



For Performance Measurement

Centre Head and Mark Capturer Manual

Continuous assessment guidance for Centre Heads and Mark Capturers in one document.

Zimbabwe School Examinations Council

Contents

Use the PDF bookmarks or the section list below to move directly to the guide you need.

Continuous Assessment - Centre Head Guide	3
Continuous Assessment - Mark Capturer Guide	28

Select the relevant guide for your assigned system role. Sign in to OnlineCRS to perform system tasks.

1. Before you start

This manual is for the centre head (the school head account, with the role **CentreAdmin**). Centre heads have every feature that capturers and verifiers have, plus user management and the final approval of the centre's CA marks.

You can	Where
Sign in and read the home page	Login
View, search and amend candidates, and capture pirates	Candidates
Create, edit, deactivate and reset passwords for centre users	User List
Find and fix CA and CALA errors	CA Validation Report , CALA Validation Report
Download templates, upload marksheets and correct marks	Marksheets
Follow capture progress and fix gaps	Marks Capturing Statistics
Approve the centre's CA marks for submission	Marks Capturing Statistics → Marks Approval

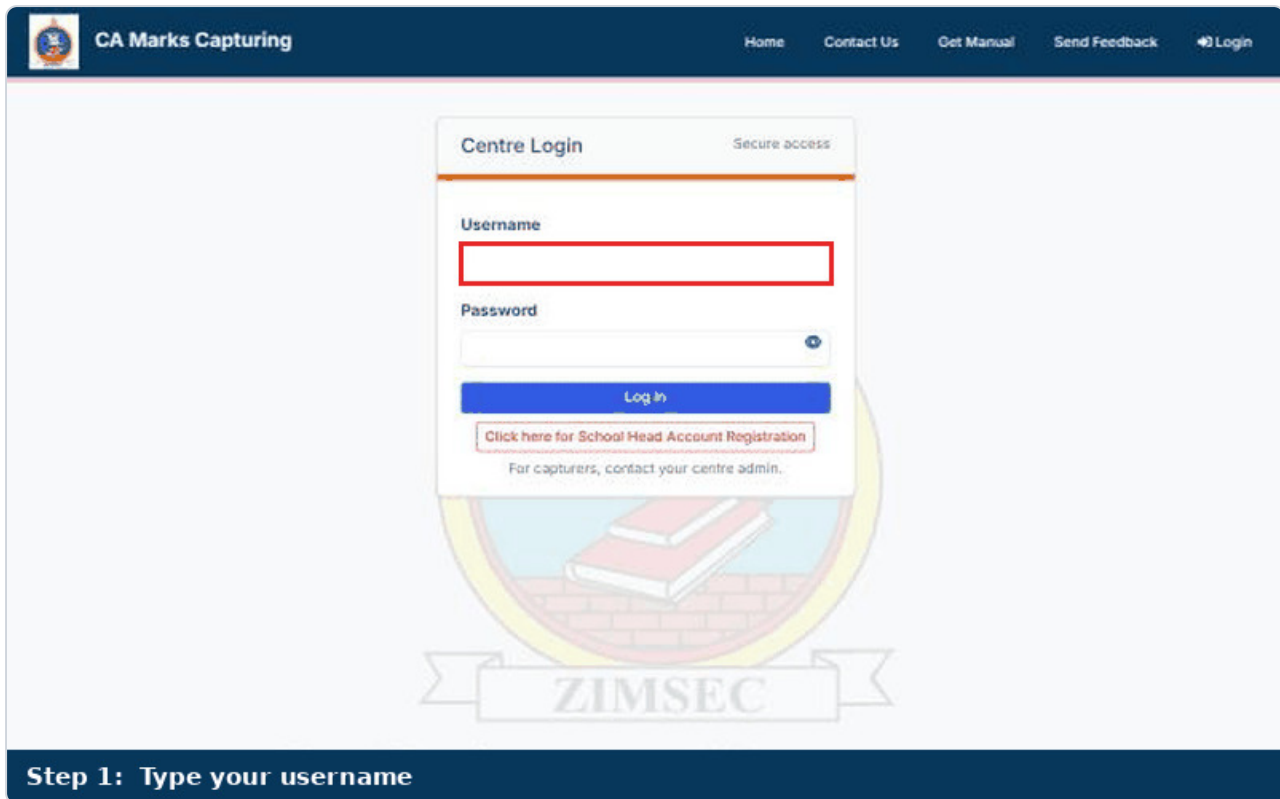
About the screenshots

Candidate and staff names, dates of birth, national IDs and contact details in this manual are made up. The numbers and subjects come from a test centre, so your own figures will differ.

2. Signing in

- 1 Open the CA Marks Capturing website and click **Login** at the top right.
- 2 Type your username and password.

- 3 Click **Log in**. You land on the home page, which greets you with your centre's name.



ANIMATED Signing in.

If you have forgotten your password, ask your Regional Office to reset it. For your own staff, you can reset their passwords from the [User List](#).

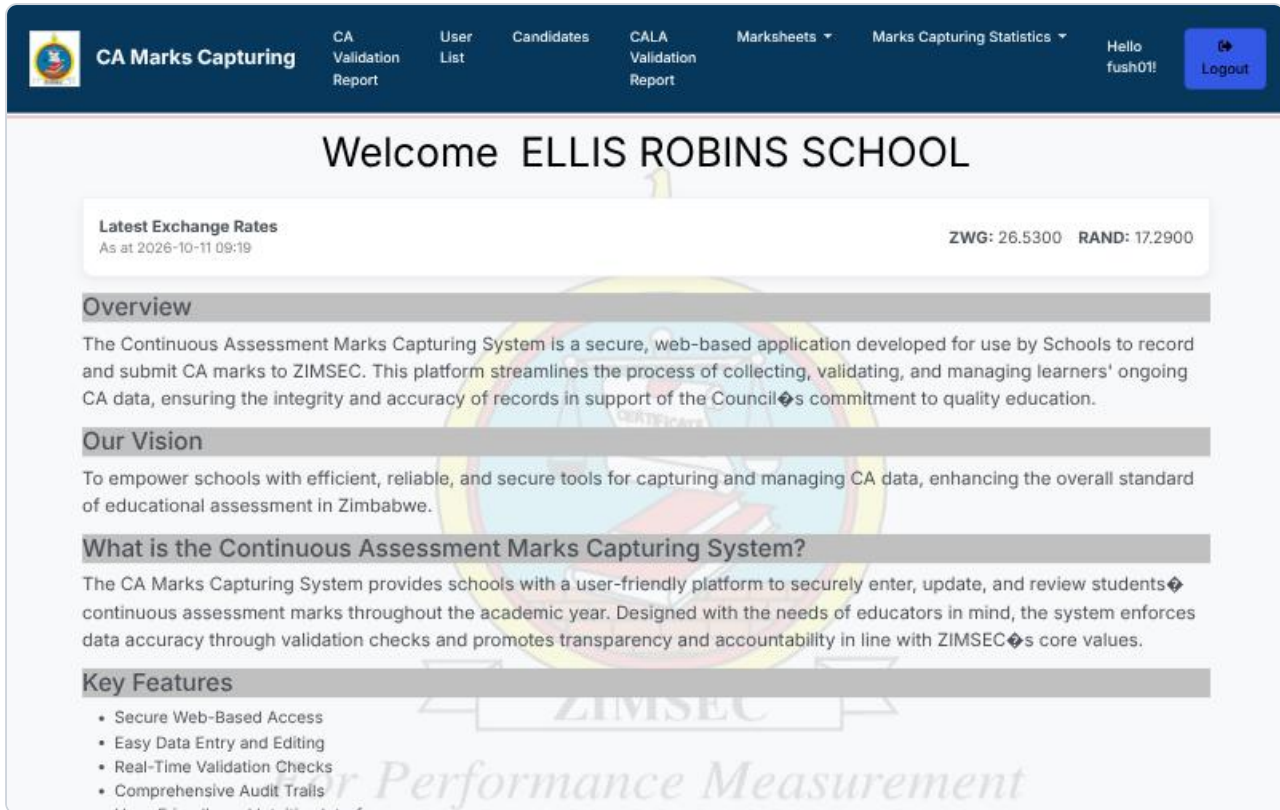
Centre User accounts cannot sign in

The CA Marks Capturing System is for the centre head, mark capturers and mark verifiers. If someone signs in with a *Centre User* account, a message says "Capturer or Verifier account required" and they are not let in. Create a Mark Capturer or Mark Verifier account for them instead (see [User List](#)).

3. The menu

The blue bar at the top is on every page. It shows your username and a **Logout** button on the right. Below it, a dark blue **Important Notice** gives the CA marks capturing closing date

for each level. A level whose window has ended is labelled **Closed**.



CA Marks Capturing

CA Validation Report | User List | Candidates | CALA Validation Report | Marksheetwork | Marks Capturing Statistics | Hello fush01! | Logout

Welcome ELLIS ROBINS SCHOOL

Latest Exchange Rates
As at 2026-10-11 09:19

ZWG: 26.5300 RAND: 17.2900

Overview

The Continuous Assessment Marks Capturing System is a secure, web-based application developed for use by Schools to record and submit CA marks to ZIMSEC. This platform streamlines the process of collecting, validating, and managing learners' ongoing CA data, ensuring the integrity and accuracy of records in support of the Council's commitment to quality education.

Our Vision

To empower schools with efficient, reliable, and secure tools for capturing and managing CA data, enhancing the overall standard of educational assessment in Zimbabwe.

What is the Continuous Assessment Marks Capturing System?

The CA Marks Capturing System provides schools with a user-friendly platform to securely enter, update, and review students' continuous assessment marks throughout the academic year. Designed with the needs of educators in mind, the system enforces data accuracy through validation checks and promotes transparency and accountability in line with ZIMSEC's core values.

Key Features

- Secure Web-Based Access
- Easy Data Entry and Editing
- Real-Time Validation Checks
- Comprehensive Audit Trails

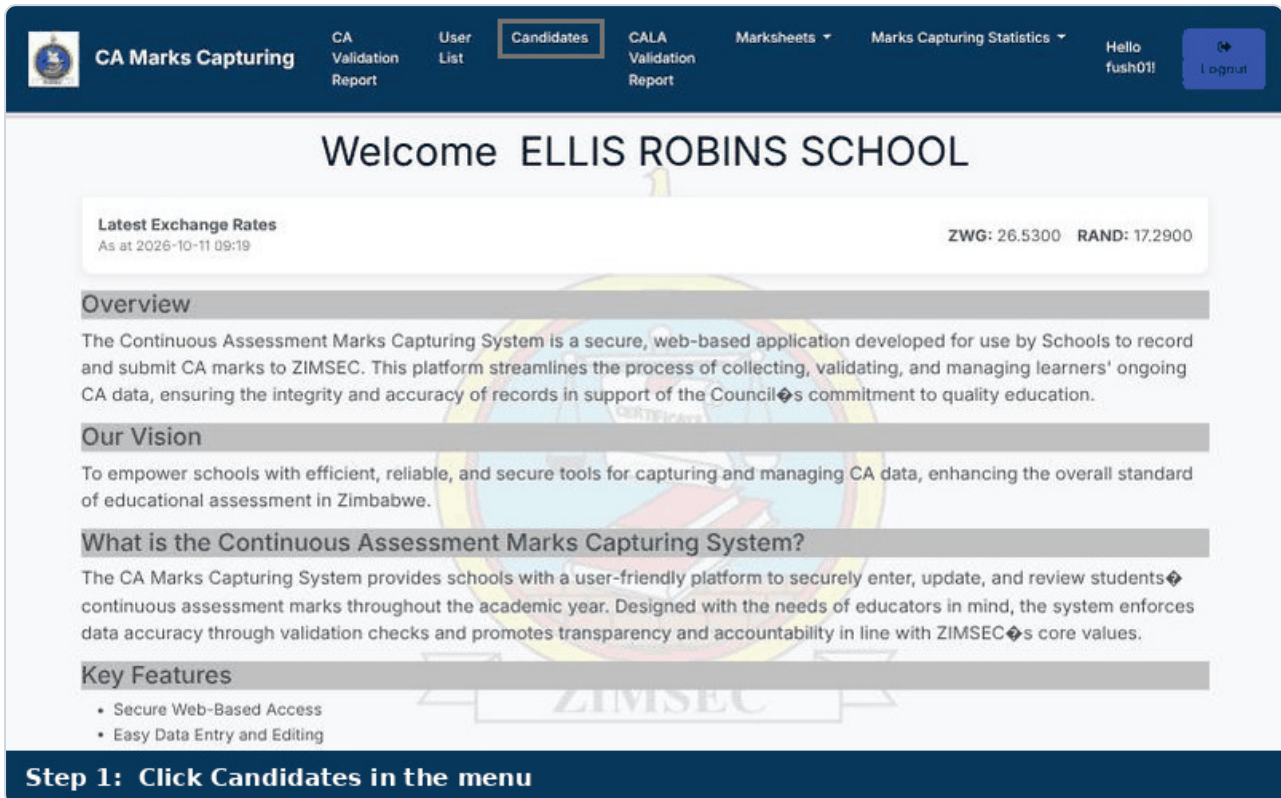
SCREENSHOT Home page and menu bar.

Menu item	What it opens
CA Validation Report	Repeat candidates whose previous CA record cannot be matched
User List	Everyone who can sign in for your centre
Candidates	The candidate list for a session you choose
CALA Validation Report	Mismatches between current candidates and their previous CALA records
Marksheets	Download Marksheet, Upload Marksheetwork, Mark Correction
Marks Capturing Statistics	Mark Capturing Status, Missing Mark Report, Partially Captured Marks, Mark Entry Errors, Input Summary Progress Report, Marks Approval
Manual	This manual

4. Candidates

Open the candidate list

- 1 Click **Candidates** in the menu.
- 2 Choose the year, level, session and entry type. For most work this is the current year, **Normal Entry**.
- 3 Click **Submit**.



ANIMATED Opening the candidate list.

