

ARDHI INSTITUTE MOROGORO



THE INSTITUTE EXAMINATION REGULATIONS

These Regulations have been approved by The Institute Board at its meeting held on
November 25th 2021 with effect from November 26th 2021.

Definitions

- (a) *"An examination"* shall include Continuous assessment, semester examinations, Diploma Project and fieldwork practical Training.
- (b) *"Institute"* shall mean Ardhi Institute Morogoro.
- (c) *"Coursework"* means all assignments (practical work, quiz etc.) and tests attempted at each semester.
- (d) *"Semester examination"* means any examinations at the end of every semester in that academic year.
- (e) *"Special examination"* is a first sitting examination given to candidate who did not attempt to do examinations paper under medical ground, death of relatives and any other reasons of such nature.
- (f) *"Supplementary Examination"* is a second sitting examination given to candidates who fail to meet minimum pass marks of the first sitting.
- (g) *"Institute Board"* shall mean a board that makes decisions on all matters regarding to the Institute.
- (h) *"Examiners Board"* shall mean all meeting of internal and external examiners.
- (i) *"Unauthorized materials"* shall mean all materials that are prohibited into the examination rooms e.g. Written papers, cellular phones, reference books etc.
- (j) *"Examination irregularities"* shall mean any action of cheating, conversing and copying from fellow student, falsification, destruction of evidence materials, dishonest, communication, exchanging materials, drinks and any materials which are prohibited in the examination room.
- (k) *"Invigilator"* means a person who supervises students during an Institute examination.
- (l) *"Industrial Practical training"* shall refer to all tasks performed by a student out of campus for a period of seven weeks under supervision by within academic year of study.
- (m) *"Diploma Project"* is a subject where by student (or group of students) shall choose a field of study, identify a problem and formulate a Title under supervision of tutors and then work out independently until they are able to produce a scientific report with solutions of a particular problem in hands.
- (n) *"Candidate"* means any person who shall be registered and fulfilled the admission condition and Examination regulations of Ardhi Institute Morogoro.
- (o) *"Module"* means any either fundamental or core subject taught in a specific program or course. *Fundamental modules* refer to all programs or subject taught as a supportive or provide supportive information about the course while *Core modules* shall be all professional subjects of the course that give inner part or foundation of the program.

LIST OF ACRONYMS

ARIMO	Ardhi Institute Morogoro
DEB	Departmental Examiners Board
DPAC	Depute Principal Academics
GPA	Grade Point Average
IB	Institute Board
IPT	Industrial Practical Training
IAB	Institute Academic Board
IEB	Institute Examiners Board
NACTE	National Council for Technical Education
NTA	National Technical Award

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1. GENERAL EXAMINATION REGULATIONS

1.1 Time of Examinations

- 1.1.1 Dates for tests, assignments, fieldwork and practical shall be determined by the respective module Tutors while continuous assessment marks shall be submitted to Deputy Principal Academics (DPAC) two weeks before commencement of Semester Examinations.
- 1.1.2 Dates for semester and supplementary examinations shall be published in the Institute almanac as well as on the notice boards.
- 1.1.3 The duration for theory examination papers will be three (3) hours while studio/practical papers can take a duration of five (5) up to eight(8) hours.

1.2 Registration for Examinations

- 1.2.1 Students shall only be entitled to sit for the Institute examinations for the courses in which they are registered. If a candidate sits for examinations for courses for which he/she is not registered, his/her results in that examination shall be nullified.
- 1.2.2 All candidates should collect their examination numbers from the Examination Officer at least three days before commencement of the examination. A candidate who fails to collect the examination number should not be allowed to attempt the examination until he/she proved to have the examination number.
- 1.2.3 Except for the end of Semester Examinations, there shall be no examination numbers in tests, assignments and practical works.

1.3 General Instructions

- 1.3.1 There shall be an Institute Examination conducted after fifteen weeks of study, at the end of each semester.
- 1.3.2 No candidate shall be allowed to sit for an examination in any subject unless he/she has:
 - (a) Completed and passed the coursework of the particular modules in that semester.

