

**COLLEGE OF BUSINESS  
EDUCATION**



**EXAMINATION RULES**

**JULY, 2017**

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**[Made under Section 14(1) of the College of Business Education Act, Cap  
315 R.E. 2002]**

**PART I: PRELIMINARY PROVISIONS**

**1. Citation and objective**

- 1) These rules may be cited as College of Business Education (Examinations and Procedures) Rules, 2015.
- 2) The objective of these rules shall be to provide for a framework of rules governing, inter alia, all conducts of continuous assessment, college examinations, grading systems and organs responsible in enforcing the requirements of these rules.

**2. Application and Commencement**

- 1) These rules shall apply in respect of all persons and bodies dealing with matters relating to continuous assessments, college examinations and all incidental matters thereto.
- 2) These rules shall come into force on the date approved by the Governing Body.

**3. Interpretation**

In these Rules, unless the context requires otherwise, the word/phrase;

**"Academic programme"** means a programme of studies, which leads to the National Technical Award; any prescribed postgraduate award or any other programme of studies established by the College Academic Board, after successful completion of all its requirements.

**"Abscondment"** includes not reporting for scheduled examination at the time, day and place specified without prior permission or failure to attend scheduled classes to the required percentage during a particular semester.

**"Academic Certificate"** means a document duly signed by relevant authority

within the College classify an award which is awarded to a student upon successful completion of his programme of studies.

**"Academic Transcript"** means a document duly signed by relevant authority within the College listing grades for all modules in all semesters and indicating a cumulative GPA for all semesters assessed in course of a period studies issued after successful completion of studies in a particular programme.

**"Assessment"** means any mode or combination of modes of testing a candidate's performance in a particular course of study.

**"Award"** means a conferment upon a candidate who has successfully completed a given programme of study.

**"Campus Director"** means director of the campus or any person in-charge of the campus other than the Main Campus.

**"Candidate"** means any person duly registered in any programme of study of the College and who is eligible for examination.

**"Cheating"** means possession of, using, giving, receiving or copying unauthorised material during and/or after a test, examination, assignment, report, dissertation, thesis or collaborating with another candidate to commit examination irregularities. It also includes any form or kind of dishonesty or destruction or falsification or any evidence of examination irregularities.

**"Course"** means a set of classes or a plan of study on a particular subject leading to an examination or qualification

**"Coursework"** means any mode or a combination of modes of assessment used to test a candidate's academic performance during the semester excluding end of semester examinations.

**"Discontinuation"** means a declaration by the College Academic Board (CAB) that a particular Candidate is no longer qualified to continue with his studies following a failure by such candidate in any cumulative number of modules as stated in *these Rules* or upon failing in a repeat module or carry forward module more than the limit required or upon being found guilty of any examination irregularity or on any other reason prescribed under these Rules or other Rules

made by the Governing Body.

**"End of semester examination"** means an examination to be undertaken by a candidate at the end of a respective semester as per the provisions of these rules.

**"Examination irregularities"** means acts or conducts prohibited under PART VII of these rules.

**"Examination Officer in-charge"** means a person in charge of examination matters at a campus level.

**"Examination"** includes coursework, college examinations, proposals, research reports, dissertations and thesis assessments.

**"External Examiner"** means academic staff member employed by another institution and who is appointed by the College of Business Education for the purpose of examination moderation or as an external marker of the candidate's examination. It shall also include a person appointed to mark as an external marker for a PhD Thesis or dissertation.

**"Failure"** means a formal judgement of any Committee responsible for examination results and the College Academic Board declaring that a candidate has failed to attain prescribed assessment requirement or any other requirements under these rules.

**"Grade Points Average" (GPA)** means the weighted arithmetic mean of the weighted scores points.

**"Grade"** means a letter assigned to range of scores or marks.

**"He"** means male or female

**"Impersonation in examination"** includes using the particulars or part of particulars of another person to attempt an examination on behalf of that other person.

**"Invigilator"** means a person given the responsibility (either sole or shared) of supervising candidates sitting for examinations.

**"Mark" means** a numerical value by which the examining entity assesses the



performance of the candidate.

**"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.

**"Postgraduate programme" includes** Postgraduate Diploma, Master's and Doctor of Philosophy programmes

**"Programme"** means any combination of courses and/or requirements leading to a Degree or Diploma or Certificate.

**"Semester"** means an academic period in which one set of course modules in each discipline is offered and examined.

**"Special examination(s)"** means examination(s) which a candidate is allowed to sit for after postponing the end of semester examination under the condition provided under these rules.

**"Sponsorship"** means and includes fees, accommodation, meal or other incidental expenses.

**"Student"** means a person duly registered as a candidate by the College of Business Education to pursue any of its academic programmes.

**"Subject"** 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. This is equivalent to a module.

**"Supplementary Examination"** means an Examination administered to candidate(s) who fail to obtain a pass in a specified number of modules during regular Examinations.

**"The College"** means the College of Business Education established by the College of Business Education Act, [Cap 315 R.E 2002] as may be revised from time to time.

**"DR-ARC"** means the Deputy Rector-Academic, Research and Consultancy.

**"Unauthorised absence from the examination room"** means leaving the examination room, temporarily or otherwise, or staying out of the examination

room for an unduly long period, without authorisation or permission of the invigilator(s) for examination in question.

**"Unauthorised material"** means any written or printed material that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to notes, books, handkerchiefs in which information is written or information written on any part of the body or cellular/mobile phones, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, iPods, recording apparatus, annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him in cheating in the examination.

**"Undergraduate programme"** includes bachelor degrees, ordinary diploma and certificate programmes.

## **PART II: REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS**

### **4. Registration for Examinations**

- 1) There shall be no special registration of candidate for examinations.
- 2) Every person duly registered as a student shall be deemed to be also registered for the appropriate examinations in the relevant course of study.

### **5. Persons eligible to sit for examinations**

Any registered student shall be allowed to sit for examination(s) provided that he meets the following conditions:

- 1) The student does not owe the college any prescribed fee or any other financial dues.
- 2) The student has attended not less than 80% of lectures and/or seminars in a particular module within a particular semester.
- 3) The Student has done continuous assessment for all modules that he is required to study in a given semester
- 4) The student is not barred by any relevant authority from sitting for the examination in question.
- 5) A student has registered for all modules that he is supposed to study in a particular semester.
- 6) Any student who is barred from doing examination(s) by any lawful order from any relevant authority shall, upon his request, be granted right to sit for special examination(s) at appropriate time when that order is lifted.

### **6. Postponement of studies**

- 1) Any student may request for postponement of studies through a written application to the Director of Undergraduate Studies or Campus Director via the respective Head of Department.
- 2) The reasons that may be considered in granting permission to such a request include the following grounds:

- a) Illness that is supported by a medical certificate from any recognized medical institution.
  - b) Sponsorship related problems.
  - c) Any other reasonable ground(s) which is supported by sufficient evidence provided that each case is considered on its own merit.
- 3) Upon receiving recommendations from the respective head department, the Director of Undergraduate Studies, Director of Postgraduate Studies or Campus Director may approve or disapprove the request for postponement of studies.
  - 4) If the request is granted, it shall be shown in the letter the time for which the student is supposed to resume studies.
  - 5) The head of department shall not grant permission for postponement of studies more than twice for two consecutive academic years for the same student.
  - 6) Any request for postponement of studies shall not be made for more than one academic year at once.
  - 7) Notwithstanding the provisions of rule 6(5) above, the DR-ARC may grant permission for further postponement of studies.
  - 8) For avoidance of doubt in these rules, no student shall be allowed to sit for any supplementary examination(s) during the academic year in which he has postponed studies.

