

THE INSTITUTE OF PUBLIC ADMINISTRATION (IPA) ZANZIBAR



ACADEMIC RULES

APRIL, 2024

THE INSTITUTE OF PUBLIC ADMINISTRATION ACT, NO. 1 OF 2007

ACADEMIC RULES

[Made under section 17 (vii)]

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THE INSTITUTE OF PUBLIC ADMINISTRATION ACT, NO. 1 OF 2007

ACADEMIC RULES

[Made under section 17 (vii)]

IN EXERCISE of the powers conferred upon it, under Section 17 of the Institute of Public Administration Act, No. 1 of 2007, **the Council of the Institute of Public Administration**, do hereby make the following Rules.

**PART ONE
PRELIMINARY PROVISIONS**

Short title and commencement.	1. These Rules may be cited as the Institute of Public Administration Academic Rules, 2024 and shall come into operation after being approved by the Council and published in the Gazette.
Application.	2. These Rules shall apply to any person who is admitted and registered as a student of Institute, staff or any other person in respect of all long course programs.
Interpretation.	3. In these Rules, unless the context otherwise requires: "Act" means the Institute of Public Administration Act, No. 1 of 2007; "Academic Committee" means the Committee of the Institute dealing with academic matters as established under the provisions of the Act; "Academic Course" means a program of studies, which leads to the National Technical Award and Non-National Technical Award to students, after successful completion of all its requirements; "Academic year" means a two-semester period relating to any program conducted by the Institute, as the Council may determine; "Appeal" means an act or process in which the student aggrieved by a decision made against him to refer a matter to the Examination Results Appeals Committee for determination; "Assessment" means any mode or combination of modes of testing a candidate's performance in a particular module; "Authorized officer" means an officer of the Institute assigned to discharge

lawful duties;

“Award” means any award designated by the Council for grant or conferment upon students who qualify in accordance with these Rules;

“Campus” means any training center established by the Institute within and outside Zanzibar;

“Cheating in examination” means possession, using, giving or receiving or copying from unauthorized source, communicating with unauthorized person and includes any form or kind of dishonesty or destruction or falsification of any evidence or irregularity that may reasonably be linked with the examination in question or collaboration with another student in the examination room, or any other forms of colluding to take advantage of in examinations and during the examination process, irrespective of whether such act or conduct is discovered within or outside the examinations room;

“Collaborative Program” means a program offered by the Institute in collaboration with other Institutions;

“Continuous Assessment or Course work” means any form of evaluation or combination of several controlled or closed books individual or group tests, homework, essays, presentation, group work, field attachment report or project study tour assignment and practical made during the course of study which contributes to the final score in examinations.

“Council” means the Council of the Institute established under section 5 (1) of the Act;

“Council’s Rules” means notification, orders or rules made by the Council as prescribed under section 17 of the Act;

“Cumulative Grade Point Average also known as CGPA” means summation of grade points of all credit modules divided by the total number of modules taken by student beginning from his admission until last examination held;

“Departments” means the departments of the Institute established under the provisions of the Act;

“Deputy Principal Academic” means the Deputy Principal of Academic, Research and Consultancy of the Institute appointed in accordance with the

provisions of the Act;

“Discontinuation” means that a student ceases to be recognized as a student of the Institute on the basis of academic performance/grounds or the violation of disciplinary rules;

“Examination” means end of semester examination, supplementary examination and special examination;

“Examination irregularity” shall include unauthorized absence from the examination room, causing disturbances in or near any examination room, and any form of dishonesty, destruction or falsification of any evidence of irregularity or cheating and violation of all or part of these Rules;

“Examination card/number” means the card/number given to the student by the Institute for the purpose of identification during the examination;

“Examinations Offence” means any harm brought about before, during or after the examination by the conduct of a student in relation to examinations which the Institute desires to prevent by threat of punishment;

“External Examiners” means an Academic staff members employed by other institutions who will ensure that setting and marking of the examinations/evaluations conducted by the Institute as per rules are fair and consistent;

“Instructor or Teaching Staff” means an academic staff who is engaged on permanent or contract or part time basis and he/she is assigned to instruct/teach and assess student, course or module or, invigilate, supervise or mark tests or examinations;

“Field practice” means part of academic program for students offered by the Institute which include but not limited to teaching practice, practical training and internship;

“Grade” means a letter representing a range of score or marks earned by a student;

“Grade Points Average (GPA)” means the weighted arithmetic means of the weighted scores points;

“Graduate” means a person who has satisfied examination requirements for any award offered by the Institute and has been duly conferred such an award;

“Institute” means the Institute of Public Administration established under provisions of the Act;

“Invigilator” means teaching staff or any other person given the responsibility of supervising the examinations in the examination rooms/halls to ensure that the examination is properly conducted;

“Mark” means a numerical value by which the examining entity assesses the performance of the Student;

“Marker” means teaching staff or instructor checking the correctness of marking schemes and assessing responses of students to the set examinations questions and award scores;

“Module” means an independent package of learning related to an academic program studies by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;

“Moderator” means a person assuring that the setting and/or marking of the examinations were done fairly, according to the curricula, assessment plan, model answers, and marking scheme and consistently as well as they are responsible for the correction of any anomalies;

“Penalty” means punishment given to a student or any other person entrusted to handle examinations of the Institute found guilty of an examination offence;

“Plagiarism” means the submission or presentation of work in a course as if it were the student’s own work done expressly for that particular programme when, in fact, it is not;

“Possession of unauthorized material” includes taking unauthorized material, in person or by agent, into or near the examination room or having unauthorized material on, around or around one’s body or desk;

“Principal” means the Principal of the Institute appointed in accordance with the provisions Act;

“Provisional results” means examination results which have not been approved by the Council;

“Regulatory Authority” means National Council for Technical and Vocational Education Training and Tanzania Commission for University;

“Results” means a reflection of the outcome of examinations;

	<p>“Semester” means an academic period in which one set of course modules in each discipline is offered and examine;</p> <p>“Semester Grade Point Average” means the summation of grade point of all credit modules divided by the total number of credit module taken by a student during that semester;</p> <p>“Second Sitting Examinations” means a Supplementary Examination administered to students who fail to obtain a pass;</p> <p>“Setter” means teaching staff or instructor proposing examinations questions papers, model solutions/answers and marking schemes;</p> <p>“Student” means any person registered by the Institute for the purpose of pursuing studies;</p> <p>“Supervisor” means officer or delegated officer responsible for monitoring conduct and invigilation of campus examinations.</p> <p>“Test” means a written examination in a particular module conducted at any period before the semester examination session;</p> <p>“Transcript” means an academic document listing grades for all modules in all semesters of a particular course of studies;</p> <p>“Unauthorized absence from examination” includes going out of the examinations room temporarily or otherwise, or staying out of the examinations room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators during the examination in question;</p> <p>“Unauthorized material during the examination” means any written or printed material that is generally or specifically prohibited from being in possession of the student during the examination process, phones, radios, audio players, computers, and any other material intended to defeat the purpose of the examination or which may be specified from time to time by the Council to be unauthorized material.</p>
<p>PART TWO PROVISIONS RELATING TO ADMISSION</p>	
<p>Application for admission.</p>	<p>4. -(1) A person who intends to join the Institute shall apply for admission to the Principal.</p> <p>(2) The application shall be made by filling the Institute Online Application</p>

	<p>Form available in the Institute website or any other place or manner as the Institute may announce from time to time.</p> <p>(3) The Form under sub regulation (2) of this regulation, shall be sent to the Admission Committee.</p>
Admission Committee.	<p>5. There shall be the Admission Committee of the Institute composed of the following members:</p> <p>(a) head of academic department who shall be a Chairperson;</p> <p>(b) head of admission Unit shall be a Secretary;</p> <p>(c) admission officer;</p> <p>(d) head of business administration department; and</p> <p>(e) head of arts and social sciences department.</p>
Functions of Admission Committee.	<p>6. (1) The Admission Committee shall have the following functions: -</p> <p>(a) scrutinize the applications and select the candidates for admission based on program requirements and the criteria provided by the regulatory authorities;</p> <p>(b) forward the list of selected candidates to the regulatory authorities as directed for confirmation;</p> <p>(c) inform the selected applicants about their applications and the programs they have been selected together with the reporting date, fees, duration of the program, Institute regulations and other relevant information;</p> <p>(d) To review and propose policies, laws, guidelines and other documents related with admission issues; and</p> <p>(e) To advise the management on the measures to be taken to improve functions of admission office.</p>
Applications procedures.	<p>7. -(1) The applicant shall be required to furnish the Institute with:</p> <p>(a) details of academic qualifications;</p> <p>(b) address;</p> <p>(c) certified copy of academic certificates;</p> <p>(d) certified copy of birth certificates; and</p> <p>(e) any other relevant information and documents as per the requirements of Institute.</p>

	<p>(2) The applicant who is employed shall produce evidence of release from the employer.</p> <p>(3) Upon submission of the application Form, the applicant shall accompany such application with “Form A” of Sponsor’s Declaration Form as prescribed in the Schedule of these Rules.</p>
Admission Qualification and Provisional Admission.	<p>8. -(1) The Institute shall consider the applications and admit every applicant subject to qualification criteria prescribed by Institute.</p> <p>(2) An Applicant, who has completed the requisite conditions for applications with all qualifications, shall be admitted to the Institute based on the applicant’s choice of program.</p> <p>(3) An applicant who has been admitted for study shall be notified in writing through the applicant’s address available in their online applications form.</p> <p>(4) Once admitted to the Institute, the student shall be required to submit a medical report from the hospital recognized by the Institute.</p> <p>(5) Every admitted student shall adhere to the Institute Laws and Rules.</p> <p>(6) The Admission Committee may reject an application and state reasons thereof.</p>
Selection of Students.	<p>9. The Admission Committee has power to select qualified applicants with respect to Institute demands and capacity.</p>
Appeal against the Admission Committee.	<p>10. An applicant who is not satisfied with the decision of the Admission Committee regarding the admission process shall, within seven (7) days appeal to the Principal by filling Form B prescribed under Schedule to these Rules.</p>
<p>PART THREE REGISTRATION PROVISIONS</p>	
Registration.	<p>11. -(1) The student shall be registered online within the first two weeks of each semester by the Deputy Principal of Academic, Research and Consultancy.</p> <p>(2) Subject to sub rules (1) of this regulation, the student who is not registered shall not attend any lecture or study in the Institute.</p> <p>(3) The registered student, who has paid all the prescribed fees required by the Institute, shall be eligible to sit for institute examination in a particular</p>