- (b) Attended class lectures and sign on the attendance register during every teaching session. If a candidate fails to attend lectures for two weeks consecutively without any reason shall repeat such course in the next academic year.
- 1.3.3 Coursework and examination paper in any subject shall be in the ratio of 2:3 respectively (i.e. is equivalent to 40% for continuous assessment and 60% for semester Examinations). Furthermore, Industrial Practical Training and the Diploma Project shall be awarded 100% marks each as full subjects.
- 1.3.4 All coursework shall be derived from tests and practical or assignments in weight 3:2 respectively (i.e. tests and Assignment shall be 24% and 16% respectively or 40% in total).
- 1.3.5 In all continuous assessment, there shall be at least 2 tests and 2 assignments or practical per subject in each semester in the academic year of study.
- 1.3.6 The total pass mark for any subject shall be 100% awarded by combining coursework (40%) and the semester examination (60%). There shall be no compensation of marks from one Examination Paper to another for the purpose of deriving the pass mark of 100% in any subject.
- 1.3.7 A candidate who fails in more than 1/3 of the modules in a semester examination shall be discontinued from the studies immediately. There is neither fraction part of the module no oral examination shall be considered under this regulation.
- 1.3.8 A candidate shall not be allowed to proceed to next level if he/she fails supplementary examinations and he/she shall repeat the failed modules on the respective semester of next academic year.
- 1.3.9 There shall be no further supplementary examination for any candidate who fails to clear the repeated modules and that candidate shall be discontinued from the studies.
- 1.3.10 A candidate with genuine reasons under humanitarian grounds may postpone from studying a module or a course by writing a genuine letter to the Deputy Principal Academics (DPAC).

1.3.11 All candidates of NTA 5 and NTA 6 shall complete a prescribed period of Industrial Practical Training (IPT) approved by the Institute in the year of study. Any candidate who fails to complete the IPT should repeat under his/her own expenses.

1.3.12 The Diploma Project should be assessed based on;

- (a) Supervision (40%)
- (b) Project report (30%)
- (c) Oral presentation (30%)

1.3.13 A candidate who fails Diploma Project shall repeat the module and resubmit the report to the panel in respective semester in the new academic year of study.

1.3.14 Industrial Practical Training (IPT) assessment shall be based on the supervisor recommendation (40%), written report (30%) and oral presentation (30%). A candidate who fails to attend field practical training for any reason shall supplement the field work at his or her own expenses in the next academic year of study.

1.3.15 All logbooks shall be signed by station supervisor and marked by the respective tutor during the Industrial Practical Training period.

1.3.16 Marking of the logbook (i.e. 40%) shall base on the following criteria;

Fieldwork attending	Cooperation with colleagues	Execution of the work	Office work	Compilation of report	Total Marks
8%	8%	8%	8%	8%	40%

1.3.17 Diploma Project and Industrial Practical Training presentation shall be marked based on the following criteria below;

Understanding the concept	Ability to express oneself	Quality of output	Appearance and Confidence	Cooperate with interviewers	Total Marks
8%	6%	8%	2%	6%	30%

1.3.18 Studio examinations (for Urban and Regional Planning programmes) shall be marked based on the following criteria:

Continuous Assessment	Timed Studio Examination	Oral Presentation	Final Report
40%	20%	25%	15%

1.3.19 There will be no supplementary examination for a candidate who fails studio examination. Any candidate who fails studio examination should repeat the module in the next academic year.

1.3.20 The Examination officer under the directives of the Head of Academics (HOA) shall be responsible for coordination of all Institute Examinations.

1.3.21 Continuous assessment for each module or Course shall be completed and made available to students by the respective Tutor before commencement of semester examinations.

1.3.22 The Institute Examination Board (I.E.B) shall propose the distinguished names for institute external examiners to National Council for Technical Education (NACTE) for approval who shall sign a contract of three years' time renewable once.

1.4 Eligibility for Examinations

1.4.1 No candidate shall be eligible for semester examinations in any subject/module unless the Examination Officer, Course Coordinator, Head of Academics and Deputy Principal Academics, Research and Consultancies (DPAC) have satisfied themselves that the candidate has;

- i) Attended and covered at least 75% of the time and module contents.
- ii) Scored at least 50% of the continuous assessment for each subject/module;
- iii) Paid the required fees in respective semester.

1.4.2 Any candidate who fails to meet the above conditions in section 1.4.1, he/she shall have to repeat the subject(s)/modules(s) in the respective semester of the next academic year.

1.4.3 A candidate, who has been barred in accordance with paragraph 1.4.1, enters the examination room and sits for semester examination, his/her results in that paper shall be declared null and void. Such a candidate shall be discontinued from the studies.