## **7. Postponement of examinations**

- 1) Any student, may request for postponement of examination(s) through a written application to the Director Undergraduate, Director of Postgraduate Studies or Campus Director via the respective Head of Department.
- 2) The reasons that may be considered in granting permission to such a request as above mentioned include the following grounds;
  - a) Illness that is supported by a medical certificate from any recognized medical institution

- b) Any other reasonable ground which is supported by sufficient evidence provided that each case is considered on its own merit.
- 3) Upon receiving recommendations from the respective head of department, the Director of Undergraduate Studies, Director of Postgraduate Studies or Campus Director may approve or disapprove the request for postponement of examinations
  - 4) A student has registered for all modules that he is supposed to study in particular semester
  - 5) No student shall be allowed to request for postponement of examinations if he has not completed continuous assessment in accordance with these rules.
  - 6) No student shall be allowed to postpone any examination(s) if he had postponed all examinations in the previous Semester.
  - 7) No students shall be allowed to proceed to the next academic year unless he has sat for examinations in the postponed examinations of the previous academic year.

## **8. Report of Postponements**

All postponements granted under this Part of these Rules shall be reported to the DR- ARC and tabled to the College Academic Board (CAB) for noting.

## **9. Time to request for postponement**

- 1) Any student wishing to postpone studies may lodge his request at any time prior to the start of the end of semester examinations.
- 2) In the event that the permission is granted in rule 9(1) above, any continuous assessment that is done by the student in the respective semester shall be nullified and the student shall be required to start afresh upon resuming studies.
- 3) Any student wishing to postpone examination(s) may lodge his request at any time prior to the start of respective examination(s) else such permission shall not be granted.

- 4) Notwithstanding the provisions of rule 9(3) the Director of Undergraduate, Director of Postgraduate Studies or Campus Director may at his discretion approve any request made by a student out of time depending on the prevailing circumstances which were beyond the control of the student under consideration.
- 5) Any student who has postponed studies and his request is duly granted, shall not be required to repay the tuition fee for the postponed period if already paid to that effect.

## **10. Transfer of Students and Grades**

- 1) A student may transfer from any college or recognized institution to the College of Business Education and vice versa to study in one of the programmes of study provided that:
  - a) The programme content of study between the two universities (Institutions) are alike and compatible;
  - b) Grading and assessment criteria of the programmes are compatible and accepted by the College Academic Board and
  - c) Prescribed fee and other financial dues are duly paid to the College of Business Education
- 2) The DR-ARC shall regulate all matters related to the transfer of grades.
- 3) A student who wants to transfer from one campus to another within the College shall apply in writing to the DR-ARC through the Director of Undergraduate Studies/Director of Postgraduate Studies/Campus director/coordinator from which he wants to shift.
- 4) Upon being satisfied with the grounds for transfer the DR-ARC may allow the transfer of a student to the desired campus after consultation with Director Undergraduate or Campus Director to which the student is to be shifted.

## **PART III: STUDENTS' ASSESSMENT**

### **11. The Conduct and Administration of Assessment**

- 1) Each module shall be assessed through coursework and/or end of semester examinations depending on the curriculum requirements.
- 2) Field work/research report/project report shall form part of the assessment of the student and shall contribute to the final cumulative GPA depending on the curriculum requirements.
- 3) Any assessment of a student whether by coursework, end of semester examinations, field work or any other form of assessment prescribed under these rules shall be subjected to any form of irregularities in accordance with these rules.

### **12. Coursework Assessment and Evaluation**

- 1) Distribution of coursework marks in each module for all undergraduate Programmes shall include Test(s) (25 marks), Individual assignment (10 marks) and Group assignment (5 marks) making a total of 40 marks.
- 2) Distribution of coursework marks in each module for Postgraduate Programmes shall include Test (20 marks); Individual Assignment (20 marks) and Group Assignment (10 marks); depending on the curriculum requirements.
- 3) The Instructor shall administer at least two tests whereby at least one test shall be administered in each half of a semester.
- 4) End of Semester examination shall carry 60% for all modules except for Postgraduate Programmes which shall be 50%.

- 5) The pass mark for each course or module per NTA Level shall be as follows:
  - a) NTA Levels 4-5 = 50%. b)  
NTA Level 6 = 45%.
  - c) NTA Level 7 and 8 = 40%.
  - d) Postgraduate Programmes = 50%.
  
- 6) The Pass mark for each course or module per NTA Level shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum of 16 marks out of 40 in coursework and 24 marks out of 60 in the end of semester examination in a respective course or module.
  
- 7) The Pass mark for Postgraduate Programmes shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum of 25 marks out of 50 in each case that is course work and end of semester examinations.
  
- 8) Each Instructor who assessed continuous assessment shall record all marks awarded to a student in a particular module and leave a blank space in any test or assignment which the student has not attempted in accordance with the curriculum requirements.
  
- 9) Students shall be notified of their coursework in each module during the preparations week before the start of end of semester examinations.

### **13. Marking and Submission of coursework assessment scores**

- 1) Marking and uploading of coursework shall be done by the Course Instructor.
  
- 2) Every Course Instructor shall submit to the respective head of



department a compiled hardcopy and soft copy of coursework assessment scores duly signed by him.

- 3) Every Course Instructor shall be required to keep a copy of a record of all coursework assessment scores submitted to the head of department for a period of at least one academic year.
- 4) The head of department in which the module is offered may take necessary administrative measures which he deems necessary on any issue that may arise relating to coursework submission.
- 5) Modes of marking end of semester examinations and uploading results shall be handled administratively as per such directives that may be issued from time to time by the DR-ARC.

#### **14. Fieldwork**

- 1) There shall be fieldwork for Diploma and Bachelor Degree Programmes depending on curriculum requirements.
- 2) During fieldwork students will perform various activities in different organisations where they will be attached for a specified period depending on curriculum requirements.
- 3) Any student who fails to secure placement for fieldwork shall be required to report to the respective head of department for further guidance.
- 4) The head of department shall appoint Instructors to supervise fieldwork.
- 5) The assessment/marking of the final field report shall be done by a supervisor or a Instructor appointed by the head of department.
- 6) To be considered to have passed in his field report, the student must score a minimum of C grade in accordance with the grading system of the respective programme.
- 7) A student who fails in field report shall be allowed to re-submit the report

only once during the supplementary session for that academic year and the maximum grade to be awarded to the re-submitted report shall be C.

## **15. Research Report**

- 1) Students in Postgraduate programmes shall undertake research as part of their assessment.
- 2) Each student shall be allocated a supervisor who will guide him throughout the research process.
- 3) The assessment of the final research report shall include oral presentation and constitute an average of scores awarded by a major supervisor and another independent Instructor appointed by the head of department.
- 4) The panel for oral presentation shall constitute the major supervisor, independent Instructor and any other Instructor appointed by the head of department.
- 5) The major supervisor shall be the chairperson of the panel and the oral presentation shall have a maximum marks of 30%.
- 6) A candidate who fails in his research report in the first attempt shall be allowed to re-submit the report only once within six (6) months counted from the date of research report result.
- 7) Any research report submitted late on first attempt shall be considered as a re- submission of the failed first attempt report and be marked and graded as resubmitted report provided that no late submission of more than two months shall be allowed.