	<p>program.</p> <p>(4) Late registration of any student shall be penalized by extra charges determined by the Council or unless otherwise stated in these Rules.</p> <p>(5) For the purpose of sub regulation (4) of this regulation, late registration means registration processes made by the student after elapse of the first two weeks of every semester.</p> <p>(6) The student may register for optional courses provided by the department in the subsequent semester, two weeks before the end of the operating semester.</p>
Change of Program.	<p>12. (1) The student shall be admitted and registered to the Institute in accordance with the applied program.</p> <p>(2) The student may be allowed to change program within the first two weeks after the beginning of the semester and for the public servants, the changing of programmes shall be approved by their employers.</p> <p>(3) The student shall not be permitted to change program after the elapse of the first two weeks of a semester.</p> <p>(4) The applications for changing the optional program shall be made by filling “FORM C” as prescribed in the Schedule of these Rules.</p> <p>(5) Applications for changing the optional program shall be determined by the Head of the relevant department.</p> <p>(6) Subject to sub regulation (5) of this regulation, the Head of the relevant department shall immediately inform the Deputy Principal Academic, Research and Consultancy for necessary changes.</p> <p>(7) The student who change the optional program shall pay the fee as prescribed by regulatory authority and attach the payment receipt.</p>
Change of Name.	<p>13. -(1) The student in the course of study at the Institute shall use the names that appear in the Certificate of Secondary Examination Education.</p> <p>(2) A change of names by the student shall not be entertained during the course of study at the Institute unless for the names appearing in the affidavit or deed poll from the Magistrate or Commissioner for oath or notary public.</p>
Bursaries and	<p>14. -(1) Save for the self-sponsored students, other students shall produce evidence</p>

Fees.	<p>of sponsorship at the beginning of the academic year.</p> <p>(2) The student shall pay at least half of the total semester fees within first two weeks of each semester.</p> <p>(3) The Institute shall revoke registration of any student who fails to pay the prescribed fees within the specified time.</p> <p>(4) The student shall not be allowed to attend classes for studies, do examinations, test or any other assignment at the Institute unless the prescribed fees have been paid.</p> <p>(5) Payment shall be made to the Institute Bank Account upon receiving the control number from the Institute.</p> <p>(6) Fees paid shall not be refunded.</p> <p>(7) The Council may prescribe any other appropriate measures against the student who fails to pay Institute fees from time to time.</p>
Foreign Students.	<p>15. -(1) Foreign students shall observe and comply with the immigration rules and other related laws of the land.</p> <p>(2) A Foreign student shall not be allowed to enter class for studies at the Institute unless student visa or resident permit is acquired.</p> <p>(3) Foreign students shall pay fees as determined by the Institute.</p>
<p>PART FOUR STUDENT'S ELIGIBILITY FOR EXAMINATIONS AND POSTPONEMENT</p>	
Eligibility for examinations.	<p>16. -(1) A student shall be admitted to an examination room on the condition that he meets the following rules:</p> <p>(a) registered for the course and respective module at the beginning of the semester;</p> <p>(b) the overall attendance of the students in a particular module is not less than 75 percent of the time allocated for the module in the semester;</p> <p>(c) has scored not less than 50 percent of his coursework in a particular module for NTA level 4-6 or as prescribed in the particular module;</p> <p>(d) has scored not less than 40 percent of his coursework in a particular module</p>

	<p>for NTA level 7-8 or as prescribed in the particular module;</p> <p>(e) has paid all required tuition fees, deposits and other charges as determined by the Institute;</p> <p>(f) has a valid identity and examination card of the Institute; and</p> <p>(g) has not barred by any lawful order or any other law from sitting for the Examination.</p> <p>(2) A student who has been barred in accordance with sub regulation (1) (a) (b) and (c) of this regulation, and sit for the end of semester examination, his end of semester examinations results of that particular module shall be nullified.</p> <p>(3) The concerned instructor shall report to the respective Head of Department prior to the start of the examination session all students who do not qualify to sit for the end of semester examination on the basis of sub regulation (1) (a) (b) and (c) of this regulation.</p> <p>(4) The respective Head of Department shall submit a report described in sub regulation (3) of this regulation, to the Deputy Principal of Academic, Research and Consultancy prior to the commencement of end of semester examinations.</p>
Absence from examination.	<p>17. -(1) Any student shall be required to appear in the examination.</p> <p>(2) Where a student misses Semester Examination without a prior written permission, he shall be considered to have absconded the examination, and be regarded to have failed the absconded module which shall be treated as a carry forward.</p>
Postponement of examinations.	<p>18. -(1) A student may, in special circumstances approved by the Deputy Principal of Academic, Research and Consultancy as the case may be, postpone examinations on grounds that:</p> <p>(a) a student is sick and the state of illness is certified by a recognized government medical practitioner;</p> <p>(b) there exists any death of students' close relatives such as parent, guardian, child, siblings and spouse; or</p> <p>(c) a students' inability to pay tuition fees.</p> <p>(2) With exception to emergency cases, written requests with supporting</p>

	<p>evidence for grounds of postponement of the examinations shall be submitted to the office of the Principal as the case may be, before respective examination is due to start.</p> <p>(3) A student shall not be allowed to postpone examinations in respect of the same module more than twice and in case of non-attendance to the examination after the second postponement, he will be regarded to have absconded the module and the absconded module shall be treated as a carry forward.</p> <p>(4) A student who postponed the examination shall pay the fees as prescribed by the Council.</p> <p>(5) The head of examination division shall keep track of all records concerning examination postponement.</p>
<p>PART FIVE CONDUCT AND ADMINISTRATION OF SEMETER EXAMINATIONS</p>	
<p>Management of Examinations.</p>	<p>19. -(1) The overall management of Institute Examinations shall be the responsibility of the Deputy Principal of Academic, Research and Consultancy or delegated department or officer.</p> <p>(2) The Deputy Principal of Academic, Research and Consultancy shall have power to issue such instructions, notes or guidelines to students, invigilators and examiners as he deems appropriate for the proper, efficient and effective conduct of such examinations.</p> <p>(3) The instruction notes or guidelines issued by the Deputy Principal of Academic, Research and Consultancy under this regulation shall form part of and be as binding as these Rules.</p>
<p>Venue for Examination.</p>	<p>20. (1) All examinations conducted by the Institute shall be administered at the Institute campuses or such other place as may be determined by the Deputy Principal of Academic, Research and Consultancy after consultation with the Principal.</p> <p>(2) Before commencement of the examination, the examination officer shall ensure the readiness of the examination venue.</p>
<p>Conduct of Candidates in Examination Venue.</p>	<p>21. -(1) The conduct of candidates in examinations shall be in the following manner:</p> <p>(a) candidates shall be seated in the examination room 10 minutes prior to</p>

	<p>the time prescribed for the commencement of any examination;</p> <ul style="list-style-type: none">(b) a candidate shall not be allowed to enter the examination room after 30 minutes or leave within 30 minutes from the commencement of the examination for NTA level 4-6;(c) a candidate shall not be allowed to enter the examination room after 30 minutes or leave within 45 minutes from the commencement of the examination for NTA level 7-8;(d) a candidate shall ensure that he has an adequate supply of pens, pencils, ink, or any other authorized material required for an examination and shall not be allowed to use red or green ink pen to write tests or examinations;(e) a candidate shall not be allowed to borrow examination tools in the examination room;(f) a candidate shall not be permitted to take or eat food or drink in the examination room or to have any items in the examination room other than items which have been expressly or implied approved for use during the examination, items allowed into the examination room shall be subject to inspection by the invigilator;(g) a candidate shall not take into the examination room/hall any unauthorized material(s) in person or by agent;(h) entering with prohibited materials in the examination room shall be categorized as possession of unauthorized materials;(i) where the examinations instructions permit the use of calculators, Programmable or text storing calculators are not permitted, entrance in the examination room with unapproved calculator's models shall be treated as entrance with unauthorized materials in the examination room;(j) candidates are not permitted to bring mobile phones or any electronic device into the examination room, this includes, but not limited to any electronic device capable of wireless communication and/or storing information such as translators, cell phones, pagers, PDAs, MP3 units, iPads and any other similar device;(k) candidates are not allowed to enter the examination room with books,
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handbags, clipboards, purses, papers, magazines and/or other such items;

- (l) each candidate shall sit at the desk or chair as it may be directed by the invigilator or indicated on the notice at the Examination room entrance, invigilators shall have power to specify or change the sitting arrangement in the examination room;
- (m) a candidate shall place his current Identity and examination card visible on his desks or chairs for the purpose of checking, without undue coercive disturbance before the start of the examination;
- (n) candidates must not turn over the examination paper on the desk or chairs until instructed to do so by the invigilator.
- (o) candidates are required to read the instructions at the front page of the question paper and answer booklet before commencement of the examination;
- (p) each candidate is required to write his examination number on the space provided on answer booklet;
- (q) names or initials, which distinguish one student from another, should not be written on the answer booklet;
- (r) candidates are prohibited to bring any paper into the examination room, if required to be used in the respective examination per its instruction shall be supplied by the Invigilators;
- (s) a candidate shall raise up his hand when he needs the attention of the invigilator;
- (t) a candidate shall sign examinations attendance register against his examination number for each module examined before leaving the examination room, candidates who shall not sign examination attendance register shall be considered to have not attended that examination;
- (u) a candidate who finishes his examination shall not be allowed to leave from the examination room, until one hour has elapsed from commencement of the examination.
- (v) in any event, no candidate may enter or leave the Examination Hall without the Invigilator's permission;

