



STUDENTS' ACADEMIC ASSESSMENT REGULATIONS FOR NATIONAL TECHNICAL AWARD LEVEL 4 TO 9

2025

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STUDENTS' ACADEMIC ASSESSMENT REGULATIONS FOR NATIONAL TECHNICAL AWARD LEVEL 4 TO 9

1.1 PART I: INTRODUCTION

1.1.1 Background

Water Institute (WI) is fully accredited by National Council for Technical and Vocational Education and Training (NACTVET) with training programmes, which lead to award of Ordinary Diploma in areas of Water Supply and Sanitation Engineering, Hydrogeology and Water Well Drilling, Hydrology and Meteorology, Irrigation Engineering, Sanitation Engineering, Water Quality Laboratory Technology and Operation and Maintenance of Water Systems Engineering. Award of Bachelor's Degree in Water Resources and Irrigation Engineering, Sanitation Engineering, Community Development for Water Supply and Sanitation, Hydrogeology and Drilling and Engineering Hydrology and award of Master of Water Supply and Sanitation Engineering together with Master of Engineering in Water Resources and Utility Management.

The Students' Academic Assessment Regulations (Regulations) are to be complied with by students, internal and external examiners. External examiners are for moderating examination papers before the same are administered to students and for verifying the marks awarded by internal examiners. These Regulations have been developed in accordance with NACTVET requirements and apply to Certificates, Diploma, Bachelor Degree and Master Degree (NTA level 4 - 9) programmes.

1.1.2 Rationale

- a) To provide for appropriate penalties for the offences committed by WI students during exams.
- b) To provide for a forum for appeal to students against decision made under the Regulations.
- c) With the increase in number of students enrolled per year as well as advancement in technology, there has been increase in exam offences related to technology especially during exams. Therefore, there is a need to have in place strict regulations for protection of the Institute integrity.

1.1.3 Aim, Vision, Mission and Roles and Functions

1.1.3.1 Aim

The aim of Water Institute is to provide quality expertise (quality middle level technical work force) in the water sector through training, consultancy, and research under the policy guidelines of the Ministry of Water.

1.1.3.2 Vision

A leading Institution for providing technical education and training in water and sanitation for sustainable development.

1.1.3.3 Mission

To deliver state of art quality products and services in technical education, training, research and consultancy for sustainable water management.

1.1.3.4 Roles and Functions

Main roles and functions of the Institute are:

- a) To provide high quality training programs on water development and management;
- b) To conduct research and provide consultancy services in water sector;
- c) To provide efficient management of Institute's resources; and

1.1.4 Definition of Assessment

Assessment is the process of determining extent to which a student has attained the learning outcomes prescribed for a particular assessment work such as assignment, class test, semester examination, project work, industrial practical training or a module of the programme of studies or whether he has met the requirements for educational award for the programme for which he is registered. Assessment is a means by which a student can demonstrate extent to which he has fulfilled the learning outcomes prescribed for each module of the programme and the award.

1.1.5 Purpose of Assessment

The purpose of assessment is to give the student an opportunity to demonstrate extent to which he has fulfilled the learning outcomes of a module or that he has achieved the required standards for the award. Assessment is also used for developmental purposes to support learning. The assessment process is integral to the maintenance of the academic standards of the awards conferred to students of this Institute.

1.1.6 Power of Assessment Regulations

- a) Assessment is integral to the responsibilities of the Institute to its current and prospective students and its graduates, NACTVET (the accrediting authority of NTA study programmes that the Institute offers), prospective employers, and the public.
- b) The internal and external trust and confidence in the integrity of assessment processes and procedures of the Institute are central to the claims the Institute makes about awards and qualifications of students who complete successfully its study programmes.
- c) These Regulations present the actions (Regulation statements) the Institute shall take to deal with various assessment issues.
- d) The purpose of the Assessment Regulations is to enable the Institute to operate assessment of its students within a consistent set of procedures.
- e) These Regulations apply to all programs approved by NACTVET that are implemented at the Institute.

1.1.7 Context of Assessment Regulations

These Regulations have been developed in the light of The NACTVET (Examinations) Regulations, 2016 to provide an articulation of the procedures and guidelines on which assessment is based. The Examination Regulations Framework form part of the Act and Regulations of NACTVET and sets requirements for awards of technical institutions accredited by NACTVET and decisions regarding students' achievement, progression, and award. The operation of assessment regulations shall take place together with other relevant Institute procedures.

1.1.8 Purpose of Assessment Regulations

The purpose of the Assessment Regulations is to provide:

- a) A broad framework for assessment design and practice at WI.
- b) A fair and equitable means of assessing each student's competence.
- c) A quality assessment process, which is subject to ongoing review and improvement.

1.1.9 Scope of Students' Assessment Regulations

These Regulations address the process of assessment of students' achievements in studies for all courses or programmes of the WI that are accredited by NACTVET.

1.1.10 Regulations Implementation Authority and Responsibility

The Rector of WI has overall authority and responsibility for implementation of the Regulations. He is responsible to the Permanent Secretary (Ministry of Water) through Ministerial Advisory Board (the Board) for all assessment matters. Students are responsible for complying with the Regulations.

1.1.11 General Information on Studies and Assessment

- a) WI operates a modular competence-based system of studies. A module is a self-contained (independent) package of study, in terms of content, learning objectives and assessment criteria. Several modules, together, make up a course of study.
- b) The academic year is divided into two semesters, each semester has a duration of 17 weeks.
- c) Field/industrial training term is of duration not exceeding 10 weeks and is implemented immediately after semester 2 examination.
- d) Project work (for NTA level 6 and NTA level 8) is scheduled for semester 1 and 2 of the academic year and dissertation work for master's degree (NTA level 9) is scheduled for semester 3. Students must make arrangements with head of academic departments to have project or dissertation proposals developed and submitted for approval and the approved proposals executed in good time so as to have project work assessed before commencement of semester examination.
- e) There is a variety of 'Core and Fundamental' modules.
- f) Except for Industrial Practical Training, Project and Dissertation Work modules, assessment shall consist of two parts, namely: continuous assessment and semester examination.

2.2 PART II: PRELIMINARY PROVISIONS

2.2.1 Citation

These Regulations may be cited as the Students' Academic Assessment Regulations of 2024 ("the Regulations").

2.2.2 Key Words and phrases

In these Regulations unless the context otherwise requires:

- a) "She" shall stand for both feminine and masculine gender;

- b) Wherever it appears in these By-Laws, a singular shall include a plural form and vice-versa;
- c) “Academic Audit Units” means the duration or unit of study in which assessment of academic performance of students is evaluated for progression into higher level of study. In these regulations, the Academic Audit Unit is one academic year (two semesters);
- d) “Act” means the National Council for Technical Education Act, 1997;
- e) “Academic Programme” means a programme of studies, which leads to National Technical Award (NTA) to students, after successful completion of the programme requirements;
- f) “Cheating” means any form or kind of communication in and outside the examination room, dishonesty or destruction or falsification of an evidence of irregularity. It also includes obtaining the examination questions or answers illegally;
- g) “Continuous Assessment” means any form of evaluation made during the course of the academic year such as classroom test, homework, assignment, project, field attachment which contributes to the final score in examinations;
- h) “Credit Module” means a module of study, successful completion of which shall count towards earning of the award;
- i) “Credit Hour” means a lecture of one-hour duration per week per semester or two or three contact hours in case of seminars, tutorials and laboratory work for a module countable towards a student’s Cumulative Grade Point Average;
- j) “Cumulative Grade Point Average also known in its acronym as GPA means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his admission till the last examination held;
- k) “Examination” means an assessment intended to measure a candidate’s knowledge, skill, aptitude or physical fitness;
- l) “Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate or any other person in relation to examinations, which the Institute desires to prevent by imposing a punishment;
- m) “Grade Point” means number of points representing letter grades scored by a student in a module examination;

