

EASTERN AFRICA STATISTICAL TRAINING CENTRE



EXAMINATION REGULATIONS

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**EXAMINATION REGULATIONS GOVERNING TECHNICIAN CERTIFICATE,
ORDINARY DIPLOMA, BACHELOR DEGREE AND POSTGRADUATE COURSES**

1.0 DEFINITIONS

- (a) "**Act**" shall mean the Eastern Africa Statistical Training Centre Act No. 28 of 1994.
- (b) "**Centre**" means Eastern Africa Statistical Training Centre.
- (c) "**Board**" means a Faculty Board.
- (d) "**Class Test**" means a written examination in a particular module conducted in class at any period during the module but before end of semester examination session. A class test shall be conducted for at least one hour under the supervision of module lecturer(s) or any other academic administrative staff appointed by the Head of the relevant department.
- (e) "**Committee**" means the Senate Examinations and Appeals Committee (SEAC) as established by the Senate.
- (f) "**Compulsory Module**" means a subject that a student must take in a given semester in order to meet the requirements of the course and which is designated as such by the Centre.
- (g) "**Course work**" shall consist of quizzes, take-home assignments, case studies, class tests or any other form of assessment undertaken for the purpose of determining the final score of a module except Field Work and Research Project modules.
- (h) "**Elective Module**" shall mean a subject chosen by a student from among the list given by the Centre in a given semester for students to take in addition to any compulsory modules in that semester and which is designated as such by the Centre.
- (i) "**Examination**" shall mean course-work, end of semester or supplementary examination.
- (j) "**Examination Season**" means the period designated by the Management of the Centre for conducting end-of-semester or supplementary examinations.
- (k) "**Graduate**" is a person who has satisfied examination requirements for any award offered by the Centre.
- (l) "**Centre**" means the Eastern Africa Statistical Training Centre established by Act No. 28 of 1994.
- (m) "**Module**" is a subject taught in a semester that together with other such subjects counts towards a qualification.
- (n) "**Module Description**" entails the detailed information about the module.
- (o) "**Senate**" means the Centre's Senate as constituted by the Centre's regulations.

- (p) "**Student**" means any person admitted and duly registered to undertake any course of study conducted by the Centre.
- (q) "**The Advisory Board**" shall mean the Centre's Regional Advisory Board as defined in the Act.
- (r) "**Unauthorized Materials**" shall mean any form of materials which are not allowed into the examination venues as provided in these regulations.

2.0 THE SENATE

2.1 The Senate is the highest body on all matters related to academics at the Centre. Senate decisions shall be final and conclusive. Its decisions shall be referred to the Regional Advisory Board for noting. In case the Regional Advisory Board is not satisfied with such decision it will return the same to the Senate for review.

2.2 FUNCTIONS OF THE SENATE

- 2.2.1 It shall be the principal overall decision-making organ in respect of all academic matters of the Centre.
- 2.2.2 It shall be responsible for the academic work of the Centre in teaching, research and consultancy.
- 2.2.3 It shall be responsible for the regulation and superintendence of education of the students of the Centre.
- 2.2.4 It shall regulate the conduct of examinations of the Centre.
- 2.2.5 It shall appoint external examiners for the purpose of reviews including academic audits for quality assurance.

2.3 MEMBERSHIP

The Senate shall be composed as follows:

- (i) Rector shall be the chairperson,
- (ii) Deputy Rector – Academic, Research and Consultancy shall be the Secretary
- (iii) One representative from each accrediting body for programmes run at EASTC.
- (iii) One representative from each of the institutions collaborating with EASTC in running its programmes.
- (iv) Other members shall be Deputy Rector–Planning, Finance and Administration, Dean of faculties, Directors of academic directorates, one representative from academic staff association, one Student Union representative as an invitee, Legal Officer and the Registrar who shall be the alternate Secretary.

- (v) At least one RAB member
- (vi) A member from a country of a student with an irregularity.
- (iv) There shall be ten (10) representatives in total from 10 regional countries with highest number of students. The members of the regional countries will be selected by the Rector on each academic year.

3.0 SENATE EXAMINATIONS AND APPEALS COMMITTEE

3.1 There shall be a “Senate Examinations and Appeals Committee” as an internal organ to handle, among other things, students’ appeals against examinations irregularities decisions and examination results appeals.

3.2 The committee shall comprise seven members as follows:

(a) Three (3) permanent members

- (i) The Rector shall appoint the chairperson of the committee.
- (ii) Registrar who shall be the secretary of the committee
- (iii) Legal Secretary

(b) Four (4) co-opted members – These shall be independent academic members of staff to be appointed by Rector for a term of two academic years. However, a Faculty Dean cannot be appointed as a member of this committee. Any member may be reappointed except deans.

The quorum at any committee meeting shall at least a half (1/2) of all members. In case the chairperson is not present, the committee shall appoint another person among themselves to chair the meeting.

3.3 The functions of the committee shall be as follows:

- (i) To consider the appeal against examination results and assess them to establish whether there is a possibility of remarking the respective answer scripts.
- (ii) To recommend for appointment independent examiner(s) from within or outside the Centre for remarking examination answer scripts whose marking results have been appealed against.
- (iii) To gather relevant information relating to examination irregularity appeal including hearing the culprit.
- (iv) To deliberate on appeal against a decision on an examination irregularity and give its recommendation on the same to the Senate.

- 3.4 The independent examiner to be appointed by this committee shall not be a person who was involved at any stage in processing, marking and moderating the examination for which the appeal relates.

4.0 FACULTY BOARD

4.1 This organ links the Senate with academic departments within a faculty. Its decisions shall be reported directly to the Senate for approval. Its decisions may be reversed by the Senate depending on new evidence on the subject.

4.2 Functions of the board shall be as follows:

- a) The board shall direct and regulate, within the general policies of the Centre, all matters related to teaching, instructions, research and consultancy within the faculty, including curricula review and shall report to, and advise the Senate on such matters.
- b) The board shall process and release provisional examination results pending approval of the Senate.
- c) To recommend names for external examiners to the Senate for approval.
- d) To approve all examination results for the faculty and make recommendations to the Senate.

4.3 Members of the board shall be comprised of the following:

- a) The Dean of Faculty shall be the chairperson of the board.
- b) Heads of departments within the faculty. One of the Heads shall be appointed by the dean to be the Secretary of the board
- c) One representative of academic staff from each of the departments.
- d) One representative from each of the other faculties at the Centre.
- e) Student representatives for each programme shall participate as invitees.

5.0 DEPARTMENTAL INTERNAL EXAMINERS COMMITTEE

5.1 There shall be an Internal Examinations Committee for each department.

5.2 Functions of the committee shall be as follows:

- (i) To review External Examiners' reports and give its observations and recommendations to the Faculty Board.
- (ii) To determine the marks that shall prevail when the marks awarded by the internal examiner differ by 5% of the allocated marks or more from that awarded by external examiner and the two examiners do not reach consensus themselves.
- (iii) In considering the marginal cases the committee shall be allowed to add only 1 mark to the total marks of the coursework of only one module of any candidate's examination in a particular semester provided that such an addition shall change the status of such candidate.

- (iv) To deliberate on the provisional examination results before submission to the Faculty Board.

5.3 Members of the committee shall be as follows:

- (i) The Head of the department shall be the chairperson of the committee
- (ii) Assistant Head of department (Academics) who shall be the Secretary
- (iii) All academic staff involved in teaching the modules for the exams under discussion.
- (iv) All other members of academic staff within the department

6.0 EXAMINATIONS IRREGULARITY COMMITTEE

6.1 There shall be an Examinations Irregularity Committee.

6.2 Members of the committee shall be as follows:

- (i) The Chairperson of the committee shall be among the Dean of faculties who will be appointed by the Rector.
- (ii) The Secretary of the committee shall be the Head of Examination department.
- (iii) Dean of Faculties.
- (iv) Head of department from which the accused student belong to.

6.3 Functions of the committee shall be as follows:

- (i) Gather relevant information related to examination irregularity including hearing the culprit.
- (ii) Deliberate on any examination irregularity and report on the same to the Faculty Board.
- (iii) Recommend to the Rector on appropriate action, in accordance with these regulations, against a person found responsible for or guilty of examination irregularity.

