

INSTITUTE OF ADULT EDUCATION



EXAMINATION REGULATIONS

2015

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LIST OF ABBREVIATIONS

BACE	:Bachelor Degree in Adult and Continuing Education
CA	:Continuous Assessment
CBA	:Competence-Based Assessment
CBET	:Competence Based Education and Training
CSEE	:Certificate of Secondary Education Examinations
DD-ARC	:Deputy Director-Academic, Research and Consultancy
GPA	:Grade Point Average
IAE	:The Institute of Adult Education
IPPE	:Integrated Post-Primary Education
NECTA	:National Examinations Council of Tanzania
NTA	:National Technical Award
ODACE	:Ordinary Diploma in Adult and Continuing Education
OD E	:On Demand Examinations
ODL	:Open and Distance Learning
SE	:Semester Examinations
TCACE	:Technician Certificate in Adult and Continuing Education
QT	:Qualifying Test

PREAMBLE

Assessment stands at the centre of any effective educational system. It plays a very crucial role in educational institutions because it forms means for assessing teaching and learning achievements. Examinations, tests and other assignments given to learners are common tools for conducting teaching and learning assessment, which encompass the process of gathering information in order to determine achievement level of the stated learning objectives.

Assessment of teaching and learning is important and useful to learners, facilitators, implementers as well as society at large. Learners use assessment results to detect their progress. Also, the exercise of assessing learners and the assessment results motivate them to learn further. Facilitators use assessment to know whether their teaching objectives are successfully achieved or not. Assessment helps them to verify the extent to which learners have acquired the necessary knowledge, skills and attitudes; determine problems in teaching and learning; and determine additional learning activities to be undertaken to consolidate learning. To the programme administrators, assessment shows whether or not the programme objectives are achieved and make judgement. Here, assessment forms the basis for programme evaluation. Society use assessment results to determine graduates' knowledge, skills and attitudes. It is this importance of assessments that calls upon educational institutions to clearly state their assessment procedures, guidelines and regulations.

The Institute of Adult Education (IAE) has developed and is implementing, competence-based curricula for Post-Secondary Education Programmes

such as Technician Certificate in Adult and Continuing Education (TCACE); Ordinary Diploma in Adult and Continuing Education (ODACE); Bachelor Degree in Adult and Continuing Education (BACE) and Bachelor Degree in Adult and Community Development (BAECD). Post-Primary Education programmes include Integrated Post-Primary Education (IPPE) and Secondary Education through Open Distance Learning (ODL). These examinations procedures and regulations have been formulated in order to facilitate assessments of teaching and learning programmes at IAE.



Prof. E. T. Bisanda
Chairperson of the IAE Council

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Dr. Fidelice M.S Mafumiko

DIRECTOR

PART I
PRELIMINARY PROVISIONS

This document shall be cited as the Institute of Adult Education Examinations Regulations.

Citation

In this document, unless the context requires otherwise:

Definition of
Terms

“Abscond” means absenting oneself from studies or from sitting the examination without official notification;

“Academic Committee of the Council” means a body established under Part II in this document;

“Appeal” means an action whereby a candidate aggrieved by the decision of the examiners lodges his/her complaints to the Institute;

“Candidate” means a student who is taking examinations administered by the Institute;

“Combined results” mean a combination of results of the academic year’s First and Second semesters aggregated together;

“Continuous Assessment” means any form of learning evaluation such as classroom tests, projects and assignments made before sitting for Semester/Final Examinations;

“Discontinuation” means stoppage of a student from continuing with studies at the Institute;

“Examination” means a measurement of learner’s academic achievement attempted when the semester in progress, and at the end of a semester;

“Examinations Board” means an organ established by the Council and entrusted with the task of scrutinizing and advising on Institute’s examinations matters;

“Examination Offence” means an attempt to cheat or an action of a candidate that indicates that he/she is not academically honest before, during or after Examinations;

“Examinations Officer” means a person employed on terms and conditions as considered necessary for performance of examinations related functions at the Institute;

“Examinations Secretariat” means a body of Institute’s officials appointed to work and decide on examinations matters at preliminary levels;

“External Examiner” means an expert from outside the Institute who is appointed by the Institute to moderate examination questions, answers and candidates’ scripts after being worked on by the internal examiner(s);

“Fieldwork” means practical work officially done by students outside the classroom;

“Internal Examiners Meeting” means a body of internal examiners, normally those who have participated in the teaching process, which shall scrutinize examinations results prior to tabling them before the Examinations Board;

“Internal Examiner” means a module expert from within the Institute, who sets examination questions and their answers;

“Invigilator” means an officer in-charge of candidates in an examination room to ensure that the examination is properly and smoothly conducted;

“Module” means a self-contained package of learning related to an academic programme studied by a student during a semester;

“Pass Mark” means a score below which a candidate is deemed to have failed;

“Research” means an individual student’s research work involving major projects and an Independent Study;

“Special Examination” means an examination, which is done by a candidate who missed the regular examination, be it first sitting or supplementary; and

“Supplementary Examination” means an examination done as a second chance by a candidate who fails in modules during his/her first sitting.