1.5 Absence from Examinations

1.5.1 Absence from examination includes:

- (a) Not reporting for a scheduled examination at the time, day and place specified without prior permission.
- (b) Going out of the examination room, temporarily or otherwise without authorization or permission of the invigilator or one of the invigilators for the examination in question.
- (c) Staying out of the examination room for a longer period than the one specified by the invigilator or one of the invigilators for the examination in question.

1.5.2 A candidate who fails to appear for a scheduled examination without a known valid reason shall be deregistered from studies. When a valid reason is admitted, a written permission will be issued to the affected student allowing him/her to sit at the time of the next supplementary examinations.

1.5.3 When the examination is missed deliberately or without a valid reason, the affected student will be discontinued from the studies.

1.6 Falling sick immediately before or during Examination

If a candidate falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed (i.e. as certified by the Institute medical officer):

1.6.1 He/she will be advised by the Dean of Students to postpone the examination by writing a genuine letter to the Deputy Principal Academics (DPAC).

1.6.2 Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the results of the examination.

1.7 Reporting late for Examination

- 1.7.1 Candidates shall be allowed to enter the examination room at least ten minutes prior to the time prescribed for the commencement of semester examinations.
- 1.7.2 No candidate shall be allowed to enter the examination room in more than half an hour after the examination has started and shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination
- 1.7.3 A candidate who without a valid reason reports late for an examination (more than 30 minutes) shall be regarded as having failed in that examination but will be allowed to do supplementary examination and will be awarded a minimum passing grade of 'C'.
- 1.7.4 A candidate who, for a valid reason, reports late for an examination and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own risk. If such a candidate fails in that examination, he/she may be allowed to do a supplementary examination. If permission is not granted by the invigilator to do the examination, such candidates will be allowed to do a special examination at an appropriate time to be arranged by the examination officer, and a late examination fee shall be duly charged against him or her.
- 1.7.5 All cases of late arrivals for examinations shall be reported in writing by the invigilator to the Head of Academics.

1.8 Supplementary and Special Examinations

- 1.8.1 Supplementary examinations shall be held once each year prior to the commencement of the new academic year.
- 1.8.2 A student shall be allowed to sit for supplementary examination if he/she fails not more than 1/3 of the modules in a particular semester.
- 1.8.3 A candidate who fails supplementary examination shall be allowed to repeat a respective failed module in that semester in next academic year of study.
- 1.8.4 A special examination shall be regarded as a first sitting for candidates with satisfactory reasons and allowed by Deputy Principal Academics (DPAC) to be

absent under medical grounds, death of relative(s) or any other reasons of such nature.

- 1.8.5 Candidate who either fails or does not appear in special examination(s) without any genuine reason (s) shall be discontinued from the study.
- 1.8.6 Special examinations shall be done concurrently with supplementary examinations and candidate who fails special examination shall do supplementary on the next academic year.
- 1.8.7 A Pass in supplementary examination shall be recorded as a minimum passing Grade and the scores shall be 45% and 50% for Diploma and Certificate Candidates respectively; irrespective of how highly a candidate score in that examination paper.
- 1.8.8 A candidate who does not attend the supplementary examinations shall be considered as failed and hence discontinued.

1.9 Repeating the year

- 1.9.1 A candidate may be allowed to repeat a year if she or he has attained an annual GPA of not less than 2.0. GPA calculation should base on subject weights.
- 1.9.2 No candidate will be allowed to repeat a year of study more than once.

1.10 Diploma Project and Industrial Practical Training Reports

- 1.10.1 Diploma students are required to present Diploma Project Report at the end of the second semester, and a student who is absent from the presentation shall be discontinued from studies.
- 1.10.2 A student with genuine reasons who fails to complete the Diploma Project report by the specified date shall be given more one additional year to complete it.
- 1.10.3 Industrial Practical Training is compulsory to both Certificate (NTA 5) and Diploma (NTA 6) candidates and it shall last for a period stipulated in the Institute calendar.
- 1.10.4 In the Industrial Practical Training, students shall at all times be at the work site under the assigned supervisor.

1.10.5 Industrial Practical Training reports shall be compiled and presented by the respective students to a panel of academic staff at the end of Industrial Practical Training session in each academic year.

1.11 Coordination of Examinations

1.11.1 The institute examinations shall be coordinated by; examination officer, internal and external examiners under the directives of Deputy Principal Academics (DPAC).

1.11.2 The office of the Head of Academics shall appoint an Examination Officer who shall manage all examination matters for the particular academic year. Such appointee shall be answerable directly to the Head of Academics.