6.4 The quorum at any committee meeting shall be half (1/2) of all members. In case the chairperson is not present, the committee shall appoint another person among themselves to chair the meeting.

7.0 GENERAL RULES

- 7.1 Award of Basic and Technician Certificates; Ordinary Diploma; Bachelor and Postgraduate Degrees shall be subject to the approval of the Senate.
- 7.2 Respective Faculty Boards shall approve end-of Semester/Supplementary examination results.
- 7.3 The Senate shall be the final authority for the interpretation of these examinations regulations.
- 7.4 These regulations shall apply to all courses offered by the Centre except collaborative programmes and Basic data collection certificate.
- 7.5 These regulations are subject to review from time to time as determined by the Centre.
- 7.6 At the end of every semester, each module lecturer shall submit to the Head of Department a report showing the attendance for each student highlighting clearly the student(s) whose attendance is less than 75%. Students with less than 75% attendance shall be barred by the Head of Department from doing the respective module examination.
- 7.7 There shall be end of semester examinations supervised by teaching staff or other academic administrative officers appointed by the Deputy Rector-Academic, Research and Consultancy (DR-ARC).
- 7.8 End of the semester/supplementary examinations in each module shall consist of a two hours examination for a Basic Certificate Course, Technician Certificate Courses, two and a half hours examination for Ordinary Diploma Courses and three hours examination for Bachelor Degree and Postgraduate Courses.
- 7.9 No candidate shall be allowed to do any part of examination without official identification issued by the Centre.
- 7.10 The Rector shall, where a student or a candidate has failed to fulfil a fundamental contractual or legal obligation with the Centre or a breach of same including, but not limited to, not paying fees or dues outstanding or where there is dishonesty or fraud, bar him/her from doing examination or withholding examination results until he/she discharges the obligation or is exonerated from the wrong.
- 7.11 Examination scripts shall be stored by the Centre for three (3) calendar years counted from the date examination results to which they relate were approved by the Senate.

8.0 STUDENT REGISTRATION

- 8.1 All students shall have to register into the Centre's Students' Information System every semester.
- 8.2 Only those who will have registered into the system shall be considered as bona fide students for that semester.
- 8.3 A student who qualifies for registration but fails to register within the stipulated time shall be considered to have absconded and hence discontinued from studies.

8.4 To be registered, the following conditions will apply:

8.4.1 The student must have met all prerequisite examination requirements.

8.4.2 The student must have paid all fees as prescribed by the Centre.

8.4.3 If the student is a fresh one, the student must have been duly admitted.

8.4.4 The student must enter the necessary particulars in the system.

9.0 EXAMINATIONS SEASONS

9.1 There shall be two (2) end of semester examination seasons namely, End of First Semester, and End of Second Semester. Also there shall be final examinations conducted at the end of each trimester of study or each block of study for programmes that will follow the block or trimester system

9.2 Supplementary examinations related to any semester, trimester, or block within a particular year of study shall be conducted within the same academic year in a time that shall be determined by the examinations department and approved by the rector.

9.3 There shall be no special end of semester examinations and that all examinations shall be confined to the specified examination season

10 ELIGIBILITY FOR EXAMINATIONS

10.1 A student is allowed to sit for any Centre's examination if he/she meets the following eligibility criteria:

(i) Has a minimum attendance of 75% of contact hours.

(ii) Has completed all required course work assessment for the module being examined.

(iii) Has not been barred by any lawful order; and

(iv) Has paid all required tuition fees, deposits and other charges as determined by the Centre.

10.2 Only a student who meets the examination criteria outlined in 10.1 above shall be given an examination number.

10.3 A student who will not meet the eligibility criteria in items 10.1 (i) to (iii) may be allowed to repeat a semester on acceptable grounds as determined by the Senate. Otherwise he/she shall be discontinued from the studies.

10.4 A student who is not eligible due to portion of fee only, shall be allowed to register in the respective semester subject to payment of fees within the time limits set by the Centre.

11. POSTPONEMENT OF EXAMINATIONS

- 11.1 A candidate who needs to postpone end of the semester examination either in part or in its entirety, due to valid causes/reasons, shall be allowed (in writing) to postpone such examinations provided that such causes/reasons shall have been communicated and approved by the faculty dean prior to the commencement of the examination.
- 11.2 A candidate who was allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as first sitting during the supplementary examination session of the same academic year.
- 11.3 A candidate who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations or part thereof during the supplementary examination session of the following academic year.

12. EXAMINATION INSTRUCTIONS AND RULES TO CANDIDATES

- 12.1 Candidates will be admitted into the examination hall/room 30 minutes before the commencement of the examination paper, and will not be permitted to leave the hall/room until 30 minutes after the commencement of the examination.
- 12.2 Any candidate arriving at the examination hall/room after the commencement of an examination but within the first 30 minutes of the examination time shall be allowed to enter the examination hall/room but he/she shall not be given additional time.
- 12.3 No candidate shall be allowed to enter the examination hall/room more than 30 minutes after the commencement of any examination. No candidate shall be allowed to leave the examination hall/room during the last 15 minutes of the examination.
- 12.4 Candidates are required to read carefully all the instructions and any other instructions on the Answer Book, and should adhere to them.
- 12.5 Candidates are prohibited from carrying into, or in any way having in their possession within the premises of the examination hall/ room any unauthorized materials other than those specifically permitted by the Centre.
- 12.6 No candidates will be admitted into the examination hall/room unless he/she carries with him/her the valid student's identity card and candidate's examination identity card provided by the Centre.
- 12.7 No candidate will be allowed to write anything on the question papers. All work must be written on the answer script.
- 12.8 Any candidate having for some reason to leave the examination hall/room temporarily, may be allowed to do so calmly with the permission of the invigilator and in such case(s) he/she should be accompanied by an assistant invigilator or by any other person permitted by the invigilator.

- 12.9 During the period of each examination, a candidate will be required to write on the attendance sheet and examination control sheet the candidate's Examination Number, Registration Number, Answer Book Number and sign the same signature as appearing on Identity card provided by the Centre.
- 12.10 A candidate is required to write his/her Examination Number only on the Examination book cover. Names, initials or any other mark(s) should not be written on answer book or script papers.
- 12.11 Candidates are required to observe any general instructions that may be given by the Invigilator(s) and note carefully the instructions that appear on the examination papers.
- 12.12 Candidates will be informed on the remaining time, thirty minutes prior to the end of examination time. Once the Invigilator(s) has declared that the examination is over, candidates must immediately stop writing. Candidates will remain seated until all scripts have been collected and allowed to leave by the invigilators.
- 12.13 Answers should be written concisely and in a plain and legible manner in black/blue ink or ballpoint pens. However, flow charts, graphs and diagrams may be drawn in pencil. Candidates are warned that any tendency towards illegibility will operate to their disadvantage.
- 12.14 The use of slide rules, pocket silent non-programmable battery -operated or solar -powered calculators, and templates is permitted. Candidates must bring their own pens and/or pencils and are advised to bring rulers as well.
- 12.15 Where Mathematical tables are required, they will be supplied by the examination office.
- 12.16 Where a candidate is unable to present himself or herself for the examination due to any valid reason, he/she should inform the faculty dean before the examination commences. Appropriate evidence will usually be required in this case.
- 12.17 Where a candidate is unable to report to the faculty dean his/her absence in examination before such examination commences, he/she shall inform the faculty dean in writing within the reasonable period of time depending on the circumstances. Appropriate evidence will usually be required in this case.
- 12.18 Where a candidate has fallen sick during the examination the incidence should be reported to faculty dean who shall take the appropriate measures immediately and report the incidence to the DR-ARC in writing.
- 12.19 A candidate found guilty of dishonesty in connection with the examination or infringing any of the examination rules and regulations shall be liable to appropriate disciplinary action, which may include expulsion from the examination hall/room and/or disqualification.

13. EXAMINATION INVIGILATION

- 13.1 All Centre's examinations shall be invigilated by invigilators appointed by the Deputy Rector – Academic, Research and Consultancy (DR-ARC).