- n) “Grade Points of a Credit Module” means total number of points scored by a student in the examined credit module representing the letter grade scored times the number of credit hours of the module;
- o) “Invigilator” means an appointed WI staff incharge in an examination room to ensure that the examination is properly conducted;
- p) “Module” means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;
- q) “Penalty” means punishment given to a candidate or any other person entrusted to handle examinations found guilty of an examination offence;
- r) “Semester” means an academic period, in which one set of course modules in each discipline, is offered and examined;
- s) “Semester examinations” means final examinations conducted at the end of each semester;
- t) “Semester Grade Point Average also known in its acronym as (Semester GPA)” means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student during a semester;
- u) “Special examination” means an examination administered for candidates who could not attend the examination at the first sitting on special circumstances or authorized absence;
- v) “Supervisor” means an officer incharge at an examination centre to make sure that the examinations are properly conducted;
- w) “Supplementary Examination” means an Examination administered to candidates who fail to obtain a minimum pass in the specified module(s);
- x) “Statement of Results” means a written statement of certified examination results issued by the Institute;
- y) “Unauthorized absence” include going out of examination room, temporarily or otherwise, staying out of the examination room for an unduly long period, without authority or permission of the invigilator for the examinations in question.

- z) “Unauthorized materials” includes but not limited to any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, iPad, tablets, computers, smart watches or any other electronic device which has the capacity to store data, drinks and any other material as may be specified from time to time by the Institute.

2.2.3 Power to Amend

For reasons to be recorded in writing, the Institute may amend any item of these Regulations from time to time. Provided that, where the intended amendment is on imposing new fee, increase of tuition fee or punishment such amendments shall be recommended to MAB.

2.2.4 Interpretation of the Regulations

If any question arises as to the interpretation of these Regulations, the decision of the MAB shall be final.

2.2.5 Handling of Disputes Associated with Implementation of the Regulations

Any dispute arising out of the interpretation of these Regulations or their implementation, including decisions or orders made based on them, shall be subject to appeal to the MAB whose decision shall be final.

3.0 PART III: CONDUCT OF EXAMINATIONS

3.1 Powers of the Rector on Examination Matters

- a) The Rector may order special examination or re-examination in one or more modules any time, according to the exigencies of the situation that may arise due to any examination malpractices or for any other reason or emergency.
- b) The Rector shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- c) The Rector shall appoint at least two WI staff for invigilation in every examination room.
- d) The Rector, for reasons to be recorded in writing, if he is satisfied that a specified candidate is not fit and proper person to be admitted thereto, has the power to exclude any candidate from examinations permanently or for a specified period.
- e) Where a candidate, after admission to an examination, commits an unethical/immoral act or is discovered to have committed such an act, which, in the opinion of the Rector, is such that

had it come to his knowledge in time he would have excluded him from the examination, the Rector shall:

- i. cancel his candidature from that examination and order that his results be annulled; and/or
 - ii. disqualify him permanently or for a specified period from sitting for examinations.
- f) Where a candidate, subsequent to the issue of examinations number slip or card in line with these Regulations, is found to be ineligible to sit for examination, his candidature shall be cancelled.
- g) The Rector shall have powers to formulate a special committee to investigate and deal with issues relating to any matters that may distract the reputation or image of the Institute, these include but not limited to examination leakage, serious indiscipline acts, riots arising from WISO elections, boycott;
- h) Notwithstanding anything contained in any other regulation, the Rector shall have power, in the case of a candidate with disability to lay down appropriate methods for assessing the candidate's academic ability and declare his assessment results; provided that in each case, the candidate shall produce such evidence to the satisfaction of the Rector as he may consider necessary, in proof of the statement that his disability is such that he deserves to be considered for the above facilities.

3.2 Attendance to Studies

- a) A student must attend to all study activities according to the timetable. The Minimum attendance accepted for any module shall be 80%;
- b) A candidate who fails to meet the minimum of 80% attendance in a module(s) shall not qualify to sit for semester examination in that module. He shall be required to repeat the module(s) when next offered;
- c) A student who absconds from studies shall be discontinued.

3.3 Mode of Examination and Course Outlines

- a) Assessment of students shall be by way of:-
 - i. Examination/test questions which the student shall be required to answer in writing within prescribed duration;

- ii. Homework/assignment which the student shall submit in writing the response to the assigned task for marking at or before the prescribed date;
 - iii. Practical and oral examinations as provided for in the syllabus for the respective modules; and
 - iv. Project reports, Industrial Practical Training (IPT) reports, dissertations and theses.
- b) The management of practical and oral examinations, unless otherwise specified by NACTVET, shall be assessed by examiners appointed by the Rector or any other authority approved by the Rector in such manner as the Institute shall from time to time determine.
 - c) If practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested by the department concerned and produced or forwarded for evaluation in such manner and according to such directions as may be issued by the Institute from time to time.
 - d) Written examination in a module shall be by way of question paper and the question paper in the module shall be given to candidates simultaneously in every examination room.
 - e) Where the examination is closed book examination, no unauthorized material will be allowed in the examination room.
 - f) Whereas the examination is an open book subject to regulation 3.3 (e) above:
 - i. Specified books or other materials may be permitted to be taken into an examination, such materials will be limited to those specifically nominated by the examination setter and such materials will be listed on the examination paper cover sheet.
 - ii. The invigilator or other authorised person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.
 - g) The Curriculum of each National Technical Award Level and the syllabus of each examinable module setting out the details of courses of study shall be prescribed by the Institute from time to time and shown in the course outline.
 - h) The medium of instruction for all study modules shall be English.

3.4 Dates, Timing and Duration of Examination

- a) A candidate shall be responsible for maintaining an awareness of dates of examinations.
- b) Examinations shall be conducted on such dates and at such time as the Institute may determine.
- c) Regular and private candidates shall be informed of timetables in respect of the dates and time of examinations at least one month before commencement of such examinations.
- d) In case where the duration of written examination is not stated in the curriculum, it shall be at least two hours for NTA Levels 4 and 5, two and half hours for NTA Level 6 and three hours for other NTA Levels (7 up to 9).

3.5 Admissions to Examinations

- a) Feedback on Continuous Assessment (CA) must be continuously provided to candidates and the cumulative CA marks must be shown to candidates before examination at least two weeks before the commencement of the examinations.
- b) The Institute shall conduct examinations in all modules.
- c) Eligibility for admission to semester examination shall be subject to completion and passing the prescribed continuous assessments, and meeting minimum of 80% attendance requirements.
- d) No candidate shall be eligible to take the examination of the Institute in modules requiring continuous assessment unless she has completed 80% of attendance or otherwise allowed by the institution on sound approved.
- e) The Rector may condone a deficiency of attendance up to 25% attendance subject to the satisfaction that missed competencies have been realised. The following shall be considered valid reasons for condoning a deficiency of attendance:-
 - i. Prolonged illness where a student produces written evidence from the Medical Officer Incharge from a Government Hospital/Health Centre;
 - ii. Loss of parent, child or spouse upon enclosed evidence of burial permit;

- iii. Where the respective student was on an assignment recognized by the Institute including sports and games; conferences and other events.
- f) A student who has been expelled or is still under suspension or who has been barred from taking an examination for having used unfair means or for any other reason, is an ineligible examination candidate and shall not be admitted to any examination. A student who has been expelled or is under suspension or who has been barred from taking an examination for any other reasons, is an ineligible candidate and shall not be admitted to examinations.
- g) Where a student who has been barred or expelled or is under suspension in accordance with Regulation 3.5 (f) enters the examination room and sits for such examination, her results shall be nullified.
- h) All regular and private students who are dully registered to NACTVET-accredited study programs at the Institute are prospective examination candidates.
- i) To qualify as an examination candidate, the student must pay the Tution fees and all other payments specified by the Institute on or before the last date the Institute has fixed for receipt of the fees.