	<p>(w) candidates shall be alerted thirty minutes' time before the examination time elapses, when the invigilator declares that the examination is over, the candidate shall immediately stop writing otherwise shall be subjected to violation of examinations rules and held responsible accordingly.</p>
<p>PART SIX EXAMINATION ORGANS OF THE INSTITUTE</p>	
Organs responsible for examination matters of the Institute.	<p>22. Examinations organs of the Institute are as follows:</p> <ul style="list-style-type: none"> (a) the Examinations Disciplinary Committee; (b) the Examination Results Appeals Committee; (c) the Examination Committee; and (d) the Academic Committee.
The Examinations Disciplinary Committee.	<p>23. There shall be the Examinations Disciplinary Committee of the Institute composed of the following members:</p> <ul style="list-style-type: none"> (a) head of academic department who shall be a chairperson; (b) head of examination division who shall be a secretary; (c) head of business administration department; (d) head of arts and social sciences department; (e) dean of students; (f) head of admission division; (g) minister from Students Organization responsible with academic matters; and (h) legal officer of the Institute appointed by the Principal.
Functions of the Examinations Disciplinary Committee.	<p>24. -(1) The Examination Disciplinary Committee shall have the following functions to:</p> <ul style="list-style-type: none"> (a) receive, hear, deliberate and decide on any examination irregularity reported in the Institute; (b) prepare and submit to the Deputy Principal of Academic, Research and Consultancy a detailed report of its proceedings containing its findings and decisions against a person or staff responsible or involved in an irregularity. <p>(2) The Deputy Principal of Academic, Research and Consultancy shall forward a summary of the report of the Examination Disciplinary</p>

	Committee to the Academic Committee.
Powers of the Examination Disciplinary Committee.	<p>25. -(1) The Examinations Disciplinary Committee shall have the powers to:</p> <ul style="list-style-type: none"> (a) summon any candidate, invigilator or any person or officer in relation to an alleged examination irregularity that took place; (b) question or interrogate any candidate, invigilator or any person in relation to the examination irregularity that took place; and (c) recommend penalties on candidates found liable for or guilty of such irregularity. <p>(2) Examinations Disciplinary Committee reserves the power to investigate and deal with a cheating case at any time even if the act is discovered after the student has completed his studies provided that such student shall be notified and convened to appear before the committee.</p>
Conducts of meetings and decisions of the Examination Disciplinary Committee.	<p>26. -(1) It shall be a disciplinary offence for the invigilator or students to refuse to appear before the Examinations Disciplinary Committee to testify.</p> <p>(2) A Student who fails to appear before Examinations Disciplinary Committee without prior notification, his case shall be deliberated in his absence.</p> <p>(3) The decisions of the Examinations Disciplinary Committee shall be communicated to the candidate who is found guilty of committing examination irregularity within three days from the date that the decision was made.</p> <p>(4) If the candidate is dissatisfied with the decision of the Examinations Disciplinary Committee, he can lodge his appeal to the Examination Appeal Committee within seven days from the date that the decision of Examinations Disciplinary Committee was communicated to him and the decision of the Examination Appeal Committee on appeal lodged shall be final and conclusive.</p>
Tenure and Quorum of the Examination Disciplinary Committee.	<p>27. -(1) The tenure of office for the member appointed by the Principal shall be three years and the remaining members shall attend the meeting by the virtue of their positions.</p> <p>(2) Quorum of the Committee shall be formed by the two thirds of the total number of committee members including the Chairperson, Secretary and Minister of the Students' organization responsible for academic matters.</p>

<p>The Examination Results Appeals Committee.</p>	<p>28. There shall be the Examination Results Appeals Committee composed of the following members:</p> <ul style="list-style-type: none"> (a) one senior staff appointed by the Principal who shall be the Chairperson; (b) examination Officer who is not a member of the Examinations Disciplinary Committee who shall be a secretary; (c) one External Examiner; (d) one legal officer of the Institute appointed by the Principal who is not member of Examinations Disciplinary Committee; and (e) one representative from students' organization.
<p>Functions of the Examination Results Appeals Committee.</p>	<p>29. (1) The Examination Results Appeals Committee shall have the functions to:</p> <ul style="list-style-type: none"> (a) receive and hear appeals lodged by candidates disciplined by the Examination Disciplinary Committee, appeals to the Examination Results Appeals Committee shall be lodged by filling Form D as prescribed in the Schedule of these Rules. (b) prepare and submit to the Deputy Principal of Academic, Research and Consultancy a summarized report of its proceedings containing findings and decisions of all appeals determined.
<p>Powers of the Examination Appeals Committee.</p>	<p>30. The Examinations Results Appeals Committee shall have the powers to:</p> <ul style="list-style-type: none"> (a) order for and receive from the Examination Disciplinary Committee the proceedings and decisions of the Examination Disciplinary Committee appealed against; (b) summon the appellant, any other student, invigilator or person who is conversant or supposed to be conversant with the facts of the appeal, to appear before Examinations results Appeals Committee for additional evidence or further examination; (c) question or interrogate the appellant, any other student, invigilator or any person in relation to the appeal lodged; (d) uphold, reverse or set aside the decision of the Examination Disciplinary

	<p>Committee;</p> <p>(e) quash the decision of the Examination Disciplinary Committee and order it to start afresh the proceedings;</p> <p>(f) instruct the Examination Disciplinary Committee to receive additional evidence;</p> <p>(g) do any other thing not provide for in these Rules for the maintenance and promotion of good conduct of examinations.</p>
Conducts of meetings and decisions of the Examination Results Appeals Committee.	<p>31. -(1) It shall be a disciplinary offence for the students, invigilator or any other staff to refuse to appear before Examinations Results Appeals Committee to testify.</p> <p>(2) A Student who fails to appear before Examinations Results Appeals Committee without prior notification, his case shall be deliberated in his absence.</p> <p>(3) The decision of the Examinations Results Appeals Committee shall be communicated to the appellant within three (3) days from the date the decision was made.</p>
Tenure and Quorum of the Examination Results Appeals Committee.	<p>32. -(1) The tenure of office for the members appointed by the Principal shall be three years and the remaining members attend the meeting by the virtue of their positions.</p> <p>(2) Quorum of the Committee shall be formed by the two thirds of the total members.</p>
The Examination Committee.	<p>33. (1) There shall be the Examination Committee composed of the following members:</p> <p>(a) the Deputy Principal of Academic, Research and Consultancy who shall be a Chairperson;</p> <p>(b) the Head of examination Division who shall be a Secretary;</p> <p>(c) all heads of academic departments; and</p> <p>(d) two examination officers.</p>
Functions of the Examination Committee.	<p>34. The examination committee shall have the functions to:</p> <p>(a) discuss the success and problems of invigilation, moderation and all</p>

	<p>matters related to examination;</p> <p>(b) ensure that conditions governing examinations are followed and observed by all candidates;</p> <p>(c) discuss the general performance of the students and initiate improvement strategies; and</p> <p>(d) prepare the report findings and recommendations for improvements with regard to the performance of students to the Academic Committee.</p>
Quorum of the Examination Committee.	<p>35. -(1) All members of the examination committee shall attend the meeting by virtue of their positions.</p> <p>(2) Quorum of the Committee shall be formed by the two thirds of the total members.</p>
The Academic Committee.	<p>36. There shall be the Academic Committee compose of the following members:</p> <p>(a) the Principal who shall be a Chairperson;</p> <p>(b) the Deputy Principal of Academic, Research and Consultancy who shall be a Secretary;</p> <p>(c) the Deputy Principal of Administration, Planning and Finance;</p> <p>(d) all heads of academic departments;</p> <p>(e) head of Pemba branch;</p> <p>(f) head of quality assurance Unit;</p> <p>(g) the dean of students;</p> <p>(h) one representative from student’s organization; and</p> <p>(i) one representative from legal unit.</p>
Functions of the Academic Committee.	<p>37. The Academic Committee shall have the functions to:</p> <p>(a) receive the Reports of the Examination Committee in respect of the Programs in order to approve the marks and grades of candidates on behalf of the Council;</p> <p>(b) approve examination results of students and forward the results to the Council for affirmation;</p> <p>(c) decide on the transfer of a student between Programs and/or the termination of a student’s registration as a student of the Institute based on the student’s Academic Rules;</p> <p>(d) consider eligibility of a students for admission to a course;</p>

	<p>(e) consider and approve/disapprove matters relating to research, consultancy and publication within the Institute;</p> <p>(f) satisfy itself regarding the content of the curriculum and academic standards of any course of study offered by the Institute;</p> <p>(g) decide whether any student enrolled for a certificate, diploma or other award of the Institute has attained the necessary requirements and then approve for the grant of such certificate, diploma or other award of the Institute; and</p> <p>(h) perform any other functions as directed by the Council.</p>
Powers of the Academic Committee.	<p>38. -(1) The Academic Committee shall have the powers to:</p> <p>(a) summon the students, invigilators, the Institute staff or any other person as it deems necessary to testify, clarify before it; and</p> <p>(b) conduct hearing by observing the principles of natural justice between the parties and provide appropriate measures to be taken by the Council.</p> <p>(2) investigate and determine any dispute referred to it with due regard to the law of evidence and subject to these rules.</p> <p>(3) take an evidence through oral or written statement.</p> <p>(4) where a witness is called by a complainant, the witness shall first be examined by the complainant and then be cross- examined by the respondent.</p> <p>(5) with regards to the Committee findings, merits, suggestions and measures to be taken relating to the proceeding of the case shall be proposed to the Council for the determination and decision.</p>
Quorum of the Academic Committee.	<p>39. -(1) All members of the Academic Committee shall attend the meeting by virtue of their positions.</p> <p>(2) Quorum of the Committee shall be formed by the two thirds of the total members and shall include chairperson, secretary and the representative from student's organization.</p>
Proceeding of the Committees of the Institute.	<p>40. Proceeding of the committees' meeting shall be as follows: -</p> <p>(a) the committee meeting shall be presided by the Chairperson; in his absence the members present shall elect one among them to preside the meeting.</p> <p>(b) the committee shall meet at such time and place as may deems appropriate.</p>