- 13.2 Invigilation at each examination hall/room will be the responsibility of the Chief Invigilator, and one or more assistants.
- 13.3 Specific examination's instruction(s) and any other relevant materials shall be issued and included in the envelopes handed to the Chief Invigilator. The Chief Invigilator and Assistant Invigilators shall check the envelope(s) carefully.
- 13.4 The responsibilities of the invigilators before the commencement of examination shall be as follows:
- (i) The Invigilator(s) shall obtain the relevant sealed envelope(s) of the examination papers from the Examinations Officer as well as the necessary examination materials not more than 30 minutes before the commencement time of the relevant paper.
 - (ii) The Chief Invigilator shall make sure that his/her Examination Room/Hall is set out and ready (including placing answer books and other relevant materials on the desks) before allowing any candidates to enter. In case the Chief Invigilator and his/her assistants have more than one examination paper in their hall/ room, they shall make sure that candidates are well informed on the sitting arrangement.
 - (iii) Invigilators must read out fully and clearly the following examination rules/instructions:
 - (a) "You are now under examination conditions – do not open the question paper until I give you permission to do so."
 - (b) "If any candidate is in possession of any unauthorized materials he/she should hand them to me now".
 - (c) "Candidates must not attempt to speak or try to communicate in any way with other candidates."
 - (d) "No candidates will be allowed to leave the room during the first thirty minutes of the examination, nor will they be allowed to leave the room during the last fifteen minutes of the examination. Any candidate who has to leave the room for any reason must seek permission from invigilator and will have to be accompanied by an Invigilator or any other person appointed by the invigilator. The frequency and time a candidate goes outside the examination hall/room shall be recorded".
 - (e) "Answers should be written concisely and in a plain and legible manner in black/blue ink or ballpoint pens. However, flow charts, graphs and diagrams may be drawn in pencil. Candidates are warned that any tendency towards illegibility will operate to their disadvantage."
 - (f) "Rough papers are not allowed. Rough work should be done in your answer book and neatly crossed through. Rough work should never be done on the question paper."
 - (g) "A candidate who requires an attention of invigilator should put up his/her hand and an invigilator will come to them. A candidate shall not leave his/her desk and go to the invigilator."
 - (h) "If a candidate finishes his/her examination paper before the time allowed expires the Invigilator will come to him/her to ensure that all personal details on his/her

answer book have been properly completed. The candidate can then leave the room quietly.”

- (i) “A candidate found guilty of dishonesty in connection with the examination or infringing any of the examination rules and regulations shall be liable to appropriate disciplinary action, which may include expulsion from the examination hall/room and/or disqualification.”
 - (j) “Do you have any questions before we start?”
 - (k) “You may now open your examination paper, do not forget to write all the necessary information on the answer book cover.”
 - (l) “I am timing the examination from now, you may start writing.”
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- (iv) The sealed envelope(s) of the question papers will be in the custody of the Chief Invigilator and the seal shall be broken in the presence of and witnessed by Assistant Invigilator(s) and candidates.
 - (v) Candidates must produce some form of identification before the commencement of the examination. No candidate will be admitted into the examination room/hall unless he/she carries A valid Student Identity Card and appropriate examination identification as determined by the faculty dean.
 - (vi) In order to enable the Invigilators to carry out identification checks as quickly as possible candidates shall be asked to place their examination identification and valid Student Identity cards on their desks.

13.5 The responsibilities of the invigilators during the examination shall be as follows:

- (i) To make sure that each candidate writes his/her Examination Number, Registration Number, Answer Book Number and sign in the Attendance Register/Sheet provided for that purpose.
- (ii) Invigilators shall make sure that they fill correctly and timely all invigilation reports as may be established by the Centre from time to time.
- (iii) Invigilators should ensure that no unauthorized person is allowed into the examination hall/room.
- (iv) Invigilators shall not allow any candidate to leave the examination hall/room with examination paper before the end of examination.
- (v) Invigilators must ensure that any candidate having for some reasons to leave the examination hall/room temporarily may do so only with the permission of the invigilator and will be accompanied by invigilator.
- (vi) If a candidate insists that there is a misprint in examination paper or she/he believes some information is missing, the candidate should be advised to carry on with the rest of the questions while the invigilators try to get some guidance on

the matter from the module lecturer or the Examination officer. If there is any misprint the clarification should be given to all candidates.

- (vii) Invigilators must be on the alert continuously and must maintain constant and effective supervision at all times.
- (viii) If invigilators find a candidate using unauthorized material, that invigilator should make sure that the assistant invigilator witnesses the incidence. The candidate should be made to sign on the material and write and sign a statement on the incident immediately. The incident should be reported to the Head of Examinations department immediately in writing together with all relevant evidence. The candidate shall be left to continue with that examination paper.
- (ix) If Invigilators find that candidates have in any way suffered from adverse conditions or have been unduly upset or disturbed by extrinsic influences they should report to the head of department who will then decide whether to allow extra time for the candidate(s) concerned.
- (x) Respective Head of Department and/or module lecturer(s) who wish to look at or make corrections on a question paper may do so with invigilators' permission once the examination has commenced but on no account must they be allowed to remove a question paper from the hall/room.
- (xi) Invigilators shall ensure that candidates are not disturbed during the examination.
- (xii) The chief invigilator or any of his/her assistants are permitted to make the following announcements in the examination hall/ room:
 - (a) To inform the candidates that there are only 30 minutes remaining before the end of examination;
 - (b) To inform the candidates that there are only 15 minutes remaining before the end of examination and that no candidates shall be allowed to leave the examination hall/room until the end of the examination paper;
 - (c) To remind the candidates to ensure that they have correctly recorded their examination numbers (and not their names) on the cover of their answer books and on every sheet of paper attached to the said answer books;
 - (d) To call upon the candidates to stop writing when the examination time is over.
- (xiii) Invigilators shall inform late candidates (i.e. candidates who arrived at the examination hall/room within the 30 minutes after the commencement of the examination) that they may sit for the examination but there shall be no extra time to be given.
- (xiv) Invigilators shall inform late candidates (i.e. candidates who arrived at the examination hall/room in more than 30 minutes after the commencement of

the examination) that they are not allowed to sit for the examination and shall advise them to report to the faculty dean who will determine the appropriate course of action.

- (xv) Invigilators shall write and keep the records of all events occurred during the examination, including but not limited to that of late candidates, examination irregularities any other misconducts and submit the records to the examination office or to the Registrar for records and other appropriate actions.

13.6 The responsibilities of the invigilators at the end of the examination shall be as follows:

- (i) To require the candidates to remain seated, until all scripts have been collected.
- (ii) To make any announcement as deemed fit to ensure orderly collection of examination answer books. Any candidate who fails to abide by the Invigilator's call to stop writing, remain seated or who act against the examination rules shall be reported to the Registrar.
- (iii) To ensure that all examination answer books have been collected and verified against the attendance sheet.
- (iv) To verify that student's identity card and examination identification conform to the information written by candidate on the examination answer book.
- (v) To ensure that all examination answer books are serially arranged on the basis of examination numbers
- (vi) To ensure that all examination answer book(s) relating to candidate(s) with examination irregularities is (are) serially arranged on the basis of examination numbers and are submitted to the examination's office in separate envelope(s).
- (vii) To ensure that all examination answers books and invigilation reports are personally delivered to the examinations office immediately.

14. EXAMINATION IRREGULARITIES

14.1 A student engaging in an examination irregularity shall be discontinued from studies by the Deputy Rector-Academics, Research and Consultancy upon recommendation from the Examinations Irregularity Committee.

14.2 A student who has been discontinued from studies due to examination irregularity shall be informed in writing of his/her right to appeal against the decision to the Senate. The appeal must be submitted within seven (7) working days from the date of receiving the letter for discontinuation.

14.3 The student's appeal shall be handled by the Senate Examinations and Appeals Committee which shall prepare and submit a recommendation to the Senate.