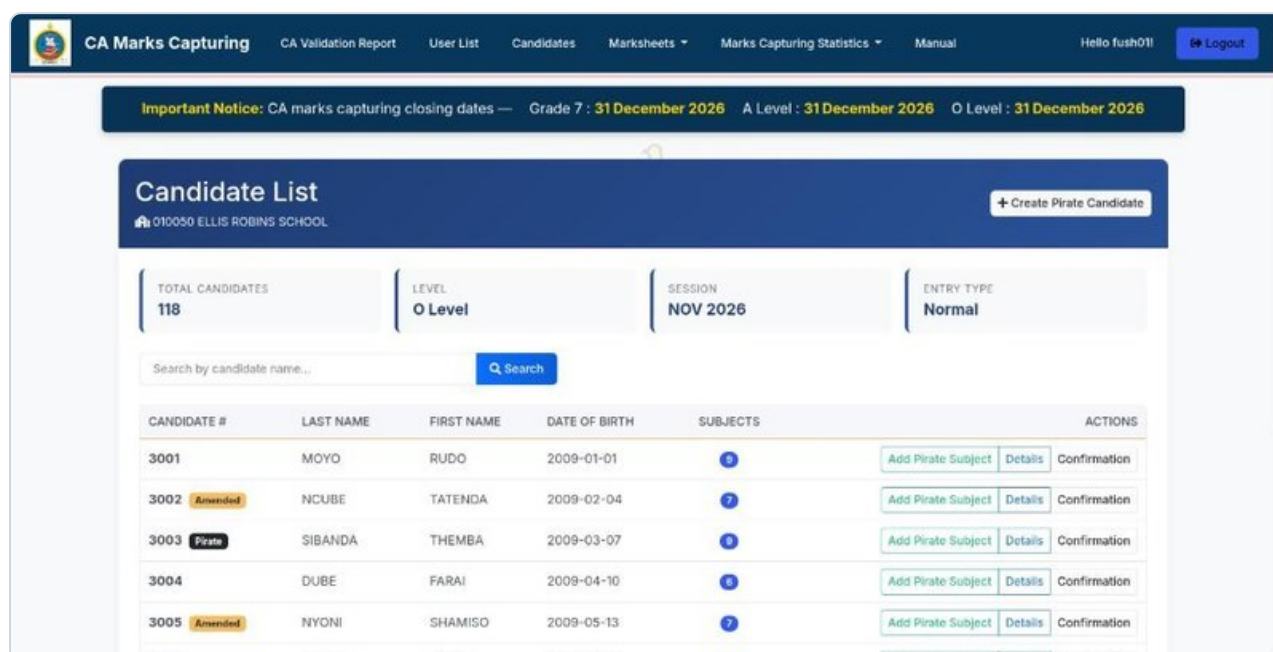
Read the list

The page shows the total number of candidates, the level, the session and the entry type. A blue banner at the top tells you whether an amendment window is open and when it closes. **Create Pirate Candidate**, at the top right, registers a pirate (see [Pirates](#)). Each row shows the candidate number, name, date of birth and the number of subjects, with these buttons:

- **Amend** opens the amendment screen. It appears only while an amendment window is open.
- **Add Pirate Subject** adds pirate subjects to that candidate (see [Pirates](#)).
- **Details** shows everything held about the candidate.
- **Confirmation** opens the candidate's confirmation of entry.

Badges beside the candidate number flag candidates that need attention:

Badge	Meaning
Amended	The candidate has been amended. The Details page shows what changed.
Pirate	The candidate has at least one subject captured as a pirate.
Repeat mismatch	A CALA declaration does not match the previous sitting. Amend the biodata or the declaration.



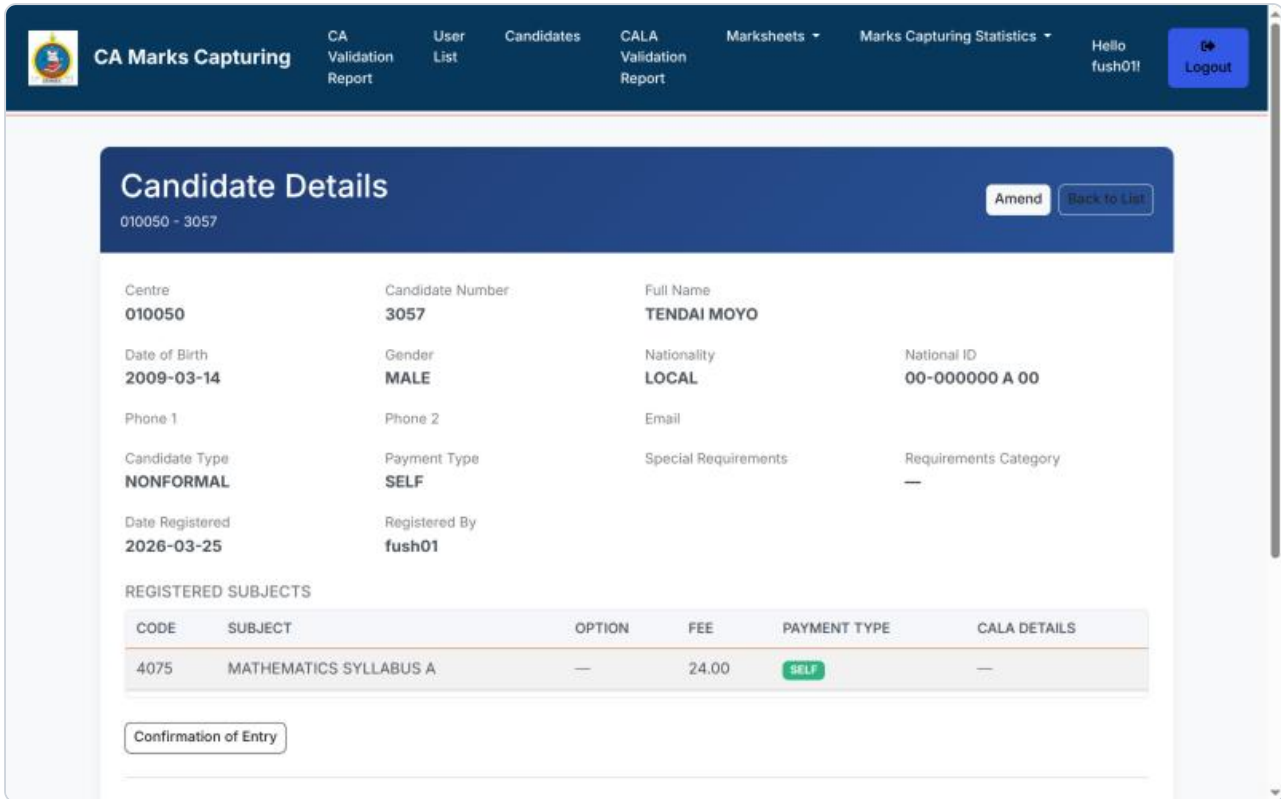
SCREENSHOT

The candidate list, with Create Pirate Candidate at the top, Add Pirate Subject on each row, Amended badges and a Pirate badge on candidate 3003.

To find someone, type part of the candidate's name into the search box and click **Search**.

Candidate details

The Details page lists biodata, registered subjects with their CALA details, and an **Amendment history** that shows every change, who made it and when. Use it to check what has already been amended.



The screenshot shows the 'Candidate Details' page in the CA Marks Capturing system. The page has a dark blue header with navigation links: CA Marks Capturing, CA Validation Report, User List, Candidates, CALA Validation Report, Marksheet, Marks Capturing Statistics, and a user profile for 'Hello fush01!' with a Logout button. The main content area has a blue header with 'Candidate Details' and the candidate ID '010050 - 3057'. Below this is a form with fields for Centre (010050), Candidate Number (3057), Full Name (TENDAI MOYO), Date of Birth (2009-03-14), Gender (MALE), Nationality (LOCAL), National ID (00-000000 A 00), Phone 1, Phone 2, Email, Candidate Type (NONFORMAL), Payment Type (SELF), Special Requirements, and Requirements Category. Below the form is a table titled 'REGISTERED SUBJECTS' with columns: CODE, SUBJECT, OPTION, FEE, PAYMENT TYPE, and CALA DETAILS. The table contains one row: 4075, MATHEMATICS SYLLABUS A, —, 24.00, SELF, —. At the bottom of the form is a 'Confirmation of Entry' button.

Centre	Candidate Number	Full Name	Date of Birth	Gender	Nationality	National ID	Phone 1	Phone 2	Email	Candidate Type	Payment Type	Special Requirements	Requirements Category
010050	3057	TENDAI MOYO	2009-03-14	MALE	LOCAL	00-000000 A 00				NONFORMAL	SELF		

CODE	SUBJECT	OPTION	FEE	PAYMENT TYPE	CALA DETAILS
4075	MATHEMATICS SYLLABUS A	—	24.00	SELF	—

SCREENSHOT Candidate details.

5. Amending a candidate

Amendments are possible only while an amendment window is open. When the CA Amendment window is open, the banner on the candidate list shows its closing date. Outside the window the system rejects changes.

What you can and cannot change in the CA window

Item	Allowed?
Surname, first name, date of birth	Yes, correct them
Add a subject	Not on this screen. Use Add Pirate Subject on the candidate list (see Pirates)
Correct an existing CALA declaration	Yes
Add CALA to a subject that has none	No
Remove a CALA declaration	No, except where the match status says <i>Subject not found in previous sitting</i>
Change a CALA declaration that has matched	No
Remove or replace a registered subject	No
Gender, candidate type, national ID, contact details, special requirements	No, these fields are locked

No fees

Amendment fees are not shown during the CA amendment window.

Subjects

The amendment screen no longer has a button for adding subjects. To add a subject to an existing candidate, click **Add Pirate Subject** on the candidate's row in the list (see [Pirates](#)). Registered subjects cannot be removed or replaced here.

Correct a CALA declaration

The **CALA-R** circle beside a subject is available only when that subject already has CALA details. Click it, enter the previous year, previous centre number and previous candidate number, then click **Ok**. The system checks the details against the previous record. If they do not match, your existing declaration stays as it was. The **Remove CA** button is not available during CA amendments, except for a subject whose match status is *Subject not found in previous sitting*.

CA match status

During the CA amendment window the last column of the subject table is headed **CA Validation**. For every repeat subject it shows whether the CA mark sheet matched the declaration to the previous sitting, in the words used by the CA mark sheet.

Status shown	What it means and what to do
Matched. Previous CA mark: <i>n</i>	The declaration matched and the previous mark was found. It cannot be changed.
Previous candidate not found	No candidate exists under the declared year, centre and number. Correct the CALA details.
Subject not found in previous sitting	The candidate exists but did not sit this subject. Correct the CALA details, or remove the CALA declaration.
No CA mark in previous sitting	The previous sitting has no CA mark for this subject. Check the details with the previous centre.
Details do not match previous sitting	The name or date of birth differs from the previous record. Correct the biodata or the CALA details.
No previous candidate number supplied	The declaration is incomplete. Enter the full CALA details.

Fix unmatched CALA before saving

If a subject is not matched, you must amend its CALA details before saving. If you change a candidate's name or date of birth, you are warned that existing CALA must be re-entered. After you confirm and re-enter it, the status updates once the CA mark sheet is next matched.

6. Pirates

A pirate is a candidate who sat the exam but is missing from the centre's entry, or a candidate who sat a subject they were not entered for. Pirates are captured on their own page, which is open under Normal Entry until the centre's CA marks are approved. There are two ways in from the [candidate list](#):

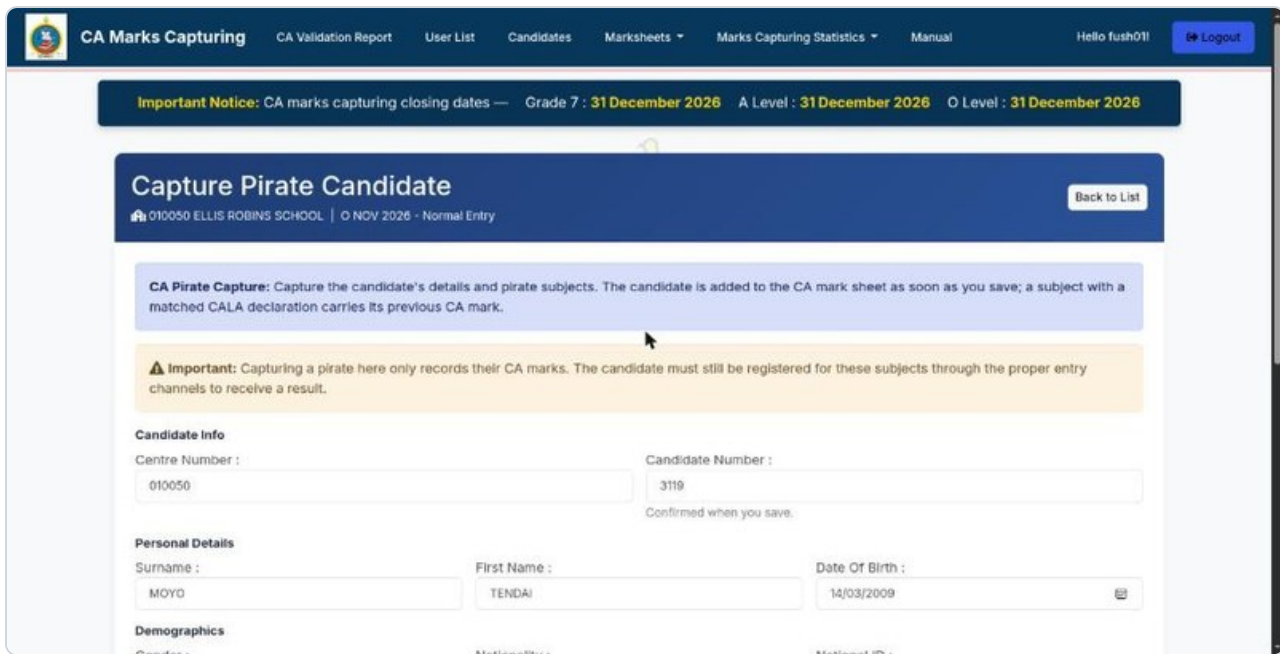
- **Create Pirate Candidate**, at the top right, opens the page for a new candidate.
- **Add Pirate Subject**, on a candidate's row, opens the same page for that candidate so you can add subjects.

Capturing a pirate is not an entry

A pirate captured here only has CA marks recorded. The candidate must still be registered for these subjects through the proper entry channels to receive a result.

Create a pirate candidate

- 1 On the candidate list, click **Create Pirate Candidate**. The *Capture Pirate Candidate* page opens. The centre number is filled in, and the candidate number is given when you save.
- 2 Fill in the personal details, demographics, contact details and candidate type, as on the normal entry form. The payment type is always **SELF**, and no fee is charged.
- 3 Click **Add Pirate Subject**. The subject picker opens. Tick the subjects and click **Ok**. Subjects that clash are greyed out, and the usual subject limits apply.
- 4 Choose an option for any subject that has options. For a repeat subject, enter the CALA details (previous year, previous centre number and previous candidate number). The system checks them against the previous sitting.
- 5 Click **Save**. The candidate is added to the CA mark sheet straight away. A subject whose CALA declaration matched carries its previous CA mark.



