and correction of any inaccurate marks to ensure the final data submitted is consistent and correct.

1.3.2 CAPTURER/VERIFIER PARTIALLY CAPTURED LIST

The "Partially Captured" tab displays a comprehensive list of all candidates for whom mark entry is incomplete. This status indicates that marks have either:

- Not been captured by the initial Capturer, or
- Not been verified by the Verifier.

In essence, this view highlights any candidate record that has not been fully processed by both required parties, allowing for easy identification and management of pending tasks.

1.3.3 CLEAR ME

The "Clear Me" tab is a quality control tool designed to identify and reconcile discrepancies between the marks entered by the Capturer and those confirmed by the Verifier.

When selected, the system performs a validation check by comparing the datasets from both roles. If any inconsistencies or errors are detected, the tab will display a list of the specific candidate records where the entries do not match. This allows either the capturer or verifier to quickly pinpoint and rectify mistakes made by either party, ensuring data integrity before final submission.

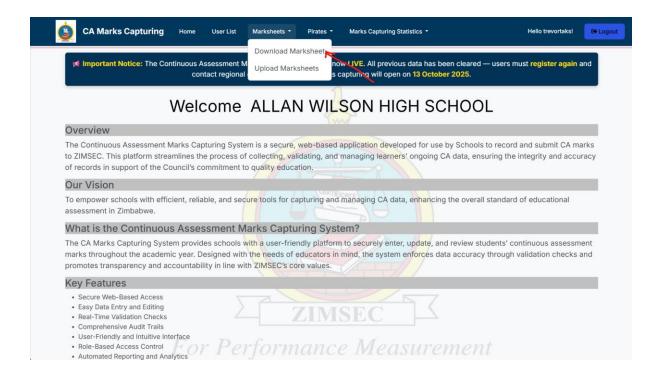
1.3.4 OFFLINE MARKSHEET

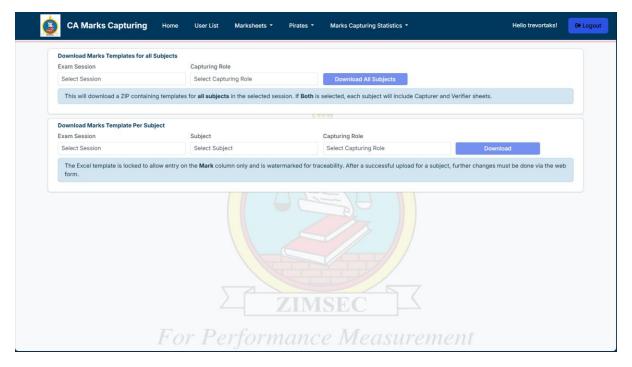
This functionality is designed for centres with limited or unstable internet access. It allows you to download mark sheets, enter marks offline, and upload them later. This is to be done by the headmaster

Steps for Offline Marking:

1. Download Mark Sheets

 Connect to the internet and navigate to CA Marks Capturing then in the dropdown click Mark Sheet Download





- To download all the marksheets for a centre use the fields under **Download**Marks Templates for All Subjects. Select the session and then whether the files are for Mark Capturers or Verifiers and the Download all subjects.
- This will download a ZIP file that contains marksheets for all the subjects at the centre
- To download a marksheet for an individual subject use the fields under **Download** Marks Template Per Subject. Select the session, the subject and the capturing role and click **Download**. This will download a single excel containing candidate details for the selected subject

NB: The marksheets have to be downloaded for both the Mark Capturer and Mark Verifier as the system needs both files for a complete mark.

2. Enter Marks Offline

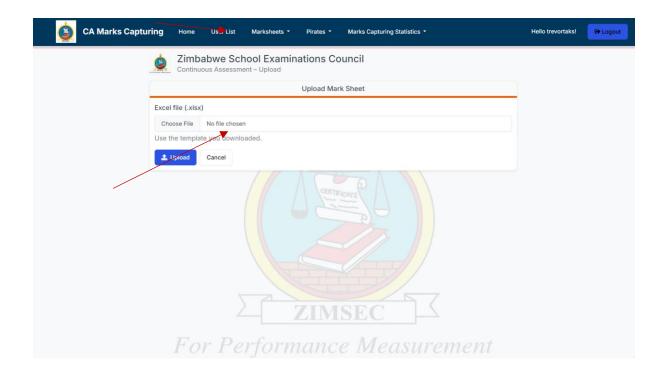
- o Once downloaded, you can disconnect from the internet.
- o Fill in the marks for all candidates directly on the downloaded mark sheet.