PART II

BODIES RESPONSIBLE FOR EXAMINATIONS ADMINISTRATION

- 2.1 There shall be an Examinations Unit, which will be responsible for day-to-day activities pertaining to Institute's examinations. The Unit shall have examinations officers, and it will be under the Office of the Registrar.

Examinations
Unit

Examinations Unit Duties:

- a). To coordinate all Examination Affairs;
 - b). To collaborate with responsible academic departments to plan for and prepare examinations time table for all programmes including room allocation;
 - c). To prepare and disseminate examination rules and regulations;
 - d). To store past examination answer booklets in safe custody; and
 - e). To prepare transcripts and provisional results.
- 2.2 There shall be the Examinations Secretariat. The secretariat will be composed of the Examinations Officers and three members of academic staff appointed by the Deputy Director-Academic from the department that offers training. The Deputy Director-Academics will be the chairperson of the

Examinations
Secretariat

Examinations Secretariat and the Secretary will be the Examinations Officer.

Examinations Secretariat Duties:

- a). To participate in examinations preparation;
- b). To receive and review examination results;
- c). To recommend candidates who have successfully passed examinations to be awarded their degree, diploma and certificate or other award of the Institute;
- d). To submit examination results to the Internal Examiners' Meeting, Examinations Board, and Academic Committee of the Council and to the IAE Governing council;
- e). To administer implementation of examination procedures and regulations; and
- f). To deal with all problems pertaining to examinations such as appeals and examination irregularities.

Internal Examiners Meeting

2.3 There shall be the Internal Examiners' Meeting, which will scrutinize examinations results and irregularities as well as propose possible remedies before recommending the results to the Examinations Board. The Internal Examiners' Meeting shall consist of the following members:

- a). Deputy Director (Academic, Research and Consultancy), who will also be the Chairperson;

- b). Registrar;
- c). Heads of academic departments;
- d). All module facilitators in a particular semester; and
- e). Members of Examinations Secretariat.

2.4 There shall be the Examinations Board, whose members shall be appointed by the Chairperson of the Council. The Board shall comprise the following members:

Examinations Board

- a). The Director who shall be the Chairperson of the board;
- b). The DDARC who shall be the Secretary of the board
- c). Examinations Officers;
- d). Heads of Academic Departments, which offer programmes under NTA system;
- e). The Registrar;
- f). One representative from the students' organization; and
- g). Three members from other technical institutions accredited by NACTE.

2.5 The Functions of the Examinations Board shall be:

- a) To receive, discuss and recommend examination results for the awards of the Institute of Adult Education;
- b) To advise on academic activities of the Institute especially those pertaining to examinations;

- c) To receive and scrutinize examinations irregularities and propose recommend actions; and
- d) To declare provisional examination results of a semester.

2.6 There shall be two meetings of the Examinations Board in every academic year: one for tabling the First Semester examinations results and the other for tabling the combined results for the First and Second Semesters for both conventional and Open and Distance Learning programmes.

2.7 There shall be an Academic Committee of the Council, which shall monitor and make decisions on all academic matters of the Institute. The Academic Committee shall include a representative from students' organization and academic staff association. Members shall be appointed by the Chairperson of the Council.

Academic Committee

PART III

3.0 ADMINISTRATION OF EXAMINATION

3.1 (a) Time for administration of examinations shall be duly indicated in the Institute's academic calendar.

Administration
of
examinations

(b) The timetable for examinations shall be released two weeks before commencement of examinations.

(c) All examinations shall be centrally administered under supervision of the Registrar.

Examiners

3.2 There shall be the Examiners that shall constitute both internal and external examiners.

(a) The following shall be regulations pertaining to internal examiners:

- i. The internal examiner shall submit the specified standards of examination papers (questions) in a sealed and signed envelope to the Examinations Officer at the time he/she will be asked to do so.
- ii. The internal examiner shall be required to mark the examination scripts and complete relevant mark sheet together with data and comments related to performance of examination by candidates.
- iii. The internal examiner and other officers involved in the whole examination process

shall be required to observe and sustain secrecy of the examinations.

