



Online Results Distribution User Manual

SYSTEM ACCESS

Option A- Via the ZIMSEC website:

Visit the ZIMSEC website on www.zimsec.co.zw and you will be taken to this page:



Click on view Results and you will be taken to a page like the one shown below:



Select your region where your school is located in and proceed to the instructions for registration on page 2 of this document.

Option B- Via direct access to your school's region:

The application portal is accessed via the following Regional access links/addresses.

Region	Description	Portal Address
R1 and R6	HARARE and MASVINGO	https://dcmv1.zimsec.co.zw
R2 and R5	MUTARE and MIDLANDS	https://dcmv2.zimsec.co.zw
R4, R9 & R10	BULAWAYO, MATABELELAND NORTH & MATABELELAND SOUTH	https://dcmv3.zimsec.co.zw
R3, R7 & R8	MASHONALAND EAST, MASHONALAND CENTRAL & MASHONALAND WEST	https://dcmv4.zimsec.co.zw

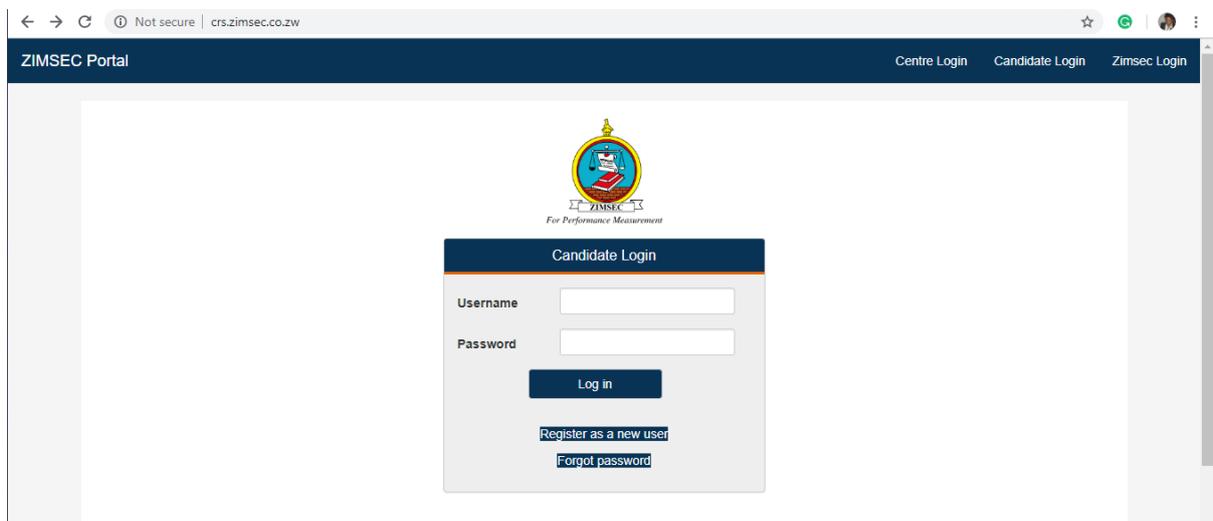
Copy and paste on the web browser address bar the link for your region where your school is located in: e.g if your school is in Bulawayo the address to use will be as below:



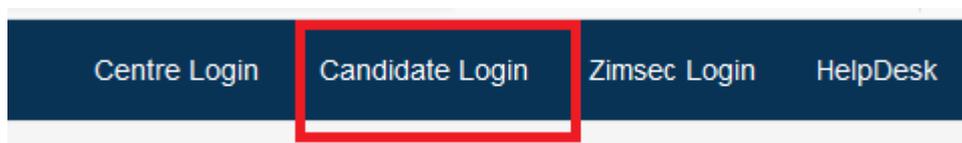
CANDIDATE MODULE

Account Creation

The following screen will be displayed after opening the portal link.



1. To login, candidates need to create an account to gain access into the system
 - 1.1 Click on **Candidate Login** on the home screen on the top right corner as indicated below.



The following login menu is displayed. below to register

The 'Candidate Login' form features the ZIMSEC logo at the top, which includes a scale of justice and the text 'ZIMSEC For Performance Measurement'. Below the logo, the form has a dark blue header with the text 'Candidate Login'. It contains two input fields for 'Username' and 'Password', a dark blue 'Log in' button, a red-bordered button labeled 'Register as a new user', and a 'Forgot password' link.