1.11.3 The Examination Officer shall issue all directives and rules to examiners necessary for the good preparation and invigilation of the Institute's examinations.

1.11.4 The external examiners, have a task to monitor the examinations and reviewing the answer books for all subject(s) in each course, and shall compile and submit a signed report to the Head of Academics before leaving the Institute.

1.11.5 The examiners for Institute examinations shall be appointed by the Institute Academic Board (IAB).

1.11.6 Institute examinations shall be conducted by a Board of Examiners, consisting of one or more external examiners appointed from outside the Institute by the Institute Academic Board together with Module Facilitators who participated in teaching the candidates in the subjects under examination.

1.11.7 Examiners may be appointed from within the Institute for the supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subjects(s) under examination.

1.12 Examination Irregularities or Academic Dishonesty

(This also applies to continuous assessment tests)

1.12.1 For avoidance of doubt, examination irregularities shall include, but are not limited to, the following:

- (i) A candidate found with unauthorized material/information in any part of the examination process; inside the examination room or in the premises surrounding the examination room. The premises surrounding the examination room include the examination room toilets and areas within 20 meters.
- (ii) A candidate with written or drawn examination related materials on his or her body, shoes and clothes.
- (iii) A candidate copying from another candidate's work.
- (iv) A candidate cheating by using or copying from unauthorized material.
- (v) A candidate cheating or plagiarizing in research/project report.
- (vi) A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
- (vii) A candidate doing or attempting to do an examination on behalf of another candidate.
- (viii) A candidate requesting or buying or stealing examination questions from examiners or from examination office or fellow students, or attempting to do so. In clinical examinations, this includes getting to know cases or patients set for examination.
- (ix) A candidate colluding with another candidate who is involved in examination irregularities. This includes refusing to disclose the irregularity incident he or she witnessed e.g. refusing to sign the incidence form.
- (x) A candidate refusing to obey a lawful order by an invigilator.
- (xi) A candidate behaving in such manner as would disrupt the examination process.
- (xii) Submitting or attempting to submit answer sheet(s) or booklet(s) which were not written in the examination room.

- (xiii) An invigilator or examiner violating examination regulations.
- 1.12.2 All cases of examination irregularities shall be referred to Institute's Examination Board and Institute Academic Board for final decisions.
- 1.12.3 A candidate who found cheating in the examination process shall be deemed to have failed in the whole examination for that semester and shall be expelled and discontinued from studies immediate subject to confirmation of the Institute Advisory Board.
- 1.12.4 A candidate who found guilty of bringing unauthorized materials into the examination room or in any party of the examination process shall be deemed to have committed an irregularity and shall be discontinued from the studies.
- 1.12.5 Any candidate who found guilty of committing examination irregularities may appeal to the Institute Academic Board (IAB) within fourteen days in accordance with the provisions of these regulations.
- 1.12.6 The IAB may impose penalty on a candidate who found guilty of committing an examination irregularity, depending on the gravity of the facts of the circumstances constituting the offence as it may deem appropriate.
- 1.12.7 No direct communications (verbal or otherwise) among candidates are allowed during the examination session. Any candidate who wants to communicate shall raise his/her hand to attract attention of the invigilator.
- 1.12.8 Smoking and drinking alcohol or being in a condition of alcohol influence in the examination room is completely prohibited. Any candidates who found in these conditions shall be expelled from the examination room.
- 1.12.9 Using anybody or false examination numbers shall be considered as case of dishonest. Such dishonest may lead to disciplinary action or discontinuation from studies, subject to confirmation of IAB.

2.0 SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES:

- 2.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.

- 2.2 Candidate shall be responsible for consulting the final Examination Time Tables for any changes. Failure to sit examination(s) for a reason of changes in timetable will not be entertained.
- 2.3 Candidates shall be seated 30 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason, without prejudice to regulation to 2.16 below.
- 2.4 Candidates must not begin writing before they are told to do so by the invigilator.
- 2.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Course Instructor.
- 2.6 Candidates who will not observe Institute Dress Code will not be allowed to enter examination room.
- 2.7 Candidates are not allowed to enter the examination room, with books, cellular or mobile phone, handbags, clipboards, purses, papers, magazines, radios, audio or video players, digital watches, computers, food, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal, Academics, Research and Consultancies (DPAC).
- 2.8 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.
- 2.9 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklets.
- 2.10 All candidates shall observe silence in the examination room
- 2.11 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate an unauthorized material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates

disturbance and record the incident to the examination office and head of Department.