- 8) Any resubmission of the research report after the deadline shall not be allowed and the student shall be deemed to have failed and discontinued from studies.
- 9) Any failure to submit a research report by any student shall constitute a discontinuation from studies provided that a student may apply to the DR-ARC through the head of department for the extension of time to submit his research report prior to the expiry of the first prescribed deadline.
- 10) The DR-ARC shall have power to prescribe fees for each month requested for extension of research report submission.

**16. Modality for Supervision of fieldwork and research report**

The DR-ARC may issue directives from time to time on the modality for supervision of fieldwork and research report.

## **PART IV: SETTING AND PRE-MODERATION OF EXAMINATIONS**

### **17. Types of Examinations**

- 1) There shall be the following types of examinations namely;
  - a) End of Semester,
  - b) Supplementary, and
  - c) Special Examinations in any year of study.
  
- 2) The examination sessions for each type of examination shall be duly indicated in the College's Almanac.
- 3) The end of semester examination shall be administered at the end of the respective semester in which a particular module is taught.
- 4) Supplementary examinations shall be administered to all eligible students subject to the provisions of these rules.
- 5) Supplementary examination session shall be administered every year after the declaration of the end of second semester examinations for each academic year.
- 6) A candidate who postpones supplementary examination(s) shall sit for the same during the supplementary examination session of the following academic year.
- 7) No candidate shall be allowed to progress to the following NTA Level unless has cleared supplementary of core module(s) that were postponed in the prevailing academic year.
- 8) Special examinations shall be administered at the same session with supplementary examinations for students who duly postponed their end of semester examination(s).
- 9) A student that has failed special examination(s) shall be subjected to sub-rule 7 of this rule.

## **18. Repeating a module**

- 1) A candidate failing a core module(s) in Supplementary Examinations shall repeat the module(s) failed in the following year of study upon paying prescribed fee.
- 2) A candidate shall not be eligible to progress into the following NTA Level unless he clears the core module(s) failed.
- 3) A candidate failing two or less non-core modules in the Supplementary shall carry forward such module(s) to the following NTA Level.
- 4) A candidate failing more than two non-core modules in the Supplementary
  - i. Examinations shall repeat the modules failed.
- 5) The cost of repeating any failed module shall be prescribed by the DR-ARC from time to time.
- 6) A candidate can only carry forward non-core module(s) for a maximum of two consecutive academic years from when he first failed the particular module.
- 7) The candidate shall be allowed to repeat the module(s) until he clears them within two consecutive academic years from when he first failed the particular module.

## **19. Setting of Examination Papers**

- 1) The College of Business Education shall set and administer its own examinations.
- 2) In the case of collaboration with other institutions or persons, the examination setting will depend on the terms of the agreement.
- 3) The following procedures shall govern the setting of examinations conducted by the College:
  - a) The Examination Officer in-charge in consultation with Heads of Academic Departments shall compile a schedule of examination papers to be set.
  - b) The Instructor of the module shall set examination for the module(s)

he has taught.

- c) In the event where a module has been taught by more than one Instructor/instructor, the Course Instructor in-charge shall set the respective examination in consultation with co- Instructors/instructors.
  - d) The setting of the examination shall take into account the extent of coverage in teaching according to the course syllabi of the respective module.
  - e) The Course Instructor of the respective module shall be the Internal Examiner (IE) for examination of the module.
  - f) The head of department may take any necessary administrative measures to ensure that the exam conducted is marked in the event that the Course Instructor concerned is absent for any reason(s).
  - g) The internal examiner(s) shall be responsible for setting model solutions and suggested marking schemes.
- 4) The office of DR-ARC may issue from time to time guidelines and criteria of setting examinations.

## **20. Procedures of pre and post-moderation of examinations**

- 1) The DR-ARC, in consultation with Director Undergraduate Studies, Director of Postgraduate Studies or Campus Director shall nominate competent External Examiners for the purpose of pre and post-moderation of examinations.
- 2) The External Examiners shall be responsible for ensuring that the setting of the Examinations is fair, clear, and relevant and that the level of questions set commensurate with the time allocated and are in accordance with the syllabus.
- 3) External examiner shall be responsible for advising the DR – ARC on any matters related to skewness of examination results, if any, and recommend appropriate measures to be taken. Recommended measures shall be included in the external examiners report.

- 4) The Examination Officer in-charge shall arrange facilitates and environments as well a s facilitate the moderation of examination papers by t h e external examiner(s).
- 5) The office of the DR-ARC may issue from time to time the mode for which the moderation process shall be executed.

**21. Power to set Examination dates**

- 1) The DR-ARC shall appoint a team to prepare the College Almanac which shall include specific dates for examination sessions stipulated under these rules.
- 2) There shall be a master timetable for each examination indicating a specific date for each module examination to be undertaken.

## **PART V: PRODUCTION, HANDLING AND CONDUCT OF EXAMINATIONS**

### **22. Production and handling of examinations**

- 1) The Instructor upon completion of setting examination shall keep it in a confidential manner.
- 2) The examination officer in-charge shall be responsible for preparing printing and photocopy facilities for the Instructor(s) to produce on time the adequate number of examination papers by the respective Instructor.
- 3) Printing and handling of examinations shall ensure, inter alia, the following;
  - a) All materials for examinations are handled and kept in a secure and confidential place.
  - b) The examination officer in-charge shall determine the place of printing examinations and other related materials depending on the sensitivity and confidentiality of the materials to be printed.
  - c) The College may use various safe printing options depending on prevailing circumstances.
  - d) That all persons entrusted with the task of printing and handling examinations are trustworthy and observe the highest degree of confidentiality.
  - e) All defective printed pages or discarded examination materials shall be kept intact and confidentially disposed.

### **23. Supervision of examinations**

- 1) The head of department shall be the overall overseer of all administrative matters relating to examination conducts in his respective department.
- 2) All invigilators shall be accountable to their immediate heads of departments in all matters related to examinations.
- 3) The Instructor shall be responsible for the custody of examination papers for their respective courses before the examination and shall issue to and receive the same from the respective invigilators during the examination



session.

- 4) Academic officers shall be responsible for the safe custody of scripts/booklets before the examination session and after publishing examination results.
- 5) Academic officers shall be responsible for issuing to scripts/booklets to invigilators in a prescribed manner.
- 6) The Instructor shall keep the exam scripts/booklets after the exam session and while marking and hand them in a prescribed manner to the respective head of department while submitting signed examination results.
- 7) Where examination script is lost for any reason(s), the respective student shall be allowed to sit for the same examination in a prescribed period.
- 8) The DR-ARC may issue directives on any such matters which shall be taken into account in the supervision of examinations.

## **PART VI: EXAMINATION INSTRUCTIONS AND GUIDELINES**

### **24. Specific Instructions and Guidelines for Students**

- 1) The DR-ARC shall have power to issue such instructions, notes or guidelines to students, invigilators and examiners of College examinations as may deem appropriate.
  