- 14.4 The Senate may impose a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate. The only lesser penalty that may be imposed by the Senate is to allow the candidate to repeat a year of study.
- 14.5 A candidate who has been allowed by the Senate to repeat a year of study due to commission of an examination irregularity shall be discontinued from studies if found guilty of committing any other examination irregularity.
- 14.6 For the purpose of these Examination Regulations, examination irregularities include but not limited to:
- (i) Verbal communication and/or gesturing,
 - (ii) Having and/or using unauthorized written materials in any form,
 - (iii) Exchanging of documents or answer scripts,
 - (iv) Helping or being helped by other student(s),
 - (v) Plagiarism,
 - (vi) Removing examination script from an examination venue
 - (vii) Tearing any part of the examination script/answer book
 - (viii) Enter into an examination room with unauthorized materials including, but not limited to, purses, electronic equipment's such as cell phones, pagers, programmable calculators, chewing gum, water, food and other materials as determined by the Centre.
 - (ix) Borrowing of materials from other candidate(s) in the course of examination, unauthorized materials including but not limited to, calculators, rulers, pens/pencils, and slide rules among candidates during examination without prior permission from invigilators.
 - (x) If water is necessary on medical ground, then the student shall first seek permission.
 - (xi) Any other act such as causing disturbance in or near an examination room and/or interfering the invigilator from performing his/her duties in the course of the examination as determined by the Centre.
- 14.7 Any detected examination irregularity shall be immediately reported in writing by the invigilator(s) to the Head of Examinations Department who shall present the case to the Examinations Irregularity Committee.
- 14.8 Upon receiving the written report on examination irregularity the Head of Examinations Department shall arrange for the Examinations Irregularities Committee to meet immediately and deliberate on the reported irregularity. The Committee shall take action and communicate its decisions to the Rector.
- 14.9 The status of a student, who has been discontinued from studies due to an examination irregularity, shall be designated as irregularity discontinuation.

15. ASSESSMENT

15.1 Assessment in all modules shall be by end of semester examination and course work. The final examination shall be independently assessed and shall have a weight of 60% in the total assessment and coursework shall have a weight of 40% for undergraduate programmes. The weight for all postgraduate programmes shall be 50% for coursework and 50% for final examinations.

15.2 The pass mark for each module shall be 50% for Basic Certificate, Technician Certificate and Postgraduate programmes. The pass mark for an Ordinary Diploma programme shall be 45% while for Higher Diploma and Bachelor Degree programmes shall be 40%. In all cases a candidate must obtain at least 33.3% of the end of the semester/trimester/block examination marks, that is to say a candidate must score at least one third (1/3) of the maximum score of the end of semester/block/trimester examination.

The candidate must also obtain at least 25% of the total coursework marks, that is to say one quarter (1/4) of the weight of the coursework as well as for each individual component of the coursework for undergraduate programmes. At postgraduate level the candidate must obtain at least 50% for the final semester/trimester/block examination and 50% for the coursework as well as for each individual component of the coursework.

15.3 For the purpose of course work a minimum of two (2) class tests must be conducted in every module. However, coursework shall include all tests and other assessments conducted during the semester.

15.4 All coursework assessments (except class tests) shall be done under ‘open examination’ conditions as shown in the table below:

ASSESSMENT INSTRUMENT	AUTHORIZED MATERIALS	INVIGILATION	ADMINISTRATION
Quizzes	Students to use lecture and/or tutorial notes to answer quizzes	To be written in the lecture theatre during the respective module period	Topics of quizzes could be given to students a week earlier for preparation
Take-home	Required readings and notes based on them only.	Writing of the assignment to be done in the lecture theatre during the respective module period.	Students to be given take-home work for preliminary preparations a week earlier.
Case studies	Required readings plus recommended	Group reports to be written in the lecture	Case study guidelines and instructions should be

ASSESSMENT INSTRUMENT	AUTHORIZED MATERIALS	INVIGILATION	ADMINISTRATION
	sources	theatre during the respective module period, or other time set for that purpose. Any oral (PPT) presentations should be based on the written group reports.	clearly stipulated. Students to be given two weeks to prepare materials for report and presentation (PPT slides).
Other*	Based on either lecture/tutorial notes, required or recommended readings.	To be done in lecture theater under relevant and appropriate invigilation procedures.	Depending on the nature of the assessment instrument.
Fieldwork	Materials (hard, soft) not related to intended aims/ objectives and scope of fieldwork will not be considered as authorised	Time spans (hour, date day) of supervision should be indicated in the student's logbook. Both reports and logbooks to be submitted on the same day and in a lecture room with students signing as is done in writing other examinations	Special instructions for both supervisors should be stipulated very clearly as is the case for class invigilators. These could be prepared in the form of a checklist or list of terms of reference for easy monitoring and evaluation.

15.4 There shall be fieldwork for all undergraduate students in which students will perform various activities in different organizations where they will be attached for a period as specified in respective curricula.

- (i) A student who fails to secure fieldwork placement shall be required to undertake a project to be supervised by an assigned lecturer.
- (ii) Full time lecturers at the Centre shall visit students during their fieldwork for assessing their performance. In case a student is far, the NSO nearby will assist to supervise the student. The final assessment of the field work shall be provided by the assigned supervisor who shall consider the student's logbook and the report written by the students as a product of the field work.
- (iii) Fieldwork reports shall be submitted to the respective department at the date that shall be set by the Centre and communicated to the students. Late

submission of the field work reports shall not be accepted and shall be considered as fail.

- (iv) A student failing in fieldwork assessment shall be allowed to resubmit the report only once during the supplementary session for that academic year and the maximum grade shall be C.
- (v) The resubmitted report shall be assessed exclusively on the basis of the report. However the student shall be required to submit a copy of the daily logbook when resubmitting the report.
- (vi) Students failing to go to their allocated fieldwork stations and who shall not do the project arranged by the Centre without acceptable reason(s) shall be considered to have absconded and shall be discontinued from the studies.
- (vii) A student who fails and is required to repeat a year or semester of study as the case may be, shall not be required to redo the fieldwork provided he/she had passed the same for the respective year of study.

15.5 Students in Postgraduate programmes shall undertake research projects as part of their assessment.

- (i) Each student shall be allocated a supervisor who will guide him/her throughout research project process.
- (ii) The research project shall be assessed exclusively on the basis of the research project report and shall be graded as other modules taught in the programme.
- (iii) A student who wishes to graduate in the year of his/her initial registration the research project report shall be required to submit to the supervisor two months after the end of the second semester examinations.
- (iv) The supervisors shall assess and mark the report on the basis of project marking guidelines issued by the Centre and submit the marked research reports to the head of department two weeks after the submission of the research reports by a student.
- (v) Candidates whose research reports were timely submitted but failed shall be allowed to resubmit their fieldwork reports only once and the maximum score and grade shall be the pass mark and C respectively.
- (vi) Candidates who will not submit their research reports to the supervisor two months after the end of the second semester examinations of his/her initial registration year shall be allowed to submit their reports any time up to the end of second semester examinations of the following academic year.
- (vii) Any research report submitted late on first attempt shall be considered as failed and be marked and graded as resubmitted report. Any research report submitted late for resubmission shall be deemed to have failed and discontinued.

- (viii) A Candidate who will fail his/her research report in the first attempt shall be allowed to resubmit the report only once, within six(6) months counted from the date of research report result.
- (ix) Candidates who fail to submit or resubmit their research project reports within the stipulated time or who fail in resubmitted research project reports shall be considered to have failed the course and shall be discontinued from studies.

15.6. Students in Masters Programme shall undertake Dissertation work as part of their assessment following the guidelines and regulations for Masters Students provided by EASTC.

1.1. Masters Students' Responsibilities

The responsibilities of the Masters student with respect to dissertation/thesis shall be:

- (a) To develop an acceptable research proposal for the dissertation/thesis work
- (b) To maintain regular contact with the supervisor(s);
- (c) To prepare work plan for conducting dissertation/thesis and submitting it to the supervisor for approval;
- (d) To maintain progress in accordance with the agreed work plan;
- (e) To attend specific taught courses and any other training sessions identified by the supervisor(s);
- (f) To present the research proposal to the DDTAP;
- (g) To prepare and submit monthly reports on progress of the research to the supervisor and keep the records of the proceedings during all meetings with supervisor,
- (h) To make himself / herself aware of, and abide with, the Examination Regulations and the requirements of these guidelines;
- (i) To avoid plagiarism;
- (j) To propose and decide, after consultation with the supervisor, when to submit the dissertation/thesis;
- (k) To exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities;
- (l) To submit all forms and copies of dissertation/thesis to the department as required by these guidelines.

