

# **MARY IMMACULATE INSTITUTE OF TECHNOLOGY AND MANAGEMENT (MIITM)**

## **Introduction**

MIITN has been using the NACTE Examination Regulations 2004 together with our own internal circulars on the conduct and administration of examinations. The Institute has internalized the NACTE Regulations, the SJUIT Examination Regulations and formalized the internal circulars to form the regulations that are being presented during this meeting. The draft Regulations were sent for scrutiny and comments to all departments and the provisional Students' Representative to the Advisory Board. The resulting Examination Regulations have been endorsed by the MIITM Academic Board on 19<sup>th</sup> October 2020

The main document is attached as ANNEX I

## **ANNEX I**

### **PROVISIONAL MIITM EXAMINATIONS REGULATIONS**

#### **1.0. DEFINITIONS AND ABBREVIATIONS**

- a. "Assessment" means an evaluation of examination, dissertation, fieldwork report, and research project.
- b. "Institute" means Mary Immaculate Institute of Technology and Management.
- c. "Compulsory Module" means a subject that a student must take in a given semester in order to meet the requirements of the programme and which is designated as such by the MIITM.
- d. "Continuous Assessment Test (CAT)" means a written examination in a particular module administered in class at any period during the delivery of the module but before end of semester examination session.
- e. "Examination Officer (EO)" means an office under the Vice Principal for Academics, Research and Public Engagement that coordinate the management of all examinations.
- f. "Course Work" shall consist of quizzes, take-home assignments, case studies, CATs, etc. other than semester examination undertaken for the purpose of determining the effectiveness of teaching and learning of a course by students.
- g. "Elective Module" means a module chosen by a student from among the list in a given semester for students to take in addition to compulsory modules in that semester and which is designated as such by the MIITM.
- h. "End of Semester Examination" means an examination taken at the end of a semester.
- i. "Examination Irregularity" means any conduct committed by a candidate in the course of examination that violates regulations.
- j. "Examination Number" means the number given to the candidate by the EO for the purpose of identification during the examination.
- k. "Examination Premises" means the room, hall or venue in which an examination is conducted and will include surroundings of such premises.
- l. "Examination Season" means the period designated by MIITM for conducting tests, end-of-semester examinations and supplementary examinations.
- m. "Examination" includes continuous assessment (tests, quizzes, assignments, seminars, presentations, practicals, oral tests, dissertations or any other form of assessment specified in the study guide issued at the beginning of a Semester) and end of Semester Examinations

including practical and oral examination where appropriate.

- n. "Not Eligible" means the candidates who do not meet the minimum required marks in the continuous assessment test in any module will not be permitted to appear for its end examination, and such module is declared as "NOT ELIGIBLE MODULE"
- o. "Examinations Appeals Committee" is a committee of Advisory Board Examination Committee that deals with Examinations Appeals and reports its findings to Advisory Board Examination Committee.
- p. "Graduand" means a person who has satisfied all examination requirements for award of a Certificate or Diploma offered by the Institute.
- q. "Graduate" means a person who has satisfied all examination requirements for an award offered by MIITM and has been duly conferred such an award.
- r. "Industrial Practical Training (IPT)" refers to work experience done during the program of study that is relevant to professional development prior to graduation.
- s. "Maximum Registration Period" means the interval between initial registration and the maximum period stipulated in these regulations excluding the period that the student may be allowed to postpone or freeze the studies.
- t. "Module" consists of a subject taught, fieldwork, project work or dissertation undertaken which counts for an award offered by the Institute.
- u. "Module Description" entails the detailed information about the module.
- v. "Plagiarism" refers to the practice of taking someone else's work or ideas and passing them off as one's own.
- w. "Provisional Results" means examination results, which have not been approved by the Advisory Board.
- x. "Academic Board Examination Committee" is a committee set to consider results provisionally approved by the Institute Examination Committee and the award of qualifications. It is a committee of the Academic Board and is chaired by the Vice Principal for Academics, Research and Consultancy (VP-ARC)
- y. "Advisory Board" means the Institute Advisory Board as constituted by the institute's Charter.
- z. "Student" means any person admitted and duly registered to undertake any programme of study conducted by the Institute.
- aa. "Supplementary Examination" means a second attempt of the end of semester examination taken at the end of the year.

- bb. "Test" means a written examination in a particular module conducted any period before end of semester examination session
- cc. "Theory Modules" refers to assessment of courses that have no practical components.
- dd. "Unauthorized Materials" means any form of materials which are not allowed into the examination venues as stipulated in these regulations.

## **ABBREVIATIONS**

ABEC – Advisory Board Examination Committee

CA – Coursework Assessment

CAT - Continuous Assessment Test

DEC – Departmental Examination Committee

DoS – Dean of Students

EAC – Examinations Appeal Committee

EC – Examination Coordinators

EE – External Examiner

EO – Examinations Officer

GPA – Grade Point Average

HoD – Head of Department

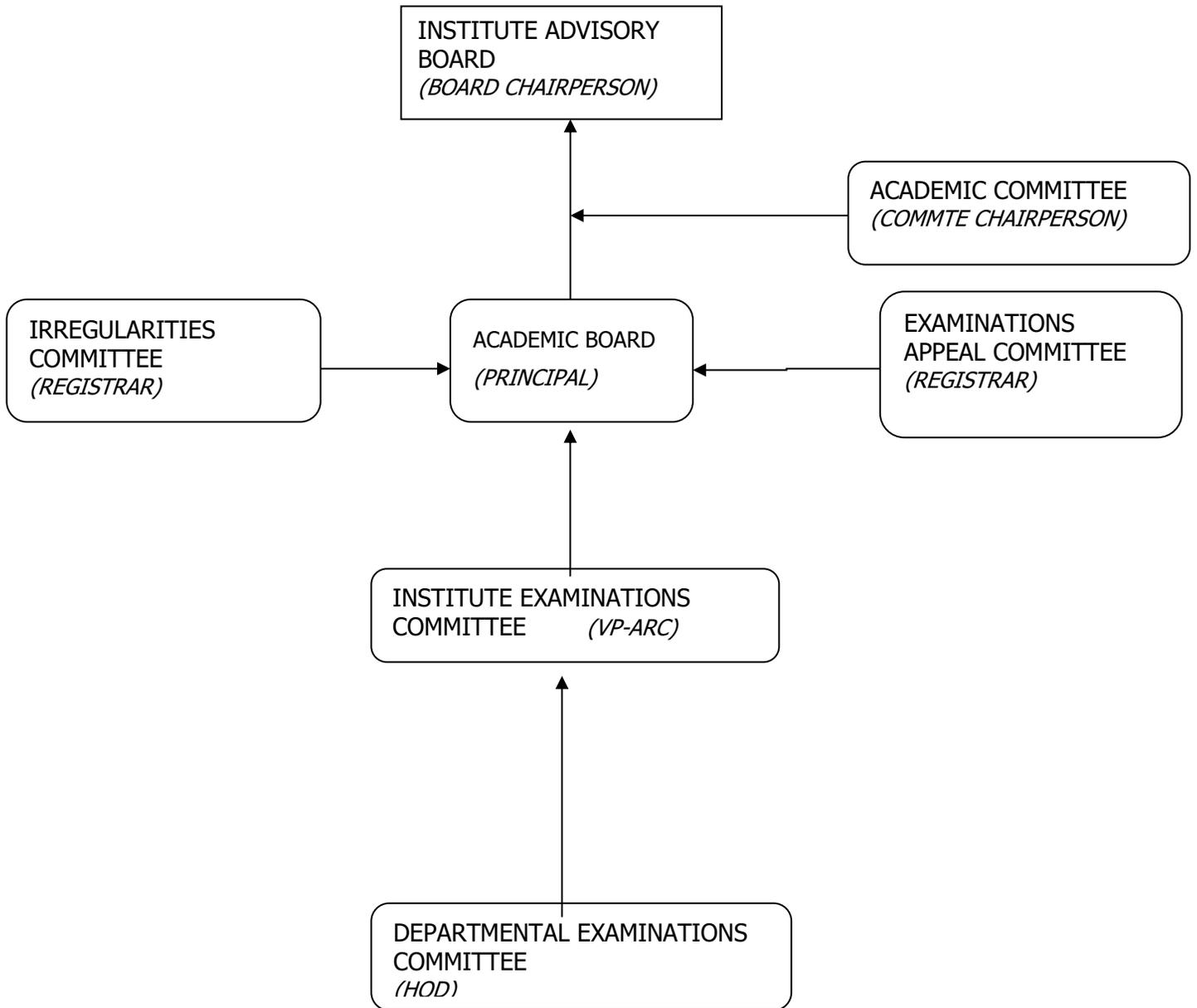
IE – Internal Examiner

IPT – Industrial Practical Training

VP (ARC) - Vice Principal for Academics, Research and Consultancy

MIITM – Mary Immaculate Institute of Technology and Management.