3.5.1 Admission to Examination of Persons with Physical Disabilities

The Institute may arrange an examination paper for a candidate with disability based on the nature of her disability.

3.6 Conduct of Examinations

- a) A candidate shall be responsible for maintaining an awareness of examinations guidelines.
- b) Neither mass action nor political pressure shall be entertained in any examination matter.

3.7 Penalty for Absence from Examination

- a) A candidate allowed to be absent (authorized absence) from the end of semester examination shall sit for special examination of the un-examined module(s) within the same academic audit unit and shall have to pass the respective examination(s)
- b) A candidate who absents oneself from any component of continuous assessment or fails to submit assignment without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.

3.8 Admission into Examination for Candidates with Retake/Carry/Repeat

- a) A candidate who has previously sat and failed but is eligible to resit is required to re-take the module within a period of two academic years. The re-take/carry/repeat of module shall be based on the curriculum of the current year.
- b) A candidate who is eligible to re-take/carry/repeat is required to register for the respective module within two weeks after the commencement of the semester.

3.9 Exemption from Practical Examination

- a) The Institute shall have power to set an alternative examination to practical examination that adequately measure the required skills of the candidate based on the nature of disability.
- b) Any candidate who qualifies in the practical but fails in theory examination, where the two are separately reported, and there exists circumstances that requires her to re-sit, shall have to re-appear in theory paper only in which case the marks obtained by him in practical at the main examination shall be considered.
- c) Any candidate who fails in practical examination but qualifies in the theory examination shall have to re-sit for practical examinations.

3.10 Requirement of Passing Continuous Assessment and Examination

- a) Modules requiring continuous assessment have two components of module assessment namely continuous assessment (CA) carrying 60 marks and end of module/semester examination (SE) carrying 40 marks of total marks (100) for the NTA level 4 NTA level 7_1&2 (except WRIE programme) and NTA level 9 modules. NTA level 4 sanitation engineering, NTA level 5, 6, Pre-NTA level 7 and WRIE programme (NTA level 7 and 8) will continue using the system of continuous assessment (CA) carrying 40 marks and end of module/semester examination (SE) carrying 60 marks of total marks (100) for the module.
- b) For modules whose outcomes are mostly in cognitive and affective domain (theoretical), continuous assessment shall consist of three written assignments each carrying 10 marks, and two written tests each carrying 15 marks, and one semester examination carrying 40 marks for the NTA level 4 (except sanitation engineering program), NTA level 7_1&2 (except WRIE programme) and NTA level 9 modules. And for NTA level 4 sanitation engineering, NTA level 5, 6, Pre-NTA level 7 and WRIE programme (NTA level 7 and 8), continuous assessment shall

consist of two written assignments each carrying 5 marks, and two written tests each carrying 15 marks, and one semester examination carrying 60 marks.

- c) For modules which have substantial number of outcomes in psychomotor domain (practical), continuous assessment shall consist of three practical assignment each carrying 10 marks and one practical test carrying 20 marks, one written test carrying 10 marks, and one semester examination carrying 40 marks for the NTA level 4 (except sanitation engineering program), NTA level 7_1&2 (except WRIE programme) and NTA level 9 modules. And for NTA level 4 sanitation engineering, NTA level 5, 6, Pre-NTA level 7 and WRIE programme (NTA level 7 and 8), continuous assessment shall consist of one written assignments carrying 5 marks, one practical assignment carrying 5 marks, one practical test carrying 15 marks and one written test carrying 15 marks, and one semester examination carrying 60 marks.
- d) Each of the module assessment components is assessed independently. The threshold marks for each component at the respective levels shall be:-
- i. For NTA level 4, 5 and 9, 50% for continuous assessment, end of semester examination and module overall assessment.
 - ii. For NTA6, 45% for continuous assessment, end of semester examination and module overall assessment.
 - iii. For Pre-NTA level 7, NTA level 7, and NTA level 8, 40% for continuous assessment, end of semester examination and module overall assessment.
 - iv. A student who fails to attain threshold performance in any continuous assessment (assignment/homework, class test, etc.) in the first attempt may be given an opportunity for re-assessment (only once). If he doesn't attain threshold performance, he shall be considered to have failed in that assessment results of continuous assessment.
 - v. If a candidate does not attain threshold performance in CA for a module the student shall not be allowed to sit for Semester Examination in that module, and shall be considered to have failed in that module.

3.11 Module Grades

- a) Module assessment results shall be out of 100 marks (i.e. sum of CA and SE), and a letter grade shall be assigned. Each letter grade is assigned a grade point. Module points are the product of grade points and module weight (credits). Module weight (credits) shall be used to calculate grade point average (GPA). See Table 5.
- b) Grade to be assigned for a candidate who failed to attain the threshold performance in CA in a particular module shall be F in the respective module and shall not qualify to sit for semester examination in that module.

Table 5: Grading system for modules

NTAs Level 4-5			NTAs Level 6			Pre-NTA Level 7 & NTAs Level 7-9		
Grade	Definition	Score Range	Grade	Definition	Score Range	Grade	Definition	Score Range
A	Excellent	80 - 100	A	Excellent	75 - 100	A	Excellent	70 – 100
			B+	Well Above Average (Very Good)	65-74	B+	Well Above Average (Very Good)	60-69
B	Above Average (Good)	65 - 79	B	Above Average (Good)	55-64	B	Above Average (Good)	50-59
C	Average (Satisfactory)	50-64	C	Average (Satisfactory)	45-54	C	Average (Satisfactory)	40-49
D	Below Average (Poor)	40-49	D	Below Average (Poor)	35-44	D	Below Average (Poor)	35-39
F	Failure	0-39	F	Failure	0-34	F	Failure	0-34
I	Incomplete		I	Incomplete		I	Incomplete	

Industrial practical training, project work and dissertation shall be scored out of 100 marks and shall be graded similar to taught modules.

3.11.1 Computation of GPA

- a) Computation of GPA shall be according to the following formula:

$$\text{GPA} = \frac{\sum[(\text{Grade Point}) \times (\text{Credits})]}{\sum(\text{Credits})}$$

- b) Semester GPA accounts for grade points and credits of all modules prescribed for that semester and annual GPA accounts for grade points and credits of all modules prescribed for that academic year.

3.12 Academic Audit Units for NTA Levels 4-9 programmes

Academic audit unit for programmes leading to the award of NTA levels 4 to 9 shall be one academic year. This means that review of students' academic performance for the purpose of deciding the progression of students from one NTA level to the next higher NTA level shall be done at the end of the respective academic year.

3.13 Progress from NTA Level to the next higher NTA Level

- a) Semester 1 and 2 examination results will be combined to form examination annual results.
- b) A candidate who had passed CA in all semester modules but failed the Semester Examination in one or more modules, but performed well in other modules such that he attains first sitting semester GPA equal to or greater than 1.8, shall be required to sit for supplementary examination in the failed modules.
- c) A candidate who, due to failing in one or more modules, attains first sitting semester GPA less than 1.8 shall NOT be allowed to sit for supplementary examination. He shall be discontinued from studies.
- d) A candidate who failed in one or more modules due to failing CA in those modules but performed well in other modules such that she attains first sitting semester GPA greater than or equal to 2.0, she shall not be promoted to the next higher NTA level studies. She shall be required to re-take the module afresh when next offered, for the programme registered for.
- e) A candidate who after supplementary examination due to failing in one or more modules, attains semester GPA less than 2.0 shall be discontinued from studies.
- f) A candidate who fails in a supplementary examination shall be required to re-take the respective module when next offered, provided that the candidate attains a GPA of at least 2.0.
- g) A candidate, who is discontinued from studies due to regulation 5.3.15 (c) and (e), can apply to repeat studies at the NTA level at which he had been studying.
- h) NTA level 7 students are allowed to carry-over a maximum of three modules of the first academic year (first and second semester) while undertaking second academic year modules (third and forth semester).