1.2. Conflict Resolution during Supervision

1.2.1. In the course of the student's research, a situation may develop where one or more of the following may happen:

- (i) A breakdown in communication between the student and the supervisor;
- (ii) Personal clashes and conflicts between the student and the supervisor;
- (iii) A hostile relationship between the student and the supervisor;

- (iv) Refusal by the student to follow the supervisor's advice
- (v) The competence of supervisor is not reflecting the student's research.

1.2.2. When any of the above situations occurs, the supervisor and/or the student shall report the problem, in writing, to the Head of the Department, with a copy to the DR - ARC.

1.2.3. The Head of Department shall study the nature of the problem and recommend to the DR - ARC, one of the following actions:

- (i) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
- (ii) The student be transferred to another supervisor (where possible and necessary);
- (iii) The supervisor shall be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative (ii) above may be followed.
- (iv) An advisory panel be established by the Head of Department to guide the student, if there is no any other person in the Department who has the expertise to supervise the student; and
- (v) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor.

2. PREPARATION AND SUBMISSION OF DISSERTATIONS/THESES

2.1. Introduction

Candidates must follow the specifications laid out in these guidelines when preparing their dissertations/theses. Candidates who will NOT follow these specifications, their dissertations/ theses WILL NOT be accepted. Any questions or clarification on any aspect of these arrangements and requirements shall be directed to the respective Head of Department.

2.2. Preparing the Dissertation/Thesis Manuscript

2.2.1. Masters dissertation/thesis shall have the minimum of 70 pages and maximum of 100 pages with a tolerance of 10% above this limit, i.e. up to 10 extra pages, including appendices and footnotes.

2.2.2. Candidates shall use gender neutral language in writing their dissertations/theses unless the nature of the research requires the use of gender specific language.

2.2.3. The dissertation/thesis shall be written in the English Language.

2.2.4. Candidates shall note that typing/word processing of the dissertation/thesis is not part of the duties of EASTC.

2.2.5. The dissertation/thesis must be printed on A4 (210 x 297 mm), acid free white quality paper.

2.2.6. Candidates shall paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., i, ii, iii, etc) beginning with the title page. The body of the dissertation/thesis pages shall be numbered in Arabic numerals

(i.e., 1,2,3,4, etc) consecutively throughout. The page numbers shall appear in the lower right corner of the page. Page number shall not appear on the Title page.

2.2.7. Text must be in the following format:

- (a) Typewritten/word-processed
- (b) In a font of 12 points (Times New Roman)
- (c) Double spaced and evenly distributed with full justification
- (d) Clear where a new paragraph is starting
- (e) The left-hand margin must be 4.0 cm from the left edge of the paper
- (f) The right-hand margin must be 2.5 cm from the right edge
- (g) The top margin shall be 4.0 cm from the top of the page
- (h) The bottom margin must be 2.5 cm from the bottom of the paper
- (i) Printed on single-sided pages only
- (j) Bound such that it is readable in the right hand side pages only

2.2.8. The title page must be arranged as follows:

- (a) The main title of the dissertation/ thesis must be written in CAPITALS (centered) in 14 points bold fonts. A sub-title shall be written in capital followed by lower case letters i.e. Title Case.
- (b) The name of the author shall be inserted at the centre of the title page and written in Title Case, 12 points bold.
- (c) The following words must be inserted below the author's name: "A Dissertation/Thesis (whichever is applicable) Submitted in Partial Fulfillment of the Requirements for the Degree of (insert name of the degree) of the EASTC";
- (d) The date (month and year) of completion of the dissertation/thesis (i.e. the year when the final corrections, if any, to the dissertation/thesis were made) shall be inserted below words indicated in part (c) above.

2.2.9. In a single bound volume, dissertation/thesis material shall be arranged in the following sequence:

- (a) Cover page
- (b) Title page
- (c) Certification
- (d) Author's Declaration and Copyright
- (e) Acknowledgements
- (f) Dedication, if any
- (g) List of abbreviations/acronyms used
- (h) Abstract
- (i) Table of contents
- (j) List of tables, figures, illustrations, etc
- (k) List of accompanying material, if any
- (l) Main text divided into chapters, sections, etc
- (m) Bibliography
- (n) Appendices

2.3. Proof-reading and Editing

- 2.3.1. Candidates shall ensure that the written dissertation/thesis demonstrates a high standard of proof-reading and copy editing (including attention to layout, spelling, grammar, sentence structure). The dissertation/thesis shall be checked for accuracy, including references, cross-references and sequences of numbers. Figures, diagrams and tables must be numbered sequentially in the manuscript.
- 2.3.2. Candidates shall note that, as a general rule, supervisors are not expected to edit a dissertation/thesis. If a dissertation/thesis requires editing, the supervisor(s) may advise the candidate of the need and, if appropriate, give advice on where to obtain help with typographical proof-reading and editing.
- 2.3.3. Costs accrued from editorial works are responsibility of the candidates.
- 2.3.4. Candidates are responsible for ensuring that no changes are introduced to the intellectual content in the process of typographical editing.

a. Certification

The supervisor(s) shall certify that they have read the dissertation/thesis, and found it to be in a form acceptable for examination before the submission of the dissertation/thesis to the Department. The supervisor shall sign to certify both loose bound and final/hard bound copies.

b. Declaration by the Candidate

Every dissertation/thesis submitted for a Master's degree of the EASTC must be accompanied by a declaration of the candidate stating that it is the candidate's own original work, and that it has not been submitted for any degree award in any other Institution of Higher Learning.

c. Statement of Copyright

The dissertation/thesis shall contain the following statement of copyright by the author: "This dissertation/thesis is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments. No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or EASTC".

d. Acknowledgements

In this section, the candidate shall acknowledge the people or institutions that rendered support or other assistance, which made the execution of the dissertation/thesis work possible.

e. Abstract

The abstract shall be concise but comprehensive. It shall be on one page, if possible. The abstract shall highlight the important points of the dissertation/thesis, including the main purpose/objective of the study, key methodological points, main findings/results and the main conclusions.

f. Table of Contents

The candidate shall include a Table of Contents. This can be generated automatically from the text or prepared manually. The list of tables, figures and illustrations shall each be included on a separate page and arranged in the same format as the Table of Contents in the pages immediately after the Table of Contents.

2.10. Body of Text

- 2.10.1. Tables, figures, diagrams and plates shall be numbered in separate sequences, and shall be cited/ referred to in the text. Each table and illustration shall have a full caption.
- 2.10.2. The text shall contain a comprehensive Introduction covering Background of the study, if necessary, Statement of the Research Problem, Objectives and Hypotheses (or Research Questions); Literature Review; a details of the Research Methodology used in the study, Presentation and Analysis of the Results; discussion of the Results, and possibly also suggestions for further research.

2.11. References

- 2.11.1. All sources cited in the text shall be included in the list of references.
- 2.11.2. References shall be arranged in alphabetical order at the end of the dissertation/thesis, using Harvard system of referencing.

2.12. Appendices

Appendices shall contain detailed data or information that explains the summaries provided in the main text. All appendices must be referred to in the text.