## 2.0. PROCESSING OF EXAMINATION



## **2.1. Advisory Board**

- (i) The Advisory Board is the final decision-making body for all matters related to academics at the Institute.
- (ii) The Advisory Board decisions on examination matters, shall be final and conclusive.

### **2.1.1 Functions and Responsibilities of the Institute's Advisory Board**

- (i) To verify the suggestions on the modifications of the curriculum if required and recommend on the same to the Board of Directors;
- (ii) To recommend starting of new courses in the institute;
- (iii) To review the results of the exams and suggest recommendations for improvement;
- (iv) To act as an appellate authority for the grievances of the students of the institute, when all other executive channels are exhausted by the students.(The Board will act in this regard after verifying with the institute and its organs);
- (v) To analyze the recommendations given by the institute's administration on the fees structure and give suggestions on the same;
- (vi) To analyze the Quality Standards followed and implemented in the institute; and give suggestions for improvement;
- (vii) To analyze the existing infrastructure and Recommend changes in the building and Property development;
- (viii) To review the institute By- laws and Regulations governing students and suggestions on the same;
- (ix) To advise the institute in matters related to legal procedures.

### **2.1.2. Membership of the Advisory Board**

- (i) Chairperson
- (ii) Secretary, who shall be the Principal
- (iii) DMI, MMI, AMI Representative
- (iv) Eminent Educationalist
- (v) Eminent Industrialist
- (vi) Eminent Local Person

- (vii) Vice Principal – Planning, Finance and Administration (VP-PFA)
- (viii) Dean of Students
- (x) Students Representative
- (xi) Academic staff representative

The quorum at any advisory board meeting shall be at least a half (1/2) of all members. In case the chairperson is not present; the vice chairperson shall chair the meeting.

## **2.2. Academic Board**

There shall be an Academic Board of the Institute.

### **2.2.1 Functions and Responsibilities of the Academic Board**

- (i) The Academic Board shall receive and deliberate on all academic matters (examinations results, examination appeals, examination irregularities, examination reports and students' performance) and make recommendations to the Academic Committee of the Advisory Board for approval.
- (ii) The Academic Board shall receive and deliberate on academic policies and regulations and make recommendations to the Academic Committee of the Advisory Board for approval.

### **2.2.2. Composition**

- (i) Principal -Chairperson
- (ii) Vice Principal-Academic Research and Consultancy (VP ARC)- Secretary
- (iii) Registrar
- (iv) Heads of Academic Departments
- (v) Two Student representatives (one male and one female) nominated by the MIITM Students Organization (MIITMSO).
- (vi) Dean of Students
- (vii) The quorum at any advisory board meeting shall be at least a half (1/2) of all members. In case the chairperson is not present; the vice chairperson shall chair the meeting.

The quorum at any academic board meeting shall be at least a half (1/2) of all members. In case the chairperson is not present; the vice principal –ARC shall chair the meeting.

### **2.2.3. Irregularities Committee of the Academic Board**

There shall be an Irregularities Committee of the Academic Board (hereinafter called Irregularities Committee).

#### **(a) Responsibilities of the Irregularities Committee**

- (i) The Irregularities Committee shall receive irregularities cases, deliberate, investigate and recommend action to be taken by the Registrar subject to approval of the Academic Board.
  - (ii) The Academic Board and/or Irregularities Committee shall have powers to summon any academic staff member, invigilator or students for questioning as deemed necessary.

#### **(b) Composition of the Irregularities Committee**

Composition of the Irregularities Committee shall be decided, from time to time, by the Registrar after consultation with the VP ARC.

### **2.3. Institute Examination Appeals**

There shall be two types of Examinations Appeals as follows:

- i. Appeals not related to unfair marking
- ii. Appeals related to unfair marking

#### **2.3.1. Appeals not related to unfair marking**

There shall be Academic Appeals Board of the Institute.

Appeals not related to unfair marking shall be forwarded to the Examinations Appeals Board that shall determine the validity of the appeal and shall give its recommendations to the Academic Board.

#### **(a) Responsibilities of the Examinations Appeals Board**

The Examinations Appeals Board shall receive appeals (appeals not related to unfair marking), investigate, discuss and make recommendations to the Academic Board of the Institute.

**(b) Composition of the Examinations Appeals Board**

- (i) Registrar -Chairperson
- (ii) Secretary of the Academic Staff Association (ASA) –Secretary
- (iii) Head(s) of Department(s) where the appealing student(s) belong(s)
- (iv) Two students representatives (one male and one female) nominated by MIITMSO.
- (v) Dean of Students

**2.3.2.Appeals related to unfair marking**

For appeals related to unfair marking the Registrar shall forward the appeals to the respective departments that offer the module. The Head of Department shall appoint expert (s) that shall determine the validity or re-mark the scripts and the department shall give its recommendations to the Academic Board.

**2.3.3. Procedures for Appeal**

- (i) These appeals shall be lodged to the Registrar through the Heads of the respective Departments (using appeal forms) within seven (7) working days from the date of the official publication of results, unless directed otherwise by the Principal to the registrar.
- (ii) All appeals must be accompanied by non–refundable appeal fees prescribed per module by the Principal at the beginning of each academic year.
- (iii)The final recommendation of appeal committee is forward to advisory board through academic board for final decision. The decision of the Advisory Board shall be final and no further appeals shall be entertained.

**2.4. Academic Committee**

There shall be an Academic Committee of the Advisory Board.

**(a)Responsibilities of the Academic Committee**

- i) The Academic Committee shall receive, deliberate and approve reports

and recommendations of the Academic Board.

- ii) The Academic Committee shall approve and recommend deliberations of the Academic Board to the Advisory Board for approval.

**(b) Composition of the Academic Committee**

The composition of the Academic Committee shall be decided by the Advisory Board.

**2.5. Institute’s Examination Committee (IEC)**

There shall be an Institute Examination Committee of the Academic Board and shall be tasked with;

- (i) Consideration of the results of all set examinations and recommendations from the Departmental Examination Committees
- (ii) Making recommendations to the Academic Board on the conduct of the examinations

**2.5.1.Functions of IEC**

- (i) To receive and endorse set examinations in relationship with the syllabus/curriculum;
- (ii) To receive and endorse the marking of examinations and the performance of students in these examinations;
- (iii) To report to Academic Board on examination findings and recommendations for improvements
- (iv) To consider, discuss and approve all examination results for the Institute and make recommendations to the Academic Board.
- (v) To process and release provisional examination results pending approval of the Advisory Board.
- (vi) To recommend names of the external examiners.
- (vii) To receive, consider and adopt external examiners reports and to transmit derivatives they’re from to Advisory Board through Academic Board.
- (viii) To receive and consider any other matters related to examinations and conduct thereof.
- (ix) To meet as when required

**2.5.2.Membership of IEC**

The committee shall comprise the following:

- i. The Vice Principal ARC who shall be the Chairperson of the Committee.
- ii. Heads of Departments within the Institute.
- iii. One representative of senior academic staff from each of the departments.
- iv. Examinations Officer (Secretary)
- v. Dean of Students in the respective.
- vi. Two Student representatives (a male and a female) shall participate as invitees.

The quorum at any Institute Examination Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present; the Acting Vice Principal shall chair the meeting.

## **2.6. DEPARTMENTALEXAMINATION COMMITTEE (DEC)**

There shall be a Departmental Examination Committee for each Department within the Institute.