- 1.2 Click on **Register New User** highlighted above. The screen below will appear

The registration form is split into two columns. The left column, titled 'Candidate Account Registration', contains several input fields: 'Centre Number', 'Candidate Number', 'Session' (a dropdown menu with 'November' selected), 'Level' (a dropdown menu with 'Grade' selected), 'Year', 'Candidate Name', 'Date of Birth', 'Username', 'Password', and 'Confirm password'. A dark blue 'Register' button is at the bottom. The right column, titled 'Instructions', contains a numbered list of 9 steps for registration, including instructions on name entry and password requirements.

1.3 Instructions on user registration are listed on the right side of the screen.

1.4 Make sure to select **November** as Session and **Grade 7** as level as highlighted above.

2. Candidate Login

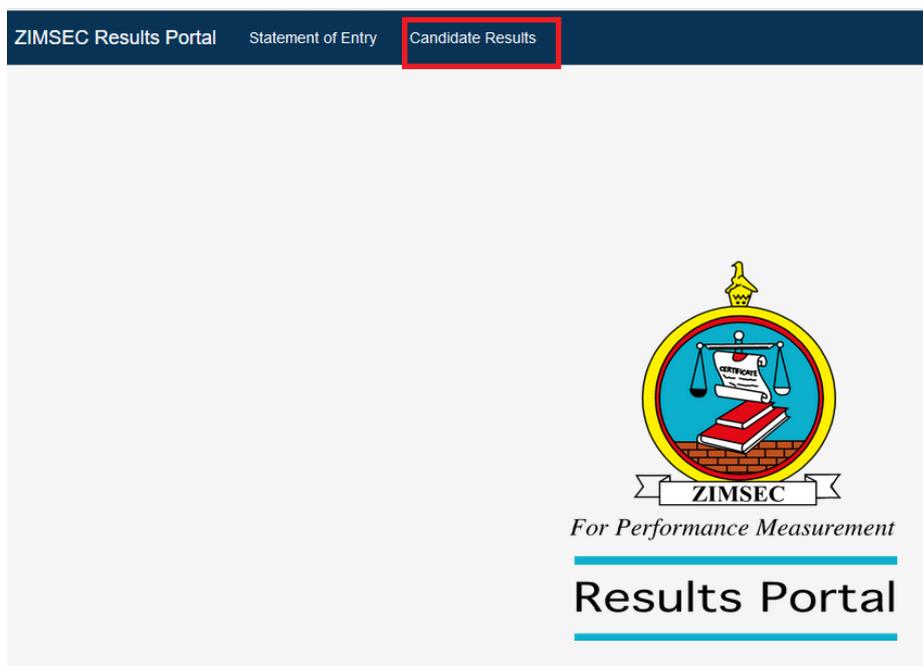
2.1. Click on Candidate Login, A Login window appears as shown below where you need to specify your username and password



2.2. Enter Username and Password as created at user registration.

2.3. Click on Login indicated above.

3. Upon successful login the Results portal screen as shown below pops up.



3.1. On the Results Portal Window there is **Candidate Results Menu** on the top left corner of the window as highlighted above.

3.2. Click on the **Candidate Results** menu to view candidate results. The candidate result slip is displayed as shown below.

Zimbabwe School Examinations Council 2019 Grade Seven
Provisional Results for the November Examinations

Centre Name: ADMIRAL TAIT PRIMARY
Candidate Number: 015020/0102
Candidate Name: BINTON MUKUDZEI B
Candidate Type: School

Subject	Result	Status	Explanation
ENGLISH	2		(TWO)
MATHEMATICS	4		(FOUR)
AGRICULTURE	3		(THREE)
SHONA	1		(ONE)
GENERAL PAPER	2		(TWO)

Number of subjects 5

Grade Keys

The grade in each complete syllabus taken is shown by one of the letters A to U. Ordinary Level Grades A, B or C denote that the candidate has reached the GCE standard. Grades D or E denote a lower level of attainment, but of sufficient standard to be recorded. Advanced Level Grades A, B, C, D or E denote that the candidate has reached the GCE standard. Grades O or F denote a lower level of attainment, but of sufficient standard to be recorded.