- 2) Students duly eligible to sit for any examination administered under the College shall observe and comply with the following matters before or during the examination:
  - a) Make sure that they have authentic identity card.
  - b) Be aware of the Examination Time Table and venue.
  - c) Be seated in the examination room 30 minutes before starting time.
  - d) Inspect the surround environment for presence of any unauthorised item or object and report/handle it to the invigilator prior to the commencement of the examination.
  - e) Listen and read carefully all instructions issued in relation to the conduct of examination.
  - f) Observe silence and order in the examination room.
  - g) No inter or intra-communication is allowed between candidates when the examination is in progress.
  - h) Ensure that they do not write their names or any mark that may reveal their identity anywhere in the examination booklet.
  - i) Ensure that they do not write anything in their question papers.
  
  - j) Sign the Attendance Form at the beginning and end of every examination.
  - k) Not to take the examination booklet, attendance sheet or any other examination related material(s) outside the examination room.

- 3) In the examination room, Students are allowed to;
  - a) Carry pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions.
  - b) Use their calculators and/or department's tools as may be instructed.
  - c) Request invigilator for clarification on any error observed in relation to the examination.
  
- 4) Students are not allowed to enter into the examination room with;
  - a) Books, unauthorised electronic devices including but not limited to (phones, ipad, tablets), handbags, clipboards, purses, pouch, paper, magazines and any other item or object that is not allowed in the general conduct of examinations unless permitted by the invigilator.
  - b) Any kind of drinks and food stuffs.
  - c) Any material that may assist a candidate to cheat or disturb other candidate(s) in the examination.
  
- 5) No borrowing from one another shall be allowed during the examinations.  
Smoking is not permitted in the examination room.
  
- 6) A candidate wishing to answer a call of nature may by permission of the invigilator leave the examination room for a reasonable period of time.
  
- 7) No candidate shall be permitted to sit for the examination after a lapse of thirty (30) Minutes from the commencement of the examination.
  
- 8) No candidate shall be allowed to leave the examination room until a lapse of thirty (30) minutes after commencement of the examination.
  
- 9) No candidate shall be allowed to leave the examination room in the last thirty (30) minutes before end of the examination.

## **25. General Instructions and Guidelines for Invigilators**

- 1) Prior to Examination session, Invigilator(s) shall;
  - a) Personally collect sealed envelopes containing examination papers and ensure that all materials for examinations are ready thirty (30) minutes before commencement of the examination.
  - b) Be present in the examination room at least twenty (20) minutes before the commencement of the examination.
  - c) Ensure that each student possesses a valid Student ID card.
  - d) Ensure that students are reminded of;
    - i. Not possessing anything or do anything that may constitute to examination irregularities;
    - ii. Checking whether they are in possession of the correct examination paper.
    - iii. Adhering to all rules and guideline of conducting examination.
- 2) During the Examination the invigilator shall;
  - a) Ensure that all candidates sign the attendance sheet during examination and upon submitting the examination booklet.
  - b) In case of alleged examination irregularities, require the candidate to sign an Examination Irregularities Report form and any other materials pertinent to the incident to confirm that they are his.
  - c) In the event that the student refuses to sign the Examination Irregularities Report form and/or refuse to hand in to the invigilator any other materials related to the incident of examination irregularities, the invigilator should include in his report the fact that the candidate refused to do so and shall ask any other staff to sign as a witness to that effect.
  - d) Stop and order out of the examination room the candidate alleged to have committed examination irregularities pending other measures

to be taken in accordance with these rules.

- e) Ensure that all relevant evidences of examination irregularities are kept in safe custody before being submitted to the relevant authority for further action.
- f) Where possible, retain a copy of his report that contains any issue of examination irregularities and copy of evidence attached to it for any further correspondences if so required.
- g) An Invigilator must ensure the safety of examinations in his custody and in the event he apprehends any danger or insecurity should take appropriate measures to inform relevant authorities for immediate help.

## **26. Specific Examination Guidelines for Invigilators**

- 1) Invigilators shall have power;
  - a) To require inspection of a candidate at any time during the examination as may deem necessary
  - b) To confiscate any unauthorized material brought into the examination room.
- 2) Invigilators shall not, at any time, leave candidates in the examination room unattended while the exam is in progress.
- 3) Invigilators shall ensure that scripts submitted by candidates match with the number of candidates that have attempted the examination.
- 4) Invigilators shall submit in prescribed manner all scripts to the respective Instructor upon completion of the examination. In case the Instructor is not available the scripts shall be submitted to the head of department.
- 5) Invigilators shall submit in prescribed manner the invigilation report and signed attendance sheet to the academic officer upon completion of the examination.

## **PART VII: EXAMINATION IRREGULARITIES**

### **27. Examination Irregularities**

- 1) Acts which shall constitute to examination irregularities shall include but not be limited to;
  - a. Possession of unauthorized material in examination room.
  - b. Causing any form of disturbance or nuisance in or near any examination room without compelling reasons.
  - c. Any form of or kind of dishonesty or falsification for the purpose of gaining any unfair advantage in examination.
  - d. Any destruction of evidence of examination irregularities or cheating in examination.
  - e. Refusal to hand over any evidence of examination irregularities in his possession to the invigilator when ordered to do so.
  - f. Getting out of the examination room without prior permission from the invigilator.
  - g. Impersonation in the examination.
  - h. Cheating of whatever form in an examination room.
  - i. Stealing, aiding, abetting or causing leakage of examination.
  - j. Making false accusation(s) against the invigilator in relation to an examination.
  - k. Doing any act that is expressly prohibited in the conduct of examinations in accordance with these rules.
- 2) Any student who walks out of an examination in protest shall be disqualified from that particular examination and such conduct shall constitute to examination irregularities.
- 3) Any student who incites or instigates other students to protest or refuse to do any examination shall be taken to have committed examination irregularities

under these rules.

- 4) Any student who takes part in any acts of refusal or protest against examination, implicitly or explicitly, shall have committed examination irregularities.

**28. Procedure and organs responsible for handling examination irregularities case**

- 1) As soon as the Invigilator(s) finds a candidate with unauthorized material or any other form of examination irregularities, shall write and submit a report duly signed, accompanied with evidence (if any), to the examination officer in-charge.
- 2) The candidate alleged to have committed examination irregularity shall immediately report to the office of Registrar or examination officer in charge for further directives.
- 3) The examination officer in-charge shall, upon receiving the report, inform the Director Undergraduate Studies/Director of Postgraduate Studies/Campus Director and immediately convene an extra-ordinary Examination Irregularity Handling Committee meeting to deliberate on the matter according to these rules.
- 4) There shall be Examination Irregularities Handling Committee at main campus which shall be composed of the following;
  - a) The Director of Undergraduate Studies who shall be the Chairperson.
  - b) Registrar who shall be the Secretary;
  - c) Head of department from which the accused student is registered;

- d) Head of the module offering department if different from which the student is registered;
  - e) Any student appointed by the students' organization and
  - f) Any other person who may be invited by the chairperson.
- 5) The composition of the Examination Irregularities Handling Committee at the Campus level shall include:
- a) Campus Director who shall be the chairperson;
  - b) One Academic Officer who shall be the Secretary;
  - c) Campus manager - ARC
  - d) Head of academic department from which the accused candidate is registered who shall be a member;
  - e) Head of the subject offering department if different from which the student is registered;
  - f) Any student appointed by the students' organization and
  - g) Any other person who may be invited by the chairperson.
- 6) Functions of Examination Irregularities Handling Committee
- a) The Examination Irregularities Handling Committee shall be the organ having original jurisdiction on all matters related to the examination irregularities under these rules.
  - b) The Examination Irregularities Handling Committee shall in all circumstances act judiciously and ensure fairness in administration of justice.
  - c) The fact that a student is found in possession of any unauthorized material in the examination room or while the examination in question is undertaken shall be a *prima facie* evidence to establish the guiltiness of the student in accordance with these rules.
  - d) Once found guilty of any examination irregularities, the Examination Irregularities Handling Committee shall not have power to pronounce



any lesser penalty other than discontinuation from studies.