### **2.6.1.Functions of DEC**

Functions of the Departmental Examination Committee shall be as follows:

- I. To deliberate on examination results before submission to the Institute Examination Committee.
- II. To receive External Examiners' reports and give its observations and recommendations to the Institute Examination Committee.
- III. To consider and resolve differences in marks if the difference of marks awarded by IE and Exceeds 5% of the allocated marks and the two examiners do not reach consensus themselves.
- IV. To submit all provisional examination results with recommendations to the Examination Committee
- V. To discuss problems of invigilation, moderation and all matters related to the Internal & External Examinations.
- VI. To submit/recommend performance of students to the Institute Examination Committee
- VII. To receive and consider any other matters related to examinations and conduct thereof.
- VIII. To meet as when required

IX. No department has the authority to alter examination marks/results once the IEC has approved them.

### **2.6.2.Membership of DEC**

- (i) The Head of the Department who shall be the Chairperson of the Committee;
- (ii) The Coordinator of Teaching and Learning, and Examinations in the Department who shall be the Secretary;
- (iii) All academic staff involved in teaching the modules for the examination under discussion;
- (iv) External Examiners; and
- (v) All other members of academic staff within the department.

## **3.0. EXAMINATIONS**

- i. Examinations include continuous assessment (tests, quizzes, assignments, seminars, presentations, oral tests, dissertations/project reports or any other forms of assessment specified in the study guide issued at the beginning of a Semester) and end of semester/module examinations including practical and oral examination where appropriate.
- ii. There shall be written institute examinations at the end of each semester for each module taught. There shall also be practical and/or oral examinations during each end of semester for the practical modules.

### **3.1. Examination Irregularities and Penalties**

- i. All cases of alleged examination irregularities shall be referred to the Office of the Registrar immediately after occurrence. The Registrar, through the Irregularities Committee, shall investigate and submit its recommendations to the Academic Board.
- ii. Any candidate who shall be proven to have brought/used unauthorized material in the examination room in any part of the examination process shall have committed an Examination Irregularity. Unauthorized materials such as written or printed materials, purses, electronic equipment including cell-phones, pagers and any other device (other than an approved device) capable of storing text or restricted information etc. shall not be allowed into the examination premises.
- iii. Candidates shall not engage themselves in any form of communication in the

examination room when the examination is in progress. There shall be no borrowing or exchanging of materials such as calculators, rulers and pens among candidates during examinations.

- iv. Any candidate who shall be proven to have committed examination irregularities, including being involved in plagiarism and impersonation in any part of an examination shall be discontinued from studies subject to confirmation by the Advisory Board.

### **3.2 Publication and Nullification of Results**

#### **3.2.1. Provisional Results Publication**

The provisional results of candidates in every examination shall be published by the Registrar soon after the Institute's Academic Board meeting; but the results shall be provisional until the Academic Committee of the Advisory Board approves them.

#### **3.2.2. Rights and Discretions of the Institute**

- i. The issue of results and awards shall be entirely at the discretion of the Academic Committee of the Advisory Board.
- ii. The Institute, subject to the approval of the Advisory Board, shall amend the classification of, withhold or nullify an award of any candidate in proved cases of irregularity or any other forms of fraud, or to revoke certificate it has already awarded, and to require the awarded certificate to be returned to the Institute.

#### **3.2.3. Release of Examinations Results and Candidates Responsibilities**

- i) Candidates shall be informed where and how to get their results as directed by the Academic Committee.
- ii) The Institute shall not, except in its absolute discretion, communicate with candidates or parents, or any other person claiming to act on behalf, on matters related to examination results.
- iii) Candidates shall be responsible for maintaining an awareness of their academic performance and dates of normal, supplementary and re-take

examinations.

- iv) No mass action by students shall be entertained in academic matters as per regulations.

#### **3.2.4. The Timing and Means of Release of examination results**

- i. Examination results shall be published immediately after the approval of the Academic Committee. The results may be posted on departmental boards and shall bear a certification of the Registrar.
- ii. The Institute may also use other means including its own website and tools such as the electronic platform software (V-CAMPUS) to give notices on matters related to examination results.
- iii. In the event Institute releases examination results by publishing in notice-boards or its official website, only examination numbers/ registration numbers shall be used. Under no circumstances shall names or any other identification known to a third party shall be used for releasing the results to the general public.

### **3.2.5. Preservation of Examination Scripts**

Written examination scripts and examinations records, like, practical examinations, shall be preserved for at least one year after publication of the results.

The examination scripts and examinations records of failed modules shall be preserved until a year after their clearance.

### **3.2.6. Academic Audit Units for NTA Levels**

Academic Audit Unit for programmes leading to the awards of NTA Levels 4 to 6 shall be one academic year.

#### **3.2.6.1. Progress from one Academic Audit Unit to the next Academic Audit Unit**

A candidate in NTA levels 4-6 getting a GPA less than 1.8 shall be discontinued from studies. A candidate attaining a GPA greater than or equal to 1.8 and greater than or equal to 2.5 for NTAs 4-6 to be allowed to sit for supplementary examinations. After supplementary the GPAs of 2.0 must be attained for NTAs 4-6. A student in NTA Level 4-6 attaining a GPA less than 2.0 after supplementary examinations shall be discontinued from studies.

### **3.3. Supplementary examinations**

- i. A candidate in NTA 4-6 getting a GPA of 1.8 or above but failing some modules in that academic audit unit shall be required to supplement the failed modules and pass before being promoted to the next academic audit unit.
- ii. Supplementary examination for elective modules is not mandatory provided that the candidate has passed modules required to have minimum total credits in the coursework.
- iii. A candidate in the 1<sup>ST</sup> year (NTA 4) getting a GPA of 1.8 or above but failing in the continuous assessment of some modules in that academic audit unit shall NOT be allowed to supplement the failed CAs but shall be required to RE-TAKE the respective

modules when next offered provided that the overall GPA is not less than 1.8 before supplementing the other filed modules.

- iv. The highest grade for NTA levels 4-6 supplementary examinations, shall be the lowest pass mark of "C".
- v. For promotion to the next level of award candidates shall be required to pass all prescribed modules for the current level through first sitting, supplementary or re-take/carry-over.

### **3.4. Progress from current level to the next level of award**

- i. A candidate shall be allowed to proceed to the next level of award after passing all prescribed modules at the current level.
- ii. A candidate who does not meet requirements for level progression may be recommended for a lower level of award for which has fulfilled the requirements for the award.

### **3.5. Special Examinations (First Sitting)**

Candidates permitted to sit for special first sitting examinations shall do so as directed by the Registrar.

### **3.6. Postponement of Studies**

- i. Permission for postponement of studies on compelling grounds shall be granted by the Principal in consultation with the sponsor or parent.
- ii. The maximum duration for postponement of studies for whatever reasons shall be two academic years.
- iii. No one shall be allowed to postpone more than once in one level of award except for compelling medical grounds.

### **3.7 Conditions for the Award**

A candidate shall qualify for the award registered for if:

- (i) He/she has successfully completed all modules for the award and achieved a minimum cumulative Grade Point Average (GPA) equivalent to pass.

He/she has passed all industrial practical training modules.

(iii) He/she has passed project- II (where applicable).

(iv) He/she has paid required fees.

(v) He/she has fulfilled any other terms and conditions established by the Advisory Board.

### **3.8. Registration for Modules**

#### **3.8.1. General instructions**

- (a) All students shall register into the institute's Students' Information System at the beginning of every semester.
- (b) Only students who have registered shall be considered as bonafide students for that semester.
- (c) Any examination taken by a student who has not fulfilled the semester registration requirements shall be null and void.
- (d) A student who qualifies for registration but fails to register within the stipulated time without notice to the Principal of the Institute shall be regarded to have absconded.
- (e) For an elective module to be offered the minimum number of students shall be twenty (20) in the concern Diploma course.

#### **3.8.2. Conditions for Registration**

For a student to be registered, the following conditions apply:

- (a) For a continuing student,
  - (i) The student must have met the conditions stipulated under Regulation 10 of conditions for progressing from semester to semester and from year to year
  - (ii) The student must have paid all fees as prescribed by the institute.
- (b) For a fresh student,
  - (i) The student must have been duly admitted.
  - (ii) The student must have paid all fees as prescribed by the institute.
  - (iii) The student must enter the necessary particulars in the registration system.