	<p>(c) The Committee shall regulate the meeting in respect to the proper conduct of its activities.</p> <p>(d) the member of the committee who has direct or indirect interest in a matter being considered or about to be considered shall be as soon as possible after the relevant fact has come to his knowledge, disclose the nature of his interest at the beginning of the meeting of the committee.</p> <p>(e) decision of the Committee shall be made by consensus, where there is no such consensus, the decision shall be made by vote and where there is equal vote, the chairperson shall have the casting vote.</p> <p>(f) the Committee may co-opt any person to attend its meeting, but the co-opted member shall have no right to vote in any deliberation of the meeting.</p> <p>(g) the secretary shall take and record the minutes of the committee meeting.</p>
<p>PART SEVEN SETTING AND MODERATION OF EXAMINATION</p>	
Setters, internal and external Moderators.	41. There shall be the process of setting and moderating semester examinations by setters, internal and external Moderators.
Appointment of Setters.	42. (1) The appointment of a Setter of a given module examination shall be a teaching staff in a relevant course. (2) On appearance of incapacitated circumstances by the course instructor, the Deputy Principal of Academic, Research and Consultancy in consultation with the respective Head of Department may appointed other teaching staff or competent person to set the examination.
Qualifications of setter.	43. A setter shall possess the following qualifications: (a) be the instructor of the Institute, in case of unavoidable reasons, the Deputy Principal of Academic, Research and Consultancy shall appoint other competent instructor; (b) be competent in the subject area; (c) possess one level higher than the level whose examination he is to set; and (d) be a person of integrity, ethical, proven high level of moral values and able to observe confidentiality.
Responsibilities of setters.	44. Setters shall have the following responsibilities to: (a) propose examinations questions papers, model solutions/answers and

	<p>marking guide to be further evaluated by Internal and External Moderators.</p> <p>(b) to make sure the proposed examination paper is set in accordance with the assessment plan of the respective module and other guidelines set by the Institute and the regulatory authority.</p>
Appointment of moderators.	45. Moderators shall be appointed at every semester by the Deputy Principal of Academic, Research and Consultancy.
Qualifications of internal moderators.	<p>46. A person appointed as internal Moderator shall possess the following qualifications:</p> <p>(a) he shall be a teaching staff or instructor employed by the Institute.</p> <p>(b) he shall be an expert in the subject matter of moderation and has experience of at least two years in the relevant practice area within the appropriate technical level.</p> <p>(c) he shall possess one level higher than the level whose examination he is to moderate.</p> <p>(d) he shall have experience as a Setter, Marker and/or Moderator in the particular module.</p> <p>(e) he shall be a person of integrity, ethical, proven high level of moral values and able to observe confidentiality.</p>
Responsibilities of internal moderators.	<p>47. Internal Moderators shall have the following responsibilities to:</p> <p>(a) moderate examinations papers set by Institute as per curricula, assessment plan and rules of the Institute and/or the Regulatory Authority;</p> <p>(b) moderate model answers and marking guides as per curricula, assessment plan and rules of the Institute and/or the Regulatory Authority;</p> <p>(c) recommend on challenges observed related to examination settings, marking and general performance; and</p> <p>(d) printing, packaging and prepare the report of the assignment.</p>
Conduct of Internal Moderators.	<p>48. In undertaking their responsibilities, Internal Moderators shall observe the following:</p> <p>(a) any examination moderator shall be required to observe utmost confidentiality before, during and after the moderation exercise.</p> <p>(b) shall ensure that he is not in possession of any materials related to the moderation after the exercise is over.</p>

	(c) shall ensure that they surrender all tools used after moderation and that any material worth destroying is destroyed before they leave the premises used for the moderation exercise.
Appointment of External Moderators.	49. -(1) External moderators shall be appointed by the Deputy Principal of Academic, Research and Consultancy from among instructors with high proven academic and administrative abilities. (2) For each course there shall be at least one external moderator.
Qualifications of external moderators.	50. External moderators shall possess the following qualifications: (a) be experts in the subject matter for examination and relevant experience. (b) be an academic staff of educational institutions different from the Institute.
Responsibilities of external moderators.	51. External Moderators shall have the following responsibilities to: (a) ensure that the assessment procedures have been fairly and properly implemented in the programme. (b) ensure that standards of awards are compatible with academic level. (c) recommend on challenges observed related to examination settings, marking and general performance.
External Moderators' Report.	52. -(1) On completion of the exercise, the External moderator shall submit his report to the Principal and the copy of it shall be sent to the Quality Assurance Unit. (2) The Quality Assurance Unit shall ensure that the respective departments work on the suggestions of the External Moderators and the reports shall form part of the Institute annual quality assurance audit system. (3) The external moderator shall submit a report on the work undertaken using the format provided by Form E as prescribed in the Schedule of these Rules.
Remuneration of setters, internal and external moderators.	53. There shall be remuneration for setters, internal and external moderators at such rates as approved by the Council.
Administration of Examinations papers.	54. -(1) Deputy Principal of Academic, Research and Consultancy shall handle all examination papers with utmost care. (2) The storage of examination question papers shall be in safe custody and unauthorized person shall not have access to examination question papers.

PART EIGHT
INVIGILATION OF EXAMINATIONS

<p>Appointment of Invigilators.</p>	<p>55. -(1) The Principal shall appoint Examination Invigilators from among the Academic staff of the Institute who shall invigilate the examinations according to these Rules.</p> <p>(2) Invigilators shall be appointed in writing and the appointment shall remain confidential.</p>
<p>Appointment and functions of Chief Invigilator.</p>	<p>56. There shall be a Chief Invigilator to be appointed by the Principal from among Heads of Departments for each examination period.</p> <p>(2) Chief Invigilators shall have the functions to:</p> <p>(a) ensure that all invigilators perform their duties accordingly.</p> <p>(b) ensure that each examination starts and finish at the appropriate time.</p> <p>(c) supervise all invigilators during a particular season of examination.</p> <p>(d) produce a report to the Principal, the report shall include his comments and recommendations which may be used as guidelines in future examination seasons.</p>
<p>Instructions to Invigilators before the Examination.</p>	<p>57. -(1) Invigilators shall be available at the examination office at least 30 minutes before commencement of the examination where he shall be handed over with the following:</p> <p>(a) sealed envelopes containing examination question papers to be attempted by candidates;</p> <p>(b) answer booklets;</p> <p>(c) students' attendance sheet;</p> <p>(d) sitting plan;</p> <p>(e) breaches of Examination Rules Form; and</p> <p>(f) any other necessary tool as developed by the office of Deputy Principal of Academic Research and Consultancy for invigilation purposes.</p> <p>(2) Upon receipt of the tools mentioned under regulation (1) of this regulation, the invigilator shall sign an examination log-book to declare that he is responsible for supervision of a given examination paper.</p> <p>(3) Invigilators shall be physically present in the examination room at least fifteen (15) minutes before the commencement of examination.</p> <p>(4) The invigilator shall make sure that the examination room is clean and</p>

	<p>suitable for the examination.</p> <p>(5) Invigilators shall admit candidates to the examination room at least fifteen (15) minutes before the commencement of the examination.</p> <p>(6) The invigilator shall make an announcement to the effect that unauthorized materials are not allowed in the examination room and that candidates should satisfy themselves that they are not in possession of the same.</p> <p>(7) Invigilators shall search or check students to ensure that they do not enter the examination room with unauthorized materials, the exercise will be conducted by male invigilators to male students and female invigilators to female students.</p> <p>(8) The invigilator shall check the sitting arrangement to ensure that there is a reasonable distance between candidates, the students shall adhere to sitting arrangements made.</p> <p>(9) Invigilators shall have power to specify or change the sitting arrangement in the examination room.</p> <p>(10) The invigilator shall ensure that every candidate admitted into the examination room has appropriate and genuine Institute identity card, examination card and authorized working tools relevant to the examination.</p> <p>(11) Once the students are seated, the invigilator shall distribute the answer booklets to the candidates, the invigilator must ensure that only one answer-book is provided for each candidate, the answer booklets shall be filled before any additional booklet is provided.</p> <p>(12) The invigilator shall open the sealed examination envelope before the candidates.</p> <p>(13) The invigilator shall check that the question paper from the envelope is the one in accordance with the examination timetable and withdraw it immediately in case a wrong examination paper was placed in the envelope, the wrongly opened examination paper shall be declared to have leaked.</p>
<p>Instructions to Invigilators during the Examination.</p>	<p>58. (1) Invigilators shall not admit candidates to the examination room thirty minutes after the commencement of the examination and shall not permit them to leave the examination room temporarily until thirty minutes have elapsed from the commencement of the examination.</p>