- 2.12 In case of alleged cheating, the candidate and one or more invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Head of Academics.
- 2.13 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is scheduled.
- 2.14 Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the Institute General Examination Regulations and leads to discontinuation from studies.
- 2.15 All candidates shall sign the **Attendance Form** at the beginning and the **Submission Form** at the end of every examination.
- 2.16 No candidate will be permitted to enter the examination room after lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below (2.18).
- 2.17 A candidate wishing to answer a call of nature may by permission of the invigilator (*and where necessary under escort*) leave the examination room for a reasonable period.
- 2.18 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- 2.19 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 2.20 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator of the respective examination. (*This also applies to Continuous Assessment Tests*)

- 2.21 All instructions on the question papers should be followed.
- 2.22 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the Institute's notice board and website www.arimo.ac.tz or through any public means of communication. Students should also leave their latest contacts such as telephone numbers or e-mails to facilitate communication.

3. GUIDANCE FOR INVIGILATORS

3.1 Before the Examination

- 3.1.1 Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other related material at least thirty minutes before the examination.
- 3.1.2 Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
- 3.1.3 Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.
- 3.1.4 During these fifteen minutes the invigilator should:
- (a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room.
 - (b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - (c) Tell the students to observe any special misunderstanding and ask for clarification.
 - (d) Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

3.2 During the Examination

- 3.2.1 Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.

- 3.2.2 By the end of thirty minutes from the commencement of the examination the invigilators should have a written list on the Examination Attendance sheet of the names of all the candidates present.
- 3.2.3 Invigilators should ensure that only one answer-book is provided for each candidate at a time.
- 3.2.4 Candidate may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.
- 3.2.5 Invigilators shall report immediately after the examination to the Head of Academics any candidate who contravenes the Examination Regulations and instructions, especially by unfair practices, as spelt out in these regulations.
- 3.2.6 In case of alleged examination irregularity, the invigilator shall require the candidate to sign an examination **incident report** and any other materials pertinent to the incident to confirm that they are his/hers. The invigilator also shall sign and submit to the Head of the Academics the **Examination Incident Report**, together with the candidate's examination booklet and all pertinent materials.
- 3.2.7 The Head of the Academics through the Deputy Principal Academics (DPAC) will submit a full written report on the incident to the Institute Examinations Committee.
- 3.2.8 The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

3.3 At the End of Examination

- 3.3.1 Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
- 3.3.2 Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- 3.3.3 Invigilators shall comment on the Attendance Sheet and sign it.

4. COMMON ACADEMIC REGULATIONS

4.1 Introduction

The common academic regulations cover Appeals, Grading System, Certificates and Transcripts, Carry over Courses, Graduation Requirements, and Common Courses.

4.2 Appeals against Academic Decisions

- 4.2.1 Where a candidate is dissatisfied with the marking of his/her examination, computation of marks or grades for any other academic grounds, he/she may submit a well-grounded appeal to the Deputy Principal Academics (DPAC), within seven (7) days after the release of the provisional examination results.
- 4.2.2 All appeals shall be dealt with by Appeal Committee and which will submit the appeals report to Institute Examination Committee within 14 days after the release of provisional results.
- 4.2.3 Each appeal shall be accompanied by a non-refundable fee of 20,000/= (Twenty Thousand Shillings). This fee may be reviewed from time to time depending on the value of money. Any appeal without this fee shall be considered not fulfilled the condition consequently dismissed immediately.
- 4.2.4 The same amount of money shall be charged for any further appeals or application for review of appeals decisions to the Institute Academic Board (AIB).
- 4.2.5 An examiner other than the one who initially marked the examination script will be appointed to remark the paper and the grade after remarking the paper will be final regardless of whether it is lower or the same as the first grade.
- 4.2.6 The decision made by the Institute Academic Board (IAB) upon any appeals shall be final and conclusive except where well-authenticated claim for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, findings and observations shall be presented to the Examinations Committee for detailed discussion, after which the committee will make recommendations to the Board, whose decision shall be final.

4.2.7 No appeal whatsoever pertaining to the conduct of any Institute examinations and the marking of the scripts thereof shall be entertained unless such an appeal is lodged within seven days of the date of publication of the provision results.

