

BACKGROUND

CRAD/National Examinations is a department in the Division of Standards Development and Quality assurance in the Ministry of Higher and Tertiary Education.

The department is responsible for setting, moderating and marking of examinations for all Higher Education Examinations council (HEXCO) courses. These courses are offered at all Polytechnics, Industrial Training Centres, Youth Training Centres, some Secondary schools and Private colleges.

HEXCO courses are offered at the following levels:

- Pre-Vocational Certificate (PVC)
- National Foundation Certificate (NFC)
- National Certificate (NC)
- National Diploma (ND) and
- Higher National Diploma (HND)

MISSION STATEMENT

To co-ordinate, facilitate and implements an effective and credible Technical and Vocational Education and Training (TVET) examinations systems which assesses non-university graduate training programmes from PVC to HND.

RESPONSIBILITIES

- Inspect and register Private colleges and programmes
- Inspect and register examinations centres
- Register candidates
- Set question papers
- Coordinate external assessment of coursework
- Mark examination scripts
- Process examination results
- Issue transcripts, certificates and diplomas
- Assess qualifications

HOW TO REGISTER AS AN EXAMINATION CENTRE

To register an Examination centre, an institution must initially be registered by the Department of Curriculum Research and Development and National Examinations.

The institution applies for registration to the Deputy Director, CRAD/National Examinations. Upon receipt of the application CRAD/National Examinations inspects the institution to ensure that the centre

- has adequate security facilities and
- is conversant with the conduct of public examinations

HOW TO REGISTER CANDIDATES

The examinations centre will be supplied with the following:

- The calendar that outlines examinations activities for the year.

- Examinations entry forms
- Summary of examinations entry forms
- Examinations Timetable
- Confirmation of entry proformas to be returned by examination centres after verification.

HOW TO APPLY FOR REPLACEMENT OF A LOST CERTIFICATE

- The application for a replacement of certificate is lodged at the candidate examinations centre.
- The requisite fee is paid directly to CRAD/National Examinations.
- CRAD/National Examinations receives the application from the centre and then processes the duplicate certificate and details of the transaction are recorded in a Certificate Replacement Register.
- The duplicate certificate is either collected from CRAD/National Examination office by the applicant or is sent to applicant by registered mail.

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HOW TO FOLLOW UP ON POST EXAMINATIONS QUERIES

To resolve a post examinations query the procedure below is followed.

- Candidate fills in his/her query on a form provided by the institution's examinations office.
- The completed query form is submitted to the candidate's examination's office.
- The institution's examination's office forwards the candidate's query to the Deputy Director CRAD/National Examinations.
- The query is investigated and resolved.
- The corrections, if any are effected and the candidate's amended results slip is sent to the candidate's examinations office.
- The candidate then collects the amended results slip from the institution's examinations office.

POSTAL ADDRESS

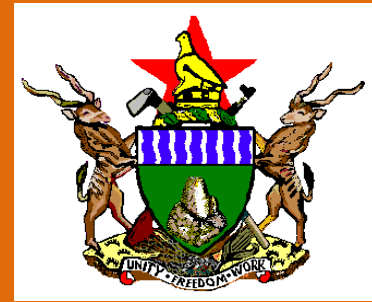
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EDUCATION**

**DEPARTMENT OF CURRICULUM
RESEARCH AND DEVELOPMENT**

AND

NATIONAL EXAMINATIONS

INFORMATION LEAFLET