#### **Student to commence any course:**

No student will be permitted to commence any course/module three weeks after the beginning of the semester/module or withdraw from any course/module four weeks after the beginning of the semester/module.

### **3.9 Examinations Seasons**

- (i) There shall be three (3) examination seasons namely, End of First Semester, End of Second Semester and Supplementary

- (ii) There shall be no special End of Semester or Supplementary Examinations; all semester and supplementary examinations will be held once, at the end of academic audit year. The students who are having NE in any modules must do the examination during supplementary examination after clearing all the course works. There shall not be separate examination for NE.

#### **4.0. ELIGIBILITY FOR SITTING FOR EXAMINATIONS**

(1) Conditions for eligibility of a student to do any examination will be as follows

(a) Must be a duly registered student for the particular semester.

(b) Has a minimum attendance of 75 per cent of contact hours, but for the practical/ field sessions, a candidate must attain 85 percent attendance rate. A candidate, who fails to attain at least 75 percent and 85 percent attendance rates for lectures/seminars and practical/ field Practice, respectively, shall be required to retake the whole course/module when next offered. However, with special permission a candidate with less than 75% (on medical or academic grounds) of attendance may be deemed to have satisfied the conditions of attendance in a semester subject to the approval of the Principal;

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

(d) Was allowed to postpone examination(s) as per Regulation

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

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

(2) Depending upon the financial condition of the student, the Academic Board may fix, the minimum percentage of tuition fee to be paid before the student is allowed to sit for an examination.

(3) A candidate shall be required to attend all sessions of Field / Industrial Practical Training (IPT) and if a candidate misses any session without the permission of the Head of Department or the latter's appointee (i.e. IPT/TP) coordinator or supervisor, he/she shall be discontinued from studies. In case permission for being absent from IPT is granted, the candidate shall be required to finance his/her training session and other involved expenses by using own resources.

#### **5.0. ABSENCE FROM EXAMINATION**

- I. A candidate who absents oneself from an end of semester/module examination without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- II. A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or assignment(s) and shall be awarded an incomplete score.
- III. A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor.
- IV. A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course.
- V. A candidate allowed to be absent from the end of semester shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent examination session during supplementary examination as first sitting
- VI. Permission for postponement of end of semester either in part or its entirety due to valid causes or reason shall be granted by the institute Principal in writing. The causes/reasons shall have been communicated in writing and approved by the Principal prior to the commencement of the examination.
- VII. Postponement of course assessment tests shall be granted by the course instructor and reported to the relevant Head of Department.
- VIII. 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.
- IX. If the Candidate has an annual GPA of 2.0 or above a respective academic year, he/she shall be allowed to proceed with the following academic year otherwise he/she shall clear his/her supplementary examinations before continuing with studies.

## **6.0. ASSESSMENT CRITERIA FOR VARIOUS COMPONENTS OF EXAMINATIONS**

6.1 The overall score shall be 100% and shall be composed of Continuous Assessment and end of Semester Examination components. Weighting of assessment components unless specified otherwise at the beginning of the semester shall be:

- a) Continuous Assessment 60%
- b) End of Semester Examination 40%

### **6.1. Passing score**

The pass mark shall be 50% for practical and 50% for theory, separately. There shall be no compensation of marks scored in one paper for another paper.

6.1.1. Assessment of courses that have no practical components (Theory Modules) shall be done as follows:

- a. Take-home essays/quizzes/seminar reports/presentations and/or assignments shall account for 20% of the end of semester marks for the course;
- b. Tests during the semester shall account for 40% of the marks; and
- c. The final written paper shall account for 40% of the end of semester final mark for the course.

6.1.2. Assessment of courses that have also practical components (Theory cum Practical module) during the course but no end of practical examination shall be done as follows:

- a. Students' reports on practical conducted and practical work shall carry 10% of the assessment.
- b. Take-home essays and assignments that will be given at appropriate stages during the semester session will carry 10% of the assessment.
- c. Tests and quizzes which will be given at appropriate stages during the semester session will carry 40% of the assessment and the weight age of individual assessment tool will be proportional to time allocated to it.
- d. The final written paper shall account for 40% of the end of semester final mark for the course.

6.1.3. Assessment of courses that have practical components (Practical Module) only during the course and end of practical examination shall be done as follows:

- a. Students' reports on practical work shall carry 20% of the assessment.
- b. Practical test[s] conducted in each semester shall carry 40% of assessment.
- c. The end of semester practical examination account for 30% of the semester final mark for the subject.
- d. The end of semester oral examination account for 10% of the semester final mark for the subject.

6.1.4. Assessment of Research Project (Project Work Module) course shall be done as follows:

- a. Student's research project work/report shall carry 60% of the assessment.
- b. The end of semester student oral examination on research project work by student's oral presentation shall carry 10% of the assessment.
- c. The end of semester student research project work evaluation examination on research project work by student's oral presentation and demonstration shall carry 30% of the assessment.

6.1.5. Assessment of Field Practical Training (Industrial Practical Training Module) course shall be done as follows:

- a. Student's industrial practical training work Report and Diary shall carry 20% of the assessment.
- b. Student's industrial practical training Report by the visiting Staff Advisor shall carry 20% of the assessment.
- c. Student's industrial practical training Report by the Industrial training officer shall carry 40% of the assessment.
- d. The end of semester student oral examination on industrial practical training by student's oral presentation in review work shall carry 20% of the assessment.

6.1.6. Notwithstanding the above-mentioned apportionment of marks, there may be course-dependent variation that shall be clearly spelt out in the approved course curriculum.

6.1.7. At the designated semester for each diploma programme, each candidate will present a research project proposal to constitute examinable subject "Project work Phase I" which must be passed, failing which he/she cannot proceed to Project work Phase II.

6.1.8. Each finalist candidate shall be required to undertake a Project/Research (to constitute the examinable subject "Project/Research Work Phase II") being the execution of research project proposal developed in Project/Research Work Phase I and shall, before the start of the end-of-semester study break, be required to submit a report (in printed and electronic form) to the Head of Department in which the Project/Research was conducted.

6.1.9. The Research/Project report phase II shall be evaluated both internally and externally. Passing in Research Project Phase II report is a requirement for the award of the relevant qualification.

6.1.10. A candidate who will not have submitted the Research/Project report phase II in time and without compelling reasons will be deemed to have failed in Research/Project phase II (hence considered incomplete).

6.1.11. In deciding whether or not to accept a Research/Project report phase II that has been submitted late, circumstances leading to late submission of the Research/Project report would have to be taken into consideration by the respective Department.

6.1.12. A candidate who fails in Research Project II will be allowed to re-submit the report within six months from the date of the release of examination results or within such period as shall be recommended by the board of the relevant Department.

6.1.13. Field practical training is an essential requirement of all programmes and shall be conducted and assessed as spelt out in the respective curriculum. A pass grade in the field practical training shall be required before a candidate is allowed to proceed to the next academic unit of study.

6.1.14. For the diploma engineering programmes the following special regulations shall apply:

- a. Every Industrial Practical Training (IPT) shall be treated as a subject of the second semester of each NTA level and the results shall contribute to the particular academic unit.
- b. Practical Training reports shall be handed in for assessment before the beginning of the semester two supplementary examination of the particular NTA level.

6.1.15. In order for a candidate to pass, he/she must obtain at least 50 per cent of the total coursework marks and 50 per cent of the end of the semester examination marks.

6.1.16 A candidate who absents himself/herself from coursework related assessment(s) other than tests, the missed component(s) will be awarded a dash (-) mark and his/her coursework shall not be computed accordingly. The final status shall be incomplete.