- i) NTA level 7 student who has failed more than three modules in the first academic year (first and second semester) shall repeat the failed modules and pass before undertaking second academic year modules (third and fourth semester).

3.14 Absence from Continuous Assessment/Examination

- a) A candidate who absents oneself from any continuous assessment or fails to submit assignment(s) given during the course work without valid reasons shall be considered to have not attempted such assignment(s)/test(s) and shall be awarded a zero mark.
- b) A candidate who deliberately absents oneself from end of semester examination, IPT and Project assessments without valid reasons shall be deemed to have absconded the examination and shall sit for that particular examination in the next academic year upon request and payment of examination fee.
- c) A candidate who is absent from any continuous assessment or examination with permission shall be given special test(s) and special examination upon fulfilling the conditions below:
 - i. In case the absence is due to sickness, the student shall produce a written report signed by the Medical Officer Incharge of Government Hospital/Health Centre and should be verified by the WI Medical Officer Incharge.
 - ii. For cases where the absence is due to loss of a parent/child/spouse ten (10) working days before examinations commencing or during examination the student shall produce a Burial Permit signed by the Incharge of Hospital/Health Centre/Local Government Authority where the person died. Such student shall communicate or apply in writing to the Rector for permission to do special examination 14 days after examinations.
- d) No special examination shall be given to a student whose examination was cancelled due to examination irregularities.
- e) A candidate allowed to be absent (authorized absence) from the end of semester examination shall sit for special examination of the un-examined module(s) within the same academic year and shall have to pass the respective examination(s).
- f) A candidate with authorized absence from the end of semester examination shall sit for special examination of the un-examined module(s) within the same academic year.

- g) A student who fails in a special examination shall do supplementary examination when next offered and for NTA level 4, 5 and 7 second year shall not be allowed to continue to the next level.
- h) In these Regulations ‘unauthorized absence’ includes but not limited to; not attending the examination at all, or having started the examination, a candidate goes out of examination room without permission, or having been granted permission for temporary absence and stays out of the examination room for an unduly long period.

3.15 Postponement of Studies

If a student has problems that hinder her from attending any academic activity or continuing with studies he must communicate to and apply in writing, for permission for postponement of studies from the Rector stating the reasons thereof.

- a) An application for postponement of studies shall be made before or within two weeks after commencement of the semester. Where the applicant has made payments to the Institute before postponement, it will be forwarded to the academic year which he/she resumes studies.
- b) If the application is made three weeks after the commencement of the semester, there shall be no refund of any payments made to the Institute.
- c) Notwithstanding the provisions of Regulation 3.15 (a) a student may be allowed to postpone studies two weeks after commencement of studies under special circumstances provided that the student applying for the postponement, produces satisfactory evidence of the reasons for postponement.
- d) Special circumstances referred to in Regulation 3.15 (c) above shall include but not limited to: sickness, serious family problems (each case to be considered on its own merit) and/or sponsorship problems.
- e) Where reason for postponement of studies/examinations is based on medical grounds, the student shall enclose as evidence a signed opinion of a qualified Medical Practitioner from either the WI Dispensary or Government Hospital/Health Centre. Where reason for postponement of studies is based on medical grounds, the student shall produce a written evidence of Medical Officer Incharge from a Government Hospital/Health Centre.

- f) The maximum period allowed for postponement of studies shall be two academic years. A student staying out of the Institute after the first postponement of studies shall cease to be a bona fide WI student and can only rejoin the Institute after re-admission as a fresh candidate.
- g) A student permitted to postpone studies shall retain his registration and hence registration number, but shall be required to pay appropriate fees and meet the costs of production of identity card and any other documents which relate to the re-admission process.
- h) A student permitted to postpone studies shall be required to hand in the identity card and other Institute property to the Department within two weeks from the date the permission comes into effect. A candidate who would not have fulfilled the condition shall have his registration withdrawn.
- i) A student shall be allowed to resume studies after submitting her application which, where applicable, is supported by evidence of ability to resume and undertake studies. Permission for resumption of studies shall be granted by the DR-ARC. A student shall be allowed to resume studies in the semester for which permission was granted.

3.16 Fate of Discontinued Students

- a) A student who ceases to be a bona fide student of WI shall be required to fill in the clearance form and return all Institute properties including identity card to relevant authorities.
- b) A student who fails to return Institute property shall be liable for legal action and shall not be eligible for admission to any program at WI.
- c) A student who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be admitted as a fresh student, into a programme he failed or any other programme if applicable.

3.17 Supplementary and Special Examinations

- a) A candidate failing in a supplementary Continuous Assessment (CA) shall be required to re-take the module(s) when next offered, provided that she passes at least 50% of the total modules.

- b) A candidate who fails in semester examination shall be required to sit for supplementary examination for the failed module(s), provided that her GPA results is not below 1.8, unless stated otherwise in the respective curriculum.
- c) A candidate failing in a supplementary examination shall be required to re-take the respective module when next offered, provided that the candidate attains a GPA of at least 2.0.
- d) NTA level 7 students are allowed to carry-over a maximum of three modules of the first academic year (first and second semesters) while undertaking second academic year modules (third and fourth semester).
- e) NTA level 7 students who have failed in more than three modules in the first academic year (first and second semesters) shall re-take the failed modules and pass before undertaking second academic year modules (third and fourth semester).
- f) No candidate shall be allowed to sit for an examination of the passed module for the purpose of improving the Grades.
- g) All Supplementary and special examinations shall be conducted after the review of first sitting annual results. The Institute shall publish the timetable of such examinations at least two weeks before the start of such Examinations.
- h) Supplementary examinations for candidates who sat for special examinations shall be conducted when next offered and he shall not be promoted to the next higher NTA level for NTA level 4, 5 and 7 second year.
- i) The marks to be recorded for a candidate who has passed supplementary examination are the minimum required for passing the examination (pass mark of C grade).
- j) If a candidate passes supplementary examination in all the modules he had failed, he shall qualify for promotion to undertake next higher NTA level studies.
- k) If a candidate fails in one or two modules after sitting for supplementary examination, he shall not be promoted to the next higher NTA level. He shall be required to register as private candidate so that he can re-take those modules when next offered.

- l) Special examinations shall be conducted under the circumstances set forth under regulation 3.17 (c) and the student must apply in writing to the Rector for permission to do special examination.

3.18 Dealing with Cheating and Misconduct

- a) Before the examination session begins, the Invigilator shall make announcements to candidates reminding them to surrender any unauthorised materials which they may have entered with it to the examination room, either intentionally or unintentionally.
- b) The Invigilator shall inspect desks and shall call upon all the candidates to search their pockets and require them to part with and deliver to her all papers, books, or notes, and communication devices that they may have in their possession.
- c) When a latecomer is admitted into the examination room, the pocket searching and dispossession of disallowed materials will be done to her at the entrance to the room.
- d) The Supervisor shall sign a declaration duly witnessed by all the Invigilators on duty that candidates pockets were searched nad to surrender all unauthorized materials and all the latecomers were also searched and dispossessed of disallowed materials. Such declaration shall be submitted to the DR-ARC at the closure of the examination.
- e) The Supervisor shall report to the DR-ARC immediately and on the day of occurrence, each case where use of unfair means in the examination was suspected or discovered with full details of evidence and a dully filled examination irregularity form .