	<p>(2) In the event that the student has completed his examination, the invigilator shall not allow the student to leave the examination room until one hour has elapsed after the commencement of the examination.</p> <p>(3) Invigilators shall concentrate on invigilation during the examination session;</p> <p>(4) Invigilators shall not stay in one place for too long, they should move around and strategically observe candidates.</p> <p>(5) The invigilator shall not in any case leave the examination room during sessions unless he receives permission from the Chief invigilator.</p> <p>(6) The invigilator shall prohibit the candidates borrowing of working tools during examination.</p> <p>(7) In case a candidate is caught committing an act of examination malpractice, the invigilator shall follow the procedures outlined under these rules.</p> <p>(8) The invigilator shall inform the Head of Admission and/or Examinations any need of clarifications by students relating to examination in question, the Head of admission and Examinations shall notify the Deputy Principal of Academic Research Consultancy who shall thereafter seek clarification from the Principal.</p> <p>(9) The invigilator shall ensure that each candidate signs the attendance sheet, the candidate shall sign against his examination number and the number of answer booklet he used to write his examination.</p>
<p>Instructions to Invigilators at the end of the Examination.</p>	<p>59. -(1) The invigilator shall make sure that no candidate leaves the examination room during the last thirty minutes of the time allocated for the examination except in cases of emergency.</p> <p>(2) When the time for examination is over, the invigilator shall instruct the candidates to stop writing and require each candidate to stand up and remain in his place until he has collected and checked answer booklets.</p> <p>(3) The invigilators shall write the number of candidates' answer booklets collected on the attendance sheet and sign.</p> <p>(4) The invigilator shall sign the examination log-book at the examinations office upon returning all examination materials used and unused.</p>
<p>Powers of the Invigilators.</p>	<p>60. Invigilators shall have powers to:</p>

	<p>(a) remove any unauthorized materials brought into the examination room and to surrender such unauthorized materials to the Chief invigilator;</p> <p>(b) expel from the examination room a candidate found with materials written on their body;</p> <p>(c) expel any candidate who creates a disturbance in or near the examination room; and</p> <p>(d) conduct a physical search to all students who are eligible for examination before commencement of examination.</p>
Remuneration for invigilators.	61. There shall be remuneration for Chief invigilator and invigilators at such rates as determined by Council.
<p>PART NINE</p> <p>EXAMINATION IRREGULARITIES, DISCIPLINARY PROCEDURES AND PENALTIES</p>	
Identification of examination irregularities.	62. The examination irregularities may be identified during continuous assessment and semester examinations.
Examination irregularities during continuous assessment.	63. Examination irregularities during continuous assessment shall include but not limited to: <p>(a) copying another student’s assignment.</p> <p>(b) submitting course work purporting to be his own while it is attempted by another student or person.</p> <p>(c) attempting course work on behalf of another student.</p> <p>(d) conduct any other form of cheating defined under these Rules.</p>
Procedures for handling examination irregularities during continuous assessment.	64. The procedures for handling examination irregularities of course work during continuous assessment are as follows: <p>(a) instructor shall report all suspected cases of plagiarism, cheating or other examination irregularities in his module or course immediately to his head of department by filling “Form F” as prescribed in the Schedule of these Rules.</p> <p>(b) the head of department shall submit the form described under sub regulation (1) of this regulation to the Examination Disciplinary Committee for further action.</p> <p>(c) the secretary of the Examination Disciplinary Committee shall communicate with the Chairperson on the need to convene Examination Disciplinary Committee meeting and shall set a date and time of the</p>

	<p>meeting.</p> <p>(d) the secretary of the Examination Disciplinary Committee shall give the student suspected of plagiarism, cheating or examination irregularity a written notice in a prescribed “Form G” as prescribed in the Schedule of these Rules requiring him to appear before the Examination Disciplinary Committee at the date, time and venue described in the notice, similarly, the instructor or invigilator shall be given a written notice to appear before Examination Disciplinary Committee in a prescribed Form H as prescribed in the Schedule of these Rules.</p> <p>(e) a student who refuses to collect his written notice from the secretary of the Examination Disciplinary Committee after being required to do so, shall have violated these examination rules and nevertheless is expected to appear before the Examination Disciplinary Committee at the date, time and venue communicated to him orally.</p> <p>(f) the Examination Disciplinary Committee shall sit to hear and deliberate on the alleged examination irregularity.</p> <p>(g) if it is established that the candidate committed an irregularity, the Examination Disciplinary Committee shall penalize the Student’s irregularity in accordance these Rules.</p> <p>(h) if proved otherwise, the student shall be cleared of allegations against him.</p> <p>(i) the decision of the Examination Disciplinary Committee on examination irregularity relating to the student’s course work is not appealable.</p>
<p>Penalties for examination irregularity during continuous assessment.</p>	<p>65. (1) A student found guilty of examination irregularity during continuous assessment shall receive a zero on the component of the course work.</p> <p>(2) Oral and/or written warning may be issued against the candidate.</p>
<p>Examination irregularity during Examination.</p>	<p>66. Examinations irregularities during examination shall include but not limited to activities hereinafter mentioned regardless such activities takes place inside or outside the examination room:</p> <p>(a) beginning the examination before being authorized.</p> <p>(b) communicating or whispering with other candidates, either verbally or through other means.</p>

- (c) collaborating with another student or any other person.
- (d) copying the answers of another student.
- (e) exchanging answer sheets/booklets or answers for the purpose of assisting one another in attempting examination in or outside the examination room.
- (f) aiding and/or abet another candidate to copy from his answer booklet or any other document.
- (g) aiding and/or abet another candidate to copy from a script/booklet of another person.
- (h) possessing and/or using unauthorized material, it shall not be a defense to argue that one did not intend to use the unauthorized materials.
- (i) eye shifting and peeping at another student's examinations paper.
- (j) failing to comply with any examination rules, instructions, rules or directions given by an invigilator.
- (k) refusal to sign on the Breaches of Examination Rules Form by any student discovered committing examination irregularity.
- (l) destroying or attempting to destroy any evidence related to any suspected irregularity.
- (m) continuing the examination after being told to stop.
- (n) removing examination answer booklet or sheets from the examination room.
- (o) detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose.
- (p) allowing another person to sit for the examination on one's behalf.
- (q) having access and/or consulting unauthorized materials outside the limits of the examination room.

	<ul style="list-style-type: none"> (r) receiving unauthorized assistance from another student or person (Receiving external assistance). (s) giving unauthorized assistance by students who are not examination candidates (Giving external assistance). (t) using another student’s identity card(s) to seat for examination on behalf of that student (Impersonation). (u) taking out of the Examination room an Examination paper before the time for doing the paper is over. (v) intimidating, coercing, scaring, terrorizing, bullying, assaulting, beating or any other act of embarrassing or mortifying or humiliating another student or invigilator(s) or any college officer involved in the conduct of examination during the examination process. (w) scribbling in the examination question paper. (x) indulging in any disruptive conduct including, but not limited to shouting, assaulting of another student/candidate, using abusive language and/or threatening language, destruction of college property or the property of another person during examination. (y) smoking, drinking alcohol and or being in a condition of alcohol influence in the examination room. (z) using another student’s examination number or forging examination number. (aa) walking out in protest from the examination room.
<p>Procedure for handling Examination irregularities during examination.</p>	<p>67. (1) The invigilator shall approach the student immediately after suspicion or discovery of examination irregularity.</p> <p>(2) The student shall be required to sign on the Breaches of Examination Rules “Form F” as prescribed in the Schedule of these Rules at the material time and place, in front of the following witnesses:</p>

	<p>(a) invigilator who discovered the student committing irregularity;</p> <p>(b) nearby candidate(s); and</p> <p>(c) any other invigilator.</p> <p>(3) Refusal to sign the Breaches of Examination Rules Form shall not invalidate the accusation against the student caught of committing examination irregularity.</p> <p>(4) The invigilator shall report the matter to the Chief Invigilator who shall in turn inform the secretary of the Examination Disciplinary Committee.</p> <p>(5) The secretary of the Examination Disciplinary Committee shall communicate with the Chairperson on the need to convene Examination Disciplinary Committee meeting and shall set a date and time of the meeting.</p> <p>(6) The secretary of the Examination Disciplinary Committee shall give the candidate a written notice in a “Form G” as prescribed in the Schedule of these Rules requiring him to appear before the Examination Disciplinary Committee at the date, time and venue described in the notice, similarly, the invigilator shall be given a written notice to appear before Examination Disciplinary Committee in a “Form H” as prescribed in the Schedule of these Rules.</p> <p>(7) The student who refuses to collect his written notice from the secretary of the Examination Disciplinary Committee after being required to do so, shall have violated these rules.</p>
<p>Penalties for examination irregularities during Examination.</p>	<p>68. (1) Any candidate who commits examination irregularity described under these Rules shall be reported by the invigilator to the Chief Invigilator.</p> <p>(2) When the student is found guilty of an examination irregularity, the Examination Disciplinary Committee shall have the power to impose any of the following penalties as deems appropriate depending on the gravity of an offence or the circumstances of the case:</p> <p>(a) nullify a student’s course result (s) or suspension of the student for a term</p>

	<p>of not less than one academic year or both;</p> <p>(b) expel the student from the Institute;</p> <p>(c) give an ordinary or harsh warning to a student;</p> <p>(d) impose sanctions to students or any other persons found responsible for or guilty of irregularity; or</p> <p>(e) order other penalties as may deem appropriate.</p> <p>(3) When invigilator or any employee of the Institute commits an examination irregularity under these rules his conduct shall be reported to the Council and shall be dealt with in accordance with the Public Service Act and its Rules pertaining to disciplinary action against staff and/or relevant laws.</p>
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PART TEN
MARKING OF EXAMINATIONS AND COMPILATION OF MARKS