- 7) The Examination Officer in-charge shall prepare a summary of charges and serve to a candidate alleged to have committed any examination irregularities.
- 8) The Examination Officer in-charge shall summon the candidate alleged to have committed examination irregularities in writing to appear before Examination Irregularities Handling Committee in person or/and with his witnesses if any to present his defence.
- 9) The candidate alleged to have committed examination irregularities shall not vacate the college/campus until when he receives directives or decision from the Chairperson of the Examination Irregularities Handling Committee.
- 10) The candidate alleged to have committed examination irregularities shall not be allowed to attempt any other examination prior to final determination of his fate by the Examination Irregularities Handling Committee.
- 11) The Examination Irregularities Handling Committee shall convene a meeting to make final determination of the examination irregularities case within 3 working days from the time of reporting the incident.
- 12) The composition of the Examination Irregularities Handling Committee shall be by virtue of the office rather than in person.
- 13) The Quorum of the Examination Irregularities Handling Committee shall be at least three (3) members.
- 14) Any student(s) or staff of the College may be summoned by the Examination Irregularities Handling Committee as it may deem fit.
- 15) The Examination Irregularities Handling Committee shall make a decision on a case of examination irregularities and immediately notify the student in writing through a letter duly signed by or on behalf of the Chairperson of the Examination Irregularities Handling Committee.

- 16) In the event the student fails to appear before the Committee, without a reasonable cause communicated in writing and approved by the Registrar/Campus Manager-ARC, the Committee shall record the failure by the student to appear and proceed to determine the case in his absence.
- 17) In the event that a candidate alleged to have committed examination irregularity declines to receive summons his case shall be determined in absentia.

**29. Penalty for the commission of examination irregularities**

- 1) The decision made by the Examination Irregularities Handling Committee shall base on the evidence on record.
- 2) Any student found guilty of the commission of any examination irregularities stipulated under these rules shall, upon conviction, be discontinued from studies forthwith; save that if the committee is of the opinion that there is no sufficient evidence the student shall be allowed to repeat the examination.
- 3) The Examination Irregularities Handling Committee has power to refer/report the candidate's case to the appropriate authority if the offence so committed by the Candidate during or outside the examination room is not examination irregularities under rule 27(1)(a) to (k) of this rules.
- 4) For avoidance of doubt under these rules, persons involved in the commission of impersonation shall both be liable under these rules, that is, the one who is supposed to sit for the examination and the other one who falsely attempts the examination on behalf.
- 5) The letter written to the student declaring him to have been discontinued from studies under the provisions of these rules shall state expressly the reason(s) for the decision made.
- 6) Any examination that the student did there-before he has been found guilty of commission of the examination irregularities in the particular semester or

examination session shall be nullified.

- 7) Any student discontinued from studies due to examination irregularities shall not be entitled to be conferred any award under these rules unless upon being re- admitted as a fresh student in accordance with these rules.
- 8) In the event that academic dishonesty or falsification has been discovered after the student has been conferred any academic award, the provisions relating to revocation of award shall apply.

### **30. Appeals against decisions on examination irregularities**

- 1) A student who has been discontinued from studies due to any examination irregularities shall be informed in writing of his right to appeal against that decision to the Chairperson of the College Academic Board.
- 2) The appeal shall be lodged, in prescribed form, within seven (7) working days from the date of receiving the letter for discontinuation.
- 3) The Chairperson of the College Academic Board shall determine the appeal within thirty (30) working days from the date of receiving the appeal.
- 4) Any appeal that will be lodged in this PART of these rules shall not be entertained unless it is on the basis of either of the following grounds;
  - a) That the Examination Irregularity Handling Committee was not duly constituted.
  - b) That there was insufficient evidence on record to incriminate the candidate.
  - c) That the candidate was not afforded right to defend himself.
  - d) That the candidate, during the examination irregularities proceedings, was intimidated or threatened resulting into admission of his guilty.

### **31. Confidentiality in the conduct of Examinations**

- 1) It shall be the overall responsibility of the DR-ARC to oversee that examinations are prepared and conducted in a strictly confidential manner.

- 2) All College staff shall ensure that issues concerning examinations are handled in a maximum degree of confidentiality and that no one steal or attempt to, aid, abet or causes leakage of examinations or examination results.
- 3) All heads of department and staff in their respective departments shall ensure that issues concerning examinations are handled in a maximum degree of confidentiality and that no one steals or attempts to, aid, abet or cause leakage of examination or examination results.
- 4) The Registrar and staff under his office shall ensure that issues concerning examinations are handled in a maximum degree of confidentiality and that no one steals or attempts to, aids, abets or causes leakage of examinations or examination results.
- 5) A breach of duty of confidentiality or leakage of examinations or examination results by any staff shall constitute gross-misconduct and shall be dealt with in accordance with the relevant rules governing disciplinary matters.
- 6) No staff shall temper with examination results of any student.
- 8) Tempering with examination results shall constitute gross misconduct and shall be dealt with in accordance with relevant rules of disciplinary matters.

## **PART VIII: APPROVAL OF EXAMINATION RESULTS**

### **32. Institutional framework**

- 1) Notwithstanding any other office or organ that is vested powers to deal with matters related to examinations, there shall be the following organs that will be responsible for issues related to examination matters;
  - a) Examination Irregularities Handling Committee (EIHC)
  - b) Examination Results Appeals Committee (ERAC)
  - c) Departmental Examination Committee (DEC)
  - d) Campus Examination Committee (CEC)
  - e) Postgraduate Studies Academic Committee (PSAC)
  - f) Joint Examination Committee (JEC)
  - g) College Academic Board (CAB)
  
- 2) All matters that relate to the examinations shall be dealt with the organs stipulated under these rules or such person or persons expressly stated or appointed under these rules.