SCREENSHOT The Capture Pirate Candidate page.

Add a pirate subject to an existing candidate

- 1 On the candidate list, click **Add Pirate Subject** on the candidate's row.
- 2 Check the candidate. The personal details are shown but cannot be changed here. Use **Amend** to correct biodata.
- 3 Under **Registered Subjects** you see the subjects the candidate already has. Subjects added earlier as pirates have a **Pirate** badge.
- 4 Click **Add Pirate Subject**, tick the new subjects and click **Ok**. The candidate's registered subjects are ticked with a padlock. The new subjects are listed under **Pirate Subjects**.
- 5 Click **Save**. The new subjects appear on the CA mark sheet straight away.

Enrollment
Candidate Type :

FORMAL

Pirate Subject Payment Type :

SELF

Pirates are always SELF; BEAM and DONOR do not apply.

Special Requirements & Satellite
☒ None
☐ Hearing Impairment
☐ Physical Impairment
☐ Visual Impairment

Registered Subjects

CODE	SUBJECT	OPTION	CALA-R	ACTION
4003	COMBINED SCIENCE			
4004	MATHEMATICS			
4005	ENGLISH LANGUAGE			
4006	HERITAGE STUDIES			
4007	SHONA LANGUAGE			
4022	GEOGRAPHY Pirate			Remove
4044	HISTORY Pirate			Remove
4047	FAMILY AND RELIGIOUS STUDIES			
4057	TECHNICAL GRAPHICS AND DESIGN			

Add Pirate Subject

Save

SCREENSHOT

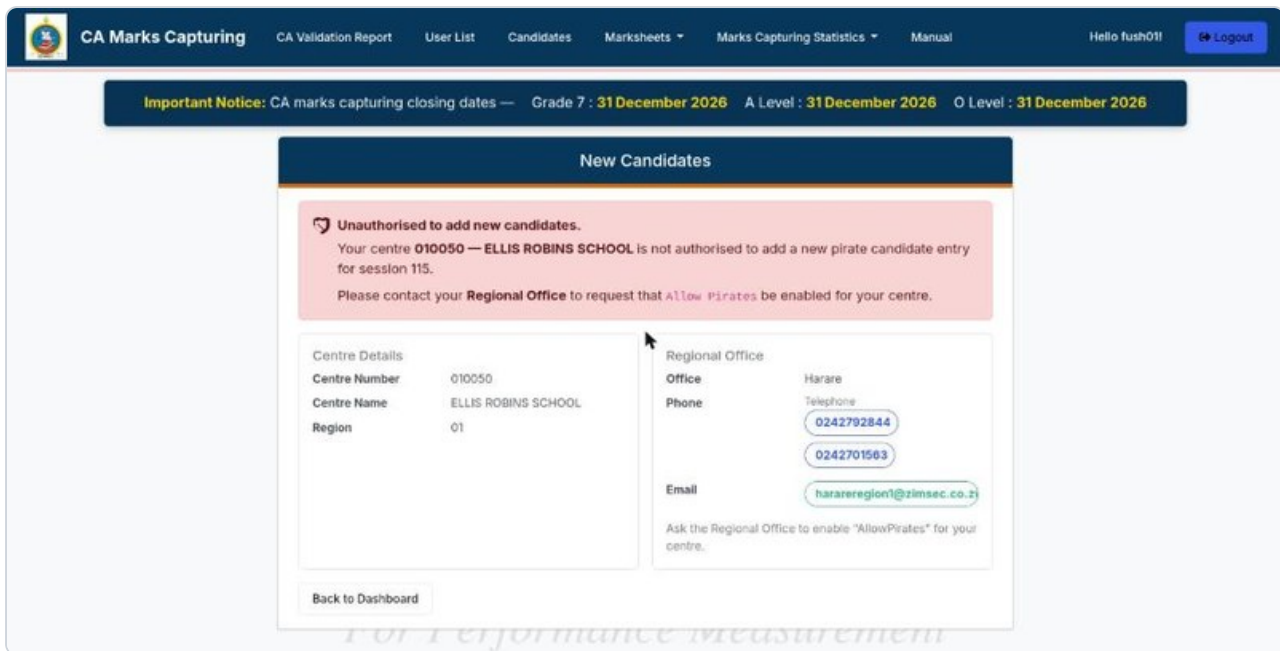
Adding a pirate subject to an existing candidate. Geography and History were added earlier as pirates, so they can still be removed.

Removing a pirate subject

A subject with the Pirate badge has a **Remove** button under Registered Subjects. It works only until a CA mark has been captured for that subject. Registered (non-pirate) subjects cannot be removed, and a candidate's only subject cannot be removed.

Regional Office approval

Your centre must have *Allow Pirates* switched on by the Regional Office. If it does not, both buttons take you to a page that says your centre is not authorised, with the Regional Office contact details. Ask them to enable it, then try again.



The screenshot shows the 'CA Marks Capturing' interface. At the top, there is a navigation bar with links: CA Marks Capturing, CA Validation Report, User List, Candidates, Marksheet, Marks Capturing Statistics, and Manual. A user is logged in as 'Hello fush01'. Below the navigation bar, an 'Important Notice' banner displays closing dates for Grade 7, A Level, and O Level as 31 December 2026. The main content area is titled 'New Candidates' and features a red error message box stating: 'Unauthorised to add new candidates. Your centre 010050 — ELLIS ROBINS SCHOOL is not authorised to add a new pirate candidate entry for session 115. Please contact your Regional Office to request that Allow Pirates be enabled for your centre.' Below the message, there are two tables. The 'Centre Details' table lists Centre Number (010050), Centre Name (ELLIS ROBINS SCHOOL), and Region (01). The 'Regional Office' table lists Office (Harare), Phone (0242792844 and 0242701563), and Email (harareregion1@zimsec.co.zi). A 'Back to Dashboard' button is located at the bottom left of the form.

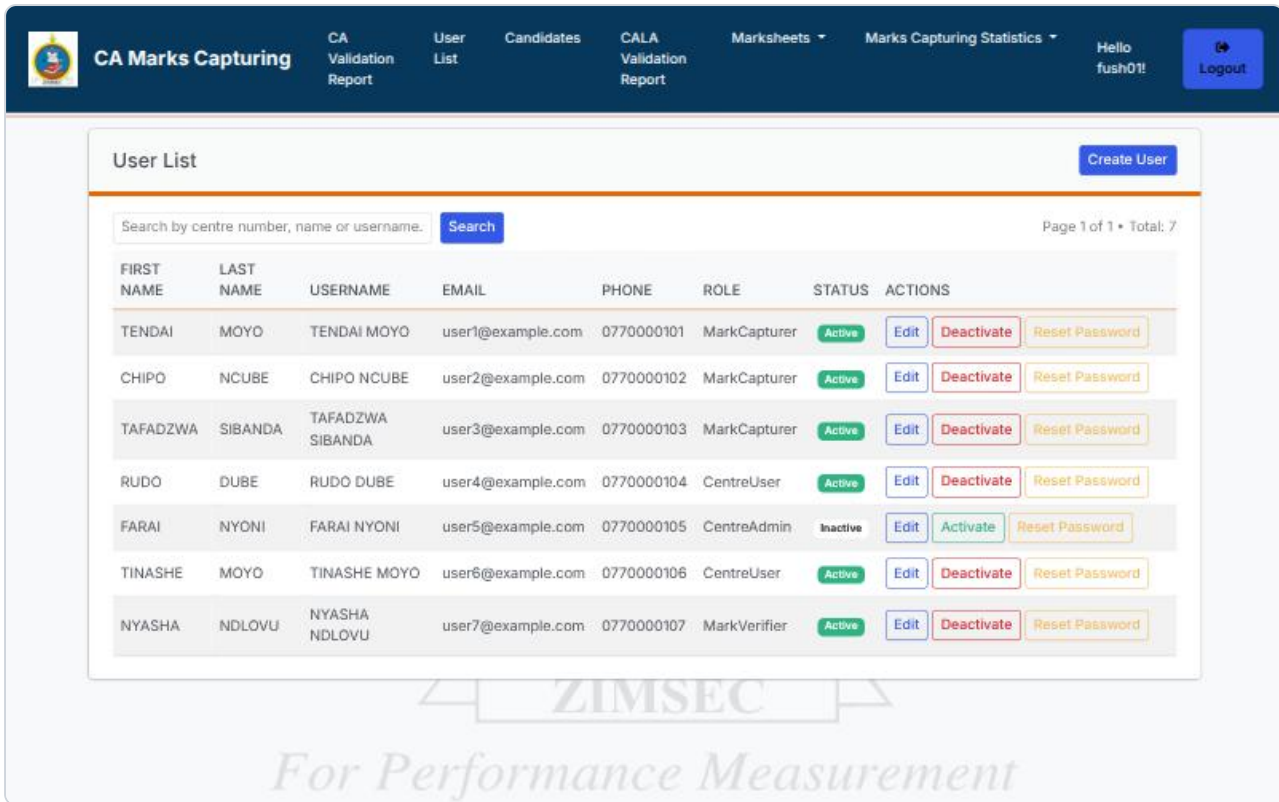
SCREENSHOT The page shown when Allow Pirates is not switched on for your centre.

After approval

Once the centre's CA marks are approved, the pirate buttons disappear and no further pirates can be captured for that session.

7. User List

Click **User List** to see everyone who can sign in for your centre: capturers, verifiers, centre users and other centre admins. Each row shows the name, username, email, phone, role and whether the account is active.



CA Marks Capturing

CA Validation Report | User List | Candidates | CALA Validation Report | Marksheet | Marks Capturing Statistics | Hello fush01! | Logout

User List [Create User](#)

Search by centre number, name or username. [Search](#) Page 1 of 1 • Total: 7

FIRST NAME	LAST NAME	USERNAME	EMAIL	PHONE	ROLE	STATUS	ACTIONS
TENDAI	MOYO	TENDAI MOYO	user1@example.com	0770000101	MarkCapturer	Active	Edit Deactivate Reset Password
CHIPO	NCUBE	CHIPO NCUBE	user2@example.com	0770000102	MarkCapturer	Active	Edit Deactivate Reset Password
TAFADZWA	SIBANDA	TAFADZWA SIBANDA	user3@example.com	0770000103	MarkCapturer	Active	Edit Deactivate Reset Password
RUDO	DUBE	RUDO DUBE	user4@example.com	0770000104	CentreUser	Active	Edit Deactivate Reset Password
FARAI	NYONI	FARAI NYONI	user5@example.com	0770000105	CentreAdmin	Inactive	Edit Activate Reset Password
TINASHE	MOYO	TINASHE MOYO	user6@example.com	0770000106	CentreUser	Active	Edit Deactivate Reset Password
NYASHA	NDLOVU	NYASHA NDLOVU	user7@example.com	0770000107	MarkVerifier	Active	Edit Deactivate Reset Password

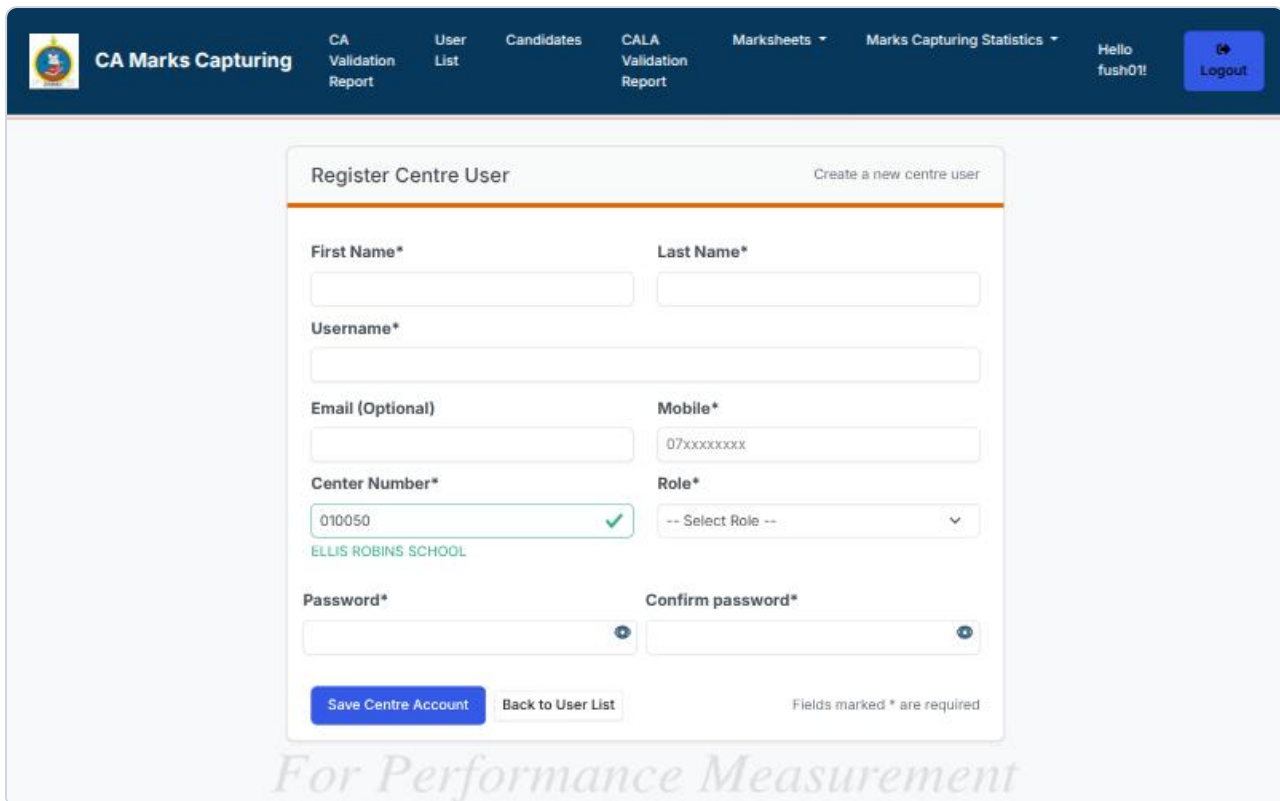
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SCREENSHOT The User List.

