



For Performance Measurement

ZIMBABWE SCHOOL EXAMINATION COUNCIL

GRADE 7 ENROLMENT SYSTEM CENTRE USER MANUAL

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1.0 INTRODUCTION

System Overview: ZIMSEC Candidate Preliminary Enrolment System

The ZIMSEC Candidate Preliminary Enrolment System is designed for authorized Zimbabwe School Examinations Council (ZIMSEC) examination centres to securely capture, manage, and submit Grade 7 candidate enrolment information. The system ensures that enrolment data timely reaches the printing and packaging division of ZIMSEC for efficient processing.

User Roles and Responsibilities:

The system facilitates a structured workflow through distinct user roles:

Centre Headmaster (Centre System Administrator)

The Centre Headmaster serves as the primary administrative authority for the examination centre within the system.

Responsibilities include:

- Registering a centre administrator account, which remains **inactive until reviewed and approved by the Regional Manager**.
- Capturing and maintaining core centre enrolment information, including:
 - Total candidate numbers
 - Special needs candidates
 - Language and subject selections
 - Satellite centre enrolments
- Creating and managing special enrolment cases (e.g. late or exceptional candidates).
- Monitoring enrolment progress and generating summary and compliance reports.

1.1 SYSTEM URL OR LINK

To access the Candidate Preliminary Enrolment 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

Centre Heads can reuse accounts created for the CA Marks Capturing exercise. If you have forgotten your password, contact the regional office for assistance. If no account had been created, proceed as follows :

The Centre Heads designated as the system administrator, must complete the following onboarding procedure to access the **Candidate Preliminary Enrolment 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.

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.

The screenshot shows the 'Candidate Preliminary Enrolment' website. At the top, there is a dark blue navigation bar with the ZIMSEC logo on the left and links for 'Home', 'Contact Us', 'Get Manual', 'Send Feedback', and 'Login' on the right. A red arrow points to the 'Login' link. The main content area features a 'Centre Login' form with a 'Secure access' label. The form has two input fields: 'Username' and 'Password'. Below the password field is a blue 'Log In' button. A red box highlights a link that says 'Click here for School Head Account Registration'. Below this link, it says 'For capturers, contact your centre admin.' A red arrow points to this link. In the background, there is a large, faint ZIMSEC logo with the tagline 'For Performance Measurement'.

1.2.1 REGISTER CENTRE ADMIN ACCOUNT (SCHOOL HEAD)

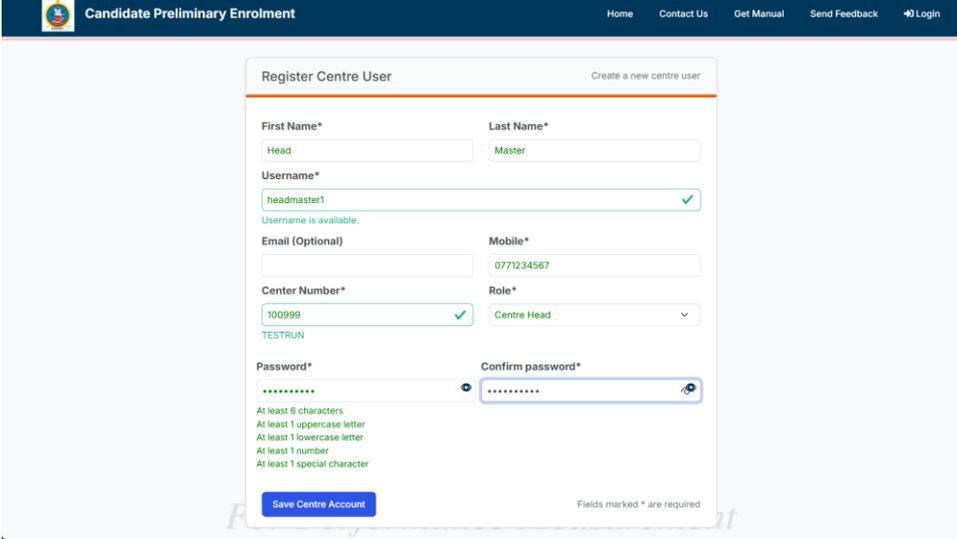
After selecting the "**Click Here for School Head Account Registration**" link, the system will present the registration form.

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).
 - Include at least **one lowercase letter** (a-z).
 - Include at least **one numeric digit** (0-9).
 - 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.



The screenshot shows a web form titled "Register Centre User" with a sub-header "Create a new centre user". The form contains the following fields and values:

- First Name***: Head
- Last Name***: Master
- Username***: headmaster1 (with a green checkmark and the message "Username is available.")
- Email (Optional)**: (empty)
- Mobile***: 0771234567
- Center Number***: 100999 (with a green checkmark and the text "TISTRUN" below it)
- Role***: Centre Head (selected from a dropdown menu)
- Password***: (masked with dots)
- Confirm password***: (masked with dots)

Below the password fields, the following requirements are listed:

- At least 6 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character

At the bottom of the form, there is a blue button labeled "Save Centre Account" and a note: "Fields marked * are required".

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.

Candidate Preliminary Enrolment Home Contact Us Get Manual Send Feedback Login

Centre Login Secure access

Username
headmaster

Password
.....