2.13. Submission of Dissertations/Theses

- 2.13.1. Candidates intending to submit their dissertations/theses shall give the Faculty office at least two weeks prior notice in writing by filling in an “Intention to Submit Form (i.e. EASTC/MDT/F.4).
- 2.13.2. No dissertation/thesis examination arrangements will be made unless a candidate has given notice of intention to submit.
- 2.13.3. Candidates shall not submit their dissertations/theses until their main supervisors have had an opportunity to comment on the dissertation/thesis, and have certified in writing that the dissertation/thesis is ready for examination.
- 2.13.4. Candidates shall initially submit four (4) copies of dissertation/thesis in a loose bound form to the Department.
- 2.13.5. After satisfactorily having completed all the corrections recommended by examiners, the candidate shall submit four (4) copies of hardbound dissertation/thesis to the Department for distribution to relevant offices and individuals. Each copy shall be bound in black washable buckram with stiff boards.
- 2.13.6. The spine shall be embossed in gold, bearing:
 - (a) The surname and initials of the candidate;
 - (b) The degree for which the dissertation/thesis has been submitted; and

(c) The year of degree award.
The writing on the spine shall read from the bottom to the top.

2.13.7. The title of the dissertation/thesis shall be printed in gold letters on the front cover of the hardbound volume.

2.13.8. Candidates may arrange the binding of their dissertation/thesis with any binding firm provided they follow the specifications indicated in these guidelines.

2.13.9. Additional advice on the binding shall be sought from respective department.

2. ASSESSMENT OF MASTERS' DISSERTATIONS / THESES

3.1. Before commencing research for dissertation/thesis a candidate shall submit the research proposal for final approval to the Department.

3.2. Each candidate shall present his/her research proposal to the DDTAP and other invited research community.

3.3. The DDTAP members shall assess the presented research proposal on the basis of submitted written proposal and recommend one of the following:

- (a) Approve the proposal without condition
- (b) Approval the proposal with revision
- (c) Rejection the proposal

3.4. At the end of the presentation of the research proposal the DDTAP shall prepare a report to be submitted to the Faculty Dean for final approval. The report shall include among other things a score out of 20.

3.5. Every dissertation/thesis shall be examined by at least two examiners who are specialists in the area. At least one of these must be external to EASTC to be appointed by relevant authority as per examination regulation.

3.6. Internal examiners must be members of the academic staff of EASTC.

3.7. The candidate's supervisor may or may not act as the internal examiner.

3.8. The examiners shall be required to submit their assessment on the dissertation/thesis within a period of one month from the date of receipt of the dissertation/thesis.

3.9. If the assessments are not received one month after initial deadline, new examiners shall be appointed.

3.10. Each examiner assessment shall be summarized in "Dissertation/Thesis Examiners Report Form" (i.e. EASTC/MDT/F.6). The report shall conclude by recommending one of the following:

- (a) The dissertation/thesis is acceptable as it is;

- (b) The dissertation/thesis is acceptable subject to typographical corrections/minor revisions;
 - (c) The dissertation/thesis is acceptable (i.e. the score is at least 50% of the marks allocated to the dissertation/thesis report) subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The dissertation/thesis is NOT acceptable (i.e. the score is less than 50% of the marks allocated to the dissertation/thesis report) but the candidate may be allowed to revise and re-submit the dissertation/thesis for re-examination;
 - (e) The dissertation/thesis is rejected outright.
- 3.11. The examiners shall assess the dissertation/thesis on the basis of the given assessment form.
- 3.12. Where the examiners differ significantly (i.e. one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the Department shall examine the case and recommend the appointment of independent examiner;
- 3.13. Every student shall defend his/her dissertation/thesis in a panel of at least three experts to be appointed by the respective faculty. The expert shall assess the ownership and understanding of the dissertation/thesis using appropriate form (i.e. EASTC/MDT/F.7).
- 3.14. The faculty through respective department shall determine the candidate's dissertation/thesis final grade from recommendations of the DDTAP, examiners reports and report from panel of experts. The weightings shall be 20% for Research Proposal, 50% for Dissertation/Thesis and 30% for Viva Voce. The candidate will be considered to have passed the dissertation/thesis if the overall weighted score is at least 50% irrespective of the score in the dissertation/thesis report.
- 3.15. A dissertation/thesis report passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date the dissertation/thesis results was communicated to student by respective Head of Department. The Internal Examiner shall verify the corrections.
- 3.16. A dissertation/thesis report passed subject to substantial corrections and revisions must be submitted for degree award within two months from the date the dissertation/thesis results was communicated to student by respective Head of Department. The Internal Examiner shall verify the corrections.
- 3.17. A dissertation/thesis report not accepted in accordance with Guideline 4.10(d) above must be re-submitted for examination within four months from the date the

dissertation/thesis results was communicated to student by respective Head of Department.

- 3.18. The re-submission of the dissertation/thesis report is only once.
- 3.19. Where the examiners are not in agreement in their assessment after re-submission, Guideline 4.12 shall apply.
- 3.20. A candidate who failed the dissertation/thesis in accordance with Guideline 4.14 above will not be required to resubmit the dissertation/thesis report.
- 3.21. Subsequent publications from a dissertation/thesis submitted for a Masters degree of the EASTC must contain a statement that the work is based on a dissertation/thesis submitted to the EASTC.
- 3.22. EASTC shall pay honoraria to the External and Internal Examiners at the rate prescribed by EASTC and upon receiving detailed reports and summary reports of the dissertation/thesis under examination. The claims shall be made through filling in the appropriate form (i.e. EASTC/MDT/F.8).

16. GRADING SYSTEM

16.1 Grading System for Basic Technician Certificate (NTA Level 4)

The grading system for a Basic Technician Certificate (NTA Level 4) shall be as below:

Grade	Definition	Grade Points	SCORE RANGE
A	Excellent	4	80% – 100%
B	Good	3	65%– 79%
C	Average	2	50% – 64%
D	Poor	1	40% – 49%
F	Failure	0	0% – 39%
I	Incomplete	-	-

The pass mark for Technician Certificate (NTA Level 4) shall be 50%.

16.2 Grading System for Technician Certificate (NTA Level 5)

The grading system for Technician Certificate (NTA Level 5) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE
A	Excellent	4	(80% - 100%)
B	Good	3	(65% - 79%)
C	Average	2	(50% - 64%)
D	Poor	1	(40% - 49%)
F	Failure	0	(0% - 39%)

The pass mark for Technician Certificate (NTA Level 5) shall be 50%.

16.3 Grading System for Ordinary Diploma (NTA Level 6)

The grading system for Ordinary Diploma (NTA Level 6) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	(75% - 100%)
B+	Very Good	4	(65% - 74%)
B	Good	3	(55% - 64%)
C	Average	2	(45% - 54%)
D	Poor	1	(35% - 44%)
F	Failure	0	(0% - 34%)

The pass mark for Ordinary Diploma (NTA Level 6) shall be 45%.

16.4 Grading System for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Levels 8)

The grading system for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	(70% - 100%)
B+	Very Good	4	(60% - 69%)
B	Good	3	(50% - 59%)
C	Average	2	(40% - 49%)
D	Poor	1	(35% - 39%)
F	Failure	0	(0% - 34%)

The pass mark for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level) shall be 40%.

16.5 Grading System for Postgraduate

The grading system for Postgraduate Diploma shall be as follows:

GRADE	DEFINITION	SCORE RANGE
A	Excellent	(80% - 100%)
B+	Very Good	(70% - 79%)
B	Good	(60% - 69%)
C	Average	(50% - 59%)
F	Fail	(0% - 49%)

The pass mark for Postgraduate Diploma shall be 50%.

16.6
system
shall be

GRADE	DEFINITION	SCORE RANGE
A	Excellent	(70% - 100%)
B+	Very Good	(60% - 69%)
B	Good	(50% - 59%)
C	Average	(40% - 49%)
D	Below Average (poor)	(35 - 39%)
F	Fail	(0%- 34%)

**The grading
for Master's degree
as follows:**

The pass mark shall be 50%

PhD grading system shall be included in the next version

16.7. The Centre shall apply the grading system to grade students according to the programme they are registered for. If a student was registered for a particular programme but for some reasons he/she has to dropout pre-maturely, the grading system for the programme he/she qualifies for shall be used.

16.8 Application of the Grading System

The Centre shall apply the grading system to grade students according to the programme they are registered for. If a student was registered for a particular programme but for some reasons he/she has to drop prematurely, the grading system for the programme he/she qualifies shall be used.