<p>Course work and distribution of marks.</p>	<p>69. (1) In the course of studies:</p> <p>(a) the student shall undertake all course works in every semester;</p> <p>(b) the student shall not be allowed to enter into examination unless course works has been completed, and in case the course works are not completed, such student shall be obliged to complete them before the examination date;</p> <p>(c) the student who attains less than the required marks from the total assessment of course work shall be required to repeat the module as offered in the relevant semester;</p> <p>(d) the student who attains less than the required of the course work marks in half or more courses in each semester shall be required to repeat the whole semester.</p>
<p>Marking and compilation of coursework.</p>	<p>70. (1) All tests, assignments, presentations and other forms of assessment made during the semester shall be marked before the end of examination preparation week by the instructor of the module concerned.</p> <p>(2) The coursework answer papers shall be returned to students within two (2) weeks after being marked by the instructor.</p> <p>(3) All instructors are obliged to give students their aggregate coursework marks before commencement of the end of semester examinations.</p>

	<p>(4) It shall be the obligation of the student to verify the accuracy of his coursework results before the commencement of the end of semester examinations.</p>
Appeal against coursework.	<p>71. (1) The student who notices any error in the coursework marks may consult course instructor during the semester for discussion and possible adjustment of his course work marks.</p> <p>(2) If the course work marks have not been adjusted, the student may appeal against his coursework marks to the Director for Academic for appropriate correction.</p>
Marking of Examination.	<p>72. (1) The examination scripts shall be marked by the course instructor who instruct a particular course during the particular semester or another person appointed by the Deputy Principal of Academic Research Consultancy in consultation with the relevant Head of the Department.</p> <p>(2) When marking, any irregularity noted or any matter raising a reasonable suspicion shall be reported to Deputy Principal of Academic Research Consultancy without delay.</p> <p>(3) After marking, the marker shall fill in summary of analysis of performance, fill in an examination mark sheet, write a marking scheme and submit them together with the marked scripts to the Examination Officer.</p>
Guidelines for marking.	<p>73. (1) The following guidelines shall be used when marking end of semester examinations:</p> <p>(a) marking shall be done within the time frame specified for by the Deputy Principal of Academic Research Consultancy;</p> <p>(b) marking shall commence one day after the first examination and whenever possible shall take not more than 14 days;</p> <p>(c) marking time-table shall be issued stating commencement and ending of the marking session; and</p> <p>(d) marking shall be done according to the marking guides.</p> <p>(2) Any marker or person who commits act of negligence or misconduct to carelessly destroy, damage, lose or misplace examination scripts during the</p>

	examination process shall be subject to disciplinary proceedings and punished in accordance with the Public Service Act.
Compilation of marks of the semester Examination.	74. The respective heads of Departments shall be responsible for the compilation of marks for the Semester Examinations in collaboration with the admission and examination office.
Moderation of marked scripts.	75. (1) The Deputy Principal of Academic Research Consultancy shall appoint External Examiner upon consultation with head of Academic department. (2) The Deputy Principal of Academic Research Consultancy shall provide to the appointed External Examiners marked examination papers, model answers, solutions, marking guides and course curriculum for each module for moderation. (3) For the purpose of Quality assurance, appointed External Examiners shall check at least 20% of all marked papers and intervene if they believe that a marker did not mark according to the marking criteria. (4) External Examiners shall review the marked scripts, model answers and the marking guides and give their critical recommendations report to the Deputy Principal of Academic Research Consultancy. (5) The Examination division shall consult the Deputy Principal of Academic Research Consultancy as the case may be to ensure that comments and recommendations by External Examiners are incorporated and submitted to Departmental Examination Committee meeting.
PART ELEVEN RELEASE OF EXAMINATION RESULTS	
Release of provisional examination results.	76. (1) The Institute shall release provisional examination results not later than fourteen days from the date they have been passed by the Academic Committee pending approval by the Council. (2) The results may be posted to the Institute notice boards or website based Student Information Management System for students to access through internet. (3) Every student shall have a duty to access his own examination results through the means provided under rule 75 of this rules.

Form of Publishing the Results.	<p>77. The results shall be published in the following form;</p> <p>(a) grades for examinations in each module of the semester and other summative assessments available to students once marks have been released by the Academic Committee or approved the Council.</p> <p>(b) results shall indicate passes and any other remarks which include discontinuation, withheld results, postponement, repeat year, incomplete, supplementary, carry forward for students failing to achieve required standards as determined by the Academic Committee or the Council.</p>
Appeals against end of semester Examination Results.	<p>78. (1) All appeals against end of semester examination results shall lie with the Examination Results Appeal Committee established by the Institute.</p> <p>(2) All appeals of end of semester examination results shall be accompanied by an appeal fee of Tanzania Shillings fifty thousand only (Tshs. 50,000/=) per subject or as may be prescribed by the Council from time to time.</p> <p>(3) The fee described under rule 77 (2) of this rules shall be reimbursed if the appellant succeed on his appeal.</p> <p>(4) The appeal fee is subject to review by the Council from time to time.</p>
Procedure for Appeal against end of semester examinations results.	<p>79. (1) All appeal pertaining the examinations results shall not be entertained unless such an appeal is lodged to the secretary of the Examination Appeals Committee within 7 days from the date of publications of results.</p> <p>(2) Appeal shall be lodged to the secretary of the Examination Results Appeal Committee using appropriate “Form I” as prescribed in the Schedule of these Rules to the secretary of the Examination Results Appeal Committee.</p> <p>(3) heads of respective departments and the Examinations office shall submit all marked answer booklets whose candidates have appealed together with copies of the filled appeal form to the Examination Appeals Committee which shall determine the appeal.</p>
Determination of Appeal.	<p>80. (1) During the determination of the appeal, the Examination Results Appeals Committee shall instruct the respective Heads of Department, examination office and Quality Assurance affairs to determine the merits and process the appeal.</p> <p>(2) All appeals shall be marked by any other instructor of the related course at</p>

	<p>the Institute or by the external examiner as may be deemed appropriate by the Institute.</p> <p>(3) The Chairperson of the Examination Results Appeals Committee shall immediately after the determination of appeal inform the appellant on the appeal results, in writing in a prescribed “FORM J” as prescribed in the Schedule of these Rules.</p> <p>(4) The report of appeal results shall be submitted to the Academic Committee.</p> <p>(5) Upon the dissatisfaction of the appeal results made under sub regulation (4) of this regulation any student may re-appeal to the Academic Committee for further determination.</p> <p>(6) The student who becomes aggrieved by the decision of the Academic Committee under sub regulation (5) of this regulation may appeal within seven working days to the Council, provided that the decision of the Council shall be final and conclusive.</p>
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PART TWELVE
ASSESSMENT CRITERIA AND CLASSIFICATION OF AWARDS

<p>General Guidelines on Conduct of Assessment.</p>	<p>81. The following guidelines shall be used to ensure proper conduct and administration of assessment:</p> <p>(a) The assessment shall be conducted by the Institute and the results of such assessment shall contribute to the evaluation of the Institute awards.</p> <p>(b) Course work for NTA Level 4 - 6 shall consist of assessment which includes assignments, tests or other tasks as prescribed in the continuous assessment and shall carry 40% of the final marks, Semester Examinations shall carry 60%.</p> <p>(c) The pass marks for NTA Level 4-6 is 50% after compilation of coursework and Semester Examinations results.</p> <p>(d) Coursework for degree programmes (NTA Level 7-8) shall include test, assignments or other tasks as prescribed in the continuous assessment which shall constitute 40% and Semester Examinations shall constitute</p>
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	<p>60%, except as prescribed in the particular module.</p> <p>(e) The pass marks for degree programmes for NTA Level 7-8 is 40% after compilation of coursework and Semester Examinations results.</p> <p>(f) Academic departments of the Institute shall provide to students every year at the beginning of the semester, a clear statement on how each of their courses shall be assessed, specifying what weighting is to be assigned to the various components of the assessment scheme.</p>
Submission of continuous assessment marks.	<p>82. (1) Marks for students' course work shall be uploaded on the existing Students Information System one week before the start of end of semester examinations or any other time as may be determined by the Institute.</p> <p>(2) The respective instructor shall adhere to the time determined by the Institute for compilation of continuous assessment marks.</p> <p>(3) The instructor shall submit coursework to the Head of respective Department for submission to the Examinations office.</p>
Guidelines on assessment of Field work and Research/Project Report.	<p>83. There shall be fieldwork to students of National Technical Award level 6, project report to students of Diploma in Business Information Technology of National Technical Award level 6 and research to students of bachelor degree depending on curricula of their programmes as:</p> <p>(a) each student shall be allocated a supervisor who shall guide him throughout the process of fieldwork, research and project work.</p> <p>(b) for students undertaking fieldwork, they shall be required to attach themselves in various organizations for such a period as specified in the respective curricula in order to acquire practical skills.</p> <p>(c) students shall submit their field, research and project reports to the supervisor within time allocated.</p> <p>(d) supervisors shall assess and mark field, research and project reports on the basis of respective guidelines issued by the Institute and they shall submit the marked report to the head of respective department at the date set by the Deputy Principal of Academic, Research and Consultancy.</p> <p>(e) in assessing the field report, the assigned supervisor shall consider the</p>

	<p>student's logbook as part of the field report.</p> <p>(f) Field work, research and project report shall be marked out of 100%.</p> <p>(g) a student who fails Field work, Research and project shall be required to resubmit the work in the Supplementary Examination season of the same academic year provided that, the total number of subjects failed in a year does not exceed half of the subjects offered in the NTA level course pursued, and he shall be awarded a grade of "C" if he passes and carry it over if he fails.</p> <p>(h) the resubmitted report shall be assessed exclusively on the basis of the report, however, a student re-submitting field report shall be required to submit it with a copy of the daily log book.</p> <p>(i) a student who fails to submit his Field, Research, project report within allocated time shall be considered to have got a supplementary hence if passed be awarded a grade of "C".</p>
Grading system and Classification of Awards.	84. The grading system and classifications of awards for the programs shall be made in accordance with the program curriculum, NACTVET and TCU guidelines.
PART THIRTEEN CONDITIONS FOR PROGRESSION AND POSTPONEMENT OF STUDIES	
Conditions for passing an examination.	<p>85. The following shall be conditions for the candidate to pass an examination:</p> <p>(a) a student for NTA level 4-6 shall be declared to have passed an examination for the module if he scores at least 20 marks out of 40 of continuous assessment and at least 30 marks out 60 marks of Semester Examination.</p> <p>(b) a student for NTA Level 7-8 shall be declared to have passed an examination for the module if he scores at least 16 marks out of 40 marks of continuous assessment and at least 24 marks out of 60 marks of Semester Examination done at end of semester, of allocated marks for each subject, except for the Degree program in International Relations and Diplomacy as prescribed in the particular module.</p>