(b) The following shall be regulations on conduct of external examiner:

- i. An external examiner shall be appointed by Deputy Director (Academic, Research and Consultancy) for the examination in which he/she is an expert. The academic Committee will also be notified on appointment of External Examiners.
- ii. The terms of appointment of the external examiners shall be in accordance with the regulations of such appointment as stipulated in the letter of contract.
- iii. The external examiner may propose for substitution of examination questions in any question paper submitted for moderation and provide corresponding solutions.
- iv. On the basis of the comments and suggestions of the external and internal examiners, the final questions shall be selected and assembled by the Examinations Secretariat.
- v. The external examiner's marks, recorded on the candidate's scripts, shall be overriding unless there is a technical error detected by the Examinations Secretariat deliberating on the relevant examination results. The

Examination Secretariat meeting will resolve the difference by deciding on the proper marks to be awarded in such cases.

3.3 Preparation of examination questions shall be as follows:

- a) Examination questions shall be set by module or subject tutors/lecturers (facilitators), or any other appointed person, and they shall be submitted to the Examinations Office.
- b) The questions shall then be scrutinized and moderated in a confidential manner by external moderators. Under special circumstances, internal academic staff can be appointed as moderators.
- c) The examination questions shall be typed under supervision of the Examinations Officer at a selected secure place.
- d) Proof reading shall be done by the Examinations Secretariat.
- e) The examination papers and scripts shall be placed under custody of the Examinations Officer.

Type setting and printing of examination questions

3.4 The following shall be guidelines for examination venue and timetable:

- a) The examinations shall take place at approved venues indicated on the timetable;
- b) It shall be the duty of the candidate to consult

Examination timetables and venue

the timetable and ascertain the examination to be sat for each day; and

- c) Candidates will sit in an arrangement that will be deemed to be appropriate and the invigilator has a mandate to make any change of the sitting plan during the examination session.

3.5 The following shall be regulations governing examinations invigilation:

Examination Invigilation

- a) All Examinations shall be invigilated by the academic staff appointed by the Deputy Director (Academics, Research and Consultancy).
- b) The candidate will not be allowed to enter the examination after half an hour has elapsed since its commencement.
- c) The invigilator shall not allow a candidate to leave the examination room before half an hour elapses from the start of that examination and when half an hour remains to finishing time, unless it is absolutely necessary as it will be decided by the invigilator.
- d) The invigilator shall record attendance by administering a form on which all candidates will write their examination numbers and signatures.
- e) The invigilator shall ensure that at the end of the examination, he/she has collected all

the answer booklets, used and unused and other examination materials, which are in the examination venue.

- f) The invigilator shall immediately report, in writing to the Examinations Officer, any irregularity case detected during the examination.
- g) All invigilators shall fill in the invigilator's report and sign a special examination log-book upon returning all examination materials, used and unused, to the Examinations Office.
- h) All candidates' examination scripts must be counted before the invigilator(s) leave the room.

PART IV

EXAMINATIONS ELIGIBILITY AND CONDUCT OF CANDIDATES

4.1 A candidate shall be eligible for an examination at the Institute after fulfilling the following conditions:

- a) He/she is registered for an examination in modules taken;
- b) He/she has attended at least 75% of the official learning sessions;
- c) He/she has completed all exercises in continuous assessments and he/she has passed.
- d) He/she has paid required Institute's fees, unless otherwise permitted by the responsible Department.

e) A candidate who requests, and gets permitted, to postpone studies will resume studies in not less than two years.

- f) Cases of postponement due to illness or other related reasons must be reported before the time of sitting for the examination.
- g) Postponement shall be for a semester or an academic year, as the case may be. The maximum period for a student to postpone his/her studies will be two academic years. However, on expiry of the first academic year, a student must seek for a second postponement afresh.
- h) In case a candidate has suddenly fallen ill during

Registration, eligibility and Postponement of Studies/Exams
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the examination, a report by the invigilator shall be written and sent to the Examinations Officer.