17. PROCEDURE FOR COMPUTING GRADE POINTS AVERAGE (GPA)

The aggregate Grade Point Average (GPA) shall be used for the purpose of classifying awards. The aggregate GPA for all modules shall be calculated using the following procedure:

- (i) The letter grades obtained shall be converted into “points” as shown on 15.1 to 15.5.
- (ii) The credits for modules taken in each programme shall be used to determine the weight of each module. The credits for each module are shown in the programme curricula.
- (iii) To get the score for the course, the points in (i) shall be multiplied by the module credits in (ii).
- (iv) The total score for the programme shall be the sum of scores for all modules taken as calculated in (iii).
- (v) To get the GPA, total score in (iv) shall be divided by sum of credits for all modules taken.

18. EXAMINATION RESULTS APPEAL PROCEDURES

A student who is not satisfied with his/her provisional examination results shall have the right to appeal against such results provided that he/she provides sufficient justification for the appeal acceptable by the Registrar. If an appeal is inevitable the following procedures shall be followed:

- 18.1 The appeal shall have to be submitted in writing to the Registrar within fourteen (14) days counted from the day of release of the provisional results.
- 18.2 An appeal shall be accompanied by a non-refundable fee to be determined by the Centre.
- 18.3 Registrar shall submit all examination results appeals to the Senate Examinations and Appeals Committee for review, assessment and recommendations.
- 18.4 The Registrar shall there after present details of each appeal and recommendations from the Senate Examinations and Appeals Committee to the Senate for deliberations and approval.
- 18.5 The decision or ruling of the Senate shall be final and conclusive. No correspondence or debate with the Committee or Administration by any student about the subject shall be entertained thereafter.

19. CONDITIONS FOR PROGRESSING FROM SEMESTER TO SEMESTER AND FROM YEAR TO YEAR

- 19.1 A student shall be allowed to proceed to the second semester of any year of study if he/she passes all modules examined in the first semester of that year of study.
- 19.2 A student shall be allowed to proceed to the second semester of any year of study if he/she has incomplete results provided that he/she completed all coursework for the modules examined in the first semester of that year of study. The status of such a student shall be denoted as incomplete.

- 19.3 A student shall be allowed to proceed to study any module in the next semester of any year of study if he/she passes all prerequisite modules of the particular module examined prior to the particular semester of study.
- 19.4 A student shall be allowed to proceed from one year of study to another if he/she passes all modules examined in the two semesters of the preceding year of study.

20. CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS

- 20.1 Supplementary examination(s) will be done after the release of end of semester examination results of each particular semester in a year of study. A candidate who fails in the first attempt shall be allowed to take supplementary examinations provided that he/she does not fail in more than three-quarter (3/4) of the modules examined during that semester; for example for a candidate who sat for examination in six (6) modules should not fail in more than four (4) modules.
- 20.2 A supplementing candidate shall be assessed exclusively on the basis of his or her supplementary examination results and his/her course work scores shall not be taken into account. The grade for supplementary examination shall be C for any pass mark score or above and E or F otherwise depending on the grading system of the relevant programme.

21. CONDITIONS FOR REPEATING THE FAILED MODULES

- 21.1 A student shall be allowed to repeat failed modules in the respective semester of the following academic year and pay tuition fees of the year concerned and other related costs as determined by the Centre.
- 21.2 A student who is allowed to repeat modules shall also be required to attend lectures and/or tutorials and to do all other coursework arrangements and shall be subjected to normal grading system.
- 21.3 A student who is allowed to repeat modules shall not be allowed to continue with the following academic year concurrently.
- 21.4 In order to repeat a module the following conditions/rules shall apply:
- (a) The repeated module(s) must have been done and failed as a supplementary during supplementary session.
 - (b) To repeat module (s), a student must pass all other modules except the repeated ones.
 - (c) Examinations for the repeated modules shall be done during the normal semester examination and supplementary examination sessions.
- 21.5 In allowing a student to repeat, the Centre, among other things shall consider the following maximum registration period allowed for the following programmes:

PROGRAMME	DURATION (YEARS)	MAXIMUM REGISTRATION PERIOD (YEARS)
Certificate	1	3
Ordinary Diploma	2	4
Bachelor Degree	3	5

A student shall only repeat modules for a maximum of two (2) years in the respective semester after failing in supplementary examination provided that a student has not exhausted his/her registration period and if he/she:

- i. Fails less than three-quarter of the modules examined during the first semester and/or fails less than three-quarter of the modules examined during the academic year.
- ii. Fails supplementary examination(s) in the respective modules.
- iii. A student who is eligible to repeat a semester may be allowed by faculty dean to postpone it once on acceptable grounds and the permission shall be reported to the respective Faculty Board.
- iv. A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the faculty dean and the permission shall be reported to the respective faculty Board.
- v. A student who postpones a semester will only re-join in the next year of study. Such a student will have to re-do all the coursework.

22. CONDITION FOR REPEATING A YEAR

A Student shall repeat a year if he/she:

- i. Fails in more than three-quarter (3/4) of the modules examined during the first semester.
- ii. Fails in more than three-quarter (3/4) of the modules examined during the entire academic year. This will be considered in the second semester of the academic year.
- iii. Fails in repeated modules carried forward for less than three consecutive years.

23. CONDITIONS FOR DISCONTINUATION FROM AND RE-ADMISSION TO STUDIES

23.1 A student shall be discontinued from studies at the Centre if he/she:

- (i) Absents himself/herself from the examination without permission by the faculty dean or for valid reason(s).

- (ii) Is proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline even if unrelated to academic matters.
- (iii) Fails in repeated modules carried forward for more than three consecutive years.
- (iv) Fails to attend a Fieldwork placement allocated to him/her and has not done the project assignment arranged by the Centre without acceptable reason(s) determined by the faculty dean.
- (v) A Postgraduate candidate who fails to submit or resubmit his/her research project report within the stipulated time or who fails in resubmitted research project report.

23.2 A student who has earlier been discontinued from a programme of study on academic grounds other than involvement in an examination irregularity may be enrolled again to his/her former programme or any other programme offered by the Centre after the lapse of one year, subject to having satisfied the applicable entry requirements. Re-admission in the same programme shall be done only once.

23.3 A student who was discontinued from any course on disciplinary grounds shall not be re-admitted to the Centre in any course.

24. CLASSIFICATION OF AWARDS

The GPA calculated in section 16 shall be used in classifying the awards. In each case, the calculation of GPA shall be a truncated score to one decimal place. For example 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9. The classification of award at a particular level shall reflect the grading system in the same level.

(i) Award Classification for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5)

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

(ii) Award Classification for Ordinary Diploma (NTA Level 6), Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8)

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

(iii). Awards classification for Masters Degree

Class of Award	Cumulative GPA
Distinction	4.4 – 5.0
Merit	3.5 – 4.3
Pass	2.0 – 3.4

(iv) Awards for Postgraduate programmes are not classified.

25. CERTIFICATES, CERTIFICATION AND ACADEMIC TRANSCRIPTS

- 25.1 The Regional Advisory Board shall award certificates for Degrees, Diplomas or other awards to such students as shall be recommended by the Senate to the Regional Advisory Board for conferment of such degrees, diplomas or other awards after graduation.
- 25.2 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Centre shall be charged for preparing an academic transcript. Any graduate desirous of obtaining a transcript(s) shall submit an application for such an academic transcript(s), a clearance form and one current passport size photograph for the preparation of academic transcript.
- 25.3 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Centre shall be charged for certifying each copy of the Centre’s certificates and academic transcripts.
- 25.4 In case of either loss or total or partial destruction of the original certificate the Centre may issue a copy on condition that:
- (i) The applicant produces a sworn affidavit;
 - (ii) The replacement certificate shall be stamped “COPY” across it;
 - (iii) The applicant must declare the loss in local newspapers and a copy of the advertisement be produced to the Centre;
 - (iv) The applicant will have to wait for not less than 12 months after the declaration of the loss in newspapers;
 - (v) A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances;
 - (vi) An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Centre shall be charged.

- 25.5 For a student to qualify for the best student award, the student must have had not supplemented or postponed an examination or part of it.