3.19 Identification and Reporting of Misconduct

- a) The Invigilator will report to the Chief Invigilator immediately when she detects that a particular candidate is using or is attempting to use unfair means in the examination.
- b) The Chief Invigilator shall take possession of the answer book of the candidate along with the papers or other materials found with her and provide the candidate with a new answer book.
- c) The Invigilator shall record on the first answer book, the time when it was taken away from the candidate and on the new provided answer book, the time when it was issued.

- d) The Chief Invigilator shall fill in and sign the charge against the student in the examination irregularity form and require the candidate to make a statement (candidate declaration) and sign the same in response to the charge before issuing him the new answer book.
- e) If the candidate refuses to give the statement in response to the charge, he should not be forced to do so only the fact of the refusal should be recorded by the Invigilator and attested by the Supervisor.
- f) The candidate shall be allowed to continue with the examination. Such a candidate shall be allowed to complete all the examinations as per the time table and be brought to the Examination Irregularities Committee immediately after completion of the examinations.
- g) The Supervisor shall call for the statements of the Chief Invigilator and the candidate (or the attested statement of candidate's refusal to submit statement).
- h) The Supervisor shall submit to the DR-ARC the statements of the Invigilator and the candidate in a separate sealed cover, the taken first answer book used by the candidate, the incriminating material and his own note on the case. The DR-ARC shall forward the same to the Rector for further action.
- i) In case of impersonation, the Supervisor shall send to the Rector, the statement of the person found to be impersonating. The Rector may report the matter to the police, if necessary.
- j) In case of misconduct of a serious nature, the Rector shall report the matter to the Police.
- k) If any Marker notices any case of copying of answer(s) either among two or more candidates or from any other source, she shall mark the relevant portion(s) of the answer(s) and send the cases immediately, along with his report on the same to the Chief Marker.
- l) The Chief Marker will scrutinize the case and forward it along with his own remarks, to the Panel Team Leader, who will send it to the head of marking centre before further submission to the Rector for necessary action.
- m) If such a case comes to the notice of the Chief Marker himself, he shall also mark the relevant portion(s) in the answer(s); consult the Panel Team Leader who will then forward the same immediately to head of the marking centre for further transmission to the Rector along with his remarks for further action.

3.20 Examination Irregularities

- a) Inappropriate Conduct by a Candidate Concerning Examinations SHALL Subject the Offending Candidate to one of the following penalties:-
- i. Written warning/Reprimand;
 - ii. Cancellation of the examination result for the subject she was caught cheating on;
 - iii. Cancellation of all of the examinations results for the particular semester;
 - iv. One semester Suspension;
 - v. One academic year suspension;
 - vi. Two academic years suspension; and
 - vii. Dismissal.
- b) Before passing any penalty, the EIC shall look at the gravity and circumstances of each case on deciding on the type of penalty to be given.
- c) The EIC may recommend one or more penalty to be imposed to the student who was found guilty depending on the circumstance mentioned on (b) above.

3.20.1 Examination irregularities shall include, but not limited to the following:-

- a) Where during an examination, a candidate is found having in his possession books, notes on clothes worn by him or any part of his body, table, desk, foot-ruler, set squares, protractors, slide rulers, or any other related things; Where during an examination, a candidate is found having in his possession books, notes on clothes worn by her or any part of her body, table, desk, foot-ruler, set squares, protractors, slide rulers, ID's or any other related things;
- b) Where during an examination, a candidate is found having in her possession a mobile phone, smart watch, tablet, iPad, computers or any other electronic device that has the capacity to store data;
- c) Where during an examination, a candidate is found talking to another candidate or any person inside or outside the examination room, during the examination sessions, without the permission of invigilator, unless she has handed over his answer book;

- d) Where the answer book of a candidate shows that he has received or attempted to receive help from or given help or attempted to give help to another candidate; Where during an examination a candidate receives or attempts to receive help from or given help or attempts to give help to another candidate;
- e) Where during an examination, a candidate is found having copied or indulging in copying from any paper or notes or if she has allowed or is found allowing any other candidate to copy any matter from her answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper;
- f) Where a candidate during an examination swallows or attempts to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material; Where a candidate during an examination swallows or attempts to swallow a paper or runs away with it or causes disappearance or destroying any such material;
- g) Where a candidate during an examination is found consulting books, mobile phones, smart watches, tablets, notebooks, papers or any other material found with her while outside the examination room but during the examination hours and before she has handed over her answer book to the invigilator;
- h) Where a candidate who during the course of the examination writes on a question paper, anything connected with, or relating to a question set in the question paper or solution thereof;
- i) Where a candidate is found passing on or attempting to pass on during the examination, a question paper or a part thereof or a solution of a question set in the question paper, to any candidate;
- j) Where a candidate is found in possession of a solution to a question set in the question paper in connivance with any member of a supervisory or any other WI staff or someone outside the Institute;
- k) Where a candidate made previous arrangements to obtain help in connection with the question paper. If the person who would have assisted the candidate unfairly should the arrangement be successful is a member of Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Act and Procedures on punishment to public servants;

- l) Where a candidate smuggles in an answer book or a continuation sheet or taking out or arranging to send out an answer book or, during or after the examination with or without the help or connivance of any person connected with the Institute or within or outside Institute;
- m) If the person who has assisted the candidate to smuggle an answer book into or out of examination room is a member of Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Act and procedures on punishment to public servants.
- n) Where a candidate uses abusive or obscene language in the answer book;
- o) Where a student impersonates a candidate or a candidate has been impersonated;
- p) If the impersonator is neither a student nor a member of Institutes' staff, the Rector shall report the matter to the Police. If the impersonator is a member of the Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Act and procedures on punishment to public servants;
- q) Where a candidate leaves the examination room without delivering the answer book/sheet to the Invigilator and takes away the same with her or intentionally tears off or otherwise disposes it off or any part thereof or the continuation sheet or part thereof inside or outside the examination room;
- r) Where a candidate deliberately discloses her identity or makes distinctive marks in her answer book for that purpose such as telephone number, residence or name of the candidate;
- s) Where a candidate communicates or attempts to communicate directly or through a relative, guardian or friend with an examiner with the objective of influencing her in the award of marks;
- t) Where a candidate approaches or influences directly or indirectly regarding her cheating case a member of the Institute management;
- u) Where during the examination a candidate disobeys instruction of the Invigilator or misbehaves in or around the examination room;
- v) Where a candidate is found in possession of examination question(s) and or marking scheme or solution thereof of an examination not formally conducted.

3.20.2 Offences relating to Dissertation, Industrial Practical Training, Field work report and Project work

- a) For the purpose of Dissertation, Industrial Practical Training, Field work report and Project work, the following shall be considered as examination irregularities:-
- i. Plagiarism; Using a “ghost” writer to author a dissertation, field work or project report;
 - ii. Falsifying documents of the institution or authority relating to field work placement;
 - iii. False representation as to the attendance of the field work activities;
 - iv. Where a candidate is found to be assisted by the person who is a member of Institute’s staff, the Rector shall take appropriate punitive action against that person according to Public Service Act and procedures on punishment to public servants.
- b) Where the candidate/student contravenes any offences stipulated under Regulations 3.20.1 and 3.20.2 shall be dealt with in accordance with the penalties specified under the provisions of these Regulations.
- c) For cases of unfair means not covered by these Regulations, the Institute shall impose punishment according to the nature of the offence.