3. Upload Mark Sheets

- o Reconnect to the internet.
- o Upload the completed mark sheet for the subject.

To perform this action:

- o Navigate to the CA Marks Capturing section.
- From the dropdown menu, select Mark Sheet Upload.
- Please refer to the screenshot below for guidance.



Important Restriction:

- To ensure data integrity, the system permits only **one successful upload per subject per user role**. After a mark sheet for a subject has been uploaded by a Mark Capturer, that same role cannot upload for that subject again. The same rule applies to the Verifier role. Please ensure all data is correct before uploading.
- The file will not allow upload of excel files that contain blank marks

1.4 ADDING NEW CANDIDATES

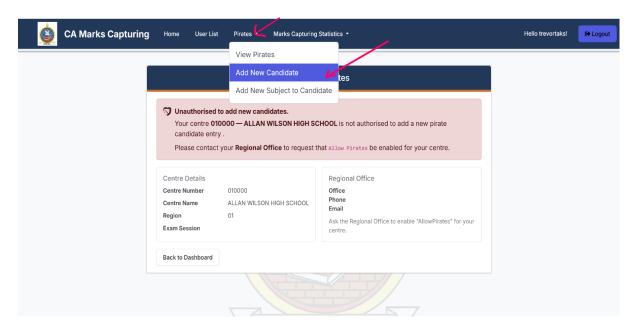
In exceptional circumstances, a candidate whose details are not found in the ZIMSEC system may be added as an unregistered candidate, colloquially referred to as a "pirate." This action requires prior authorization, as it is strictly controlled.

Authorization Protocol:

- The Centre Headmaster must first obtain formal clearance from the Regional Manager.
- Only upon receiving this authorization is the Centre Headmaster permitted to proceed with adding the candidate.

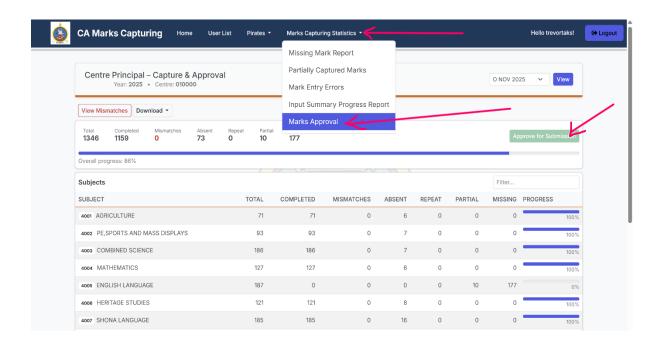
Procedure:

- 1. Navigate to the "Pirates" menu.
- 2. Select the option "Add New Candidate."
- 3. A form will be displayed. Accurately complete all required fields.
- 4. Review the information for accuracy and click "Save" to add the candidate to the system.



1.5 MARKS APPROVAL

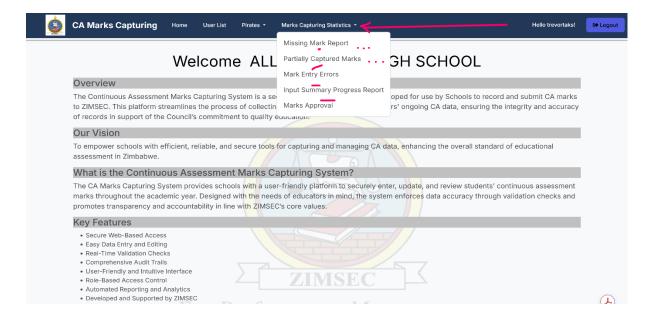
Upon successful completion of the marks capture and verification process, the Centre Headmaster is required to grant final approval. This action, which is the responsibility of the centre administration, formally submits the marks to ZIMSEC and signifies that the school has concluded all data entry, verification, and error-correction tasks. To approve the marks, navigate to the "Marks Capturing Statistics" tab and select "Marks Approval." Choose the relevant session from the menu in the top right corner of the screen and click "View." This will display a list of all subjects alongside their respective capture and verification statistics. The "Approve for Submission" button will only be enabled once the overall progress indicator reaches 100%, confirming that all prerequisites are met. Final approval should only be executed after a thorough review confirms the data is accurate and complete.



1.6 REPORTS

To generate and view reports, navigate to the "Marks Capturing Statistics" tab. This section provides a suite of reporting options, each designed to present specific metrics related to the capture and verification process.

Select the reporting option that corresponds to the data you wish to analyse. The system will then display the results based on the description and parameters of the selected report, providing a clear overview of progress, discrepancies, and completion status. See screenshot below.



THE END