

# TANZANIA PUBLIC SERVICE COLLEGE

# TPSC



## EXAMINATION REGULATIONS 2013

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## TPSC

### (EXAMINATIONS REGULATIONS)

#### Part I: Preliminary

1 These regulations may be cited as Tanzania Public Service College –TPSC Examinations (Students’ Performance Assessment )Regulations, 2013.

#### 2 Definitions

In these regulations unless the context otherwise requires:

*Act*” means the Tanzania Public Service College establishment Order.

*Academic Course* means a programme of studies, which leads to the National Technical Award to students, after successful completion of all its requirements.

*Academic year*” means a two-semester period relating to any programme conducted by the TPSC, as the Board may determine;

*“Authorized officer”* means any other officer of the TPSC when discharging lawful duties;

*Award*” means any award designated by the **Board** for grant or conferment upon students who qualify in accordance with these Regulations

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

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

***Assessment*** shall mean measuring students' performance on a course or module against the aims and objectives of that course or module

***Cumulative Grade Point Average also known as Cum GPA*** means summation of grade points of all credit modules divided by the total number of credit hours taken by student beginning from his admission till last examination held.

***Examination (a)***” shall include continuous assessment tests, assignments, etc; as provided for by Regulation

***Examination (b) means a*** measurement or assessment of academic or professional achievement attempted at the end of an academic phase/semester or professional training phase which helps to provide accurate predictions for future academic success or future professional competence of a Student and shall include tests assignments, presentation, practical, field, First Sitting And Second Sitting Examinations.

***Examinations Offence*** shall mean any harm brought about before, during or after the examination by the conduct of a Student in relation to examinations which the TPSC desires to prevent by threat of punishment

***External Examiners or Moderator*** shall mean: Academic staff members employed by other institutions who will ensure that setting and marking of the examinations/evaluations conducted by TPSC as per rules and regulations are fair and consistent.

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

***Facilitator or Teaching Staff*** shall mean an academic staff who is engaged on permanent or contract or part time basis and he/she is assigned to teach and assess student, course or module or, invigilate, supervise or mark tests or examinations

***Grade*** shall mean: A letter assigned to range of scores or marks

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

**Penalty** shall mean punishment given to a Student or any other person entrusted to handle examinations of TPSC found guilty of an examination offence

**Improvement of Performance** shall mean: Re-sitting of examinations for the Student who has passed the module(s) at a lower grade in order to improve performance.

**Invigilators** shall mean teaching staff or facilitator supervising and responsible for conducting the examinations in the examination rooms/halls to ensure that the examination is properly conducted.

**Mark** shall mean: A numerical value by which the examining entity assesses the performance of the Student.

**Markers:** shall mean teaching staff or facilitator checking the correctness of marking schemes and assessing responses of candidates to the set examinations questions and award scores.

**Moderators** shall mean: Persons assuring that the setting and/or marking of the examinations were done fairly, according to the curricula, assessment plan, model answers, and marking scheme and consistently as well as they are responsible for the correction of any anomalies

**Module:** Shall mean: An independent package of learning related to an academic programme studies by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level.

**Principal** means the Principal of the TPSC appointed under establishment order;

**Possession of unauthorized material** includes taking unauthorized material, in person or by agent, into or near the examination room or having unauthorized material on, around or around one's body or desk.

**Results:** Shall mean: A reflection of the outcome of examinations

**Semester:** shall mean: an academic period in which one set of course modules in each discipline is offered and examined

**Setter** shall mean: teaching staff or facilitator proposing examinations questions papers, model solutions/answers and marking schemes

**Semester Grade Point Average** also known as Sem GPA it means the summation of grade point of all credit modules divided by the total number of credit hours taken before a student during that semester

**Supervisor** shall mean: The Director of Academic or delegated Academic officer responsible for monitoring conduct and invigilation of campus examinations.

**Second Sitting Examinations** shall mean a Supplementary Examination administered to candidates who fail to obtain a pass in a specified number of modules during First Sitting Examinations due authorized reasonable cause

**Student** means a dully registered Student by the TPSC to pursue any of its academic courses.

**Transcript** shall mean: An academic document listing grades for all modules in all semesters of a particular course of studies.

**TPSC** shall mean Tanzania Public Service College

**Unauthorized material include but** not limited to plain paper, handbags, briefcases or any other similar material written or printed material (whether paper based or otherwise), cellular phones and other communication gadgets; radio, radio cassette or other types of cassette players, computers and any other materials as may be specified by DP ARC

**Unauthorized absence from examination**” includes going out of the examinations room temporarily or otherwise, or staying out of the examinations room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators during the examination in question

**Unauthorized material during the examination**” means any written or printed material that is generally or specifically prohibited from being in possession of the student during the examination process, phones, radios, audio cassette players, computers, and any other material intended to defeat the purpose of the examination or which may be specified from time to time by the Principal to be unauthorized material.