Button	What it does
Edit	Open the person's account to change their details
Deactivate / Activate	Stop or restore someone's access without deleting the account. Use it when staff leave
Reset Password	Issue a new password when someone forgets theirs
Search	Find a user by centre number, name or username

Create a user

- 1 On the User List, click **Create User**.
- 2 Fill in first name, last name, username and mobile number. Email is optional. The centre number is filled in for you.
- 3 Choose the **Role: Mark Capturer** or **Mark Verifier** for staff who capture CA marks. Enter and confirm a password, then click **Save Centre Account**.



The screenshot shows the 'Register Centre User' form within the 'CA Marks Capturing' system. The form is titled 'Register Centre User' and includes a link 'Create a new centre user'. It contains several input fields: 'First Name*', 'Last Name*', 'Username*', 'Email (Optional)', 'Mobile*' (with a placeholder '07xxxxxxxx'), 'Center Number*' (with a value '010050' and a green checkmark), 'Role*' (a dropdown menu showing '-- Select Role --'), 'Password*', and 'Confirm password*'. Below the form are two buttons: 'Save Centre Account' and 'Back to User List'. A note at the bottom right states 'Fields marked * are required'. The background of the page features a large, faint watermark that reads 'For Performance Measurement'.

SCREENSHOT Registering a centre user.

Do not use Centre User accounts for CA

A Centre User account cannot sign in to the CA Marks Capturing System. Staff who capture or verify marks need a Mark Capturer or Mark Verifier account.

Keep accounts personal

Give every member of staff their own account. The system records who captured, verified and amended each item, so shared logins make that record useless.

8. Validation reports

Both reports list problems that must be fixed before the centre's marks can be submitted. Fix them by amending the candidate (see [section 5](#)), then run the report again.

CA Validation Report

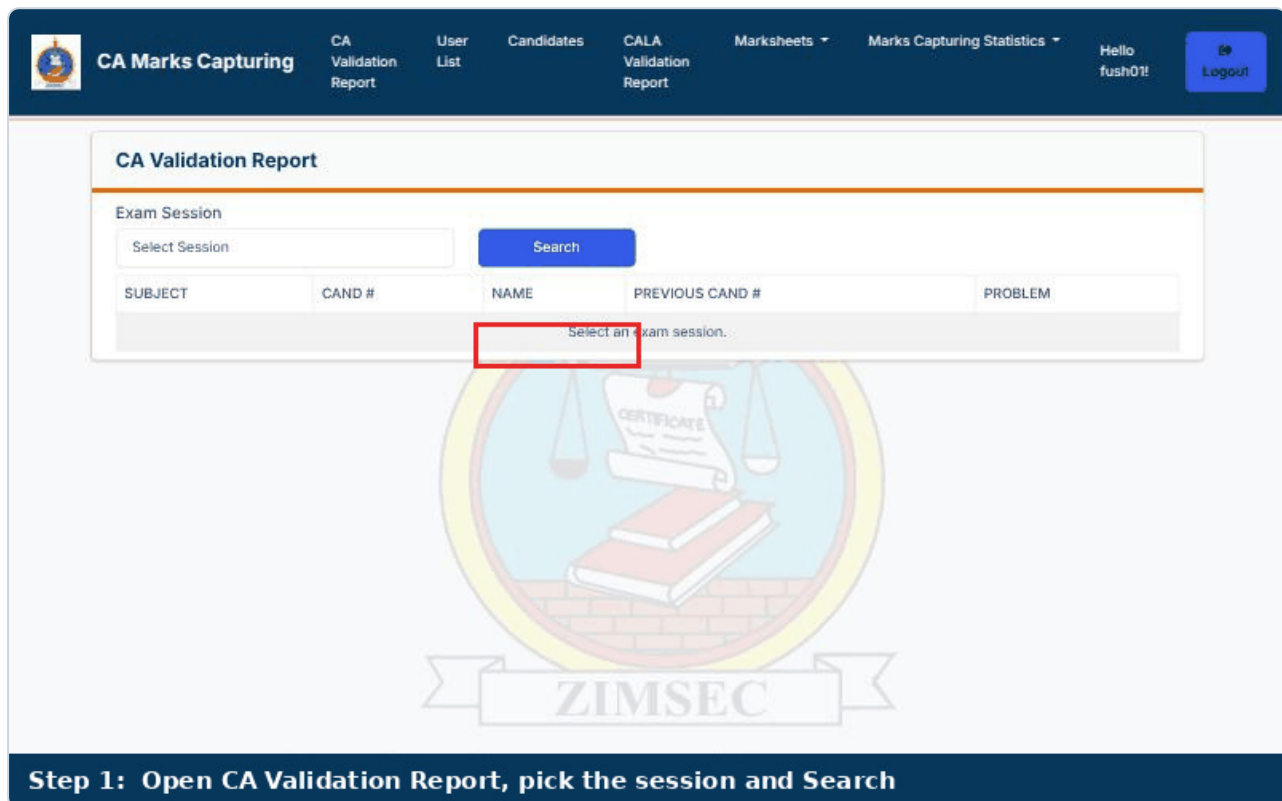
- 1 Click **CA Validation Report**.
- 2 Choose the exam session and click **Search**.

The page lists each repeat candidate whose previous CA record cannot be found, with the subject, candidate number, previous candidate number and the problem. A red message reminds you that the system will not allow submission with incorrect CA details.

CALA Validation Report

- 1 Click **CALA Validation Report**.
- 2 Choose the session and click **Run Validation**.

The report shows how many candidates have issues and how many records were checked. Each row gives the candidate, subject, previous ID, previous name and a description such as *Candidate Details not found* or *Details mismatch*. Click **Export to Excel** to share the list with your staff.



The screenshot shows the 'CA Marks Capturing' dashboard. The top navigation bar includes links for 'CA Validation Report', 'User List', 'Candidates', 'CALA Validation Report', 'Marksheet', and 'Marks Capturing Statistics'. The main content area is titled 'CA Validation Report' and features a search form. The form has a dropdown menu labeled 'Exam Session' with the placeholder text 'Select Session', a blue 'Search' button, and a table with columns: 'SUBJECT', 'CAND #', 'NAME', 'PREVIOUS CAND #', and 'PROBLEM'. Below the table, there is a red-bordered box containing the text 'Select an exam session.' and a large, faint watermark of the ZIMSEC logo. At the bottom of the interface, a dark blue banner reads 'Step 1: Open CA Validation Report, pick the session and Search'.

ANIMATED The two validation reports.

Mismatches usually come from spelling

A *Details mismatch* normally means the name or date of birth differs from the previous record. Correct the biodata on the amendment screen, then run the report again.

9. Marksheets

Download a marksheet

- 1 Open **Marksheets** → **Download Marksheet**.
- 2 Choose the **Exam Session**.
- 3 In **Subject**, choose **All Subjects** or one specific subject.
- 4 Choose the **Capturing Role**.
- 5 Click **Download** (the button reads **Download All Subjects** when All Subjects is selected). If you chose All Subjects, confirm the message that appears.

The role can be **Mark Capturer**, **Mark Verifier** or **Both**, which puts a capturer sheet and a verifier sheet for each subject in the download.

What you receive depends on your choices: one subject with one role downloads a single Excel file. All Subjects, or **Both**, downloads a ZIP file containing one Excel file per subject and role. Extract the ZIP before uploading, because ZIP files cannot be uploaded.

SCREENSHOT

Downloading marksheet templates, with the warning about repeats whose CA does not match.

Repeats whose CA does not match

When you choose a session, the page warns you if any repeat candidates at your centre have CA that does not match the previous sitting, for example "3 repeat candidate(s) at your centre have CA that does not match the previous sitting". These candidates are marked **X** on the downloaded marksheets and cannot be captured there. Click **View the list** to see them, then fix them by amending the candidate (see [section 5](#)).

About the template

Open it in Microsoft Excel or WPS Office. Only the **Mark** column can be edited, and each file is watermarked so it can be traced. In the Mark column, type a number from 0 to 100, or an uppercase **A** for a candidate who has withdrawn. Repeat candidates already show their previous mark, or **X** if it does not match; leave those rows as they are. After a successful upload for a subject, further changes must be made through the web form.

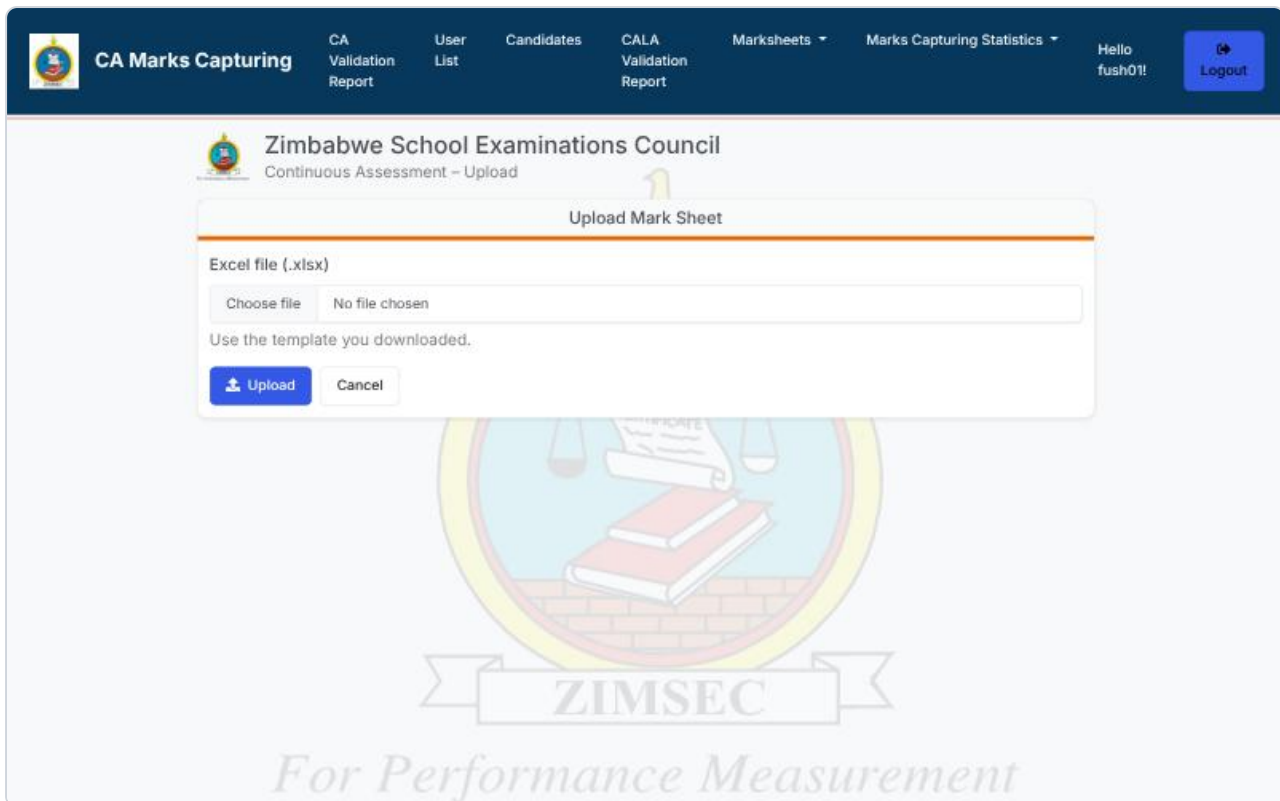
Upload marksheets

- 1 Open **Marksheets** → **Upload Marksheets**.
- 2 Click **Choose files** and select one or more completed `.xlsx` templates. To select several, hold **Ctrl** (or **Shift**) while clicking, or select them all in the folder.
- 3 Click **Upload**. Use **Cancel** to leave without uploading.

- 4 Review the page that appears. Each file has its own card showing the session, subject, role and counts of candidates, marks, withdrawn (A), repeat, CA mismatch (X) and blank. A card is marked **Ready**, **Blank marks** or **Rejected**.
- 5 If a file has candidates marked **A**, its card lists them. Type a **Reason for withdrawal** (at least 5 characters) for each one, and tick **I understand the implications and confirm that the candidate(s) above have withdrawn**.
- 6 If a Ready file already has marks saved for that role, you can tick **Overwrite existing marks** for that file.
- 7 Click **Confirm & Save** to save all Ready files at once.
- 8 Read the result page. Every file has its own report: **Uploaded** or **Failed**, with the number of rows processed, inserted, updated and skipped, and the reason for any skipped row or failure.

Files that are not uploaded

A file is rejected, and the other files still go through, if it is not an `.xlsx` file (ZIP files are not accepted), is damaged, belongs to another centre, belongs to a centre whose marks are already approved, has a mark outside 0–100, or duplicates another selected file for the same subject and role. A file with blank marks is not uploaded until every candidate has a mark or an **A** for withdrawn. A file with withdrawn candidates is not saved without the confirmation and a reason for each one. Repeat rows (with a previous mark or X) are skipped, because their CA comes from the previous sitting. Fix the file and upload it again.