4.3 Grading System

A Four and Five Point classification systems shall be applied for Certificate and Diploma courses respectively. An award shall be given to a candidate who satisfies the following conditions:

- a) Candidate must have successfully completed and passed all modules for which the award is to be made; and Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to *Pass*.
- b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point only.

Classification Grades for Certificate courses

Grade	Score Range	Definition	Points
A	80- 100	Excellent	4
B	65- 79	Good	3
C	50- 64	Average	2
D	0 - 49	Failure	1

Classification Grades for Diploma course

Grade	Score Range	Definition	Points
A	75-100	Excellent	5
B+	65-74	Very Good	4
B	55-64	Good	3
C	45-54	Average	2
D	0 -44	Failure	1

A cumulative Grade Point Average (GPA) shall be computed for each candidate by dividing the total number of grade points earned for all modules by the total number of credits for the examined module.

$$\text{GPA} = \frac{\text{Sum of products of grades and Credits}}{\text{Sum of credits}}$$

Sum of credits

$$\text{GPA} = \frac{\sum(\text{grades} \times \text{credits})}{\sum \text{credits}}$$

The awards classification for NTAL 4-6 shall be classified as shown on Tables below:

Class of Awards and Cumulative GPA for NTA Level 4 &5

Cumulative GPA	Class of Award
3.5-4.0	First Class
3.0-3.4	Second Class
2.0-2.9	Pass

Class of Awards and Cumulative GPA for NTA Level 6

Cumulative GPA	Class of Awards
4.4-5.0	First Class
3.5-4.3	Upper Second Class
2.7-3.4	Lower Second Class
2.0-2.6	Pass

4.4 Publication of Examination Results

- 4.4.1 Provisional examination results in every semester shall be released by the Office of Examination, soon after the Institute Examination Board (I.E.B) meeting, pending confirmation by the examiners' Board meeting.
- 4.4.2 The final examination results shall be declared being approved by the Advisory Institute Board (AIB) and no further appeal shall be entertained.

4.5 Nullification and Withhold of Results

- 4.5.1 The Institute Examination Board (IEB) may, where a candidate/class has failed to abide to examination regulations or a breach of the same (e.g. not paying fees or outstanding dues) or where is dishonesty or fraud, bar him or her from doing examination or withhold examination results until he/she discharges the obligation or is exonerated from the wrong.
- 4.5.2 The Board may cancel results of student(s) where there is evidence of fraud or examination leakage.

4.6 Graduation

With the approval of the Advisory Board, students who complete and fulfill the requirements of the programme will graduate on the date announced by the office of Deputy Principal Academics (DPAC). Graduation attire will be hired for three days at twenty thousand shillings (20,000/=) for graduands. Any late return of the graduation attire shall be charged at ten thousand shillings (10,000/=) a day.

4.7 Certificates and Academic Transcripts

Persons applying to the Deputy Principal Academics (DPAC) for academic transcripts shall be charged a fee of 10,000/=Tshs. A clearance form must be submitted along with a passport size photograph for preparation of transcripts.

4.8 Loss of Certificates

The Institute may issue another copy in case of loss or destruction of the original certificated on condition that:

- 4.8.1 The applicant produces a sworn affidavit testifying to the loss or destruction.

- 4.8.2 The applicant must produce evidence that the loss has been adequately publicly announced.
- 4.8.3 The replacement certificate will not be issued until 12 months from the date of loss.
- 4.8.4 A fee of Tshs 20,000/= shall be charged for the copy of the certificate issued.

4.9 Carry over courses

Carryover of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year. All carried over courses shall be cleared within the allowable maximum period of registration; otherwise the student is discontinued from studies.

4.10 Examination Scripts

Candidates’ examination scripts shall be kept in custody for two years only. After that the scripts should be destroyed and no complain should be entertained furthermore.

5. EXAMINATION OFFENCES AND PENALTIES

5.1 Any person who contravenes any of the requirements or conditions stipulated in these Regulations shall have committed an Examination offence.