4.2 Each candidate shall be required to observe all the regulations pertaining to conduct of examinations. The regulations are as outlined below:

Regulations pertaining to examination candidates

- a) Each candidate admitted into the examination room shall have a student's identification card bearing his/her registration number.
- b) All candidates will assemble outside the examination room and will only enter if and when allowed to do so by the invigilator.
- c) Before entering the examination room, each candidate shall be inspected by the invigilator to ensure that he/she is not carrying with him/her any unauthorized material(s) like mobile phones or any audio or visual material, lecture notes, piece of paper, correcting fluid, blotting paper, text-book, dictionary and any other prohibited materials unless expressly permitted in the specific examination.
- d) Borrowing of working tools from another candidate in the examination room is prohibited.
- e) Candidates will start writing after they are allowed to do so by the invigilator and they will stop writing when they are told to do so.
- f) All examination questions shall be answered in the answer booklet provided and no candidate is allowed to detach any paper from that answer booklet or script.

- g) All rough work(s) must be written on the last page of the answer booklet or script and cancelled through before handing in to the invigilator.
- h) Candidates are prohibited from writing or annotating in the question papers.
- i) Candidates are not allowed to distract other examinees' attention by actions such as smoking, commotions, telephone noises and related disturbances in the examination room.

4.3. Cheating shall be defined as any act of using unauthorized materials, giving or receiving unauthorized materials, giving or receiving unauthorized assistance of any form whether overt or covert during an examination or test session. Unless otherwise stated, the following shall be counted as cases of dishonesty or cheating:

Cases of dishonesty/ cheating

- a) Copying from the work of another candidate during the examination, test or any given individual assignment;
- b) Copying from notes, text sheets or other materials during an examination or test;
- c) Collaborating with another candidate during an examination or test;
- d) Using paralinguistic gestures such as peeping at another candidate's examination or test paper;
- e) Communicate with another candidate orally or through body language;

- f) Permitting another candidate to copy from, or use one's script or paper;
- g) Removing examination answer booklets/ sheets from the examination room;
- h) Destroying any evidence related to any suspected irregularity;
- i) Failure or refusal to sign on the invigilators' report of facts in any irregularity discovered;
- j) Submission of an unofficial examination script;
- k) Unauthorized possession or disposition of academic materials such as piece of paper, writing and drawing, stealing examinations, selling or buying of examinations or test papers prior to the sitting for the examination or test; taking other candidates academic work without permission; or seduction and possession of examinations or other test papers not formally released by the authority; and
- l) Engaging another person to attempt examinations on his/her behalf (impersonation).

Examination irregularities and Offence
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4.4 For purposes of these regulations, examination irregularities shall mean:

- a) Any act of violating the examination regulations will be considered as examination irregularity and

- b) A candidate who is proved to be involved in an act of dishonest or cheating commits an examination offence.

A candidate who is found to have committed an examination irregularity or offence shall be discontinued from studies subject to hearing from examination irregularity hearing committee and confirmation by the Examinations Board.

PART V

MARKING OF EXAMINATIONS

5.1 The continuous assessment (coursework) shall be administered by module facilitators who shall then compile and submit the results to the Examinations Officer one week before commencement of the Semester Examinations. A candidate who does not complete and pass coursework will not be allowed to sit for semester examinations.

Continuous
Assessment

5.2 The following shall be the conduct in marking Semester examinations.

Semester
Examinations

- a) The scripts of Semester Examination shall be marked by respective module facilitator(s) or any other qualified person as appointed by the Deputy Director (Academic, Research and Consultancy).
- b) Marking will be done *in a centralized venue* under supervision of the Examinations Unit.
- c) When marking, any anomalies noted by the internal examiner shall be reported to the Examinations Officer.
- d) The Marker shall fill in performance analysis form for each module and submit it to the Examinations Officer.
- e) External Examiners shall moderate examination papers, marking schemes and answer scripts.

PART VI

FIELDWORK AND INDEPENDENT STUDY

6.1 The following shall be regulations in regard to students' fieldwork and research:

Cases of Failure to Carry out Fieldwork

- a) A student will be required to carry out field practice in not less than 75% of duration allocated for it. A student who fails to accomplish fieldwork in full (not less than 75%) without adequate and evidenced reason will be considered to have withdrawn from the fieldwork and will consequently be discontinued from studies.
- b) If a candidate fails to complete fieldwork due to unavoidable circumstances, approved by the Deputy Director (Academic, Research and Consultancy), he/she will undertake fieldwork in the following academic year.
- c) In case a candidate fails to undertake fieldwork in the period provided for reasons beyond his/her control, such a candidate shall be given an additional chance to undertake it in the following academic year. Such candidate cannot graduate until he/she has successfully completed the work.
- d) In case the candidate fails to utilize the second chance due to laxity or negligence, the candidate shall be discontinued from studies.
- e) In case a candidate fails in Fieldwork, he/she will undertake it in the following academic year as a supplementary examination. Such

candidate cannot graduate until he/she has successfully completed the work in the given time frame.