U - UNGRADED indicates a standard below that required for Grade E.

X - ABSENT denotes that a candidate was absent in any one or all constituent papers.

M - NO RESULT denotes some missing information pertaining to the subject.

W - RESULT WITHHELD in the case of suspected malpractice, indicates that a result cannot be issued at present, but will follow after investigations have been conducted. The centre will be informed of the outcome.

N - RESULT CANCELLED indicates that as a result of a breach of examinations regulations ZIMSEC has to issue a result.

4. Changing Passwords.

Results Portal Statement of Entry Candidate Results Hello binton **Change Password** Log off

Reset your password.

Username

Old Password

Password

Confirm password

Reset

- 4.1. To change your password, Click on **Change Password** on the top right menu indicated above.
- 4.2. Type in your username
- 4.3. Type in your current password in the field **Old Password**
- 4.4. Type in your new password
- 4.5. Retype the new password on **Confirm Password**
- 4.6. Click on **Reset** button to effect the change

CENTRE MODULE

5. For a centre to be login to the Results system a user needs to create an account
 - 5.1. Click on **Centre Login** on the home screen top left corner menus, the screen below will appear
 - 5.2. Click on **Register as a new user**



This page is strictly for Zimsec centres, not candidates

Centre Login

Username

Password

- 5.3 A screen below will appear

5.3 Type in your **Centre number, Username, Full name, Password, Security Phrase** in the fields provided (Username will be any name which a user will use to logon, A security phrase is an additional check measure to validate a user at logon)

5.4 A security phrase should be at least 10 characters long including spaces.

5.5 Click on the drop list menu to select your role either as a Centre Admin or an Ordinary system user

5.6 NB THERE CAN ONLY BE ONE CENTRE ADMIN IN THE SYSTEM, THE ADMIN ACCOUNT HAS TO BE ACTIVATED BY YOUR RESPECTIVE REGIONAL OFFICE UPON CREATION!!!!

6. Upon successful creation of an account

6.1. Click on Centre Login, the screen below will appear

6.2. Enter Username and Password specified

6.3. Click on the **Login** button

The Security Phrase Screen will popup

You are required to type in the characters in your security phrase at account creation according to the random positions specified.

I.e., I AM A HEADMASTER AT as a security phrase will be typed as

- Position 4 is M

- Position 11 is D

- Position 20 is T

NB A space is considered as a character in your phrase!!!!

Click on **Verify** to proceed. Typing in wrong details of the security phrase bars a user from logging in.

ZIMSEC Portal

Verify User

Please enter the character in your **Security Phrase** that is found in a position shown below.

Position 3	Position 7	Position 13
a		s

Verify

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7. Upon successful login in, the system takes you to the Home Screen
 - 7.1. On the home screen menu there is the **Candidates Results** and the **Candidates Grades by Subject** options
 - 7.2. Click on the **Candidates Grades by Subject** to view Subject Passes.



7.3 Click on the **Candidate Results** to View the list of all candidates at centre

ZIMSEC Portal Candidate Results Account Services - Log off

AVENUES EDUCATIONAL CENTRE
Candidates Results

Session: Level: Exam Year:

Number	Name	Gender	Type	Results
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Instructions

1. Click the Session dropdown list.
2. From the list choose the required session, either June or November.
3. Click the Level dropdown list.
4. Choose the desired level, either O'Level or A'Level.
5. Click the Exam Year dropdown list.
6. Choose the desired year from the list.
7. Click the search button to retrieve candidate details for the chosen session.

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7.4 Select **Session, Level and Examination Year** to pull out a list of Candidate Results

ZIMSEC Portal Candidate Results Grades By Subjects Statement of Entry Centre Entry Listing Amendment Forms - Account Services - Log off

AVONDALE JUNIOR PRIMARY
Candidates Results

Session: Level: Exam Year:

« 1 2 3 4 5 ... »