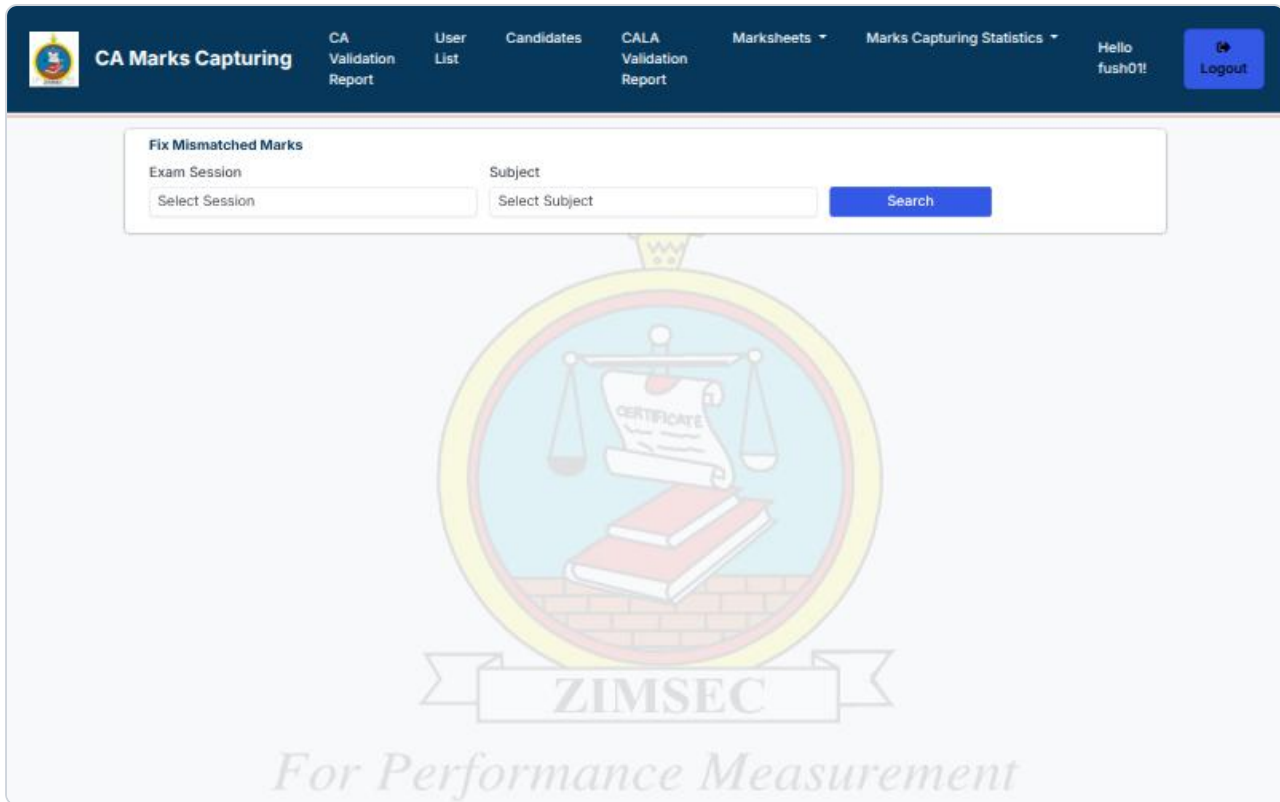


The screenshot displays the ZIMSEC CA Marks Capturing web application. The top navigation bar includes links for CA Marks Capturing, CA Validation Report, User List, Candidates, CALA Validation Report, Marksheets, Marks Capturing Statistics, and a user profile section with 'Hello fush01!' and a 'Logout' button. The main content area features the ZIMSEC logo and the text 'Zimbabwe School Examinations Council Continuous Assessment – Upload'. A modal dialog box titled 'Upload Mark Sheet' is open, prompting the user to upload an Excel file (.xlsx). It includes a 'Choose file' button, a 'No file chosen' status, a note to 'Use the template you downloaded.', and 'Upload' and 'Cancel' buttons. The background of the page features a large, faint ZIMSEC logo with the tagline 'For Performance Measurement'.

SCREENSHOT Uploading a completed marksheet.

Mark Correction

Open **Marksheets** → **Mark Correction**, choose the session and subject and click **Search**. The page, titled *Fix Mismatched Marks*, lists marks where the capturer and verifier entries disagree so that you can settle them.



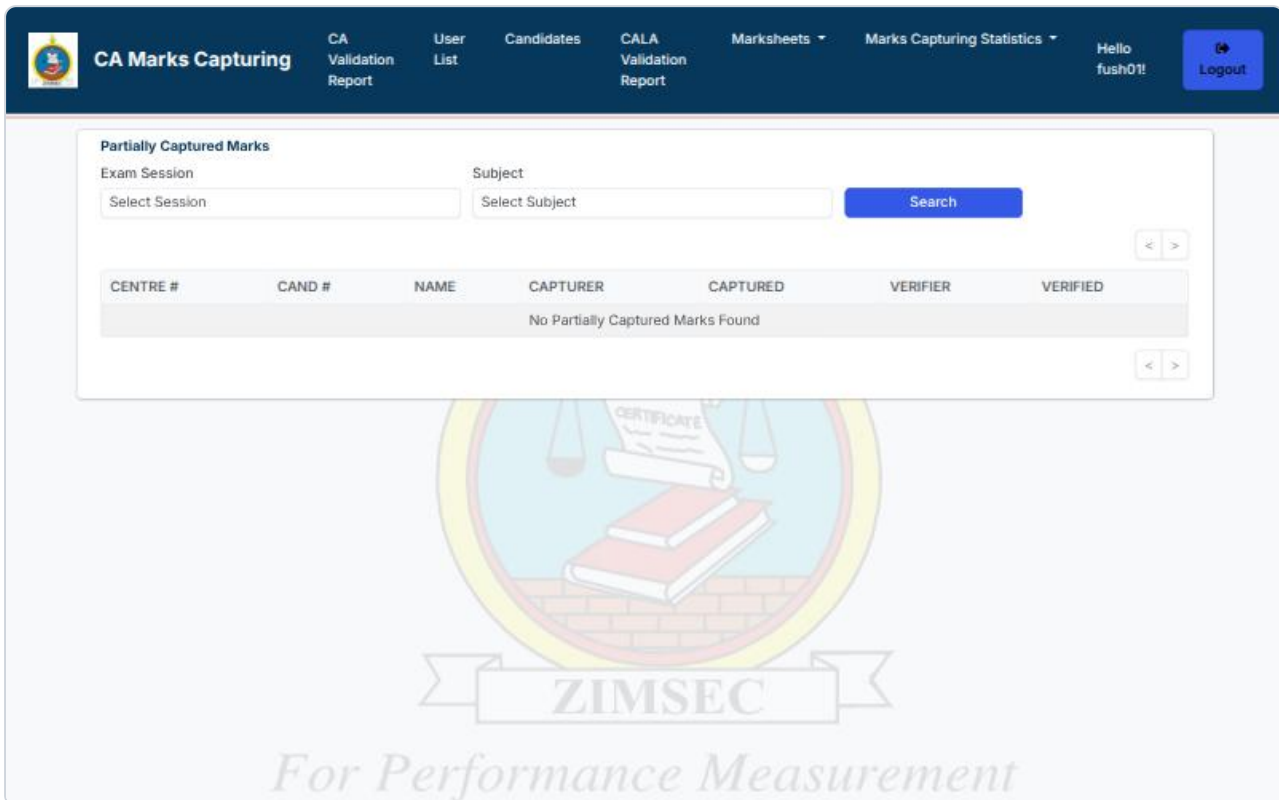
The screenshot displays the 'CA Marks Capturing' web application interface. The top navigation bar includes links for 'CA Validation Report', 'User List', 'Candidates', 'CALA Validation Report', 'Marksheets', and 'Marks Capturing Statistics'. A user greeting 'Hello fush01!' and a 'Logout' button are also present. The main content area features a 'Fix Mismatched Marks' section with two dropdown menus: 'Exam Session' (currently showing 'Select Session') and 'Subject' (currently showing 'Select Subject'). A blue 'Search' button is located to the right of these filters. Below the search filters is a large watermark of the ZIMSEC logo, which includes a scale of justice, a certificate, and books, with the text 'ZIMSEC For Performance Measurement' underneath.

SCREENSHOT Mark Correction.

10. Marks Capturing Statistics

These reports show how far capturing has got and where it is stuck. For each one, choose the session (and a subject where asked) and click **Search**.

Report	Use it to
Mark Capturing Status	See, per candidate, who captured and who verified a mark
Missing Mark Report	List candidates with no mark for a subject
Partially Captured Marks	Find candidates whose marks have been captured but not yet fully verified
Mark Entry Errors	Review marks that failed the system's checks, so they can be corrected
Input Summary Progress Report	Follow capture progress for each subject, including unresolved repeats
Marks Approval	Review the centre totals and approve (section 11)



CA Marks Capturing

CA Validation Report | User List | Candidates | CALA Validation Report | Marksheets | Marks Capturing Statistics | Hello fush0! | Logout

Partially Captured Marks

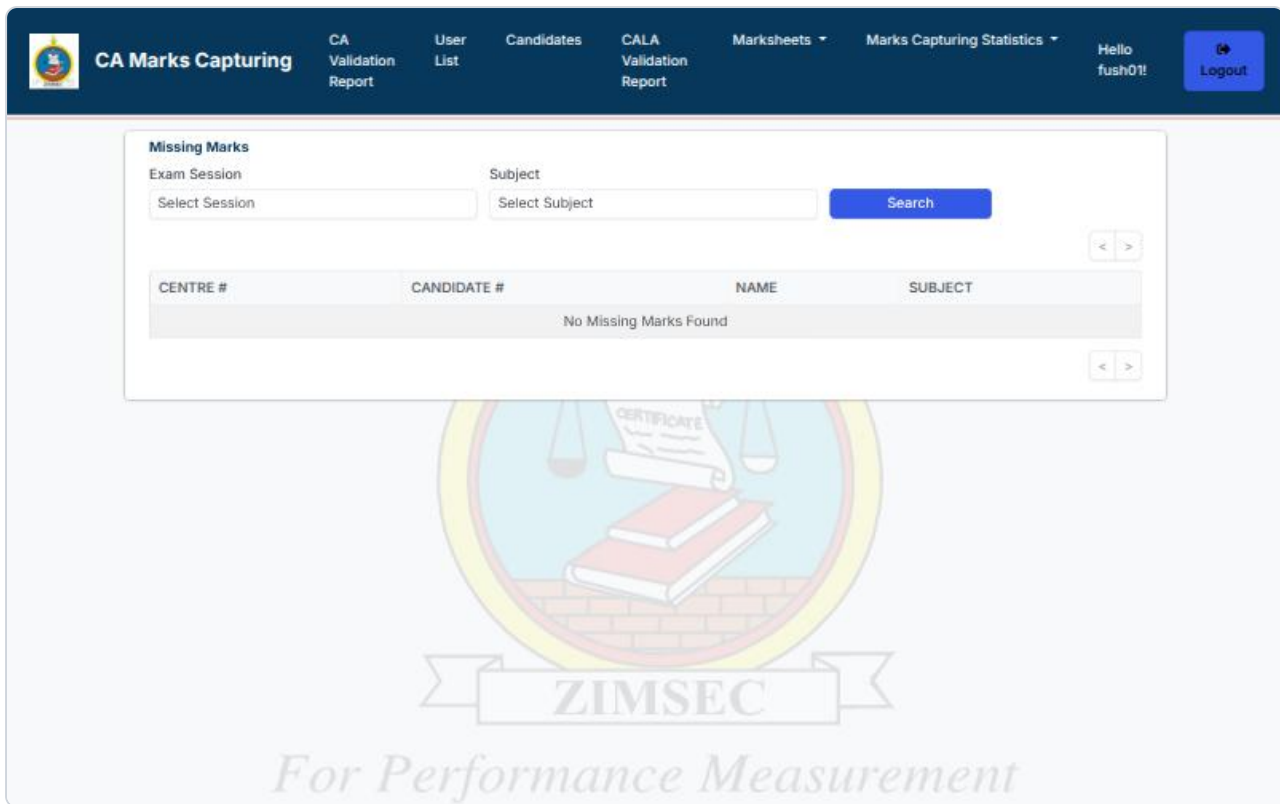
Exam Session: Subject:

CENTRE #	CAND #	NAME	CAPTURER	CAPTURED	VERIFIER	VERIFIED
No Partially Captured Marks Found						

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SCREENSHOT

Mark Capturing Status. With nothing outstanding it reads "No Partially Captured Marks Found".



CA Marks Capturing

CA Validation Report | User List | Candidates | CALA Validation Report | Marksheets | Marks Capturing Statistics | Hello fush01! | Logout

Missing Marks

Exam Session: Subject:

CENTRE #	CANDIDATE #	NAME	SUBJECT
No Missing Marks Found			

ZIMSEC
For Performance Measurement

SCREENSHOT Missing Mark Report.

Unresolved repeats are not counted as missing

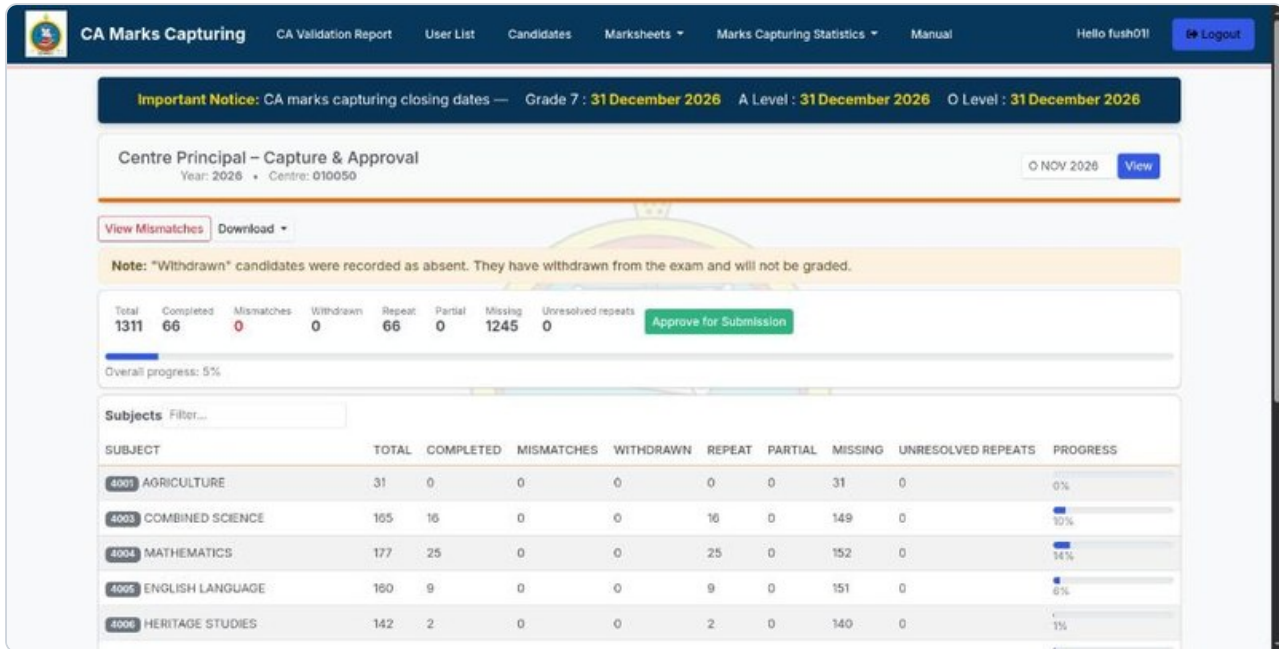
A repeat candidate whose CA does not match the previous sitting cannot be captured, so the reports count them under *Unresolved repeats* instead of *Missing*. Subjects with unresolved repeats are highlighted in red.

11. Marks Approval

Approving tells ZIMSEC that the centre's CA marks are final. Only the centre head can do it.