6.2 The following shall be consequences of failure to carry out research practice:

- a) In case a student fails to complete research in the required time with satisfactory reason(s), he/she will be given a period not exceeding six months to complete the research work. If he/she fails to complete the research work within the extension periods the student shall be required to repeat the research task in the next academic year with the same research title and be awarded a 'c' grade.
- b) In case a candidate fails in research, he/she will be required to make a review and modifications under supplementary examination terms in the time before or during the period of sitting for supplementary examinations.
- c) If a student fails to submit his/her report during or before the period of sitting for supplementary examinations, or fails in research on supplementary examination terms, he/she will repeat research practice with new research title and supervision.
- d) In case a candidate fails to complete research without information or satisfactory reason(s), the student shall be considered to have withdrawn from the research module and he/she will be discontinued from studies.

Cases of Failure to Do Research

PART VII

COMPILATION, APPROVAL AND RELEASE OF EXAMINATION RESULTS

7.1 The following regulations will guide the process of compiling examinations results:

- a) Compilation of examination results is the responsibility of Examination Officers and the Examinations Secretariat.
- b) Compilation shall be based on grades/marks awarded by the module facilitators and moderators. Any arbitrary adding or reducing of marks shall be treated as a case of dishonesty and is strictly forbidden.

Compilation of Marks

7.2 (a) The Internal Examiners' Meeting will scrutinize the examinations results at departmental level and forward them to the Examinations Board.

- (b) The Deputy Director (Academic, Research and Consultancy) shall table the results before the Examinations Board of the Institute, which will decide on all cases of passes, failures, supplementary examinations, repetition, carryover and discontinuation.
- (c) After the Examinations Board's recommendations, the results will be released as provisional results.
- (d) The Academic Committee of the Council shall scrutinize and endorse all the examinations

Endorsement of results

results. The results so endorsed shall be forwarded to the Chairperson of the Council for approval and ready to be used for certification.

7.3 Release of final examination results shall be in procedures prescribed below:

- a) The final examination results shall be officially released by the Chairperson of the Council of the Institute on behalf of the Council.
- b) Examinations results released will be posted on notice-boards within the Institute's premises, the Institute's website and/or any other convenient media. In special cases, examinations results may be published on the newspapers and a copy of results shall be submitted to NACTE.
- c) Unless otherwise retained by the IAE library for archival purposes, all used examination answer books shall be destroyed after the expiry of 36 months.

Release of final examination results and disposal of used Booklets
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PART VIII

CLASSIFICATION OF ASSESSMENTS AND AWARDS

8.1 (a) Continuous assessments will comprise 50%. Pass mark in the continuous assessment shall be 25%, 22.5% and 20% for Certificate (NTA Level 4 and 5), Ordinary Diploma (NTA Level 6) and Bachelor Degree Programme (NTA Level 7 and 8), respectively. Refer to Appendix 1.

Classification and Grading of Marks Assessment

(b) The Semester Examination shall be administered at the end of a semester, which will carry 50%, adding to the 50% from continuous assessment, to make a total of 100%. Pass mark in the semester examination shall be 25%, 22.5% and 20% for Certificate (NTA Level 4 and 5), Ordinary Diploma (NTA Level 6) and Bachelor Degree Programme (NTA Level 7 and 8), respectively. Refer to Appendix 1.

(c) The final marks shall be graded as indicated in Appendix 2, and failure will be claimed when a candidate scores below the pass mark.

Computation of GPA

8.2 Cumulative Grade Point Average (GPA) shall be computed by considering summation of grade points times the number of credits in each module

divided by the total number of credits stipulated within the modules taken by a student, that is,

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module.

8.3 The following rules shall apply to classification of an award:

Classification of awards

- a) The classification of award shall be as shown in Appendix 3.
- b) Certificate of award shall only be issued to a student who shall have passed all modules registered for in the course or programme.