Number	Name	Gender	Type	Results
0101	BUWERIMWE TINOTENDAISHE N	F	S	ENGL-X MATH-X AGRI-X SHON-X GENE-X
0102	BVIRAKARE CHARMAINE T	F	S	ENGL-2 MATH-1 AGRI-2 SHON-2 GENE-2
0103	CHICAMISSE CHANTEL P	F	S	ENGL-4 MATH-2 AGRI-3 SHON-2 GENE-2
0104	GORONGA ASHLEE	F	S	ENGL-2 MATH-1 AGRI-2 SHON-1 GENE-2
0105	GWENZI TARIRO N	F	S	ENGL-4 MATH-3 AGRI-4 SHON-4 GENE-2
0106	KWENDA HARMONY T	F	S	ENGL-2 MATH-2 AGRI-2 SHON-3 GENE-2

Grade Keys

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U - UNGRADED indicates a standard below that required for Grade E.

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Instructions

1. Click the Session dropdown list.
2. From the list choose the required session, either June or November.

7.5 Candidate Entry Listing menu will produce the following output.

ZIMSEC Portal Candidate Results Grades By Subjects Statement of Entry Centre Entry Listing Amendment Forms - Account Services - Log off

015120 AVONDALE JUNIOR PRIMARY
Grade7 November 2019

Session: November Level: Grade7 Exam Year: 2019 Search

Save

Number	Name	D.O.B	Gender	# Of Subs	Subjects Registered	Withhold Statement of Entry	Candidate Withdrawn	Paid Direct To Zimsec
0101	BUWERIMWE TINOTENDAI SHE N	26/10/2006	F	5	0001 ; 0002 ; 0003 ; 0004 ; 0005 ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0102	BVIRAKARE CHARMAINE T	12/12/2006	F	5	0001 ; 0002 ; 0003 ; 0004 ; 0005 ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0103	CHICAMISSE CHANTEL P	26/08/2006	F	5	0001 ; 0002 ; 0003 ; 0004 ; 0005 ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0104	GORONGA ASHLEE	21/12/2006	F	5	0001 ; 0002 ; 0003 ; 0004 ; 0005 ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0105	GWENZI TARIRO	02/11/2006	F	5	0001 ; 0002 ; 0003 ; 0004 ; 0005 ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.6 Grades by Subject Report will produce the following output

ZIMSEC Portal Candidate Results Grades By Subjects Statement of Entry Centre Entry Listing Amendment Forms - Account Services - Log off

AVONDALE JUNIOR PRIMARY
Grades By Subject

Session: November Level: Grade7 Exam Year: 2019 Subject: 0002-MATHEMATIC Search

« 1 2 3 4 5 ... »

Number	Name	Gender	Type	Results
0101	BUWERIMWE TINOTENDAI SHE N	F	School	MATH-X
0102	BVIRAKARE CHARMAINE T	F	School	MATH-1
0103	CHICAMISSE CHANTEL P	F	School	MATH-2
0104	GORONGA ASHLEE	F	School	MATH-1
0105	GWENZI TARIRO N	F	School	MATH-3
0106	KWENDA HARMONY T	F	School	MATH-2
0107	LIU JIALI	F	School	MATH-X
0108	MAHUNI KERRY R	F	School	MATH-1
0109	MAPURANGA SHAMMAH	F	School	MATH-2

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Instructions

1. Click the Session dropdown list.
2. From the list choose the required session, either June or November.

8. Activation of User accounts

The Centre system Admin can activate users created to use the system on the window below

- 8.1. Click on Account Services, a drop down Menu will appear
- 8.2. Click on Activate user to enable a user to access the system

The screenshot shows the ZIMSEC Portal interface. At the top, there is a navigation bar with links for 'ZIMSEC Portal', 'Candidate Results', 'Candidates Grades By Subjects', 'Account Services', and 'Log off'. The main content area features the ZIMSEC logo and the text 'Zimbabwe School Examinations Council' and 'Centre Accounts To Be Activated'. Below this is a table with the following headers: 'Name', 'Email', 'Username', 'Centre Code', and 'Centre Name'. A status message below the table indicates '0 user accounts not active'. At the bottom, there is a footer with the text 'Copyright ©2017 Zimbabwe School Examinations Council' and 'Version 1.0.1'.

To view active users in the system

8.3 Click on Account Services and select Active Users, the same window can be used to **Deactivate** a user or **Reset** their passwords.

8.4 Click on **Deactivate** to disable a user account

8.5 Click on **Reset** to reset a user password