- 1 Open **Marks Capturing Statistics** → **Marks Approval**.
- 2 Choose the session and click **View**.

- 3 Check the totals: *Total, Completed, Mismatches, Withdrawn, Repeat, Unresolved repeats, Partial* and *Missing*, with the overall progress bar and a line for every subject. Use **View Mismatches** to see mismatched marks and **Download** to keep a copy.
- 4 When everything is complete, click **Approve for Submission**.



Important Notice: CA marks capturing closing dates — Grade 7 : **31 December 2026** A Level : **31 December 2026** O Level : **31 December 2026**

Centre Principal – Capture & Approval
Year: 2026 • Centre: 010050

View Mismatches Download

Note: "Withdrawn" candidates were recorded as absent. They have withdrawn from the exam and will not be graded.

Total	Completed	Mismatches	Withdrawn	Repeat	Partial	Missing	Unresolved repeats	Approve for Submission
1311	66	0	0	66	0	1245	0	

Overall progress: 5%

SUBJECT	TOTAL	COMPLETED	MISMATCHES	WITHDRAWN	REPEAT	PARTIAL	MISSING	UNRESOLVED REPEATS	PROGRESS
4001 AGRICULTURE	31	0	0	0	0	0	31	0	0%
4003 COMBINED SCIENCE	165	16	0	0	16	0	149	0	10%
4004 MATHEMATICS	177	25	0	0	25	0	152	0	14%
4005 ENGLISH LANGUAGE	160	9	0	0	9	0	151	0	6%
4006 HERITAGE STUDIES	142	2	0	0	2	0	140	0	1%

SCREENSHOT The Marks Approval page, with the Unresolved repeats total and column.

Resolve unresolved repeats first

If the *Unresolved repeats* total is above zero (shown in red, with the subjects highlighted), fix them under **Candidates** (amend the candidate) before approving. Check the [validation reports](#) too.

Withdrawn candidates

Candidates marked *Withdrawn* have withdrawn from the examination and will not be graded for that subject. No marks are processed for the subject's other components.

Approval cannot be undone by the centre

After you approve, the centre can no longer amend candidates or capture pirates for that session. If you approved by mistake, contact your Regional Office straight away.

12. Messages and help

You see	What it means and what to do
CA marks for this session have already been approved. No further changes can be made.	The centre has approved. Contact your Regional Office if a change is essential.
The amendment window is not open for this exam session.	Wait for the window to open, or ask your Regional Office about the dates.
Subjects cannot be removed during CA amendments	Registered subjects stay in place. Add subjects with Add Pirate Subject on the candidate list.
CALA cannot be added / removed during CA amendments	Only existing CALA details can be corrected. Removal is allowed only when the status is Subject not found in previous sitting.
The CALA for ... matched the previous sitting and cannot be changed.	The declaration is already correct. Leave it as it is.
The CALA for ... did not match the previous sitting. Amend the CALA details before saving.	Correct the CALA details using the CALA-R circle, then save.
O Level has a maximum of 9 subjects.	The candidate is at the limit. No more subjects can be added.
Your centre is not authorised to add a new pirate candidate entry	Ask your Regional Office to enable Allow Pirates for your centre.
CA marks for this session have already been approved. No further pirates can be captured.	The centre has approved. Contact your Regional Office if a pirate is essential.
CA marks have already been captured for ..., so it cannot be removed.	A pirate subject with captured marks stays. Contact your Regional Office if it was added by mistake.
Capturer or Verifier account required	Someone tried to sign in with a Centre User account. Create a Mark Capturer or Mark Verifier account for them.
Please confirm the withdrawal of the candidates marked A and re-upload this file.	Upload the file again, tick the confirmation box and give a reason for each withdrawn candidate.

A reason for withdrawal (at least 5 characters) is required for ... candidate(s).

Upload the file again and type a reason for every candidate marked A.

Action required: These errors must be amended before submission of marks

Fix the items in the CA Validation Report, then approve.

For anything else, use **Contact Us** or **Send Feedback** in the menu on the public pages, or contact your Regional Office.

Centre Head Manual · CA Marks Capturing System

1. Before you start

This manual is for the **Mark Capturer** role. Your centre head creates your account and gives you a username and password. As a capturer you enter the continuous assessment (CA) marks for the subjects your centre offers. Your centre head approves the marks for submission, so you cannot approve them yourself.

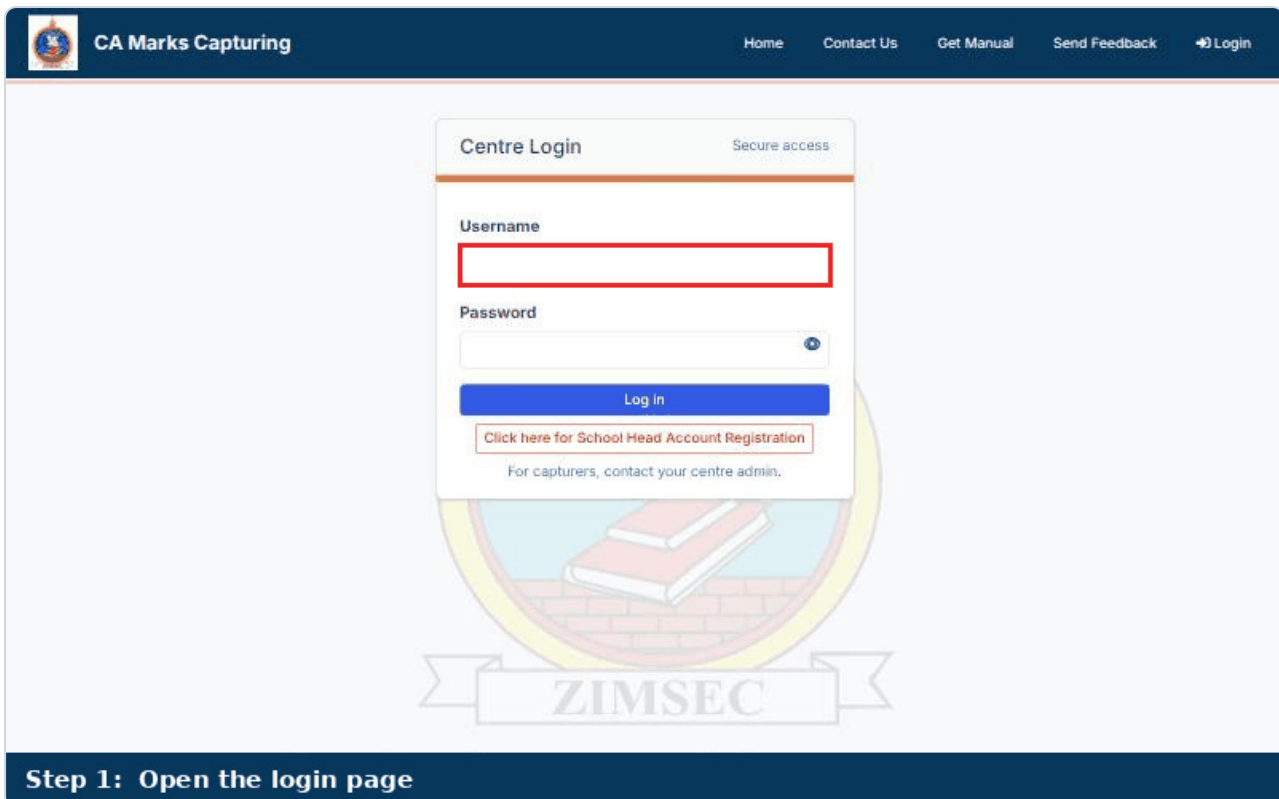
You can	Where
See your own progress	Dashboard
Enter marks for a subject	CA Marks Capturing → Capturer Mark Entry
Fix entries that do not agree with the verifier's	CA Marks Capturing → Capturer Mark Correction
Finish marks that were only partly captured	CA Marks Capturing → Capturer Partially Captured List
Check repeat candidates for CA errors	CA Validation Report
Follow progress for the whole centre	Data Capturing Statistics

About the screenshots

Candidate names and the username in this manual are made up. The numbers and subjects come from a test centre, so your own figures will differ.

2. Signing in

- 1 Open the CA Marks Capturing website and click **Login** at the top right.
- 2 Type your username and password.
- 3 Click **Log in**. Your dashboard opens.



ANIMATED Signing in.

If you forget your password, ask your centre head to reset it for you. The Login page says the same: "For capturers, contact your centre admin."

Keep your login private

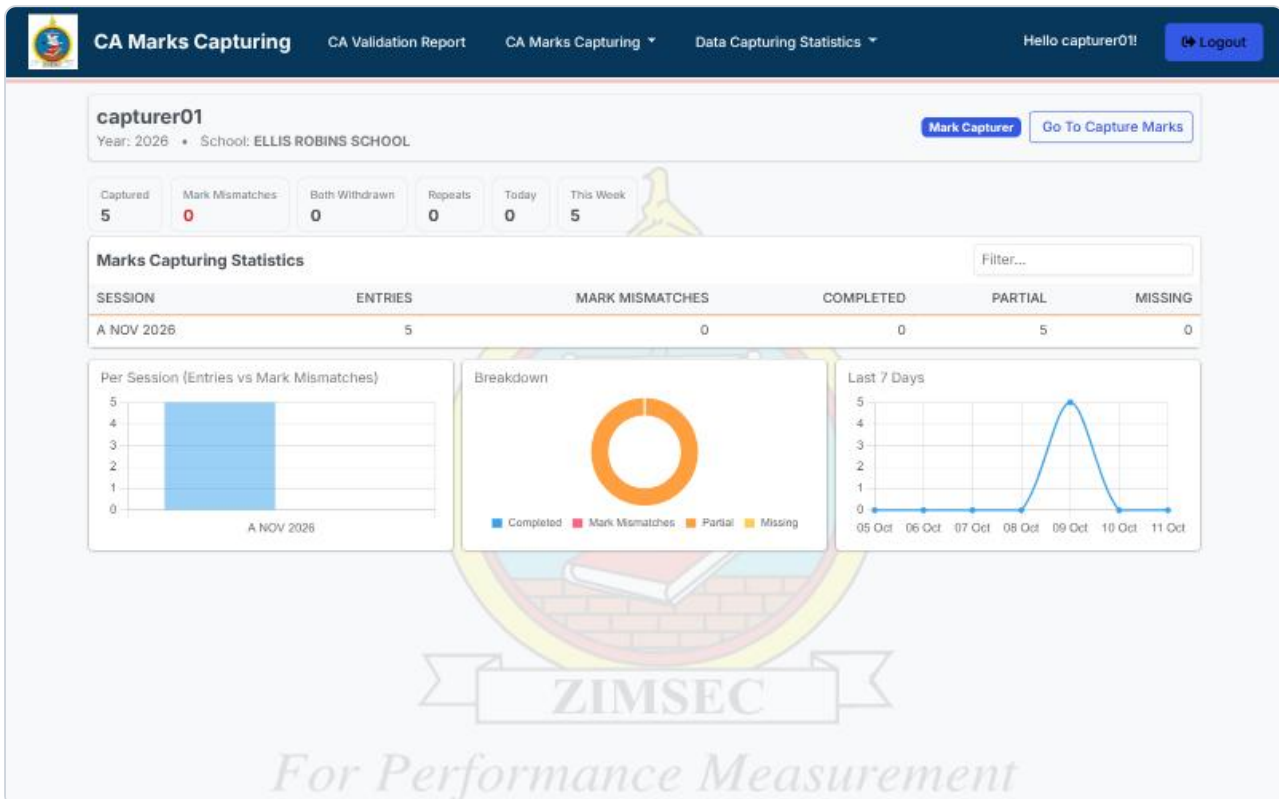
The system records who captured every mark. Never share your username or password, and click **Logout** when you finish on a shared computer.

3. Your dashboard

The dashboard shows your own work for the year. Along the top are small counters:

Counter	Meaning
Captured	Marks you have entered
Mark Mismatches	Entries that do not agree with the verifier's (shown in red when there are some)
Both Withdrawn	Candidates marked as withdrawn
Repeats	Repeat candidates among your entries
Today / This Week	How much you captured today and in the last seven days

Below them, a table lists each session with your entries, mismatches, and how many are completed, partial or missing, followed by three charts. Click **Go To Capture Marks** to start capturing.

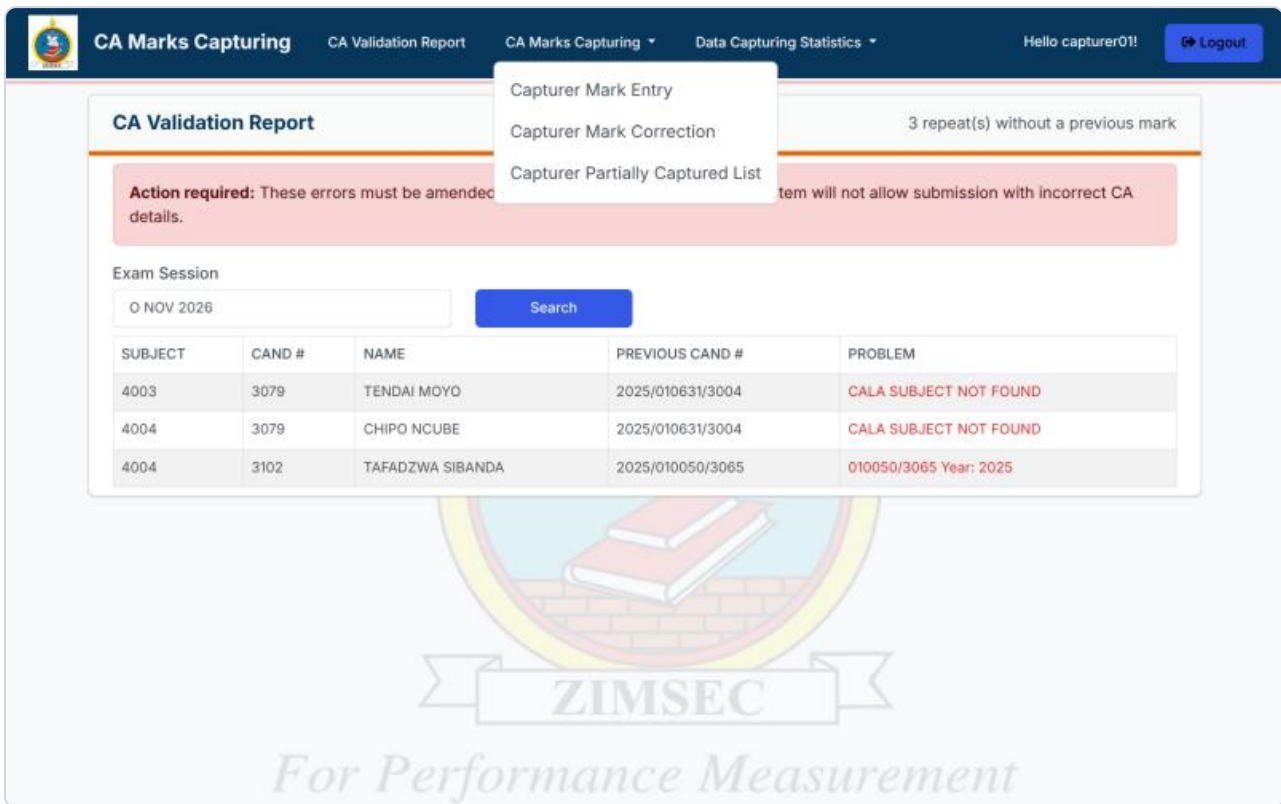


SCREENSHOT

The dashboard.