PART IX

SUPPLEMENTARY EXAMINATIONS, SPECIAL EXAMINATIONS, REPEATING AND DISCONTINUATION

- 9.1 A candidate who fails in Semester Examination (i.e., scoring below pass mark) will sit for supplementary examination provided that his/her overall GPA of the combined results is not below 2.0. The maximum score for supplementary examination will not go beyond the pass mark for Semester Examinations. A pass in supplementary examination shall be recorded as pass mark “C.” The final grade for such a student will be the sum of the pass mark (after supplementary examination) and the marks attained in continuous assessment.
- 9.2 (a) A candidate who fails to do an assignment or test in continuous assessment due to un-avoidable circumstances, following approval by the Head of Department, will be given special assignments and/or tests to complete coursework.
- (b) A candidate with incomplete coursework due to genuine reported reasons will request for postponement of examinations. Subject to completion of coursework, such a candidate will sit for special examinations as first sitting.
- d) A candidate who fails to sit for semester

Supplementary
examination

Special
examination

examinations due to unavoidable circumstances such as sickness, following acceptance and approval by the DDARC, will sit for special examination(s) as first sitting.

- e) A candidate who requests and gets permission for postponement of examination(s) will equally sit for special examinations as first sitting.
- f) A candidate who fails in special examinations as first sitting shall repeat the respective module.
- g) A candidate who fails to sit for supplementary examinations due to reported genuine reason(s) will repeat a year or respective module.

Repeating
module

9.3 (a) A candidate who fails in continuous assessment, or supplementary/examination shall repeat the respective module(s).

9.4 (a) A candidate who fails in any module(s) and attain an overall GPA below 2.0 in the combined results of the respective academic year will be discontinued from studies. Such a person can re-apply after one academic year and be considered for re-admission into the Programme (NTA Level) at which he/she was discontinued after one academic year.

Discontinuation

(b) A candidate who commits an examination offense shall be discontinued from studies. Such student may be considered for re-admission into

the Programme (NTA Level) at which he/she was discontinued after a lapse of four semesters or two years.

- (c) Failure to sit for any examination be it first sitting, supplementary or special examination, due to negligence, shall lead to discontinuation.

A candidate who fails to complete coursework without genuine reasons shall be discontinued. Such a person can re-apply and be considered for re-admission into the Programme (NTA Level) at which he/she was discontinued.

- (d) In case a candidate fails in a module/subject, which he/she has repeated such candidate will not be given another chance to sit for supplementary examination, instead he/she will be discontinued from studies.

PART X

APPEALS

10.1 (a) Appeals shall involve cases such as marking of examinations, discontinuation, failure in examination(s) and barrage from candidacy.

Appeals
cases

(ii) A candidate who feels that his/her examination paper was not fairly marked or has noticed problems in his/her examinations results has a right to appeal so that the work or results may be reviewed, rechecked or remarked.

10.2 The appeals procedures shall be as follows:

- a) As soon as provisional examination results are released, a candidate who is discontented with the results may appeal against the decision and recommendation of the Examinations Board. The appeal must be forwarded to the Rector through the Registrar *within 14 days* from the date of release of the provisional results.
- b) The appeal shall be in written form accompanied by all relevant and substantive evidences.
- c) Where the appeal involves remarking of scripts, a candidate will be required to pay an appeal fee of Tsh. 20,000/= for each module script to be re-marked. The fee is non-refundable.

Appeals
Procedures
and Fees

10.2 Processing of Appeals shall undergo the following steps:

- a) If the appeal is related to marking, the Deputy Director (Academic, Research and Consultancy), in consultation with the Registrar, shall appoint suitable expert(s) in the relevant module(s) to be third marker(s).
- b) The third marker(s) shall re-mark the relevant script using the same marking scheme, which was used by the first marker.
- c) The third marker shall briefly comment on results of the marking exercise so as to justify his/her award of marks, which shall be paramount.
- d) Where a technical error is detected by the third marker, he/she shall provide a justified suggested remedy and award or remove any marks. The altered marks by the third marker shall be paramount. Where this remedy involves other candidates' scripts, the third marker shall also adjust them accordingly.
- e) The results from the third marker will, nonetheless, be tabled at the Examinations Secretariat for its approval before submission to the Academic Committee of the Council.
- f) The decision of the Academic Committee of the Council shall be forwarded to the Council for approval.
- g) The decision of the Council shall be final.

PART XI

ISSUANCE OF RESULTS SLIPS AND TRANSCRIPTS

- 11.1 (a) A candidate has the right to request for a provisional results slip two weeks after semester examinations results have been released. Such candidate will be required to pay Tshs. 5,000 for the slip.
- (b) A student who has completed studies at the Institute will have a right to request for the academic transcript and certificate after graduation.
- (c) In case any student is in need of an extra transcript after the first issue, he/she will be required to pay Tshs. 10,000.
- (d) The Institute shall not issue a duplicate copy of certificate. In case of loss or damage of a certificate, an affidavit (or testimonial) will be provided after legal verification of the loss or damage.
- (e) A student with an outstanding fee will not be issued with academic transcript, certificate or testimonial before completing payment of fees.