	(c) a Student shall have completed a specific National Technical Award level in the course pursued if he has passed all modules offered in that particular level.
Conditions for supplementary and re-supplementary examination.	86. (1) A candidate shall be required to sit for supplementary examinations whose score is less than “C” grade for only three subjects. (2) A Student who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the supplementary examination session of the next semester or academic year. (3) Any student who fails supplementary examination shall be required to sit for re-supplementary examination as per re-supplementary schedule upon payment of prescribed fees per course as determined by the Council. (4) A module passed in the supplementary and re-supplementary examination shall be graded as “C” irrespective of the score obtained. (5) Failure of the re-supplementary examinations shall lead to discontinuation of the student.
Conditions for Special examination.	87. (1) A candidate who for the genuine reason, as is acceptable by the Institute was unable to present himself in the ordinary examination, may with special written permission as the case may be, present himself for special examinations at the time fixed for any supplementary examinations. (2) For the sick students, medical report shall be submitted to the Institute to prove that he has been recommended not to sit examination at that material time. (3) Special examination shall be treated as first sitting and graded accordingly.
Conditions for handling carry-over modules.	88. (1) There shall be no carry-over modules for NTA level 4, 5, 6, 8 and 9 except NTA level 7 which has four semesters. (2) any student who passes semester one examinations and fails in semester two examinations shall be eligible for re-admission in semester two to take up the failed examinations.
Conditions for incomplete a module.	89. (1) A student shall be considered to have incomplete in a given module when: - (a) he scores less than 20 marks out of 40 marks in a continuous assessment of a given module; or

	<p>(b) his class attendance is less than 75% of the sessions allocated in the timetable for a particular module;</p> <p>(2) A student who has an incomplete in a given module, his grade shall be indicated by an abbreviation “I” as a provisional grade.</p> <p>(3) An incomplete module is as equal as a Failure of that module in a given semester.</p> <p>(4) A student, who has incomplete in any module, shall be required in the following semester or academic year to attend classes for that module, undertake continuous assessment as well as final examinations.</p> <p>(5) Before attending incomplete module, the student shall be required to pay incomplete fee at such a rate as approved by the Council.</p>
<p>Conditions for crossing National Technical Award levels.</p>	<p>90. A Student shall not be allowed to proceed to the next National Technical Award level unless he has passed all the modules in the preceding level.</p>
<p>Conditions for Discontinuation from studies.</p>	<p>91. The Academic Committee shall discontinue the student from studies under the following circumstances:</p> <p>(a) has violated Student’s Disciplinary Rules and committed any act of dishonest or gross indiscipline that leads to discontinuation as stated in the Rules; or</p> <p>(b) has committed an examination irregularity as provided in these rules whose penalty leads to discontinuation from studies; or</p> <p>(c) found guilty of cheating in the examinations, test, assignments, project work, filed work and research; or</p> <p>(d) has failed to clear a carry forward subject as provided under rule 85 of these rules; or</p> <p>(e) his Gross Point Average of two semester are less than 2.0.</p>
<p>Conditions for Postponement of</p>	<p>92. (1) A student may be allowed to postpone studies for reasons of proven</p>

<p>studies.</p>	<p>continued ill health supported by doctor's medical certificate, financial problems or for any other reasons which is considered strong enough to prevent one from pursuing studies effectively.</p> <p>(2) A student who intends to postpone studies shall write a letter to the Principal stating his intention to postpone studies and reasons thereof, and he shall not be allowed to postpone unless he receives a feedback from the Principal that his request has been accepted.</p> <p>(3) The maximum duration for postponement of studies for whatever reason shall be one academic year for non-degree programmes and two academic years for degree programmes, provided that upon expiry of the first academic year for a degree programme, the student shall seek for a second postponement afresh.</p> <p>(4) A student who wishes to resume studies after postponement shall give notice to the Principal in writing prior to the start of the registration period of the relevant semester.</p> <p>(5) A student who fails to report to the Institute timely after his postponement period is due, shall be required to re-apply the particular National Technical Award level in case he wishes to continue with studies.</p> <p>(6) A student wishing to postpone studies, shall do so within one month from the opening date of a new semester.</p>
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**PART FOURTEEN
TRANSFER OF STUDENTS**

<p>Transfer of students within, to and from the Institute.</p>	<p>93. (1) The Institute shall allow transfer of students from one branch to another within the Institute, or from the Institute to other Institutions, or from other institutions to the Institute recognized by regulatory authority.</p> <p>(2) A student may transfer from any other institution to the Institute and vice versa to study in one of the programmes of study provided that: -</p> <p>(a) the programmes content of study between the two institutions are alike and compatible;</p> <p>(b) grading and assessment criteria of the programmes are compatible and</p>
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	<p>accepted by the regulatory authority;</p> <p>(c) expenses paid to the Institute by the student or requesting institution have been accepted by the Institute.</p> <p>(d) the other institution that a student transfers to or from is also recognized by the Regulatory Authority.</p> <p>(e) any other criteria as determined by the Institute.</p>
<p>General procedures regarding transfers to another Institute campus or Institution.</p>	<p>94. (1) The following shall apply if a student wishes to transfer from one Institute Campus to another Campus or from the Institute to another Institution;</p> <p>(a) a student shall write a letter to the Principal requesting for transfer through the Head of the department for recommendations.</p> <p>(b) the Principal shall satisfy himself on the validity of the reasons for the requested transfer by communicating with parents, next of kin (s) or sponsor of the student.</p> <p>(c) in case a transfer requested is to a different institution, Head of Admission and Examinations Office shall assist the Principal in establishing the compatibility of the programmes between the Institute and the other Institution.</p> <p>(d) upon being satisfied with the grounds for requesting the transfer, the Principal may allow the student to transfer to the desired campus or a different institution, provided that for a transfer to a different institution permission shall be granted only when the programmes between the two institutions are proved to be compatible.</p> <p>(e) a student shall not be allowed to transfer until he receives a letter confirming that his transfer has been approved.</p> <p>(2) The Deputy Principal of Academic, Research and Consultancy shall send the results of the student to the destination campus or Institution by filling the Examination Transfer “Form K” as prescribed in Schedule of these Rules.</p>

PART FIFTEEN ISSUING OF AWARDS, LOSS OF CERTIFICATES AND TRANSCRIPTS	
Institute awards.	95. The Council, upon satisfaction that the standard requirements for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by students in the Institute examinations applicable to them grants award to such successful students.
Statement of result.	96. (1) Application for statement of result may be processed for the continuing students after any academic semester. (2) A candidate or a former student may apply any number of their statement of result provided that every application shall be processed after payment of fees prescribed by the Council.
Results Transcript.	97. (1) Application for results transcript shall be accompanied with a Clearance form and one passport size photograph to the Principal. (2) Applications for results transcript shall be processed for the continuing student after any academic year. (3) A candidate may apply any number of his results transcripts provided that every application shall be processed after payment of fees prescribed by the Council.
Certificates.	98. (1) Upon completion of a given academic level, a student shall be granted a certificate. (2) Certificates shall be issued in the names as they appear in the registration database taken after admission. (3) Certificates shall be granted after the graduation ceremony.
Signatories of progressive reports, transcripts and certificates.	99. (1) All progressive reports, transcripts and certificates shall be considered credible only, if it bears the signature of the officers approved by the Council and official seal of the Institute. (2) For the progressive reports shall be signed Head of Academic department and examination officer. (2) For the transcripts shall be signed by the Deputy Principal of Academic, Research and Consultancy. (3) For the certificates shall be signed by the Principal and the Deputy

	Principal of Academic, Research and Consultancy.
Loss or Destruction of Original Certificate.	<p>100. In case of loss, destruction of the original certificate or a copy thereof, the Institute may issue a copy or another copy on condition that:</p> <p>(a) the applicant produces an affidavit;</p> <p>(b) certificate so issued shall be marked “COPY” across it;</p> <p>(c) the replacement certificate shall not be issued until a period of six months from the date of such loss has elapsed, except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof;</p> <p>(d) the applicant shall produce evidence that the loss has been publicly announced adequately with the view to its recovery in an officially recognized form or manner in the applicant’s home country or where the loss is believed to have taken place; and</p> <p>(e) the replacement of the certificate shall be upon payment of the fee prescribed by the Council from time to time.</p>
<p>PART SIXTEEN MISCELLANEOUS PROVISIONS</p>	
Graduation of the Institute.	<p>101. (1) There shall be a graduation ceremony of the Institute to be conducted on every month of November each year or as determined by the Council.</p> <p>(2) Subject to section 4 (g) of the Act, the Council may delegate its function to award a degree, diploma, certificate or other award to any person during the graduation ceremony.</p>
Amendment of Rules.	<p>102. The Council may at any time amend, vary or repeal any provisions of these Rules when it deems fit to do so.</p>
Repeal and Saving.	<p>103. (1) The Institute of Public Administration Examination (Regulations) 2018 is hereby repealed.</p> <p>(2) Notwithstanding the repeal made under sub regulation (1) of this regulation, all orders, appointments or any other act made or done under the repealed Rules shall be deemed to have been done under the provision of these Rules.</p>

Dated this 05 day of APRIL 2024

Signed by



{DR. ABDULHAMID Y. MZEE}



Chairperson of the Council of the Institute of Public Administration Zanzibar

**SCHEDULE
FORM A
SPONSOR'S DECLARATION FORM
[Made under rule 7(3)]**

SPONSORSHIP LETTER

Ref

Date

Name of the Institute

Address

Telephone Number

To Whomsoever It May Concern

Re: Name of the student

This student has been selected for admission to the Institute of Public Administration (IPA) for the Program in the course of from year to..... Reference to your letter number Datedto him or her. Name of Sponsor hereby agree to pay expenses for the above named student at the Institute of Public Administration for the admission to the said curriculum. Following are details of sponsorship for your kind information:

(a) Costs

- Admission and tuition fees;
- Charges for text books;
- Stationeries;
- Accommodation;
- Research or field work;
- Food expenses;
- Health insurance premium fees.