4. The menu

The blue bar at the top is on every page. It has three places to go, a link to this **Manual**, and your username with a **Logout** button on the right. Below it, a dark blue **Important Notice** gives the CA marks capturing closing date for each level. A level whose window has ended is labelled **Closed**; capture your marks before then.

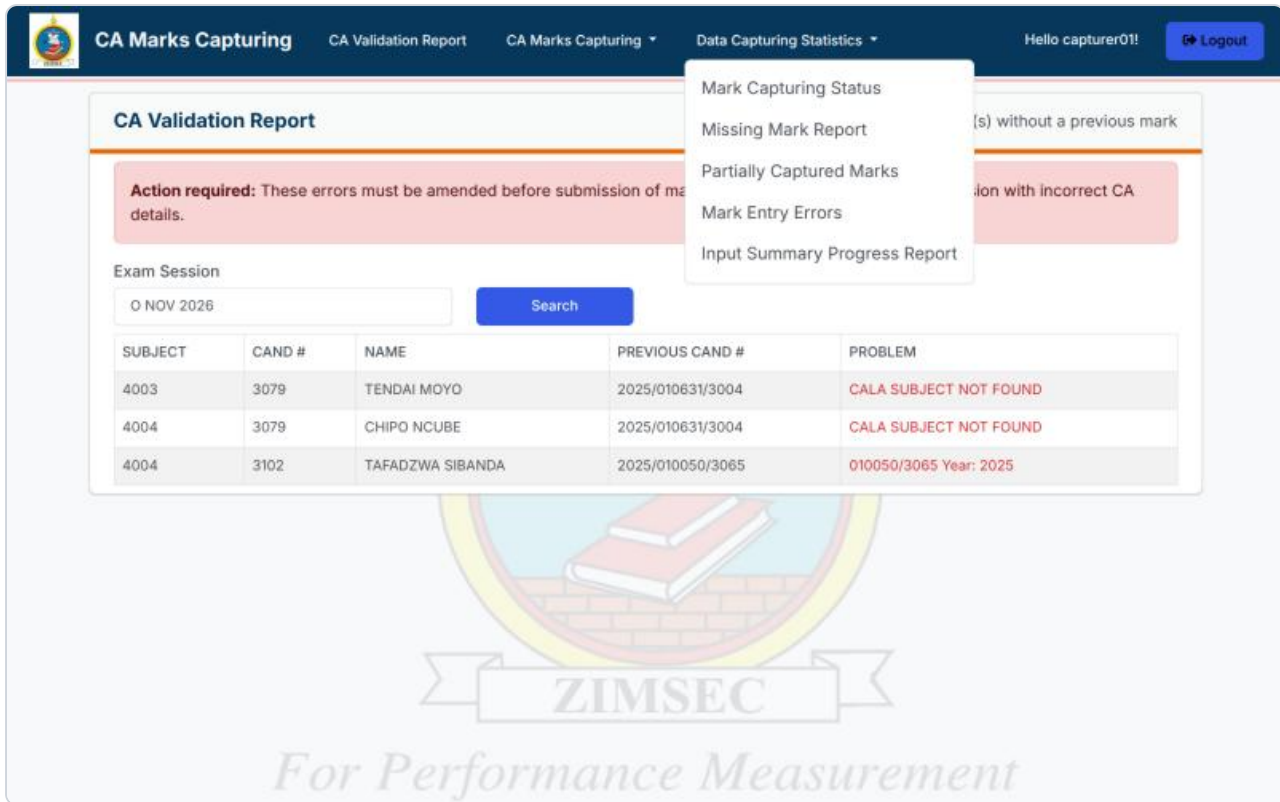


The screenshot shows the 'CA Marks Capturing' menu with a dropdown list containing 'Capturer Mark Entry', 'Capturer Mark Correction', and 'Capturer Partially Captured List'. The main content area displays a 'CA Validation Report' for the exam session 'O NOV 2026'. A red alert box states: 'Action required: These errors must be amended details. Item will not allow submission with incorrect CA details.' Below this, a table lists validation errors:

SUBJECT	CAND #	NAME	PREVIOUS CAND #	PROBLEM
4003	3079	TENDAI MOYO	2025/010631/3004	CALA SUBJECT NOT FOUND
4004	3079	CHIPO NCUBE	2025/010631/3004	CALA SUBJECT NOT FOUND
4004	3102	TAFADZWA SIBANDA	2025/010050/3065	010050/3065 Year: 2025

The ZIMSEC logo and the text 'For Performance Measurement' are visible at the bottom of the interface.

SCREENSHOT The CA Marks Capturing menu.



CA Marks Capturing CA Validation Report CA Marks Capturing ▾ Data Capturing Statistics ▾ Hello capturer01! Logout

CA Validation Report

Action required: These errors must be amended before submission of marks details.

Exam Session
0 NOV 2026

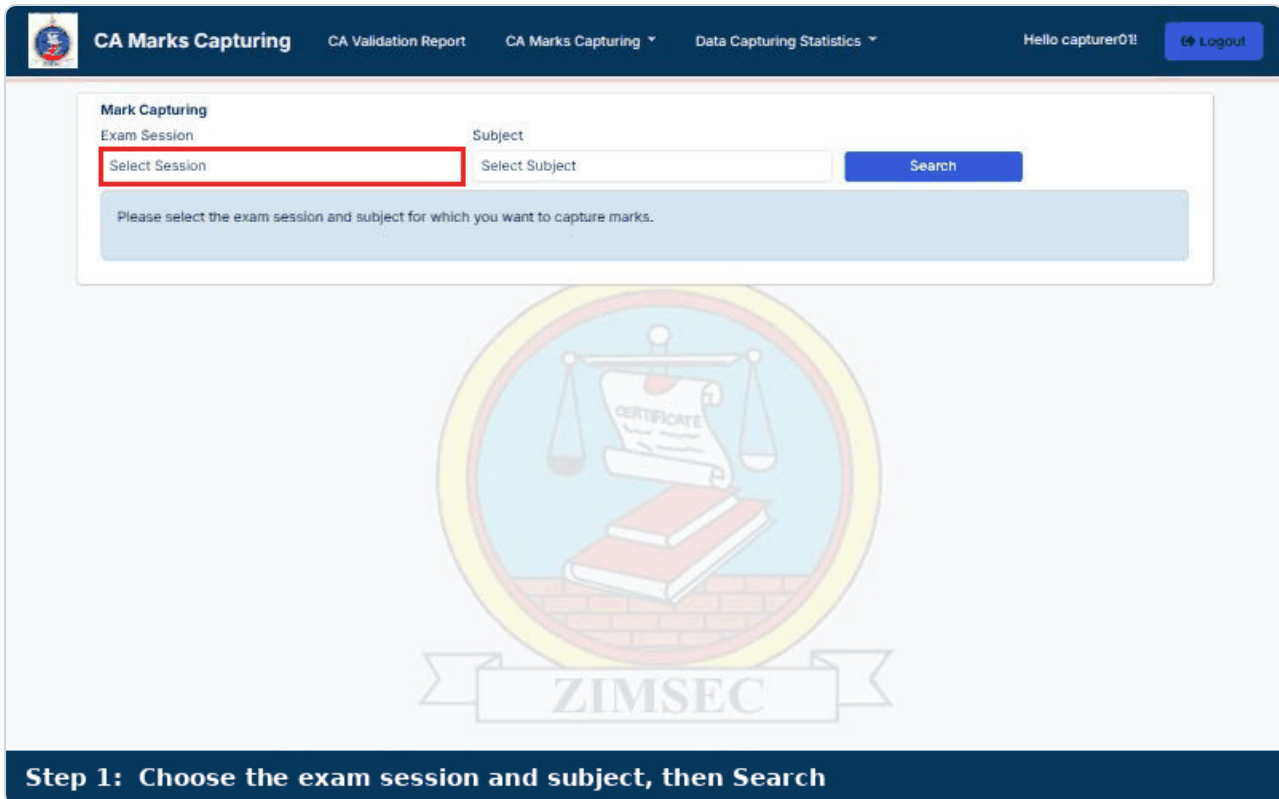
SUBJECT	CAND #	NAME	PREVIOUS CAND #	PROBLEM
4003	3079	TENDAI MOYO	2025/010631/3004	CALA SUBJECT NOT FOUND
4004	3079	CHIPO NCUBE	2025/010631/3004	CALA SUBJECT NOT FOUND
4004	3102	TAFADZWA SIBANDA	2025/010050/3065	010050/3065 Year: 2025

ZIMSEC
For Performance Measurement

SCREENSHOT The Data Capturing Statistics menu.

5. Capturing marks

- 1 Click **CA Marks Capturing** → **Capturer Mark Entry**.
- 2 Choose the **Exam Session**, then the **Subject**. The subject list fills in after you pick the session, and shows only subjects your centre sits.
- 3 Click **Search**. The candidates for that subject appear, with their centre, candidate number and name.
- 4 Type each candidate's mark in the **Mark (%)** box. Use the number the candidate scored as a percentage.
- 5 Click **Save**. There is a Save button above the list and another below it. If the list has more than one page, use **Prev** and **Next** at the top or bottom to move between pages.



ANIMATED Capturing marks. The demonstration does not click Save.

The **Repeat** column shows repeat information for candidates who are repeating. It is not a box you type in.

Repeat candidates

Some candidates are repeating a subject. Their previous CA mark is carried over from the earlier sitting, so you do not capture it again. On the marksheet they look different from the other rows:

- The row is shaded **blue**.
- The **Mark (%)** column shows the previous mark in bold, as plain text. There is no box to type in.
- There is no **Withdrawn** box.
- A **REPEAT** badge appears in the Repeat column. Hover over it to see the previous candidate number.


CA Marks Capturing
CA Validation Report
CA Marks Capturing ▾
Data Capturing Statistics ▾
Manual
Hello capturer01!
Logout

Mark Capturing
Page 4 / 10

Exam Session: O NOV 2026
Subject: 4004 - MATHEMATICS
Search

Save
Prev 1 2 3 4 5 6 7 ... 10 Next

CENTRE	CANDIDATE #	NAME	WITHDRAWN	MARK(%)	REPEAT
010050	3053	TENDAI MOYO		64	REPEAT
010050	3054	CHIPO NCUBE		96	REPEAT
010050	3056	TAFADZWA SIBANDA		63	REPEAT
010050	3059	RUDO DUBE	☐		
010050	3060	FARAI NYONI		66	REPEAT
010050	3061	TINASHE MOYO		76	REPEAT
010050	3062	NYASHA NDLOVU	☐		
010050	3066	KUDZAI MPOFU		72	REPEAT
010050	3068	TAPIWA MOYO	☐		
010050	3069	RUMBIDZAI SITHOLE	☐		

Save
Prev Page 4 of 10 Next

SCREENSHOT

Repeat rows (blue, marked in red) sit among ordinary rows. The ordinary rows still have a mark box.

If the system cannot match a repeat candidate to the earlier record, the row turns **red**, the mark shows a dash (—) and the badge is red with the reason underneath.


CA Marks Capturing
CA Validation Report
CA Marks Capturing ▾
Data Capturing Statistics ▾
Manual
Hello capturer01!
Logout

Mark Capturing
Page 1 / 1

Exam Session: A NOV 2026
Subject: 6001 - ACCOUNTING
Search

Save
Prev 1 Next

CENTRE	CANDIDATE #	NAME	WITHDRAWN	MARK(%)	REPEAT
010050	5010	TENDAI MOYO	☐		
010050	5024	CHIPO NCUBE		—	REPEAT MISMATCH ON NAME
010050	5027	TAFADZWA SIBANDA	☐		

Save
Prev Page 1 of 1 Next



ZIMSEC

For Performance Measurement

SCREENSHOT A repeat that could not be matched.

Reason shown	What it means
Previous candidate not found	The previous candidate number does not exist
Subject not found in previous sitting	The candidate did not take this subject last time
No CA mark in previous sitting	There was no CA mark to carry over
Details do not match previous sitting, or Mismatch on name	The name or date of birth differs from the earlier record
No previous candidate number supplied	The candidate is flagged as a repeat but no previous number was given

You cannot fix a red repeat yourself

Note the candidate number and the reason, and give them to your centre head. They correct the candidate under *Candidates*, and the same problems are listed in the [CA Validation Report](#). The centre cannot be approved for submission while repeats are unresolved.

Save before you move on

Click Save before you change page, subject or session, and before you log out. Marks you typed but did not save are not recorded.

Check each mark before you save

A second person, the verifier, captures the same marks separately. Where the two entries differ, the candidate shows up as a mismatch and has to be corrected, so a careful first entry saves everyone time.

6. Withdrawn candidates

If a candidate has withdrawn from the examination, tick the **Withdrawn** box on their row instead of entering a mark. A message asks you to confirm. It explains that the candidate has withdrawn and will not be graded for this subject, that no marks will be processed for the other subject components, and that this cannot be reversed once CA marks are approved.

- 1 Tick **Withdrawn** beside the candidate.
- 2 Type the **Reason for withdrawal**.
- 3 Click **I understand the implications and confirm that the candidate has withdrawn.**, or **Cancel** if you ticked it by mistake.