PART XII

RIGHTS OF THE COUNCIL AND THE INSTITUTE

- 12.1 The Council shall have the right to oversee issuance of examination results, transcripts and certificates for the examinations administered and programmes offered by the Institute. The Council reserves the right to:
- Rights of the Council
- a) Withhold or cancel the results of a candidate if it considers that such candidate has been involved in an examination offence either before, during or after the graduation; and
 - b) Withhold or cancel an award of any candidate if it considers that such a candidate has, at any material time, been involved in an examination offence.
- 12.2 For conduct of examinations:
- a) The Institute shall have the right to prescribed examination fees.
 - b) The Institute will have the right to dispose examinations materials, such as examinations scripts when they are more than three years old.
 - c) The Institute may amend the examinations regulations, when deemed necessary.
- Rights of the Institute

PART XIII

ON DEMAND EXAMINATION (ODE)

The ODE shall apply to those students who are studying through open learning. The Open Learning System is based on an individual learner's needs.

Significance
of
Examination

Significance of ODE:

- a) ODE allows the student to take examinations when he/she is ready. Readiness depends on the student and not institution.
- b) ODE removes frustration, loss of self-esteem, peer group ridicule and depression.
- c) Under ODE, information on results is immediate.

All On Demand Examinations should be guided by the following regulations:

Regulations
for ODE

- a) A candidate who will sit for ODE should give prior information 3 months before commencement of the examination.
- b) A candidate should be allowed to write an ODE after paying the required ODE fee 2 months before commencement of the examination.
- c) All ODEs should be parallel with the conventional timetable examinations.

PART XIV

REGULATIONS GOVERNING POST- PRIMARY EDUCATION

The Institute's post-primary education includes secondary education through ODL, and Integrated Post-Primary Education (IPPE).

14.1 Secondary education through ODL

In this programme, learners will sit two examinations at the end of each stage (I&II). Mock/achievement Examination will be administered by IAE while Qualifying Test and Secondary Education Examinations will be administered by NECTA. All examinations administered by NECTA will be guided by rules and regulations prepared by NECTA and all Examinations administered by IAE will be guided by the following regulations:

Registration for Examinations

14.2 Registration for examination

A learner shall be eligible for an examination at the end of each stage after fulfilling the following conditions:

- a) He/she is registered for an examination in subjects taken six months before the examination;
- b) He/she has paid required examination fees; and
- c) He/she has paid required coordination or tuition fees.

14.3 Setting and distribution of Examination papers

Setting and distribution of examination paper shall be as follows:

- a) Examination questions shall be set by subject teachers/facilitators from registered open schools appointed by Head of DE department;
- b) Examination questions prepared by subject teachers/facilitators should be submitted to ME Unit then forwarded to Examinations Office;
- c) The questions shall then be scrutinized and moderated in a confidential manner by external subject moderators and/or Department subject coordinators under supervision of Examinations Officer in collaboration with ME Unit;
- d) The examination questions shall be typed under the supervision of Examinations Officer in collaboration with ME Unit at a secure place; and
- e) The examination papers shall be distributed to all regional centers under the supervision of Examinations Officer in collaboration with ME Unit and RCC departments.

Setting of Examination

14.4 Invigilation of examinations

The following shall be regulations governing examinations invigilation:

- a) All Examinations envelopes should be opened during the examination session of the required

- subject and NOT before the examination.
- b) All Examinations shall be invigilated by teachers appointed by the RRT
 - c) The candidate will not be allowed to enter in the examination room after half an hour has elapsed when the examination started.
 - d) The invigilator shall not allow a candidate to leave the examination room before half an hour elapses from the start of that examination and when half an hour remains to finishing time, unless it is absolutely necessary as it will be decided by the invigilator.
 - e) The invigilator shall record attendance by administering a form on which all candidates will write their examination numbers and signatures.
 - f) The invigilator shall immediately report in writing to the coordinator of the open school, any irregularity case detected during the examinations and should be reported to RRT.
 - g) All candidates' examination scripts must be counted before the invigilator(s) leave the room.

Invigilation of Examinations

14.5 Examination irregularities

For the purposes of these regulations, examination irregularities shall mean the same as it has been stated in Sections 4.2 and 4.3 of part IV of these regulations

14.6 Marking of examinations

The following shall be the conduct in marking examinations.