6.1.17 For a candidate to be allowed to complete missed assessment(s), the following procedures shall be followed:

- a. Seek permission from the Principal, in writing, prior to his/her absence from the Institute clearly stating the reason(s) for seeking permission. The letter shall indicate student's personal details including the name, registration number, programme of study and the module in respect of which the permission is sought.
- b. In case of sickness, the candidate shall submit to the Principal through HoD original medical evidence stamped and signed by a registered medical practitioner within three days (3) of sickness.
- c. If the candidate missed an assessment on ground of bereavement:
  - i. He/she shall only be excused from attending a tutorial assignment, test or writing an end of the semester examination upon the demise of a father, mother, guardian, father in law, mother in law, sister, brother, child, and spouse;
  - ii. He/she, immediately after receiving information about the demise, shall notify the Principal through the HoD the concern department.
  - iii. He/she shall submit upon his/her return, either a copy of the death certificate or burial permit or letter from the local government authority of the area where the burial took place.

## 7.0 Marks Allotment – Diploma Programmes:

<b>S/N</b>	<b>Modules</b>	<b>Assessment Type</b>	<b>Max Marks</b>	<b>Min Total (required)</b>	<b>Max Mark</b>
1	Theory	CAT's	40	50	100

<b>S/N</b>	<b>Modules</b>	<b>Assessment Type</b>	<b>Max Marks</b>	<b>Min Total (required)</b>	<b>Max Mark</b>
		Assignment	20		
		End exam	40		
2	Theory cum practical	CAT's	40	50	100
		Assignment	10		
		Record work	10		
		End exam	40		
2	Practical	Record work	60	50	100
		Demonstration	30		
		Viva voce	10		
3	Project Work	Project Report	60	50	100
		Evaluation	30		
		Viva voce	10		
4	IPT/ Teaching Practice	Evaluation-internal	60	50	100
		Evaluation-external	20		
		Viva voce	20		

## **8.0. GENERAL GUIDELINES AND INSTRUCTIONS**

8.1 All candidates are required to be present within the examination premises 30 minutes before the scheduled time of the examinations.

8.2 No candidate shall be admitted to the examination room 30 minutes after the commencement of the examinations or leave the room within the last 30 minutes into the end of the said examinations. Permission to go out temporarily during the examination shall only be provided under special circumstances by the Invigilator.

8.3 A candidate reporting late (more than 30 minutes after the start of examination) shall be barred from sitting for the examination and his/her case reported to the Examination Officer.

8.4 A candidate who is barred from sitting for the scheduled end of semester examination for reporting late shall, upon the Examination Officer being satisfied with justifying reasons, be allowed to sit for the examination during the subsequent supplementary examination period.

8.5 In the case of continuous assessment test a candidate barred from sitting for a test for reporting more than thirty minutes after the start of the test for compelling reasons, may be allowed to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have absconded (hence awarded dash mark).

8.6 Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be give, should be announced by the invigilators.

8.7 The Use of Calculators in Examinations:

- a. Any calculator permitted to be taken into an examination must be hand-held, self-powered and noiseless. It must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.
- b. For examinations with Institute/Department approved (standard) calculators, the examination invigilator will ensure that only the specified calculator is used for the examination; otherwise the instructors are responsible for ensuring that only the calculators they have specified are brought into the examination room.
- c. If a range of calculators is allowed in a test or examination, consideration be given to ensuring fairness by setting a test or examination which takes into account the differing capabilities of the calculators.

## **9.0. PROCESSING OF TESTS AND EXAMINATIONS**

9.1 The course lecturer must prepare and submit two sets of question paper along with marking scheme for End of Semester Examination for each course by the eight week of the semester.

9.2 The course lecturer shall also prepare and submit one set of question paper along with marking scheme for Supplementary examination for each course by the eight week of the semester.

9.3 The course lecturer must prepare and submit one set of question paper along with marking scheme for Continuous Assessment Tests by two weeks before the Continuous Assessment Examination.

9.4 The HOD shall nominate the Internal Moderators for the Continuous Assessment Tests. The moderator will check for compliance to accepted format, use of correct language, duplication of questions, assessments of all outcomes, the standard of the question paper and the correctness of the solutions.

9.5 The academic board shall approve and appoint an External Examiner for each program. The External Examiner will moderate all Question papers, examination papers and related documents concerned to the respective program in the office of EO.

9.6 The CAT answer papers and assignments will be under the custody of the respective department. However, The End semester examination papers will be under the custody of EO.

9.7 The Institute Principal will appoint invigilators and the list will be made available to the Examination Office.

9.8 On the examination Day, the invigilator must collect exam materials (including the sealed examination envelope for the module to be examined) from the Examination Office. After the examination the invigilator must return the scripts and any other documents to the Examination Office. The EO will assign dummy numbers to all the answer scripts as per the range list for Confidentiality. The dummy numbering works must be done under the directives of the VP-ARPE. The examiner must collect the scripts from the Examination Office for marking.

9.9. Marking of Answer Scripts should be carried out in the designated area provided by the EO not otherwise. All answer scripts shall be marked by recommended markers approved by Academic Board who are professionals/ lecturers knowledgeable in the specific subject or field.

9.10 The marking must be done thoroughly according to the marking scheme. Markers must award part marks for correct methods. Marks awarded for each section must be shown in red ink. Wrong answers must be marked wrong with a cross in red and correct answers must be ticked in red. Irrelevant answers must also be indicated as such. The total marks for each section must be placed on the left-hand margin of the page.

9.11 The same lecturer/tutor should be responsible to compile the marks in a standard template after marking.

9.12 The external examiner must be invited again to moderate the marking of the scripts for the End of Semester Examination. At this time the external examiner will select a sample of scripts from each course and confirm adherence to the marking scheme, accuracy of added marks, transfer of marks to the template, and consistency of the marking for different students.

9.13 The internal and external examiner shall meet to adjudicate the final mark particularly where the difference is greater than 5 marks. Otherwise the final mark shall be the average of their marks.

9.14 The Departmental Examination Committee shall meet to compile, discuss, and evaluate the examination results of the program and forward to the Institute Examination committee with comments.

9.15 The Institute Examination Committee receives the examination results from all the departments. The Institute Examination Committee shall compile, evaluate and provisionally approve the result and forward it to the academic board with comments.

9.16 The academic board receives examination results from institute examination committees and Examinations Appeals Board. The academic board compiles, discuss, evaluate, moderate and provisionally approves the result and forwards it to the Advisory Board for final approval.

## **10. CONDITIONS FOR PROGRESSING FROM SEMESTER TO SEMESTER AND FROM YEAR TO YEAR**

10.1 A student shall be allowed to progress in his/her studies from one semester to another during the particular academic year if he/she:

- a. Has not absconded from studies
- b. The student must have paid all fees as prescribed by the institute
- c. Has completed the course of the level of study

10.2 A student shall be allowed to progress in his/her studies from one academic year to another if he/she:

- a. Passes all modules examined in the semesters one and two of the preceding year of study.
- b. Has an annual GPA of 2.0 or above in a respective academic year, he/she shall be allowed to proceed with the following academic year otherwise he/she shall clear his/her supplementary examinations before continuing with studies.

10.3. Academic status of any student covered by these regulations will be determined annually.

## **11.0. CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS**

11.1. There shall be a supplementary examination session after the release of second semester examination results of a particular year of study for semester two. The supplementary examination for semester one is conducted with the semester two regular examinations.

11.2 A candidate who fails in the first attempt shall be allowed to sit for supplementary examinations provided that he/she does not fail in more than half of the modules examined during a particular academic year including NE modules.

11.3 A candidate who sits for supplementary examination(s) shall be assessed exclusively on the basis of his or her supplementary examination results and his/her course work scores

11.4 The grade for supplementary examination shall be "C" for any score equal to or above the pass mark score depending on the grading system of the relevant programme.

11.5.A candidate who attempts the supplementary examination has to pay the additional examination fee of the year which he/she is having the supplementary is fixed by the academic board every year after getting approval from the advisory board.

## 12.0. CONDITIONS FOR REPEATING AN ACADEMIC YEAR

12.1. In allowing a student to repeat a year, decision taker, among other things, shall consider the following maximum registration period allowed for the following programmes

<b>PROGRAMME</b>	<b>NORMAL DURATION (YEARS)</b>	<b>MAXIMUM REGISTRATION PERIOD (YEARS)</b>
Basic Technician Certificate	1	2
Ordinary Diploma	2	4

12.2.A student pursuing Ordinary Diploma course shall be allowed to repeat a particular academic year only once provided that he/she has not exhausted his/her maximum registration period and if he/she:

- a. Fails in more than half of the modules examined during a year and has an annual GPA of above 1.5 but less than 1.8after Supplementary Examination in respect of that particular academic year.
- b. Is charged with an offence of violating examinations regulations and punished to repeat a year.