### **33. Examination Appeals Committee**

- (1) There shall be Examination Appeals Committee:
  - a) The Committee shall be the Principal Organ that is vested with all powers related to scrutiny and processing of all appeals related to examination results.
  - b) The Committee shall scrutinize all examination results appeals forms submitted by students and forward qualified appeals to Competent External Examiners for re-marking.
  - c) The Committee shall meet after completion of External Examiners work to compile a report of Examination Appeals Results and publish such results thereafter.
  - d) There shall be no room for further appeal against results published by the

## Examination Appeals Committee.

- (2) The Composition of Campus Examination Appeals Committee shall consist of the following;
  - a) The Director of Undergraduate Studies/Campus Director who shall be the Chairperson to the Committee;
  - b) Registrar/Examination Officer -in- charge who shall be the secretary to the Committee;
  - c) Director Postgraduate Studies/Manager-ARC who shall be a member;
  - d) Head Legal Services Unit/Any academic Staff who is qualified as a lawyer who shall be a member;
  - e) Manager-Quality Assurance/Coordinator of Quality Assurance who shall be a member.
  - f) Any other Staff who may be invited by the Chairperson.
  - g) One students' representative appointed by the Students Organization who shall be a member.

### **34. Composition and Functions of Departmental Examination Committee (DEC)**

- 1) The DEC shall consist of the following;
  - a) Head of department who shall be the chairperson to the Committee
  - b) The secretary; who shall be appointed by the respective head of department from amongst members of the Committee.
  - c) All members of academic staff in the respective department;
  - d) All internal academic staff involved in teaching the modules for the exams under discussion.
  - e) Any other person who may be invited by the head of department
- 2) The functions of the DEC shall include the following;
  - a) To deliberate and recommend to the Campus Examination

Committee (CEC) on the general performance of students in their respective departments;

- b) To discuss problems of invigilation, moderation and all matters related to the examinations and recommend solutions to the CEC; and
- c) To discuss and recommend on any matters related to the examinations or other policy related matters that can improve academic excellence at the College.

### **35. Composition and Functions of Campus Examination Committee (CEC)**

- 1) The composition of the CEC shall consist of the following;
  - a) Director Undergraduate Studies/Campus Director who shall be the chairperson to the Committee.
  - b) Director Postgraduate Studies/Campus Coordinator Postgraduate Studies.
  - c) Registrar/Examination Officer in-charge who shall be the secretary.
  - d) All heads of academic department in the respective campus
  - e) Manager-Quality Assurance/Campus Coordinator Quality Assurance.
  - f) Any other person who may be invited by the head of the campus
  
- 2) The functions of the CEC shall be;
  - a) To receive and deliberate on recommendations from DEC in respect of each campus.
  - b) To discuss and recommend on any matters related to the examinations or other policy related matters that can improve academic excellence at the College.

### **36. Composition and Functions of Postgraduate Studies Academic Committee (PSAC)**

- 1) The Composition of PSAC shall consist of the following;
  - a) The Director Postgraduate Studies/Campus Director who shall be the

- chairperson;
  - b) The Head of Department where the programme is offered;
  - c) The Registrar/Examination Officer in-charge who shall be the secretary;
  - d) Manager-Quality Assurance/Campus Coordinator Quality Assurance;
  - e) Any other person who may be invited by the chairperson.
- 2) The Functions of Postgraduate Studies Academic Committee shall include;
- a) To deliberate on postgraduate research proposals and thesis that have been submitted and recommend to the DR-ARC for necessary action.
  - b) To deliberate and recommend to the DR-ARC on proposals in respect of training programmes, policy documents, and supervision of postgraduate students.
  - c) To deliberate on applications for admissions in to postgraduate programmes
  - d) To review External Examiners reports in relation to marking of dissertations and thesis
  - e) To deliberate and recommend to the DR-ARC on anything that can be done to improve the quality of provision of academic services to postgraduate students
  - f) To deliberate, and where necessary take appropriate action, on any postgraduate matter referred to it by any other organ of the College.

### **37. Composition and Functions of Joint Examination Committee (JEC)**

- 1) The composition of the JEC shall consist of the following;
  - a) DR-ARC who shall be the chairperson
  - b) The Director Undergraduate Studies who shall be the secretary
  - c) The Director of Postgraduate studies
  - d) Campus Director/Coordinator



- e) The Quality Assurance Manager
  - f) Any other person who may be invited by the DR- ARC
- 2) The functions of the JEC shall include the following;
- a) To receive reports from CEC for deliberation and recommendations to the College Academic Board (CAB).
  - b) To discuss and recommend to CAB on any matter related to examinations.
  - c) To discuss and make recommendations to CAB on any other academic related activity that may be brought to its attention by CEC.

**38. The Composition and Functions of the College Academic Board (CAB)**

- 1) The Composition of the CAB shall be determined by the rules that establish the College Academic Board as may be amended from time to time and any circular or directive as may be issued by any relevant authority from time to time.
- 2) Subject to the College Academic Board rules, 2011, the functions of CAB shall include but not limited to;
  - a) Discuss and make final decision on any matter related to examination issues.
  - b) Receive, deliberate and decide on recommendations from JEC.
  - c) Discuss on any proposed rules and policies before presenting them to the Governing Body for approval.
  - d) Make any other decision that is vested upon it by any other relevant rules, law or acceptable best practices from similar institutions.

**39. Processing and Stages of Approving Examination Results**

- 1) The College shall have powers to determine the best and appropriate system of processing, storing and retrieving examination results in accordance with

the best practices accepted by similar institutions.

- 2) The office of DR-ARC may issue guidelines on acquisition and management of any system adopted by the College in the processing, storing and retrieving examination results.
- 3) Any mishandling, dishonesty, breach of confidence or similar unprofessional acts done by any person through the system of processing, storing and retrieving examination results shall constitute to a gross misconduct and shall be dealt with in accordance with the College disciplinary rules and procedures.
- 4) In the event that a person involved is not an employee or under the control of the College, the matter or incident in (3) above shall be reported to the Police for further action(s).
- 5) Processing and declaration of examination results shall start at the departmental level before compiled reports are tabled to higher organs for deliberation and other appropriate actions.
- 6) The Head of Department shall have power to take appropriate action on any recommendations made by the DEC before forwarding the report to the CEC.
- 7) The record of proceedings of the DEC shall guide the Head of Department in making any improvements before forwarding the report to the CEC.
- 8) The record of proceedings of the CEC shall guide the Director Undergraduate Studies in making any improvements before forwarding the report to the JEC.
- 9) The DR-ARC may direct the Director Undergraduate Studies/Campus Director to effect some improvements on the reports of the JEC on the basis of the records of the proceedings of the JEC before such reports are presented to the CAB for further action.
- 10) Standardization of examination results, where necessary, may only be done as per CAB directives.
- 11) Where necessary, the College Academic Board may appoint a person or a special task force to inquire on any examination-related matter and

recommendations made thereof may be used for decision making.

**40. Procedure to rectify errors in examination results after approval**

- 1) Any clerical, summation, typographical error that is noted after examination results have been approved by the CAB shall be dealt with by departments and must be approved by the Chairperson of the CAB through the DR-ARC.
- 2) For avoidance of doubt in these rules, any complaint of the student as to the marks awarded to him in an examination shall be dealt with in accordance with provisions related to appeals against examination results.
- 3) Any alteration of examination results must be authorised and must follow the procedures laid down in these rules.
- 4) It shall be a gross misconduct for any person to cause, direct, aid, abet or take part in tempering with examination results and shall be dealt with in accordance with the College disciplinary rules and procedures.