26. GUIDELINES PERTAINING TO SETTING, PROCESSING, MARKING OF EXAMINATIONS AND RELEASE OF EXAMINATION RESULTS

26.1 General

Examinations are an integral element of professional education at the Centre. The Centre shall always strive to see to it that the examination process is well conducted and appropriately guided to attain its intended goals.

26.2 Objectives of the Centre's Examination

The general aims of the examination at the Centre shall include:

- (i) To measure the competencies of students
- (ii) To measure professional and/or academic attainment.
- (iii) To serve as a means of prediction of success for higher learning and/or in professional career;
- (iv) To motivate students to learn and instructors to teach better;
- (v) To service as a teaching instrument to assess the success of attainment of the objectives of professional education.

26.3 Setting of Examinations

- (i) The instructor(s) who has taught the module(s) in a particular semester shall be responsible for setting the examination in such module(s).
- (ii) Where more than a single class or stream is using the same module description, a uniform examination shall be set for all classes or streams.
- (iii) Only under special circumstances any other module lecturer(s) shall be associated with the exercise of setting such an examination.

26.4 Time for Setting End of Semester Examination

End of Semester examination paper shall be set one month before the beginning of the final examinations session to ensure timely moderation of such an examination.

26.5 Procedure to be followed in Processing an Examination

The module lecturer(s) shall be responsible for processing such module examination. Specifically, in processing the examination papers:

- (i) A uniform format shall be issued to all lecturers to guide them on how the examination papers should appear.
- (ii) The module lecturer(s) shall be responsible for setting, word-processing, and security of the examination.

- (iii) Printing of examination papers shall be done by the module lecturer(s) using printing facilities set aside for that purpose.
- (iv) Printing of examinations and reproduction of the examination papers according to the number of candidates will be done a day before the examination date. The module lecturer(s) must ensure that no traces of her/his examinations contents are left in any electronic media (computer, photocopiers, etc.) during processing. For this purpose, in order to prevent unauthorized electronic access to the examinations being processed, any computer being used for examination processing should not be connected to the Local Area Network (LAN).
- (v) The faculty dean shall organize the moderation of the end of the semester examination papers for all modules under the management of that faculty.
- (vi) Moderation of examinations shall be done within the premises of the Centre in the presence of the module lecturer(s), or else the permission from the Rector must be sought.
- (vii) If information on a particular examination paper leakage is received from a reliable source, such examination paper shall be nullified and replaced and a thorough investigation launched by the relevant Dean. Disciplinary measures that will lead to expulsion shall be taken against the culprit.
- (viii) The Registrar shall ensure that Centre's marked examination answer scripts are externally moderated.

26.6 Steps to develop a good examination paper

While setting the end of the semester examination paper or class test, the following routine shall be a guide on steps to develop a good examination/class test paper:

- (i) Decide upon the purpose of the test or examination paper.
- (ii) Consider the various sub-enabling outcomes of the module and how they might best be assessed.
- (iii) Divide the module into main examinable areas and ensure that each receives a fair ratio of questions, and
- (iv) Ensure that the questions test different levels of understanding including but not limited to knowledge of facts and conventions, understanding concepts and principles, ability to apply the methods to new problems, knowledge of day-to-day application of principles and understanding the cutting edge technology in the relevant field.

26.7 The quality of an examination paper

- (i) The Centre's examination papers shall avoid being vague and ambiguous or repetitive in content, and shall be of such standard as is appropriate for a professional institution of higher learning.
- (ii) Leaking end of the semester examination questions to candidates or students prior to the examination through class tests, assignments and otherwise is prohibited.

- (iii) The setter shall ensure that the question paper is free from mistakes and omissions before it is submitted to the moderator.

26.8 Nature of examination questions

The Centre's examination paper questions may take various forms including:

- (i) Multiple-choice question
- (ii) True-false question
- (iii) Matching questions
- (iv) Short answer questions
- (v) Essays and problems (including case analyses),

However, depending on the module examined, the Centre's examination paper shall be structured to include a combination of various forms of questions as mentioned above.

26.9 Optional Questions

The setter of a given Centre's examination paper is allowed to include optional questions in a paper provided that relevant instructions are given to the candidates.

26.10 Considerations in Timing of Examination

In order to ensure proper timing of the examination paper the setter shall invariably work out the questions set to establish the actual time an average candidate requires to answer the questions.

26.11 Duration of the Centre's Examination

The Centre's examination paper shall normally take three hours each, except in case of Technician Certificate courses where the examination paper may take only two hours or two and a half hours in case of Ordinary Diploma.

26.12 Model Answer and Marking Schemes

The setter shall also prepare the model answers and marking scheme to be used in guiding the allocation of marks.

26.13 Moderation of End of the Semester/Supplementary Examinations

The faculty dean shall ensure that the end of semester/supplementary examination papers, are reviewed by the External Examiners appropriately appointed by the relevant authority. The following shall be presented to the external examiner for moderation of the exam paper:

- i) Module syllabus
- ii) Assessment plan
- iii) All coursework assessments administered for that module
- iv) Proposed examination paper

26.14 Conflict of Views between Internal and External Examiners

Where the External and the Internal Examiners fail to agree on the final version of the examination paper, the problem shall be referred to the respective Faculty Dean. The Dean shall seek a third opinion from another external examiner for guidance.

26.15 Marking

During the marking session of the final examination papers the following shall be observed.

- (i) The marking of the scripts shall start immediately after the end of the examination paper.
- (ii) The examination scripts shall be in the custody of the Head of Examinations Department until handed over to the relevant internal examiner for marking.
- (iii) Head of department shall ensure that marks for coursework have been entered into the examination information system before marking of the examinations begin.
- (iv) In the process of marking, the head of department shall appoint a lead marker for a subject or group of similar subjects. The lead maker shall be responsible to ensure following are done by his team of markers:
 - a) The marks on the script have been corrected added and accurately transferred into the examinations system
 - b) Explain all incomplete cases
 - c) Arrange all scripts in ascending order
 - d) Review marginal cases and overall performance. Where change may be necessary, obtain authorization from the respective head of department before implementing the change.
 - e) Submit to the head of examinations department the report of the results containing coursework, final exam and total score. Where change has been effected, the report shall contain scores before and after change.

26.16 Marking Period

The marking shall be done within a reasonable time as determined by the management of the Centre.

26.17 Submission of Marked Examination Scripts

The lead marker shall ensure that marked examination scripts are returned to the Head of Examination Department along with relevant mark sheets duly filled.

26.18 External Examination Duration

The Examination Officer shall ensure that the external moderation of the end of semester examination scripts is completed within seven (7) days from the day of completion of marking internally by internal examiners.

26.19 Custody of Scripts, Examination Mark sheets and examination Report Forms

After the moderation process, the scripts, question papers and model answers and marking scheme shall be kept and well preserved in the Examination Office. Copies of the marking sheet(s) and examiners report forms filled by both internal and External Examiners shall be handed over to the relevant faculty Deans. Nobody else shall be allowed to have access to the scripts, model answers or marking scheme without the permission of the Rector.

26.20 Compilation of Marks

The head of department shall compile all the relevant marks (i.e. those of coursework and/or End of semester examination in a manner prescribed by the Centre and submit the same to the Departmental Internal Examiners meeting.

26.21 Provisional Examination Results

- (i) Before faculty board meeting, the Dean shall make sure that the results have been compiled accurately and that all the comments from internal and external examiners have been considered in full.
- (ii) After faculty board meeting and after being satisfied with the status of the examinations the Dean shall authorize the release of the provisional examination results.

26.22 Confidentiality of Provisional Examination Results

Until after the declaration of the provisional examination results, nobody shall be allowed to give out any information to anybody about the examination results. Anybody identified to have contravened these regulations shall be reported to the Rector for disciplinary actions.

26.23 Final Examination Results

The provisional examination results approved by the Senate shall constitute final examination results, which can authoritatively be published in public media, and forwarded to the Regional Advisory Board for information. These approved final results shall be under the custody of the Registrar.

26.24 The Power of Senate on Examination Results Issues

The decision or ruling of the Senate on any examination results related matter shall be final.