12.3. A Basic Technician Certificate student shall not be allowed to repeat a year of study.

## 13.0. POSTPONEMENT OF STUDIES

- I. Permission for postponement of studies on compelling grounds shall be granted by the Principal in consultation with the sponsor or parent.
- II. The maximum duration for postponement of studies for whatever reasons shall be two academic years.
- III. No one shall be allowed to postpone more than once in one level of award except for compelling medical grounds.

## **14.0. CONDITIONS FOR DISCONTINUATION/VOLUNTARY EXIT FROM AND READMISSION TO STUDIES**

14.1.A student shall be discontinued from studies if he/she:

- a. Fails in more than half of the modules examined during the year and has an annual GPA of less than 1.5 in respect of that particular academic year.
- b. Absents himself/herself from the examination without permission from the Principal.
- c. Is proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline even if unrelated to academic matters.
- d. Fails to attend a Fieldwork placement allocated to him/her and has not done the project assignment without acceptable reason(s) determined by the Institute Principal.
- e. Has exhausted the maximum registration period applicable in his/her respective programme.

14.2.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 institute 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.

14.3.A student who was discontinued from any programme on disciplinary grounds or involvement in an examination irregularity shall not be re-admitted to the institute in any programme.

## **15.0. Classification of Awards:**

i) A Five – Point and six point Systems shall be used in averaging the final grades in awards classified by the Institute at NTAs Levels 4-5 and NTA Levels 6 respectively shall be assigned points corresponding to the letter grades obtained. The letter grades shall be assigned a Five – Point and Six-Point (in line with item 5.23.2), that shall be used in the general formula for calculating the Grade Point Average (GPA) for semester modules and finally the annual GPAs.

ii) Grade point (GP) for a module shall be calculated as a product of letter grade points

achieved in the module (Table15.1) and credits of the module i.e  $\Sigma$  (Letter Grade points  $\times$  Credit). Ranges of scores for different grades and levels of studies are given in Table 15.1.

**Table 15.1: Ranges of Scores for Different Grades**

**GRADING SYSTEM NTA LEVEL-6**

SCORE RANGE	GRADE	DEFINITION
75-100	A	Excellent
65 - 74	B+	Very Good
55 - 64	B	Good
45 - 54	C	Satisfactory
35 - 44	D	Poor
0 - 34	F	Failure
-	I	Incomplete

**GRADING SYSTEM NTA LEVEL-4& 5**

S/N	Score Ranges	Grade	Grade Point	Definition
1	80-100	A	4	Excellent
2	65- 79	B	3	Good
3	50-64	C	2	Pass
4	40-49	D	1	Poor
5	0- 39	F	0	Failure
6	-	I	0	Incomplete
7	-	Q	0	Disqualified

**Procedure for Classification of Diploma**

<b>(a) NTAs Level 4 – 5</b>	
<b>Class of Awards</b>	<b>Cumulative GPA</b>
First Class	3.5 - 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9
<b>(b) NTAs Level 6</b>	
<b>Class of Awards</b>	<b>Cumulative GPA</b>
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6

## **15.2. Modules considered in computing GPA**

All core modules’ credits shall be included in calculating GPA. However, where candidate takes electives over and above minimum required, credits from electives with highest scores adding to the minimum particular NTAs award shall be used in calculating GPA. The scores for the remaining electives shall be entered into the transcript.

## **15.3. Computation of the Cumulative GPA (CGPA)**

The computation of the Cumulative GPA (CGPA) will be based on the following formula

$$\text{CGPA} = \text{Avg GPA} = \frac{\text{GPA FOR SEMESTER I} + \text{GPA FOR SEMESTER II}}{2}$$

$$\text{WHERE GPA FOR A GIVEN SEMESTER} = \frac{\sum (\text{Grade points} \times \text{Credit})}{\sum \text{Credit}}$$

#### 15.4. Grade Points Computation for (NTA level 4-5)

Range of Marks	Grade	Grade point	Equation For The Grade Point
80 – 100%	A	4.0	$\frac{\Sigma(\text{Letter Grade points} \times \text{Credit})}{\Sigma \text{Credits}}$
65 – 79 %	B	3.0	
50 – 64 %	C	2.0	
40 – 49 %	D	1.0	
0 – 39%	F	0	

#### Grade Points Computation for NTAs 6

Range of Marks	Grade	Grade point	Equation For The Grade Point
75 – 100%	A	5.0	$\frac{\Sigma(\text{Letter Grade points} \times \text{Credit})}{\Sigma \text{Credits}}$
65 – 74 %	B+	4.0	
55 – 64 %	B	3.0	
45 – 54 %	C	2.0	
35 – 44%	D	1.0	
0 – 34%	F	0	

#### 15.6. Precision for Computations of Cumulative Grade Points

The order of precision of Grade Points Computation shall be as follows:

- i. Computations of Cumulative Grade Points shall be made to the fourth decimal places
- ii. Cumulative Grade Points shall be rounded off to three decimal places
- iii. For award classification purposes, final Grade Points shall be truncated to the first decimal place

#### 15.7. Institute awards approved

Upon completion of studies the Institute shall award successful candidates the following Institute awards as approved by the National Council for Technical Education (NACTE)

- (a) NTA level 4 – Basic Technician Certificate

(b) NTA level 5 – Technician Certificate

(c) NTA level 6 – Ordinary Diploma

### **15.8. Issue of Academic Certificate**

15.8.1. The Institute shall award Academic certificates to successful candidates as approved by the Council of the Institute. The certificate recipients will not be required to meet the cost of printing the certificates.

15.8.2. The institute may correct a printed certificate and issue a corrected certificate if it is satisfied that there is a need to do so. The Principal shall prescribe the cost to be paid by the bearer of the certificate if the error to be corrected is caused by the bearer.

### **15.9. Replacement of Lost Academic Certificates**

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

- (a) The applicant produces a sworn affidavit,
- (b) The certificate so issued shall be marked , across it;
- (c) The replacement certificate shall not be issued until 12 months after reporting the loss to the Institute;
- (d) The applicant must produce evidence that the loss has been adequately publicly announced, including a written report from the Police;
- (e) A fee prescribed by the Principal at the beginning of the academic year shall be charged, for the copy of the certificate issued.

### **15.10. Issue of Transcript/Statement of results**

The Institute may issue transcripts statement of results at a cost prescribed by the Principal at the beginning of the academic year.

## **16.0. CERTIFICATES, CERTIFICATION AND ACADEMIC TRANSCRIPTS**

- 16.1. The board of college shall award certificates for Diplomas or other awards to such students as shall be recommended by the academic board to the advisory board for conferment of such diplomas or other awards after graduation.
- 16.2. An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the institute 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.
- 16.3. An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by institute shall be charged for certifying each copy of the certificates and academic transcripts.
- 16.4. In case of either loss or total or partial destruction of the original certificate institute might issue a copy on condition that
  - a. The applicant produces a sworn affidavit;
  - b. The replacement certificate shall be stamped "COPY" across it;
  - c. The applicant must declare the loss in local newspapers and a copy of the advertisement be produced to the institute;
  - d. The applicant will have to wait for not less than 12 months after the declaration of the loss in newspapers;
  - e. A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances;
  - f. An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by institute shall be charged.
- 16.5. For a student to qualify for the best student award, the student must have had not supplemented or postponed a final examination or part of it.

16.6. Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record with prescribed fee. Any finalist student desirous of obtaining a transcript(s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s). The Examination Officer only shall be responsible for the award of transcripts and statements of results.

16.7. The final grades of all courses taken by a student shall be entered in the transcript.

16.8. A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

## **17.0. LOSS OF CERTIFICATE**

17.1. In case of loss or partial destruction of the original certificate or a copy thereof, the students should submit the application to VP Academic in writing. The institute may issue a copy of an Award Certificate & Consolidated Statement of Marks in case of loss of the original on the following conditions:

- a. The applicant must produce evidence that the loss had been adequately publicly announced, including a written report from the Police.
- b. The applicant produces a sworn affidavit.