CA Marks Capturing
CA Validation Report
CA Marks Capturing ▾
Data Capturing Statistics ▾
Hello capturer0! Logout

Mark Capturing
Page 1 / 1

Exam Session: A NOV 2026
Subject: 6082 - MATHEMATICS
Search

Save
Prev 1 Next

CENTRE	CANDIDATE #	NAME	WITHDRAWN	MARK(%)	REPEAT
010050	5001	TENDAI MOYO	☐		
010050	5002	CHIPO NCUBE	☐		
010050	5006	TAFADZWA SIBANDA	☐		
010050	5008	RUDO DUBE	☒		
010050	5033	FARAI NYONI	☐		

Save
Prev Page 1 of 1 Next



Step 1: Tick Withdrawn only if the candidate withdrew

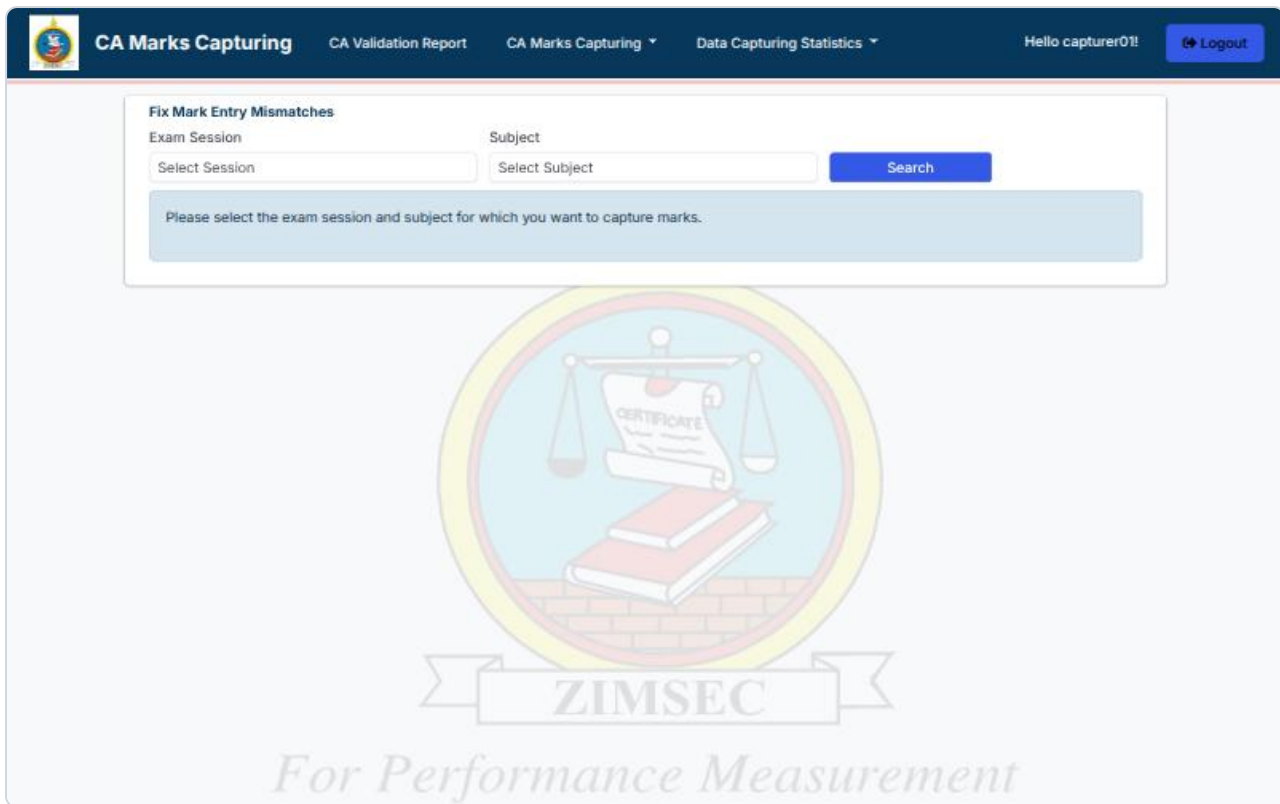
ANIMATED

Marking a candidate as withdrawn. The demonstration cancels the dialog.

7. Fixing mistakes

Capturer Mark Correction

Open **CA Marks Capturing** → **Capturer Mark Correction**. The page, headed *Fix Mark Entry Mismatches*, works like the capture page: choose the session and subject and click **Search**. It lists the candidates where your entry and the verifier's entry disagree, so you can check the mark sheet and correct yours.

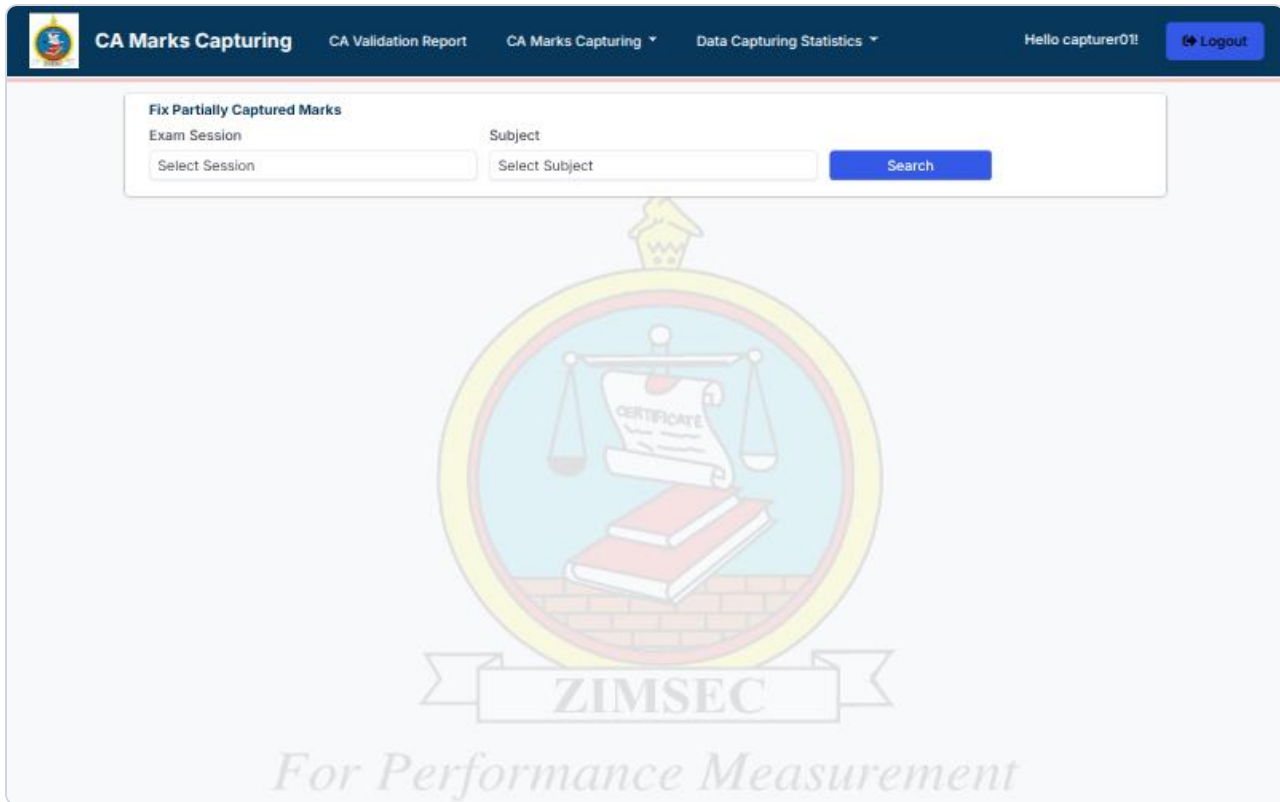


The screenshot shows the 'CA Marks Capturing' interface. At the top, there is a navigation bar with the following items: 'CA Marks Capturing', 'CA Validation Report', 'CA Marks Capturing' (with a dropdown arrow), 'Data Capturing Statistics' (with a dropdown arrow), 'Hello capturer01!', and a 'Logout' button. Below the navigation bar, there is a section titled 'Fix Mark Entry Mismatches'. This section contains two input fields: 'Exam Session' and 'Subject'. The 'Exam Session' field has a placeholder text 'Select Session', and the 'Subject' field has a placeholder text 'Select Subject'. To the right of these fields is a blue 'Search' button. Below the input fields, there is a light blue box with the text: 'Please select the exam session and subject for which you want to capture marks.' In the background, there is a large, faint watermark of the ZIMSEC logo, which features a circular emblem with a scale of justice, a book, and a certificate, with the text 'ZIMSEC' and 'For Performance Measurement' below it.

SCREENSHOT Capturer Mark Correction.

Capturer Partially Captured List

Open **CA Marks Capturing** → **Capturer Partially Captured List**. The page, headed *Fix Partially Captured Marks*, lists candidates whose marks were only partly captured, so you can complete them. Choose the session and subject and click **Search**.



The screenshot displays the 'CA Marks Capturing' web application interface. At the top, a dark blue navigation bar contains the ZIMSEC logo, the title 'CA Marks Capturing', and several menu items: 'CA Validation Report', 'CA Marks Capturing' (with a dropdown arrow), and 'Data Capturing Statistics' (with a dropdown arrow). On the right side of the bar, it says 'Hello capturer01!' and a 'Logout' button. Below the navigation bar, the main content area has a light blue background. At the top of this area is a white box titled 'Fix Partially Captured Marks'. Inside this box, there are two dropdown menus: 'Exam Session' with the placeholder text 'Select Session', and 'Subject' with the placeholder text 'Select Subject'. To the right of these menus is a blue 'Search' button. Below the search filters is a large, faint watermark of the ZIMSEC logo, which features a shield with a scale of justice, a book, and a certificate, with the text 'ZIMSEC' and 'For Performance Measurement' below it.

SCREENSHOT Capturer Partially Captured List.

8. CA Validation Report

Click **CA Validation Report**, choose the exam session and click **Search**. The page lists repeat candidates whose previous CA record cannot be found, with the subject, candidate number, previous candidate number and the problem. A red message tells you that these errors must be amended before marks are submitted.


CA Marks Capturing
CA Validation Report
CA Marks Capturing ▾
Data Capturing Statistics ▾
Hello capturer01!
Logout

CA Validation Report
3 repeat(s) without a previous mark

Action required: These errors must be amended before submission of marks. The system will not allow submission with incorrect CA details.

Exam Session

SUBJECT	CAND #	NAME	PREVIOUS CAND #	PROBLEM
4003	3079	TENDAI MOYO	2025/010631/3004	CALA SUBJECT NOT FOUND
4004	3079	CHIPO NCUBE	2025/010631/3004	CALA SUBJECT NOT FOUND
4004	3102	TAFADZWA SIBANDA	2025/010050/3065	010050/3065 Year: 2025



ZIMSEC
For Performance Measurement

SCREENSHOT The CA Validation Report.

Who fixes these

Amending a candidate is done by your centre head, under *Candidates*. Send them the subject and candidate numbers from this report.

9. Data Capturing Statistics

These reports show how far capturing has got for the centre. For each one, choose the session (and a subject where asked) and click **Search**.

Report	Use it to
Mark Capturing Status	See, for each candidate in a subject, who captured and who verified, and when
Missing Mark Report	List candidates with no mark yet for a subject
Partially Captured Marks	Find candidates whose marks are only partly captured or verified
Mark Entry Errors	Review marks that failed the system's checks
Input Summary Progress Report	See totals and progress for every subject in a session


CA Marks Capturing
CA Validation Report
CA Marks Capturing ▾
Data Capturing Statistics ▾
Hello capturer0!!
Logout

Partially Captured Marks
5 total

Exam Session: A NOV 2026
Subject: 6082 - MATHEMATICS
Search

CENTRE #	CAND #	NAME	CAPTURER	CAPTURED	VERIFIER	VERIFIED
010050	5001	TENDAI MOYO				
010050	5002	CHIPO NCUBE				
010050	5006	TAFADZWA SIBANDA				
010050	5008	RUDO DUBE				
010050	5033	FARAI NYONI				



ZIMSEC
For Performance Measurement

SCREENSHOT Mark Capturing Status.

The **Input Summary Progress Report** shows the centre's totals (total, completed, mismatches, withdrawn, repeat, unresolved repeats, partial and missing), your own *My Pending* count, and a progress bar for each subject. Use the **Filter** box to find a subject quickly.

Unresolved repeats

A repeat candidate that could not be matched cannot be captured, so it is counted under *Unresolved repeats*, not *Missing*. Subjects with unresolved repeats are highlighted in red. Your centre head resolves them.


CA Marks Capturing
CA Validation Report
CA Marks Capturing
Data Capturing Statistics
Hello capturer01!
Logout

A NOV 2026
View
Progress: 1%

Note: "Withdrawn" candidates were recorded as absent. They have withdrawn from the exam and will not be graded.

Total	Completed	Mismatches	Withdrawn	Repeat	Partial	Missing	My Pending
243	2	0	0	2	5	236	5

Subjects
Filter...

SUBJECT	TOTAL	COMPLETED	MISMATCHES	WITHDRAWN	REPEAT	PARTIAL	MISSING	PROGRESS
5033 COMMUNICATION SKILLS	1	0	0	0	0	0	1	0%
6001 ACCOUNTING	9	0	0	0	0	0	9	0%
6006 HISTORY	18	0	0	0	0	0	18	0%
6023 COMPUTER SCIENCE	16	0	0	0	0	0	16	0%
6025 BUSINESS STUDIES	29	0	0	0	0	5	24	0%
6030 BIOLOGY	7	1	0	0	1	0	6	14%
6031 CHEMISTRY	11	1	0	0	1	0	10	9%
6032 PHYSICS	13	0	0	0	0	0	13	0%
6037 GEOGRAPHY	16	0	0	0	0	0	16	0%
6039 LITERATURE IN ENGLISH	18	0	0	0	0	0	18	0%
6042 PURE MATHEMATICS	34	0	0	0	0	0	34	0%

SCREENSHOT Input Summary Progress Report.

10. Messages and help

You see	What to do
Please select the exam session and subject for which you want to capture marks.	Choose a session and a subject, then click Search.
Confirm Withdrawal	Give a reason and confirm only if the candidate really withdrew. Otherwise click Cancel.
Your marks did not reach the server, possibly due to a slow or interrupted connection.	Nothing was saved. Select the subject again, capture the marks and click Save once the connection is stable.
Action required: These errors must be amended before submission of marks.	Give the CA Validation Report to your centre head so they can amend the candidates.
I cannot sign in	Check your username, then ask your centre head to reset your password.
A subject is missing from the list	The list shows only the subjects your centre sits. Ask your centre head if one should be there.

For anything else, speak to your centre head, who can contact the Regional Office.