## **PART IX: DISCONTINUATION AND DEREGISTRATION**

### **41. Factors for a student to be discontinued from studies**

- 1) A student shall be discontinued from studies at the College if one of the following occurs:
  - a) A student has been found guilty of any examination irregularities in accordance with these rules.
  - b) A student fails in eight or more modules cumulatively at any moment of his studies.
  - c) A student fails in the modules carried forward more than the limit provided under these rules.
  - d) A student fails in the repeat modules more than the limit provided under these rules.
  - e) A student fails in a fieldwork more than the limit provided under these rules.
  - f) A student fails in research report more than the limit provided under these rules.
  - g) A student fails in dissertation or thesis more than the limit provided under these rules.
  
- 2) A student discontinued from studies shall cease to be a student of the College at the date in which the relevant organ has declared him to be discontinued from studies subject to any appeal that may be lodged to that effect.
  
- 3) Any student, without any lawful cause or permission, found using College premises or its services after being discontinued from studies shall be treated as a trespasser to the College and be dealt with as if he is any other unlawful person found in the College premises.

- 4) A student who has been discontinued from studies may apply to be enrolled and start afresh studies in his former programme or any other programme offered by the College provided that such student satisfies the applicable entry requirements.

#### **42. Factors for a candidate to be deregistered from studies**

- 1) A student shall be duly deregistered from studies at the College if one of the following occurs;
  - a) A student fails to attend classes for a percentage stipulated under these rules.
  - b) A student fails to attend a Fieldwork placement allocated to him without prior permission from the Head of Department.
  - c) A student absconds from any examination without prior permission from the head of department.
  - d) A student absconds from studies without prior permission from the head of department.
  - e) A student has been convicted for the commission of a criminal offence punishable by a sentence of imprisonment for any period of time subject to any appeal thereto.
  - f) A student absconded from submission or resubmission of fieldwork, research report, dissertation or thesis in accordance with these rules.
  - g) A student fails to register within the stipulated time and without prior request for extension of time from the Director of Undergraduate Studies.
- 2) A student who has been discontinued from studies is not allowed to access the College resources whatsoever unless with a written permission from the Deputy Rector Academic or Campus Director.
- 3) The consequences for deregistration and abscondment shall be the same as that of discontinuation from studies.

**43. Re-Admission for studies after discontinuation or deregistration**

The College retains the right to accept or reject any application for re-admission for studies for any student who was previously discontinued or deregistered from studies.

## **PART X: PUBLICATION OF EXAMINATION RESULTS**

### **44. Authority responsible for publication of provisional examination results**

- 1) The DR-ARC may direct publication of provisional results immediately or in such time as he may specify after the meeting of the JEC.
- 2) Results which are provisionally released may change at any time depending on the resolutions that have been made in the JEC or decision made by the CAB in the final declaration of examination results.
- 3) Any student who is unable to access his examination results shall immediately after release of provisional results, consult the office of the head of department for guidance.

### **45. Authority responsible for publication of final examination results**

- 1) The Chairperson of the CAB shall direct final publication of examination results after declaration of the examination results by the CAB.
- 2) The date for which appeals may start to be lodged against examination results shall be the next working day from when the meeting of the CAB that declared particular examination results took place.

### **46. Disposal of used examination documents**

- 1) Used examination documents such as booklets, marking guide/scheme, attendance sheets, shall be kept into a safe custody for a period of three years after which may be disposed.
- 2) The disposal of examination documents shall be made in a manner that will be determined by the DR-ARC.

## **PART XI: APPEALS AGAINST EXAMINATION RESULTS**

### **47. Right to appeal against Examination Results**

- 1) No appeal shall be lodged against coursework results that were communicated to students prior to the start of the examinations.
- 2) All examination appeals shall lie with the Examination Appeals Committee established under these Rules.
- 3) Except where unfair marking, wrongful computation of marks or grades is alleged, no appeal shall be in respect of any such examination on any other ground.
- 4) No student can be allowed to appeal on the ground(s) of sickness, social problem or any socio-economic distress, for any examination results which he voluntarily opted to sit for instead of applying for postponement.
- 5) All appeals against examination results shall be lodged within Ten (10) working days from the date results were published.
- 6) All decisions made on examination results appeals shall be presented to the next CAB meeting for noting.

### **48. Power to set Appeal Fee**

All appeals shall be filed with the office of the Registrar upon paying appeal fee that may be prescribed from time to time by the DR-ARC.



## PART XII: GRADING AND AWARD SYSTEM

### 49. Grading system for NTA levels

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

<b>Grade</b>	<b>Definition</b>	<b>Grade Points</b>	<b>SCORE RANGE</b>
A	Excellent	4	80% – 100%
B	Good	3	65%– 79%
C	Average	2	50% – 64%
F	Failure	0	0% – 49%

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

<b>GRADE</b>	<b>DEFINITION</b>	<b>POINTS</b>	<b>SCORE RANGE</b>
A	Excellent	4	80% - 100%
B	Good	3	65% - 79%
C	Average	2	50% - 64%
F	Failure	0	0% - 49%

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

<b>GRADE</b>	<b>DEFINITION</b>	<b>POINTS</b>	<b>SCORE RANGE</b>
A	Excellent	5	75% - 100%
B+	Very Good	4	65% - 74/%
B	Good	3	55% - 64/%
C	Average	2	45% - 54%
F	Failure	0	0% - 44%)

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

<b>GRADE</b>	<b>DEFINITION</b>	<b>POINTS</b>	<b>SCORE RANGE</b>
A	Excellent	5	70% - 100%
B+	Very Good	4	60% - 69/%
B	Good	3	50% - 59/%
C	Average	2	40% - 49%
F	Failure	0	0% - 39%

- 5) The grading system for Masters Degree shall be as follows:

<b>GRADE</b>	<b>DEFINITION</b>	<b>POINTS</b>	<b>SCORE RANGE</b>
A	Excellent	5	(80% - 100%)
B+	Very Good	4	(70% - 79.9%)
B	Good	3	(60% - 69.9%)
C	Average	2	(50% - 59.9%)
F	Fail	0	(0% - 49.9%)

- 6) The grading system for Postgraduate Diploma shall be as follows:

<b>GRADE</b>	<b>DEFINITION</b>	<b>SCORE RANGE</b>
A	Excellent	(80% - 100%)
B+	Very Good	(70% - 79.9%)
B	Good	(60% - 69.9%)
C	Average	(50% - 59.9%)
F	Fail	(0% - 49.9%)

## **50. Application of the Grading System**

- 1) The College shall apply the grading system to students according to the programme they are registered for.
- 2) If a student was registered for a particular programme but for some reasons he has to drop prematurely, the grading system for the programme he qualifies shall be used.
- 3) Such a student in (2) above shall be entitled to getting a statement of results at that level in accordance with these rules.

## **51. Procedure for Computing Grade Points Average (GPA)**

- 1) The final Grade Point Average (GPA) shall be used for the purpose of classifying awards.
- 2) The final GPA shall be calculated using the following procedures:
  - a) The letter grades obtained shall be converted into "points" as stipulated in the grading system in accordance with these rules.
  - b) The credits for modules taken in each programme shall be used to

determine the weight of each module.

- c) To get the score for the course/module, the points in (a) hereinabove shall be multiplied by the module credits.
- d) The total score for the programme shall be the sum of scores for all modules taken as calculated in (c) hereinabove.
- e) To get the final GPA, the total score in (d) hereinabove shall be divided by sum of credits for all modules undertaken.
- f) The final GPA shall be truncated to one decimal place.