5.2 Notwithstanding the sections of these regulations: -

- 5.2.1 Where a person who is not a candidate for any Institute examination commits an Examination offence under these Regulations, the Institute may report the case to the Police.
- 5.2.2 Where a module Facilitator/Instructor or a person connected with the Institute Academic Matters commits an Examination offence under these Regulations, his conduct shall be reported to the Management of the Institute and he/she shall be banned from any remunerative job in the Institute.
- 5.2.3 Where the Institute is satisfied after investigation that the integrity of an Institute examination had been violated as a consequence of wholesale unfair assistance rendered to the examinees, the Institute Examiners Board (IEB) may nullify the examination results and order re-examination.
- 5.2.4 Examination offences and their penalties are tabulated below:

S/N	OFFENCE	PENALTY
(i)	Possession or access of unauthorized materials (papers, books, or notes) that could be of assistance	Nullification of a candidate’s examination results

	to a Candidate.	
(ii)	Talking to another candidate or any person inside or outside the examination room, during the examination session, without the permission of the invigilator.	Cancellation of examination results.
(iii)	Receiving or attempting to receive or give help to another candidate.	Disqualification of a candidate from appearing in the examination in which he is found guilty up to three years.
(iv)	Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer book or to render in any manner any assistance to another candidate in solving a question or a part of question set in the question paper.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in the examination for a period of up to three years.
(v)	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material.	
(vi)	Consulting books, note books or papers or any other matter found with him while outside the examination room but during the examination hours before he has handed over his answer book to the invigilator or any other member of the supervisory staff.	
(vii)	Writing on any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof.	
(viii)	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to anyone.	
(ix)	Possession of solution to a question set in the paper in involvement with any member of a supervisory or any other staff or some outside agency.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in Institute examination for a period of up to three years and liable to such other punishment as the Institute may decide.

(x)	Making previous arrangements to obtain help in connection with the question paper.	<ul style="list-style-type: none"> • Disqualification from appearing in Institute examination for a period of up to three years. • Disqualification of the person with whom the candidate has made previous arrangement from appearing in Institute examination for a period up to two years. • A Candidate shall also be liable to such other punishment as the Institute may decide.
(xi)	Smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in Institute Examination for a period of up to five years. A Candidate shall also be liable to such other punishment as may be decided by Institute.
(xii)	Writing outside the examination hall, an answer book or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer book of the candidate after the examination.	
(xiii)	Misbehaving towards the invigilator or any member of the supervisory staff.	
(xiv)	Using abusive or obscene language in the answer book.	

(xv)	Impersonating a candidate	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in any Institute Examination for a period of up to three years if that person is a student enrolled in a registered technical institution. • If that person is not on the rolls of a registered technical institution, he may be declared as not a fit and proper person to be admitted to any future examination of the Institute. • That Person may be reported to the Police. • The candidate for whom impersonation was attempted may also be disqualified from appearing in any examination of the Institute for a period of up to three years.
(xvi)	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Declare a Candidate ineligible to appear in the examination.
(xvii)	Making a mis-statement in a Candidate's admission form before the commencement of the examination, regarding the name of the institution in which that candidate is studying or on the date on which he had left that institution.	<ul style="list-style-type: none"> • Disqualification from appearing in examination of the Institute for a period, which may extend to three years, if the false

		<p>representation relates to a previous examination, not actually passed by the Candidate.</p> <ul style="list-style-type: none"> • Disqualification from appearing in examination of the Institute for a period of up to three years, if the false representation pertains to his eligibility to appear in the examination as a private candidate.
(xviii)	Forging another person's signature on a Candidates examination registration form or using a forged document knowing it to be forged and with a view to seeking admission.	Disqualification from appearing in the examination of the Institute.
(xix)	Leaving the examination room without delivering the answer book to the invigilator concerned and taking away the same with him or intentionally tearing off or otherwise disposing off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in Institute examination for a period of up to three years.
(xx)	Deliberately disclose his identity or making distinctive marks in his answer book for that purpose.	Cancellation of examination results.
(xxi)	Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the teaching staff with the objective of influencing him in the award or marks.	Cancellation of examination results.
(xxii)	Approaching or influencing directly or indirectly a teaching staff or any Institute official regarding his cheating case.	Disqualification for one more year in addition to the punishment imposed to him under the Regulations for his offence of using unfair means.
(xxiii)	Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations.	Relieve of duties by the competent authority.

(xxiv)	Failure to discharge confidential work by the person assigned to the satisfaction of the Institute or misusing of position to the detriment of smooth and fair conduct of examinations.	<ul style="list-style-type: none"> • Forfeiture of the whole or part of remuneration payable to him; and/or • Disqualification permanently or for a specific period from any duty of the Institute; and/or • Initiating disciplinary action against him; and/or • Initiating legal action against him.
(xxv)	For cases of unfair means not covered by these Regulations, the Institute may impose punishment according to the nature of the offence.	