- a) All examinations should be marked in respective regions under the supervision of RRT
- b) Marking will be done in a centralized venue under the supervision of the RRT in the respective region.
- c) The scripts of Examination shall be marked by subject experts as appointed by the RRT from a registered open school in the region.
- d) When marking, any anomalies noted by the internal examiner shall be reported to the RRT.
- e) Soon after completion of marking exercise, the RRT should prepare an examinations report and submit headquarters.

Marking of
Examinations

14.7 Compiling and Release of examination results

The following regulations will guide the process of compiling and release of examinations results:

- a) The RRT should release examination results as *provisional* four weeks after the completion of the examinations.
- b) All examination results from the regional centers should be submitted to headquarters' one month after completion of the examinations.
- c) The Examinations Officers will be responsible for Compilation of examination results in collaboration with ME Unit.

Release of
Examinations

- d) The Academic Committee of the Management will scrutinize the examinations results and forward to the Rector for approval and ready to be used for certification.
- e) The certificate will be prepared by Registrars' Officer in collaboration with ME Unit and RCC Department.

1.4.8 Integrated Post-Primary Education (IPPE)

The IPPE programme provides flexibility in terms of time, space and pace. Hence, the mode of delivery depends on nature of the learners who might be interested in either full time learning in open learning centers' or distance learning. Therefore, assessment activities and procedures are designed in such a way that they adhere to the requirements of the Open and Distance Learning (ODL) approach and Competence-Based Learning (CBL), which is the main priority of the IPPE.

IPPE Guiding documents

This programme has different modalities from those of post-secondary programmes offered by the Institute. The IPPE examinations have the following two guiding documents: Integrated Post-Primary Education (IPPE) Learning Assessment Guide and ii. *Mwongozo wa Mitihani ya Mpango wa Elimu Changamani Baada ya Msingi*. This IAE examinations regulations document recognizes the two stated guides as legal tools for guiding

administration of IPPE examinations.

- a) With IPPE programme, the IAE examinations regulations document shall be used parallel with other IPPE examinations guiding documents.

APPENDIX 1**Marks and Pass Marks in Continuous Assessment**

Programme	Maximum Marks in CA	Maximum Marks in SE	Final Maximum Marks	Minimum Pass Marks in CA	Minimum Pass Marks in SE	Final Minimum Pass Marks	Final Minimum Pass Grade	Final Minimum Pass GPA	Overall Minimum Pass Grade
Certificate (NTA Level 4 and 5)	50	50	100	25	25	50	C	2.0	C
Diploma (NTA Level 6)	50	50	100	22.5	22.5	45	C	2.0	C
Bachelor Degree (NTA Level 7 and 8)	50	50	100	20	20	40	C	2.0	C

APPENDIX 2

Grading Systems

Grade	Definition	Certificate (NTA Level 4 and 5)		Ordinary Diploma (NTA Level 6)		Bachelor Degree (NTA Level 7 and 8)	
		Range of Marks	Point	Range of Marks	Point	Range of Marks	Point
A	Excellent	80 - 100	4	75 - 100	5	70 - 100	5
B+	Very Good	-	-	65 - 69	4	60 - 69	4
B	Good	65 - 79	3	55 - 64	3	50 - 59	3
C	Average	50 - 64	2	45 - 54	2	40 - 49	2
D	Poor	40 - 49	1	40 - 44	1	35 - 39	1
F	Fail	0 - 39	0	0 - 39	0	0 - 34	0
Pass Mark		C		C		C	

Grading System in the IPPE

Score	Grade	Definition
81 – 100	A	Outstanding
61 – 80	B	Highly competent
41 – 60	C	Competent
21 – 40	D	Minimally competent
0 – 20	F	Not yet competent

APPENDIX 3**Final Classification of Awards**

Certificate (NTA Level 4 and 5)		Ordinary Diploma (NTA Level 6)		Bachelor Degree (NTA Level 7 and 8)	
Class	Range of GPA	Class	Range of GPA	Class	Range of GPA
First Class	3.5–4.0	First Class	4.4-5.0	First Class	4.4-5.0
Second Class	3.0–3.4	Upper Second Class	3.5-4.3	Upper Second Class	3.5-4.3
Pass	2.0–2.9	Lower Second Class	2.7-3.4	Lower Second Class	2.7-3.4
		Pass	2.0-2.6	Pass	2.0-2.6

Grading of Final Awards: IPPE

Grade Average	Definition
A	Outstanding
B	Highly Competent
C	Competent