- 3) The College Academic Board shall have power to review the Procedure for Computing Grade Points Average whenever is necessary but without affecting continuing students.

## 52. Awards classification

- 1) The College Academic Board shall classify awards to the students who satisfy the following conditions: -
  - a) Have duly completed all modules and/or any form of assessment or examinations for the award.
  - b) Have achieved a minimum final Grade Point Average (GPA) equivalent to **Pass** if so required.
- 2) Award naming shall be in accordance with the programme of studies for which the student was duly admitted.
- 3) The awards shall be classified as follows:
  - a) For NTA Levels 4-5:

<b>Class of Award</b>	<b>Cumulative GPA</b>
First Class	3.5 to 4.0
Second Class	3.0 to 3.4
Pass	2.0 to 2.9

b) For NTA Levels 6-8:

<b>Class of Award</b>	<b>Cumulative GPA</b>
First Class	4.4 to 5.0
Upper Second Class	3.5 to 4.3
Lower Second Class	2.7 to 3.4
Pass	2.0 to 2.6

c) For NTA Level 9 and NTA Level 10: There will be no classification for this level.

### **53. Power to establish new programme**

The College Academic Board may establish a new programme of studies at any time upon receiving recommendations from the JEC.

## **PART XIII: POWER TO ISSUE AWARDS, ACADEMIC CERTIFICATES AND TRANSCRIPTS**

### **54. Conferment of Awards**

- 1) The Governing Body may award certificates for Degrees, Diplomas, Certificates or other awards to such qualified students as may be recommended by the College Academic Board.
- 2) The College Academic Board may recommend to the Governing Body for any person to be awarded an honorary degree as recognition for an outstanding contribution of such person to the College academic excellence and the development of the society at large.
- 3) Honorary degree shall be awarded in accordance with CBE honorary degree policy.
- 4) The conferment of all awards shall be done by the Chairperson of the Governing body or, in his absence, any such person duly approved by the Governing body in a graduation ceremony that will be scheduled in the College Almanac.
- 5) The College Academic Board may recommend to the Governing Body for award or recognition of best student per each programme of studies, overall best student and female best student per each programme provided that such student must have had not supplemented or postponed an examination/studies or part of it.

### **55. Authority to issue Academic Transcripts**

- 1) Any student may request for his Academic Transcript after the final declaration of his last semester examinations in the respective programme.
- 2) No student may request for Academic Transcript if he has any module or kind of assessment that is incomplete in his programme of studies.
- 3) Academic Transcript shall not be issued to a student unless the student has duly paid all fees and/or other relevant financial dues.

- 4) The Authority to issue Academic Transcript shall be with the office of the DR- ARC or such person(s) duly authorised by him.

**56. Authority to issue Academic Certificate**

- 1) Any student may apply for his Academic Certificate after the graduation.
- 2) The Authority to issue Academic Certificate shall be with the office of the DR- ARC or such person(s) duly authorised by him.

**57. Names on Academic Certificates and Transcripts**

- 1) Certificates and transcripts shall be issued in the names as they appear in the candidate's letter of admission into the programmes.
- 2) Notwithstanding the provision of the foregoing paragraph, a candidate may be allowed to change his names during the admission into the College upon producing for inspection the original copies of the deed poll duly registered and the Government Notice thereof.
- 3) A candidate shall be entitled to be awarded the Certificate and/or Transcript bearing the name for a programme which he was admitted.
- 4) Notwithstanding any provision of these rules, the Governing Body retains the power to rename any programme of studies and determine the extent to which such changes will apply.
- 5) In making decision stated under paragraph 4 hereinabove the Governing Body may make consultation with the College Academic Board.

**58. Power to revoke issued Academic Transcript and/or Academic Certificate**

- 1) In the event that, an anomaly is discovered on the legitimacy of the Academic Certificate and/or Transcript previously issued to a person, the Governing Body may revoke on good cause the Academic Transcript, Certificate and any award that was conferred to such person.
- 2) For the purpose of paragraph 1 hereinabove the phrase good cause means conclusive evidence on forgery, plagiarism, cheating in examination(s),

impersonation, and fabrication of examination results or other acts of the like.

- 3) In making decision stated under paragraph 1 hereinabove the Governing Body shall base on recommendations from the College Academic Board.
- 4) Before the recommendations are sent to the Governing Body under the provisions of this rule, the DR-ARC shall form a special committee which shall inquire on:
  - a) The process of issuance of Academic Transcript and/or Certificate to a person in question.
  - b) Possibility of omission, negligence or wilful misconduct on part of any person involved in the process of preparation and issuance of Academic Transcript and/or Certificate.
  - c) Necessary measures, including disciplinary measures if any, to remedy the anomaly.
- 5) Nothing under these Rules shall be construed to limit the powers of the DR-ARC to approve corrections of clerical, spelling or computational errors that are noted after the issuance of Academic Transcript or Certificate to a person who is duly qualified and who has undertaken a respective programme.

#### **59. Application to re-issue Academic Certificate and Academic Transcript**

- 1) Any person who graduated at the College may apply to the office of DR-ARC for re-issue of Academic Certificate and/or Transcript in case;
  - a) Such document(s) have been lost and he attaches a police loss report accompanied with a sworn/affirmed affidavit.
  - b) Such document(s) have been damaged or destructed to the extent of not being able to be used for purposes intended.
- 2) The office of DR-ARC may prescribe fees payable for re-issue of Academic Transcript and/or Certificate.

#### **60. Dealing with forged Academic Transcripts and Certificates**

- 1) Any issue concerning forgery of Academic Transcripts and/or Certificates shall

be treated as a criminal case and the College shall involve law enforcement organs in the inquiry and prosecution of alleged perpetrators.

- 2) In the event that a person is alleged to be involved in the forgery under this rule is a student or staff within the College, in addition to steps that will be taken by the law enforcement organs, such person shall also face disciplinary measures in accordance with these rules, Code of Ethics or any other relevant law applicable to that effect.



## **PART XIV: MISCELLANEOUS PROVISIONS**

### **61. Amendments of these rules**

These rules may be amended at any time and approved by the Governing Body upon recommendations from the College Academic Board.

### **62. Fees**

Unless otherwise expressly stated, any fee that has been prescribed under these rules shall be fixed by the Governing Body upon recommendations from the College Academic Board and may be reviewed from time to time.

### **63. Transitional Provisions**

- 1) The office of DR-ARC may issue directives on how to handle some of matters which were regulated by previous regulations/rules and which by the time these rules come into force, were still pending or regulated by such law.
- 2) The provisions of these rules shall be read together with the prospectus, College Academic Board rules, and other rules of the College and/or other relevant laws of the land.
- 3) In event of conflict in the interpretation of these rules with other relevant instruments, the rule governing the hierarchy of instruments and the objective of these rules shall guide in resolving the conflict.

### **64. Repeal**

These rules shall repeal the College of Business Education Examination Rules, July, 2015.

Approved by the College of Business Education Governing Body at Dar es salaam in its.....meeting held on .....day of .....2017



Prof. Matthew L. Luhanga  
**Chairman - Governing Body**



Prof. Emanuel A. Mjema  
**Secretary - Governing Body**