This Sponsorship includes, but not limited to, the above mentioned expenses only. On special requirements, the Sponsor may agree, in writing, to support any other contingent expenses.

(b) Period of Sponsorship

This Sponsorship will cover for expenses of the student from to We may extend it for further period, after communicating in writing.

(c) Billing Address

Please direct all your invoices to the following address:

Name of Person:

Designation/ Title:

Name of the Company:

Communication Address:

Telephone Number:

Fax Number:

Email:

We will notify you of any changes in the above, if needed, in writing. In case, you have queries regarding this, please do not hesitate to contact me.

Sincerely,

Signature:

FORM B

ADMISSION APPEAL FORM

[Made under rule 10]

Please, read the following instructions carefully:

1. The complete appeal forms and documentary evidence (if any) shall only be accepted if submitted to the Principal within seven days after the final approval of the result by the Admission Committee.
2. Late appeal applications shall not be accepted.

PART A: STUDENT PARTICULARS:

S/n	Particulars	
1	Student Names	
2	Applied Program	
3	Application date	
4	Form 4 Examination Number	
5	Mobile No.	
6	Email address	
8	Ground of the Appeal	

Note: Attach copies of any supporting documentation that you wish to be considered (if any)

Date:

Signature:

PART B: FOR OFFICIAL USE ONLY

Comments by the Admission Committee:		
Name:	Signature:	Date:
Recommendations of the Deputy Principal of Academic, Research and Consultancy.		
Name:	Signature:	Date:

FORM C
CHANGE OF PROGRAM
 [Made under rule 12 (4)]

PART A: PERSONAL PARTICULARS: (To be completed by applicant only)

S/n	Particulars	
1	Student names	
2	Gender	
3	Registration Number	
4	Mobile No.	
5	AVN Number	
6	Previous Program	
7	Program requested for transfer	
8	Reason for transfer	

PART B: FOR OFFICIAL USE ONLY

S/n	Recommendations from the Head of Department	
1	Name	
2	Signature	
3	Date	
His/her Recommendations:		
Recommendations from the Employer		
1	Name	
2	Signature	
3	Date	
His/her Recommendations:		
Stamp		

EXAMINATIONS FORMS

FORM D

Appeal Form

Appeal to Examination Appeals Committee

(Made under Rule 29 (1) (a) of these Rules, to receive appeals from the student aggrieved by the decision of Examination Disciplinary Committee)

A: Personal Particulars

- 1. Appellant (s) name:
- 2. Registration Number:
- 3. Program:
- 4. Subject Code: Subject Name:
- 5. Campus:
- 6. Mobile No:

B: Penalty Imposed by the Examination Disciplinary Committee

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.....

C: Date of decision appealed against:

D: Date of receiving the decision:

E: Grounds for Appeal

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.....

F: Signature of the Appellant: **Date:**

FORM E
External Moderator/Examiner Report
(Made under Rule 52 (3) of these Rules)

SECTION 1: GENERAL INFORMATION

1.1 EXTERNAL EXAMINER/MODERATOR:

NAME:

ADDRESS:

1.2 EXAMINATION PAPER CODE:

1.3 EXAMINATION PAPER TITLE:

SECTION 2: COMMENTS ON THE EXAMINATION

2.1 Comments on the question paper

2.1.1 The standard and fairness of the question paper for the intended NTA Level.

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.....

2.1.2 Correctness and thoroughness of the model answers/solutions

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.....

2.2 Comments on Individual Questions

2.2.1 Area examined and requirement(s) of the question.

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.....

2.2.2 Curriculum coverage

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.....

2.2.3 Fairness of the question with regard to time, marks allocated and degree of difficulty.

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.....
2.2.4 Clarity of the question; would you like to modify?

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.....
2.2.5 Quality of answers and/or accuracy of the solutions given by candidates.

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.....
2.2.6 Common errors, weaknesses or strength.

(a) General weaknesses/common errors.

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.....
.....
(b) Specific examples and instances of common weaknesses noted.

.....
.....
.....
(c) Areas in which the candidates were strong.

2.3 Classification of Candidates performance

Category	Letter Grade	Score Range	Number of Candidates	
			Frequency	%

2.4 Comments on Candidate’s Performance

2.4.1 Overall performance in the question paper.

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2.4.2 Quality of answers and accuracy of solutions given by candidates.

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2.4.3 Percentage of passing and failing candidates.

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2.4.4 Common errors, weaknesses or strength.

(a) General weaknesses/common errors observed.

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(b) Specific examples and instances of common weaknesses noted.

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.....

(c) Areas in which the candidates were strong.

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.....

(d) Possible causes for good performance or poor performance.

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.....

2.5 Recommendations for improvement of future examinations performance

2.5.1 Students

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2.5.2 Instructor/Tutor/Trainers

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.....

2.5.3 Moderator/Examiners (if others)

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.....
.....

Report submitted by:

External Moderator/Examiner

Name:

Address/ Institution

Signature:

Date:

FORM F

Breaches of Examination Rules Form

(Made under Rule 64 (1) (a) and 67 (2) of these Rules)

STUDENT'S NAME:

REG NO: PHONE NUMBER:

COURSE: DEPARTMENT:

COURSE CODE: MODULE NAME:

SIGNATURE: DATE:

WITNESSES

1ST WITNESS (STUDENT)

NAME:

REG NO: PHONE NUMBER:

SIGNATURE:

2ND WITNESS (STUDENT)

NAME:

REG NO: PHONE NUMBER:

SIGNATURE:

3RD WITNESS ((ANY OTHER INVIGILATOR PRESENT DURING THE BREACH DURING EXAMINATION))

NAME:

REG NO: PHONE NUMBER:

SIGNATURE:

INVIGILATOR (WHO HAS DISCOVERED THE BREACH)

NAME:

POSITION:

MODULE CODE:

EXAMINATION NAME:

TYPE OF BREACH:

.....
.....
.....

DATE: SESSION:

SIGNATURE:

COMMENTS BY THE STUDENT SUSPECTED OF THE BREACH (IF ANY):

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.....

COMMENTS BY THE INVIGILATOR WHO HAS DISCOVERED THE BREACH (IF ANY):

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FORM G

Notice to Appear

In the Examination Disciplinary Committee of the Institute

Disciplinary Proceedings No..... of..... (Year)

To

.....

NOTICE TO APPEAR

(Made under rule 64 (d) of these Rules)

Take notice that a proceeding has been initiated against you on allegation of

.....
.....
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.....
.....
.....

You are therefore required to appear in person on day of 20 at
..... hours to answer the allegations against you before the committee meeting to be
convened at (place).

Signed,

.....

CHAIRPERSON

Date:

FORM H

Notice to Appear

In the Examination Disciplinary Committee of the Institute

Disciplinary Proceedings No..... of..... (Year)

To

.....

NOTICE TO APPEAR

(Made under rule 64 (d) of these Rules)

Take notice that a proceeding against a student
has been initiated on allegation of occurred
when you were the invigilator for the subject
on (date) Session

You are therefore required to appear in person on day of 20
at hours to bear witness on allegations against the said student before the
committee meeting to be convened at..... (place)

Signed,

.....

CHAIRPERSON

Date:

FORM I

Appeal Form

Appeal to Examination Appeals Committee

(Made under rule 79 (2) of these Rules, to receive
appeals from the student dissatisfied with examination results)

A: Personal Particulars

- 1. Appellant (s) name:
- 2. Registration Number:
- 3. Programme:
- 4. Course Code: Subject Name:
- 5. Mobile No: Email address

B: Grounds for Appeal

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.....

C: Signature of the Appellant: **Date:**

FORM J

Examination Appeal Sheet Results

(Made under rule 80 (3) of these Rules, to communicate the decision of Examination Results Appeals Committee to the Appellant)

- 1. Student names:
- 2. Registration Number:
- 3. Course Name:
- 4. Department:
- 5. Academic Year: Semester:

S/n	Reg. No./Exam No	Module Appealed	Module Code	Score before Appeal	Score after Appeal	Remarks after Appeal

Marked by: Name: Signature:

Date:

Approval: Chairperson of Examination Results Appeal Committee

Name: Signature:

Date:

“FORM K”

Examination Transfer Sheet

(Made under rule 94 (2) of these Rules, to fill the marks of a student transferring to another campus or a different institution)

Examination Results Approved by Internal Examiners Committee /Academic Committee

Course Name: Department Name:

Reg. No: Student Name:

Academic Year: Semester.....

S/n	Code	Module Name	C.A 40%	S.A 60%	C.A 40% + S.A 60%	Remarks
1						
2						
3						
4						
5						
6						

From (IPA Campus)

To

Name of Head of respective department Signature Date

Note:

C.A: Continuous Assessments marks

S.E: Semester Examination marks;

Remarks: Pass or Fail