3.20.3 Procedures in handling Examination Irregularities

- a) Where a candidate possess any unauthorized material in the examination room, commits an offence and shall be punished according to these Regulations.
- b) It shall not be a defence that the candidate did not intend to use any unauthorized material or object in examination room.
- c) Any candidate found guilty of committing an examination offence shall be punished according to these regulations.
- d) When exercising the powers vested upon it, the EIC shall have to comply with the principles of Natural Justice;
- e) Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

- f) Where a candidate is alleged to have committed an examination offence, shall be issued with a written notice to appear before the Examination Irregularities Committee (EIC). Such notice shall specify the date, time, place and the charged offence.
- g) For avoidance of doubt the EIC may summon any student or Institute staff to testify on the case and the student may also call witnesses (WI student) to support her case if any.
- h) During hearing the committee will read charges to the student who will be given an opportunity to respond by giving explanation in relation to the charges.
- i) Upon explanation by the student, the committee will ask relevant questions for clarification.
- j) When the committee is satisfied that all important information has been collected from both Institute and the student, shall allow the student to leave.
- k) Basing on the evidence adduced by both parties, the committee shall conclude the case by recommending the action to be taken by IAB.
- l) A candidate found guilty of committing an examination offence shall be suspended for a period of not more than three months pending approval by the IAB.
- m) The IAB may uphold the decision of the EIC or direct otherwise in which the student shall be notified by a letter of such decision.

3.21 Appeal Procedures

- a) Appeal by an aggrieved party against a decision of EIC, shall lie to the Rector within 14 days from the date of the decision. Where a student is aggrieved by the decision of IAB under regulation 5.3.25 (m), shall appeal to the Ministerial Advisory Board (MAB) whose decision is final.
- b) The application of appeal under regulation 3.21 (a) shall be made within 14 days from the date of the decision.
- c) For the appeal to be valid the student must pay a non-refundable fee of Tanzania Shillings One Hundred Thousand (100,000/=).
- d) Any person who was or is involved in the investigation, hearing or decision of any matter connected or otherwise associated with any particular appeal to the committee in which such

matter is directly or indirectly relevant prior to the commencement of the appeal process, shall not take part in the hearing of such appeal.

- e) When an appeal has been lodged with MAB execution of any penalty imposed by IAB, shall continue to run pending determination of such appeal.
- f) At the hearing of an appeal by MAB a party's concerned shall be entitled to be heard no other person in defence or representative capacity of the aggrieved party shall be allowed to appear before appeal proceedings.
- g) In determining an appeal the MAB shall have powers to uphold, vary or set aside any decision reached by IAB.

3.22 Assessment of Industrial Practical Training (IPT)

Assessment of IPT for NTA levels 4,5 and 7 shall be conducted and assessed according to the WI IPT Guidelines.

- a) Students in NTA4, NTA5 and NTA7 levels of study shall undergo IPT term depending on curriculum requirements. Assessment of performance in IPT shall be according to the following main areas:-

i. Oral Presentation	20
ii. Field Supervisor's Report	20
iii. Institute Supervisor's Report	20

Student's logbook:

i. Daily Summaries	10
ii. Weekly Summaries	10
iii. Student Final Report	20
Total	100%

- b) Each area of the IPT assessment is compulsory, failure to accomplish any of that area leads to fail of the IPT.
- c) Supervisors shall assess the student in the following areas:
 - i. Student's ability to plan and carry out given assignments
 - ii. Student's ability to select appropriate tools and use them properly
 - iii. Student's skills to execute given assignments

- iv. Student's initiative ability (Self-driven)
- v. Student's tidiness and accuracy of finished assignments (self confidence)
- vi. Student's willingness to learn new knowledge
- vii. Attitude towards practical/manual work
- viii. Student's attendance and punctuality
- ix. Student's cooperation with other members of the staff
- x. Student's obedience to superiors

The total score is 100 and is converted to 20% during overall Assessment of IPT. Marks range for the ten items is as shown in Table 6:

Table 6: Marks range

Definition	Range
Excellent	10
Very Good	8 – 9
Good	6 – 7
Satisfactory	4- 5
Unsatisfactory	0 – 3

d) The Institute Supervisor who visits students during field training, discusses with the Industrial Supervisors of the organizations to which students have been attached. They also do visual observation and discuss with the students themselves. The Institute Supervisors assess the student in the following areas:-

- i. Student's ability to execute assigned jobs.
- ii. Student's work habits (punctuality/attendance)
- iii. Student's Ability to work in a group
- iv. Student's up to date reporting in the log book
- v. Student's neatness and clarity on reporting in the log book
- vi. Student's understanding on what he has been doing
- vii. Student's knowledge on what he has written in the log book
- viii. Student's interest or willingness to learn new skills and knowledge
- ix. Student's motivation to do given jobs
- x. Student's self confidence

The total score is 100 and is converted to 20% during overall assessment of IPT. Marks range for the ten (10) items are as shown in Table 6 above.

- e) A student who fails in IPT shall not qualify for progression to undertake next higher NTA level studies. He shall be suspended from studies for one (1) year and during the suspension period he shall be required to register as a private candidate and repeat the IPT at his own cost.
- f) A student whose attendance in IPT is less than 80% of the time allocated to IPT of that particular term/year without a valid reason shall be considered to have failed in the IPT. The industrial supervisor shall record attendance of students during IPT.
- g) A student who absconds from IPT shall be discontinued from studies.
- h) Plagiarism is prohibited in writing and presenting IPT reports.
- i) A student who is found guilty of plagiarizing in respect IPT report shall be considered to have failed the IPT.

3.23 Assessment of Project Work

Assessment of project work for NTA levels 6 & 8 shall be conducted and assessed according to WI Project Guideline.

- a) NTA level 6 and NTA level 8 students shall be given the opportunity to plan and carry out a technical work, with little guidance from tutors/instructors. This work (project work) could be investigative, design or construction.
- b) For the purpose of ensuring that students are carrying out project work activities according to the agreed schedule, they shall be required to submit progress reports, once in every two weeks.
- c) The Tutor/Instructor shall countercheck the validity of the reported data and information
- d) Assessment of Project Work achievement shall be in the following areas:

Schedule on the distribution of scores to various areas of Project Proposal Work (NTA8)

i. Oral Presentation of Project I Proposal (to be evaluated by internal examiners):

1. Clarity of student's lecture and presentation of essential points before the panel	10
2. Student's understanding of the importance and economic justification of his project	15
3. Student's overall academic knowledge and understanding of the project	15

Total	40%
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ii. Written Project I Proposal (to be evaluated by internal examiner):

1. Introduction	10
2. Literature Review	10
3. Methodology	20
Total	40%

iii. Progress project I proposal (to be evaluated by project supervisor)

1. How closely the student followed events of project calendar	5
2. Evaluation of student's work in his/her at least two mini-presentations	7
3. Ability of the student to work independently with little guidance	8
Total	20%
Overall Total Score	100%

Schedule on the Distribution of Scores to Various Areas of Project Report Work (NTA 6 and 8)

i. Progress report (to be evaluated by project supervisor)

1. How closely the student followed events of project calendar	5
2. Evaluation of student's work in his/her at least two mini-presentations	7
3. Ability of the student to work independently with little guidance	8
Total	20%

ii. Written Report (to be evaluated by external and internal examiner in equal weight):

1. Introduction	5
2. Literature Review	5
3. Methodology	10
4. Results and Analysis	10
5. Discussion and Results	5
6. Conclusion and Recommendation	5
Total	40%

iii. Oral Presentation (to be evaluated by external and internal examiner in equal weight):

1. Clarity of student's lecture and presentation of essential points before the panel	10
2. Student's understanding of the importance and economic justification of his project	15

3. Student's overall academic knowledge and understanding of the project	15
Total	40%
Overall Total Score	100%

- a) Each area of the project assessment is compulsory, failure to accomplish any of that area leads to fail of the project.
- b) A minimum pass in project work is 45% for NTA level 6 and 40% for NTA level 8 of the overall total marks. Student who gets less than 45% for NTA level 6 and less than 40% for NTA level 8 of the overall total marks shall be considered to have failed in project.
- c) A student who fails in Project Work shall not qualify for award of Ordinary Diploma or Bachelor's Degree. He shall be required to register as a private candidate and repeat the Project Work at his own cost. If he fails again shall be discontinued from studies.
- d) A student whose attendance in Project Work is less than 80% of the time allocated to Project Work of that particular term/year without a valid reason shall be considered to have failed in the Project Work. The supervisor shall record attendance of students during Project Work.
- e) A student who absconds from Project Work shall be discontinued from studies.
- f) Plagiarism is prohibited in writing and presenting Project reports. A student who is found guilty of plagiarizing in respect of Project report shall be considered to have failed the Project.