17.2. The replacement of certificate will not be issued until a period of 3 months from the submission of applications.

17.3. The certificate or transcript so issued shall be visibly marked "DUPLICATE" . A non-refundable fee of Tsh 100, 000 or equivalent for Award Certificate and TSh 60,000 or Equivalent for Consolidated Statement of Marks shall be charged, for a copy of the certificate or transcript issued.

17.4. A fee prescribed from time to time by institute advisory board shall be charged for the copy of certificate issued.

## **18.0. PROCEDURE FOR EXAMINATION RELATED APPEALS**

- 18.1. A candidate who is not satisfied with his/her provisional examination results shall have the right to appeal against such results.
- 18.2. A candidate shall only be allowed to appeal against his/her provisional results in respect of Final or Supplementary Examination.
- 18.3. In lodging an appeal against examination results, the following procedures shall be followed:
- a. The appeal shall be lodged within fourteen (14) days counted from the day of publication of the provisional results.
  - b. The appeal shall be lodged through the Student Information System or any other appropriate system that will be determined by the EO.
  - c. The appeal shall be accompanied by an appeal fee.
- 18.4. The EO shall submit all examination results appeals to the Examination Appeals Committee for review.
- 18.5. The EO shall present details of each appeal and recommendations from the Examinations and Appeals Committee to the academic board for deliberations and approval.
- 18.6. No revaluation or remarking is permitted for practical modules.
- 18.7. Candidates can apply for Answer Scripts Viewing by paying a non – refundable fee of Tsh. 10,000/- per Answer Script within Seven (7) days from the date of the provisional publication of results using prescribed forms. The Answer Script Viewing will be done at EO office only. Unauthorized materials such as pen, papers, electronic devices, etc will not be allowed during the Answer Scripts Viewing exercise. No scripts' viewing is permitted for practical modules.
- 18.8. Candidates not satisfied with the marking, may apply for re-evaluation on payment of non-refundable fee of Tsh 50,000.

- 18.9. The Examinations Appeal Committee shall be an appeal board and the candidate may be present at an appeal hearing.
- 18.10. Appeals shall initially be considered by the Examination Appeals Committee and forwarded to the academic board Examinations Committee.
- 18.11. The decision reached by the academic board Examination Committee in an appeal is considered to be final.
- 18.12. The academic board shall consider recommendations of the academic board Examination Committee regarding appeals.

### **19.0. ANSWER BOOKS AND PRESERVATION OF EXAMINATION SCRIPTS**

- 19.1. On the cover of the institute answer books there shall be a space for entry of the date of examination.
- 19.2. To forestall illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the serial number of the answer book in the candidate-signed examination list.
- 19.3. The institute shall preserve examination scripts for the purpose of reference for a period of two academic semesters after the end of the respective examinations.

### **20.0. DISPOSAL OF EXAMINATION ANSWER BOOKS AND OTHER SCRIPTS**

- 20.1. Unless otherwise retained by examination office for archival purposes all used examination answer books can be destroyed after the expiry of 13 months following final decision of academic board on the examination concerned.
- 20.2. Exam Office concerned shall, with respect to examination answer books:
- a. Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;

- b. Initiate the disposal procedures of those examination answer books for which there is no further need;
- c. Initiate disposal of used examination answer books that have been stored by the departments for more than 13 months following respective academic board decision;
- d. Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
- e. Assist the institute Library in selecting examination answer books designated for archiving purposes; seek expertise from University Library to assist in the sampling answer books earmarked for archiving; designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
- f. Seek permission from the principal to dispose the examination answer books through VP - ARPE. The request shall indicate the courses (including the sat session and academic year) whose scripts are to be destroyed.
- g. Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.

20.3. Pending final disposal, Exam Office shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.

20.4. Respective Institute or Departmental Examination Committee shall be responsible for prescribing under their special regulations clear guidelines for returning to the students formative graded courses, assignments, course essays, term papers and timed essays.

20.5. Unless otherwise retained for archival purposes, Departments shall also initiate the final disposal of such other examination scripts as essays, objective question papers, Laboratory works/clinical or community field study reports and elective research study reports, models, studio papers or drawings that have been in retention or storage for the previous 13 months.

- 20.6. The VP - ARPE shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions, which shall be used by Head of Departments for 13 months storage of examination answer books pending final disposal.
- 20.7. The cartons prescribed under sub-paragraph (a) above shall be so marked or labeled as to facilitate identification of the course, examination date, date of academic board decision, course coordinator and date when final disposal shall be due.
- 20.8. Institute Library shall keep and maintain in any format including electronic, all answer books selected by departments and sent to the Library for archival purposes.
- 20.9. The VP-ARPE shall select and announce the best available practice in disposing of the examination answer books due for disposal;
- 20.10. Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the VP-ARPE may with respect to any batch due for disposal, direct:
- a. The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
  - b. Used examination papers be entirely burnt/incinerated or macerated to completion.
- 20.11. The PRINCIPAL on recommendation of the VP-ARPE shall be the principal executive officer responsible to order final disposal of any batch of examination answer books.
- 20.12. Head of Departments shall witness final disposal of itemized examination answer books and signify the disposal.
- 20.13. The report of Head of Departments to the VP-ARPE through Principal on disposal of examination answer books shall be accompanied with list of courses (including the sat session and academic year) whose scripts were destroyed.

## **21.0. CONDUCT OF EXAMINATIONS - INSTRUCTION TO CANDIDATE**

- 21.1. These instructions should be read together with the above institute regulations.
- 21.2. All students sitting for examinations shall be in possession of a valid Student ID card and hall ticket, which is to be placed on the top right- hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card and hall ticket shall not be permitted entry to the examination room.
- 21.3. Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- 21.4. Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations. If they are 10 minutes late (after the start of the exam) they need to be given permission by the Head of Department.
- 21.5. Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. (Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen minutes in advance). During these ten minutes the Senior Invigilator will:
- a. Make an announcement to the effect that all unauthorized materials should be removed from the examination room.
  - b. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
  - c. Call attention to any rubric at the head of the paper which seems to require attention.
  - d. Announce that both sides of the paper must be used. He/she will then tell students when they may begin writing. Candidates will be given a maximum of ten minutes to read the paper.

- 21.6. Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during any examination.
- 21.7. Candidates are permitted to do rough work on the scripts on the understanding that this is crossed through at the end of the examination.
- 21.8. Students who wish to leave the venue during an examination session must:
- a. First ensure that the answer book(s) and papers bear their registration numbers, degree programme and course code (even if no attempt has been made to answer any question).
  - b. Raise a hand and wait for an invigilator and leave only when the invigilator has signified his/her assent and accompanies the student.
- 21.9. Candidates into the room may take no books, bags or attached cases. Candidates are not normally allowed to use their own logarithmic tables. Students should bring only permitted items to the examination; the University assumes no responsibility for personal property lost in or near any examination room.
- 21.10. Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers
- 21.11. No candidate will be permitted to enter the examination room after the lapse of thirty minutes examination room until thirty minutes have expired.
- 21.12. A student denied admission to the examination under regulations 21.2 and 21.11 might apply to the Institute for a special sitting during the forthcoming supplementary examination; such application shall however be subject to scrutiny of the veracity of the claim.
- 21.13. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

## **22.0. INSTRUCTION TO INVIGILATORS BEFORE THE EXAMINATION**

- 22.1. Persons other than course instructors shall invigilate university Examinations. Course instructors shall only be allowed in the examination room in the first ten minutes to provide clarifications on the examination questions, if any.
- 22.2. Invigilators should be present in the examination room at least ten minutes before the commencement of the examination.
- 22.3. Invigilators will be provided with the following items by the Examinations Officer:
- a. The question papers to be attempted by candidates.  
Note: Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examinations Officer at least twenty minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately proceed to their respective examination room.
  - b. A list showing the names of the papers to be attempted in the room (This will be distributed to invigilators in advance).
- 22.4. Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- 22.5. Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- 22.6. Candidates must write their registration numbers and degree programmes on the cover page of the answer book before they start to write the examination.
- 22.7. Food, drinks (except where water is permitted-see below), cigarettes, laptops, recording or playback devices, and other electronic communication devices such as a cell or smart phones,

bags, purses, hats, books attached cases, papers and other related items are not permitted in the examination room. The institute assumes no responsibility for personal property lost in or near any examination room.