Log In

[Click here for School Head Account Registration](#)

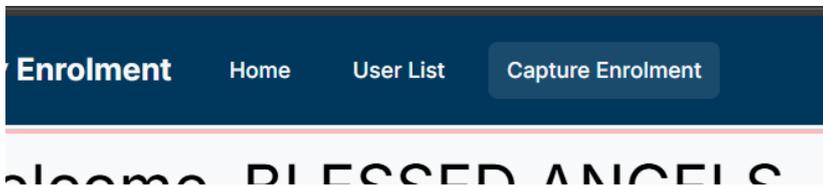
For capturers, contact your centre admin.

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2.0 SYSTEM NAVIGATION

2.1 CAPTURING ENROLMENT

- Navigate to capture enrolment



- You will be shown a form with fields that allow capturing statistics

Preliminary Enrolment Statistics
Grade 7 Preliminary Enrolment Capture 2026

CAPTURE GRADE 7 PRELIMINARY ENROLMENT NUMBERS

TOTAL CENTRE DETAILS INCLUDING SATELLITES

CentreNumber 015250	Overall Grade 7 Total Candidates 0	Grade 7 BEAM Candidates 0
Overall Grade 6 Candidates 0	Grade 6 BEAM Candidates 0	

BLESSED ANGELS JUNIOR SCHOOL **GRADE 7 MAIN CENTRE TOTALS**

Grade 7 Main Centre Total Candidates
0

Grade 7 Candidates sitting at main centre (excluding satellites).

LANGUAGES (GRADE 7) **TOTAL: 0**

Shona 0	Ndebele 0	Tonga 0	Nambya 0
Tshivenda 0	Xichangana 0	Kalanga 0	Sesotho 0

SPECIAL REQUIREMENTS (GRADE 7) **TOTAL: 0**

Hearing Impairment 0	Visual (Braille) 0	Visual (Enlarged Print) 0
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Centre-Level Statistics

Enter the following information:

- Total number of **Grade 7 candidates**
- Total number of **Grade 7 candidates on BEAM**
- Total number of **Grade 6 candidates**
- Total number of **Grade 6 candidates on BEAM**

TOTAL CENTRE DETAILS INCLUDING SATELLITES		
CentreNumber 015250	Overall Grade 7 Total Candidates 0 <small>Total Grade 7 candidature for main centre + satellites.</small>	Grade 7 BEAM Candidates 0 <small>Total Grade 7 candidature on BEAM.</small>
Overall Grade 6 Candidates 0 <small>Total candidature in Grade 6.</small>	Grade 6 BEAM Candidates 0 <small>Total Grade 6 candidature on BEAM.</small>	

Local Language Breakdown

Provide the number of candidates sitting for each language at your centre, for example:

- Shona – 6
- Tonga – 10

Those with hearing impairment do not write local languages

LANGUAGES (GRADE 7)				TOTAL: 0
Shona 0	Ndebele 0	Tonga 0	Nambya 0	
Tshivenda 0	Xichangana 0	Kalanga 0	Sesotho 0	

Special Needs Candidates

Capture the number of candidates requiring special arrangements:

- **Hearing Impairment**
Candidates requiring language-modified papers or interpreter video support.
- **Visual Impairment (Braille)**
Candidates requiring Braille examination papers.
- **Visual Impairment (Enlarged Print)**
Candidates requiring enlarged-print examination papers.

SPECIAL REQUIREMENTS (GRADE 7)			TOTAL: 0
Hearing Impairment 0	Visual (Braille) 0	Visual (Enlarged Print) 0	

If your centre has no satellites, then proceed to submit the form. If the centre has satellites proceed to section 2.2

2.2 SATELLITES

For centres with satellite schools:

- A list of satellite centres will be displayed.
- **Tick only satellites that have candidates.**
- Leave unticked any satellites without candidature.

Once a satellite is selected, additional fields will appear.

For each selected satellite, enter:

- Total number of candidates
- Language breakdown
- Number of candidates with special needs

SATELLITES SELECT SATELLITES WITH CANDIDATURE

DEMA (S1) FRANCIS (S2)

FRANCIS S2

Grade 7 Total Candidates

Grade 7 Candidates sitting at this satellite.
FRANCIS: Total Candidates must be greater than zero when selected.

Languages (Grade 7)				TOTAL: 0
Shona <input type="text" value="0"/>	Ndebele <input type="text" value="0"/>	Tonga <input type="text" value="0"/>	Nambya <input type="text" value="0"/>	
Tshivenda <input type="text" value="0"/>	Xichangana <input type="text" value="0"/>	Kalanga <input type="text" value="0"/>	Sesotho <input type="text" value="0"/>	

Special Requirements (Grade 7)			TOTAL: 0
Hearing Impairment <input type="text" value="0"/>	Visual (Braille) <input type="text" value="0"/>	Visual (Enlarged) <input type="text" value="0"/>	

After capturing all relevant details proceed to submit the form. The system will return a message telling you if the data was saved successfully or if there was an error. If you run into error, you can contact your regional office for assistance

CAPTURE GRADE 7 PRELIMINARY ENROLMENT NUMBERS

Enrolment details saved successfully.

Submitting the Enrolment Form

After completing all required fields:

- Click **Submit**.

- A confirmation message will be displayed indicating whether the data was saved successfully.

CAPTURE GRADE 7 PRELIMINARY ENROLMENT NUMBERS

Enrolment details saved successfully.

If an error occurs, please contact your **Regional Office** for assistance.

THANK YOU

Thank you for using the ZIMSEC Grade 7 Online Enrolment System.
Your cooperation ensures accurate planning, timely processing, and smooth examination administration.