3.24 Assessment of Dissertation

1. Research Proposal	20%
2. Interim presentations	20%
3. Final presentation	20%
4. Dissertation Report	20%
5. Accepted Manuscript	20%
Total	100%

4.0 PART IV: CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS

4.1 Paper Setting

- a) The Rector shall appoint instructors tutors/lecturers of proven integrity for setting examination questions.
- b) The persons appointed as questions setters shall possess the minimum qualifications set by NACTVET from time to time.

4.2 Moderation

- a) All examinations will be moderated by external moderators who shall be appointed by the Rector.
- b) A person shall not be appointed a moderator if his close relative is going to sit for the examination which is being moderated.

4.3 Receipt of Answer Books

- a) Candidates shall be given fictitious dummy numbers to write on answer books instead of their names.
- b) All answer books shall be deemed as confidential documents and no person except those authorized by the Rector shall be permitted to handle the same.
- c) A person, who is in knowledge that his close acquaintance or near relative is appearing in the examination, shall not work as a secrecy officer or a member of such team.

4.4 Marking of Examinations

- a) The project reports shall be marked according to approved marking guide.
- b) The IPT shall be marked by Field supervisors and Institute supervisors. The components of student's IPT reports (daily summaries, weekly summaries, and general report) shall be marked according to approved marking guide.
- c) Respective module tutors/lecturers shall mark each of the continuous assessments (invigilated and non-invigilated) according to approved marking guides.
- d) The persons appointed as question marker shall possess the qualification for technical teachers as set by NACTVET from time to time.
- e) The marking shall be conducted in panels consisting of technical teachers with proven integrity from respective programmes.
- f) Each panel shall have a Chief Marker responsible for ensuring adherence to norms prescribed by the Institute.

- g) The external examiners must possess the qualifications for technical teachers who have at least five (5) years in the concerned field.
- h) The external examiners shall be responsible for pre-moderation of examination papers to see their relevance, correctness, and consistency with the curriculum and also post-moderation of examinations scripts including re-marking/checking the correctness of marking and transfer of marks.
- i) External examiners shall submit a report to the DR-ARC for improvement of both examinations papers as well as the marking of scripts.
- j) Marking of end of module/semester examination shall be conducted according to the following guidelines:-
 - i. Appointed markers shall mark answer books.
 - ii. The answer books shall be marked centrally at such venues as approved by the Rector from time to time.
 - iii. No answer books may be marked outside the specified marking venues.
 - iv. Each examination paper shall be accompanied by detailed marking scheme, which should be revisited by markers before starting marking.
 - v. The marking scheme will indicate value points in respect of each answer.
 - vi. The Rector shall appoint Chief Markers for various modules from amongst the serving instructors of the Institute.
 - vii. The Chief Marker shall be responsible for ensuring uniformity in marking as per the norms prescribed by the Institute.
 - viii. The Chief marker shall bring to the notice of the Rector any discrepancies, anomalies and suspected use of unfair means identified during the course of marking.
 - ix. The Chief Marker shall recommend to the Rector in writing the names of such markers who have not carried out the instructions of the Institute and have not been punctual or have not observed code of conduct for such action as may be deemed fit by the Institute.
 - x. A person to be appointed as a Chief Marker should possess the following qualifications:-
 - i. He should have a teaching experience of not less than five years.
 - ii. He should be conversant with the module curriculum by being engaged in teaching the concerned module to the classes.
 - iii. The Rector shall appoint other markers who will mark the answer books in accordance with the approved marking scheme.
 - iv. The panel of markers shall consist of serving instructors of the Institute who have experience of teaching the module for at least 3 years.

4.5 Checking of Marking

- a) The Chief Markers will appoint Checking Assistants as per the guidelines of the Institute who will assist them in summing marks, comparing the score lists with the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unmarked.
- b) The Rector may appoint Spot Marking Coordinators in all marking venues to co-ordinate and facilitate the conduct of spot marking.
- c) The Spot Marking Coordinator shall bring to the notice of the Rector, in writing, discrepancies in the answer books, if any, and any such matter that affects the validity or reliability of evaluation.
- d) Marked scripts shall be scrutinized by external markers appointed by the Rector for that purpose.

4.6 Score Lists

- a) Score lists shall be prepared by marking panels after marking has been completed and marks have been verified. Score lists are confidential documents of the Institute.
- b) No other person except those authorized by the Rector shall be permitted to handle the score lists after they have been submitted by marking panels.
- c) No person shall be authorized to change the marks already in the score lists. Discrepancies, if any, identified during verification shall be communicated to the Rector through a separate communication.
- d) No person other than the Rector or an officer authorized by him shall be competent to communicate to NACTE the score lists and any change in the scores. All such communications shall be sent in writing duly attested and signed by the concerned officer.
- e) Marks score sheets shall be verified by external markers appointed by the Rector for that purpose.

4.7 Examination Results

- a) The Institute shall use NACTVET guidelines relating to preparation of results including appointment of scrutinizers and prescription of their duties, prescription of forms for the purposes of tabulation, checking of results, making provisions to guard against possible occurrence of mistake and other relevant matters.
- b) After compilation of the results there shall be a departmental meeting which will deliberate on recommendations from Panel Examiners, compile and submit their recommendations to AAC.
- c) The Academic Affairs Committee (AAC) shall verify accuracy of semester assessment results and thereafter submit the examination results to IAB for approval under the caption that the results are provisional.

- d) After the approval under sub regulation (c), the results shall be released and the aggrieved student against the examination results may file an examination complaint within ten (10) days from the date of release of the provisional results to Rector for determination.
- e) After the determination of the complaint filed by the student, the results are compiled and forwarded to MAB for deliberation and approval.
- f) The MAB shall approve the results before they are submitted to NACTVET unless on scrutiny of submitted results, it is considered that, there has been a distinct change of standard on the whole examination or in a particular module. In that case the matter may be referred to the Management for a report on the apparent change of standard and a proposal of how results can be improved. Upon receipt of the report and proposals from the Management, the MAB may recommend a specific action to be taken by the Institute towards improvement of the results.
- g) The results which indicate the marks and grades obtained by the candidates for all prescribed modules for the semester and the semester GPA shall be submitted to NACTVET for archiving and other purposes.

4.8 Publication of Results

- a) The Institute shall publish the provisional results of candidates in every examination after approval by MAB. Before publishing the results, the Institute shall adhere to the relevant policy, regulations, and procedures.
- b) The Institute shall not, except in its absolute discretion, communicate with the candidate's parents, or any other person claiming to act on behalf, on matters related to examination results.
- c) Candidates shall be responsible for maintaining an awareness of their academic performance.
- d) For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. Moreover, if a fraction is less than one-half, it shall be ignored.
- e) The Institute may declare the results of the candidate(s) as 'withheld' due to inadequacy of data, lack of information from the candidate or receipt of inadequate fee from the candidate, or any other reason that may be raised by the Institute;
- f) The decision under para (e) of regulation 4.8 shall be made within a reasonable time from the date of normal publication of the examination results;
- g) If a candidate, whose results are withheld for want of any dues or due to non-compliance of any instructions, does not settle her fee account or settle the discrepancy in her admission form within

two years from the date of declaration of results, her candidature shall stand suspended, provided that:-

- i. Such a candidate shall be given an opportunity to settle the discrepancy or remit the balance fee, if any within a fixed time.
- ii. A candidate whose candidature is suspended shall pay a prescribed fee per year as candidature re-instatement fee.