22.8. Students with approved health conditions may bring (transparent) bottled water into the examination room. Such students will have to be seated away from other students to avoid accidental spillage.

22.9. Invigilators should admit candidates to the examination room ten minutes before the commencement of the examination and they should ensure that they take the right places. Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen minutes in advance.

\*Invigilators are requested to stick to this arrangement. During these ten minutes the invigilator should:

- a. Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
- b. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
- c. Call attention to any rubric at the head of the paper which seems to require attention; and
- d. Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they might begin writing. Candidates will normally be allowed a maximum of ten minutes to read the paper.

22.10. It is mandatory for all students sitting examinations to be in possession of a valid Student ID card, that is to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room, and shall be directed to the HoD to obtain a valid ID card.

22.11. Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

### **During the Examination**

22.12. At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.

22.13. At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. The Internal Examiner should return spare question papers to the correct envelopes for collection. It is at this time that candidates should start to sign the examination attendance sheet. During the exercise, invigilators should also make sure that the photo on the candidate's ID card matches the candidate's face and that the registration number on the ID card is the same as the one written on the answer book.

22.14. Invigilators should minimize announcements during the examination.

22.15. An invigilator shall not allow candidates to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.

22.16. During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). All rough work must be done in the Answer Book and crossed through.

22.17. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.

22.18. A candidate may, with the permission of the Invigilator, leave the examination room briefly only if accompanied by an assigned assistant Invigilator. Candidates will not be readmitted

to the examination room after they have left the examination room unless, during the full period of their absence, they have been under approved supervision.

- 22.19. Permission to leave the examination room shall be granted in exceptional circumstances as invigilators are expected to remind candidates to go for short calls before they enter the examination room.
- 22.20. A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates shall be reported immediately to the Examinations Officer.
- 22.21. Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers. PROVIDED that where a candidate/student refuses to sign on the material, the examination officer shall request another invigilator to witness and counter sign stating the candidate has refused to sign the material.
- 22.22. The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Head of Department, through the Examinations Officer, including full details of the contravention. It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.
- 22.23. Invigilators shall have the power to confiscate any unauthorized book; manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the Examination Officer.
- 22.24. Where a candidate has fallen ill during the examination and has informed the invigilator that he/she is not able to continue with the examination, the Invigilator shall report and seek the

assistance from the Dean of Students who shall take the appropriate measures to ensure that the candidate receives medical attention. The Invigilator shall report the incident to the examination office.

22.25. Upon receiving report about illness of the candidate during the examination, examination office shall report to the relevant Institute Principal who shall take the appropriate measures immediately.

### **At the End of the Examination**

22.26. Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room. At ten minutes before the conclusion of the examination period, the Invigilator shall announce the time remaining. Candidates may not leave their seats in the examination room after this time (except in case of emergency) until all papers have been collected. At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.

22.27. Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers. Invigilators shall sign the said attendance sheet before they hand over all the scripts to Examination Office. On receipt of the scripts, Examination Officer will check them and countersign on the collection form. The attendance sheets must be handed to the Examinations Officer at the end of each session.

22.28. Invigilators shall hand over all extra examination papers and answer books to the Examination Office.

## **23.0. GENERAL GUIDELINES AND INSTRUCTIONS**

- 23.1. All candidates are required to be present within the examination premises 30 minutes before the scheduled time of the examinations.
- 23.2. No candidate shall be admitted to the examination room 30 minutes after the commencement of the examinations or leave the room within the last 30 minutes into the end of the said examinations. Permission to go out temporarily during the examination shall only be provided under special circumstances by the Invigilator.
- 23.3. A candidate reporting late (more than 30 minutes after the start of examination) shall be barred from sitting for the examination and his/her case reported to the Examination Officer.
- 23.4. A candidate who is barred from sitting for the scheduled end of semester examination for reporting late shall, upon the Examination Officer being satisfied with justifying reasons, be allowed to sit for the examination during the subsequent supplementary examination period.
- 23.5. In the case of continuous assessment test a candidate barred from sitting for a test for reporting more than thirty minutes after the start of the test for compelling reasons, may be allowed to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have absconded (hence awarded dash mark).
- 23.6. Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be give, should be announced by the invigilators.
- 23.7. The Use of Calculators in Examinations:
- d. Any calculator permitted to be taken into an examination must be hand-held, self-powered and noiseless. It must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.

- e. For examinations with Institute/Department approved (standard) calculators, the examination invigilator will ensure that only the specified calculator is used for the examination; otherwise the instructors are responsible for ensuring that only the calculators they have specified are brought into the examination room.
- f. If a range of calculators is allowed in a test or examination, consideration be given to ensuring fairness by setting a test or examination which takes into account the differing capabilities of the calculators.

## **24.0. PROCESSING OF TESTS AND EXAMINATIONS**

- 24.1. The course tutor must prepare and submit two sets of question paper along with marking scheme for End of Semester Examination for each course by the eight week of the semester.
- 24.2. The course tutor shall also prepare and submit one set of question paper along with marking scheme for Supplementary examination for each course by the eight week of the semester.
- 24.3. The course tutor must prepare and submit one set of question paper along with marking scheme for Continuous Assessment Tests by two weeks before the Continuous Assessment Examination.
- 24.4. The HOD shall nominate the Internal Moderators for the Continuous Assessment Tests. The moderator will check for compliance to accepted format, use of correct language, duplication of questions, assessments of all out comes, the standard of the question paper and the correctness of the solutions.
- 24.5. The academic board Examination Committee shall approve and appoint an External Examiner for each program. The External Examiner will moderate all Question papers, examination papers and related documents concerned to the respective program in the office of EO.
- 24.6. The CAT answer papers and assignments will be under the custody of the respective department. However, The End semester examination papers will be under the custody of EO.

- 24.7. The Institute Principal will appoint invigilators and the list will be made available to the Examination Office.
- 24.8. On the examination Day, the invigilator must collect exam materials (including the sealed examination envelope for the module to be examined) from the Examination Office. After the examination the invigilator must return the scripts and any other documents to the Examination Office. The EO will assign dummy numbers to all the answer scripts as per the range list for Confidentiality. The dummy numbering works must be done under the directives of the VP-ARPE. The examiner must collect the scripts from the Examination Office for marking.
- 24.9. Marking of Answer Scripts should be carried out in the designated area provided by the EO not otherwise. All answer scripts shall be marked by recommended markers approved by academic board who are professionals/ Tutors knowledgeable in the specific subject or field.
- 24.10. The marking must be done thoroughly according to the marking scheme. Markers must award part marks for correct methods. Marks awarded for each section must be shown in red ink. Wrong answers must be marked wrong with a cross in red and correct answers must be ticked in red. Irrelevant answers must also be indicated as such. The total marks for each section must be placed on the left-hand margin of the page.
- 24.11. The same tutor should be responsible to compile the marks in a standard template after marking.
- 24.12. The external examiner must be invited again to moderate the marking of the scripts for the End of Semester Examination. At this time the external examiner will select a sample of scripts from each course and confirm adherence to the marking scheme, accuracy of added marks, transfer of marks to the template, and consistency of the marking for different students.

24.13. The internal and external examiner shall meet to adjudicate the final mark particularly where the difference is greater than 5 marks. Otherwise the final mark shall be the average of their marks.

24.14. The Departmental Examination Committee shall meet to compile, discuss, and evaluate the examination results of the program and forward to the Institute Examination committee with comments.

24.15. The Institute Examination Committee receives the examination results from all the departments. The Institute Examination Committee shall compile, evaluate and provisionally approve the result and forward it to the academic board with comments.

24.16. The academic board receives examination results from various departmental examination committees and Examinations Appeals committee. The academic board compiles, discuss, evaluate, moderate and provisionally approves the result and forwards it to the advisory board for final approval.

## **25.0. Amendments**

Amendments on examinations regulations shall be done from time to time as deemed necessary by the academic committee.