4.9 Release of End of Semester Examination Results

- a) Final approval of examination results is the mandate of MAB;
- b) Release of “provisional” examination results as approved by Academic Affairs Committee (AAC) shall be the responsibility of the DR-ARC; Release, publication and custody of provisional/final approved examinations results as approved by MAB shall be the responsibility of the DR-ARC.
- c) Examination results will be released through SIMS and such results shall be uploaded in SIMS not later than 45 days from the last day of examination session. In publishing the results, the anonymity of the student must be protected;
- d) The final approved results for each academic year shall be archived in a hard-bound booklet with a serial number and date and in a PDF soft copy of the same number and date.

4.10 Complaints on examination results

Student (s) shall be allowed to raise any examination complaints within ten (10) working days after the release of the provisional results.

4.11 Maintenance of Answer Books

Answer books shall be maintained for a period of at least five years from the date of publication of results and shall thereafter be disposed of in the manner as may be decided by the Institute from time to time.

4.12 Maintenance of Confidentiality

Every person appointed by the Institute for confidential work like paper setting, printing, typing or otherwise producing the copies of the question papers, moderating the question papers, marking the answer books, coordinating the work of examiners, handling the answer books, computing, scrutinizing or moderating the results or assigned any other confidential work, shall maintain utmost secrecy of the Institute work.

5.0 PART V: CERTIFICATION AND AWARDS

5.1 Conditions for the Award

A student shall qualify for the award registered for if:-

- She has successfully completed all modules for the award and achieved at least a cumulative Grade Point Average (GPA) of 2.0 for NTA Levels 4 to 8 and GPA of 3.0 for NTA Level 9 and 10, which is equivalent to a pass;
- She has passed all Industrial Practical Training modules, Project work and Dissertation.
- She has paid the required fees.

5.2 Precision for Computations of Grade Points

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

- Computations of Cumulative Grade Points shall be made to the third decimal places;
- Cumulative Grade Points shall be rounded off to two decimal places;
- For award classification purposes, final Grade Points shall be truncated to the first decimal place.

5.3 Classification of Awards

Table 7: Classification of Award for NTA Level 4-5

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

Table 8: Classification of Award for NTA Level 6 – 9

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

5.4 Certification and Transcript

- The grading of marks and classification of awards shall be that of NACTVET, no technical institution is allowed to formulate or amend the same.
- The issue of certification and awards shall be entirely at the discretion of the MAB.

- c) The Rector, subject to the approval of the MAB shall withhold or nullify an award of any candidate in proven cases of irregularity or any other forms of frauds, or to revoke, any certificate it has ready awarded, and to require the awarded certificate to be returned to the Institute.
- d) The Rector, shall set dates for issuing certificate and transcripts.
- e) A candidate who has passed all the modules of the particular programme, shall be given certificate and transcript. If he passed fewer modules, he shall be given only the provisional/ statement of results.
- f) There shall be payment of **TZS. 10,000/=** per any provisional results provided to a student upon request. Award certificates and the transcripts shall be issued by the Institute after completion of the programme and the former shall be issued only once for the same award.

5.5 Replacement of Lost Academic Certificates/Transcripts

The Institute may issue a copy of a certificate/transcript in case of loss of the original certificate or transcript on the following conditions:-

- a) In case of loss or total destruction of the original certificate, the duplicate certificate shall be issued after a period of three (3) months from the application date.
- b) In case of partial destruction of the original certificate or a copy, the duplicate certificate may be issued within a shorter period depending on the circumstances of each case
- c) The Institute may consider an application for loss of original certificate on the following conditions;
 - i. The applicant must be the owner of the certificate that is lost;
 - ii. The applicant must produce a loss report from the police station;
 - iii. The applicant must produce evidence that the loss had been publicly announced in a widely circulated newspaper (*Nipashe, Mwananchi, Majira and Daily News*) and such an announcement must stay for six (6) months;
 - iv. The applicant produces a sworn affidavit;
 - v. The applicant shall pay **TZS. 50,000/=** which has to be made to the Institute and the applicant produces evidence that payment of 50,000/= has been made to the Institute;
- d) The certificate so issued shall be marked “DUPLICATE” visibly.

5.6 Rejection and Revocation of Certificate

- a) The Rector shall have power to expel a student from the Institute who is found guilty of tampering with his own certificate, or obtaining or attempting to obtain a certificate to which he is not entitled.

- b) The Rector shall have power to revoke any certificate which is obtained illegally or wrongly awarded to a student subject to approval by MAB.

5.7 Late Collection of Certificates

- a) Certificates collected within one year from the graduation date shall be issued without charge;
- b) After the first year from graduation **TZS.50,000/=** will be charged.
- c) Any year or part thereof (after 2 years from graduation) should attract a **TZS.25,000/=** surcharge.
- d) Cost due to errors made by WI will be borne by WI; while errors that should have been pointed out early by the graduate should be borne by the certificate bearer and shall attract the fee of **TZS. 30,000/=** .

6.0 PART VI: APPEALS, CHECKING AND REMARKING OF EXAMINATIONS

6.1 Appeal for Checking and or Remarking of Examinations

- a) A candidate who has appeared in any of the first sitting examination conducted by the Institute may appeal for checking and/or remarking of her answer script within fourteen (14) days from the date of releasing the provisional results. (*No checking for supplementary examinations*).
- b) Appeal against examination results shall be lodged to the Rector within fourteen (14) days from the date of publication of the examination results.
- c) For the appeal to be valid a candidate must pay a non-refundable fee of Tanzania Shillings Twenty-Five Thousand (25,000/=) for NTA Level 4 to 6, Tanzania Shillings Fifty Thousand (50,000/=) for NTA Level 7 to 8 and Tanzania Shillings One Hundred Thousand (100,000/=) for NTA Level 9 per module.
- d) There shall be no appeal for checking or remarking of supplementary examinations.

6.1.1 Checking and Remarking of Examination in Response to Appeal

- a) Checking and remarking of examination shall involve remarking of answer scripts, if unmarked questions are discovered, and rechecking of marks awarded for each question in the answer book, together with re-totaling of marks;
- b) The candidate who has appealed shall not be allowed to be present when scrutiny and rechecking of her paper is being done and shall not be allowed to see his answer book;
- c) Rechecking shall be done by the officials appointed for that purpose by the Rector;

- d) The Institute shall upon discovery of any mistake as a result of re-checking of answer scripts, rectify the result and communicate the outcome of rechecking to the candidate in writing;
- e) No candidate shall be entitled to any retrospective benefit by way of admission to any class/course/programme or such other benefit consequent upon any change in his result/marks;
- f) If the result of rechecking is declared after a candidate has appeared in subsequent examination of the Institute, he shall be given the benefit of the best of the awards obtained by her on rechecking or in the examination;
- g) In case of any increase in marks, the Institute shall revise the transcript/certificate of such candidate free of cost after she returns the previous transcript/certificate to the Institute.

6.2 Annulment of Results

The Rector shall have the power to annul the results of a candidate after it has been declared that the candidate is:-

- a) Disqualified for using unfair means at the examination;
- b) Found ineligible to appear at the examination; and
- c) A person against whom action could have been taken, had the facts come to the notice of the Rector earlier.

7.0 Date of implementation

These Regulations shall come into operation on the date approved by the MAB.

8.0 Regulations review

These Regulations shall be reviewed from time to time when the need arises.