### **3 Application**

- 3.1 These Examination regulations shall apply to any person who is duly admitted and registered as a student of TPSC, including Upgrading course students.
- (a) These regulations shall apply in respect of all matters pertaining to examinations of TPSC and shall come into effect upon approval of the Academic Board.
  - (b) There shall be three (3) examination seasons namely, End of First Semester, End of second semester, and Second Sitting Examinations in any year of study
  - (c) There shall be no special examinations and that all examinations shall be confined to the specified examination season
  - (d) The examinations session shall be duly indicated in the TPSC's Almanac and the timetable for examinations shall be released two weeks before the commencement of examinations
  - (e) Setting of the Examination Time Table shall solely be the responsibility of the TPSC under the office of the Registrar. Candidates shall be required to follow the examination time table as shall be provided by the office of the Registrar
  - (f) All examinations shall be centrally administered under the office of the registrar
  - (g) The end of semester examinations shall be supervised by Teaching (Academic) staff assisted by other Examination officers (with a minimum of undergraduate degree or equivalent) appointed by the Deputy Principal Academics, Research and Consultancy (DP ARC)
  - (h) The Principal or Campus Director shall, where a student has failed to fulfil a fundamental contractual or legal obligation, including but not limited to, not paying fees or dues outstanding or where there is dishonesty or fraud, bar him/her from doing examination or withholding examination results until he/she discharges the obligation or is exonerated from the wrong.
  - (i) Examination scripts or booklets shall be stored by the TPSC for three (3) calendar examination results to which they relate and were approved by the TPSC academic board thereafter destroyed by respective campus.
  - (j) Candidates are required to keep their assignments and test papers for further reference if required

## **Part II: Registration, Eligibility for Examination and Postponement**

- 4** (1) These guidelines shall be used by Tanzania Public Service College-TPSC to ensure proper Registration, Eligibility for Examination and Postponement.
- (a) Every person registered as student shall be deemed to have registered for the appropriate examinations in all modules studied, including optional modules in the relevant programme of study.
- (b) students shall be admitted to an examination room on the condition that meets the following rules,
- i. The overall attendance of the students in every module is not less than 75% of the time allocated for the module
  - ii. has scored not below 20 marks of his/her coursework in each and course registered for.
  - iii. has completed and passed continuous assessment requirement for the module being examined
  - iv. has paid all fees, deposits and any other charges of respective semester due to semester examinations
  - v. he/she has a valid identity card of TPSC
  - vi. he/she has valid examination number slip of TPSC
  - vii. he /she is not barred by any lawful order or any other law from sitting for the examination
- (c) A student may in special circumstances approved by the DP ARC or Campus Director to postpone examinations on the condition that
- i. A student is sick and the state of illness must be certified by a recognized medical practitioner or
  - ii. there exists any other cause acceptable to the management (such as inability to pay tuition fees, etc)
  - iii. with the exception of emergency cases, written requests with supporting evidence for postponement of the examinations must be submitted to the office of DP ARC or Campus Director before respective examination is due to start



- (d) a postponed /special examination shall be done during the following examination season
- (e) No student shall be allowed to postpone examinations more than twice
- (f) A student may in special circumstances as approved by the DP ARC or Campus Director before allowed to carry forward modules as described hereinafter
  - i. A Student who has failed not more than two modules shall be allowed to proceed to carry the failed modules to the next semester provided that the Student is on the same NTA level.
  - ii. A Student who has carry Forward Module(s) shall be required to write examinations of the failed module(s) in the supplementary examination season.
  - iii. A Student with carry forward modules shall not be registered for higher NTA level of study unless the Student has cleared or passed all modules on particular NTA level.
  - iv. A Student who has carry forward modules (CF) in different semester on the same NTA level and has failed to pass carry forward module (s) of the first semester shall be required to repeat all modules and pass within one year on the same NTA level and shall be required to pay prescribed fee as shown on the second schedule of TPSC examination regulations otherwise shall repeat course.
- (g) A Student shall not be allowed to Carry Forward (CF) more than two modules, whether by Incomplete (I) or by supplementary or second sitting examination results or both.

### **Part III: Conduct and Administration of Continuous Assessment and Examinations**

- 5 (1)** These guidelines shall be used to ensure proper conduct and administration of assessment.
- (i) The assessment shall be conducted by the TPSC and the results of such assessment shall contribute to the evaluation of TPSC awards.
  - (ii) The established guidelines include the weights to be assigned to the various modes of assessment and the overall contribution of the assessment component to the final grade

- (a) The guidelines for marking of continuous assessment, recording, and submission of scores to the TPSC shall include coursework or continuous assessment scores and end of semester examination scores
- (i) Course work shall consist of assessment which includes assignments, and tests, or other tasks as prescribed in the continuous assessment and shall carry 40% of the final marks.
  - (ii) End of semester examination shall carry 60% for all courses from NTA Level 4 to 6.
  - (iii) The pass marks pass mark for NTA Level 4-5 is 50% and pass mark for NTA Level 6 is 45%
- (b) Academic departments of the TPSC shall provide to students every year at the beginning of the semester, a clear statement on how each of their courses will be assessed, carefully specifying what pieces of work are not to be counted in the semester assessment and what weighting is to be assigned to the various components of the assessment scheme shall be described by facilitators through the training and assessment guide
- (c) If oral performance is to be assessed there shall be specific teaching relating to it, the students should be aware of how it is to be assessed, and special efforts should be made to involve a number of staff in assessing the oral presentation.
- (d) Coursework which is used for assessment shall be of a type that can be made available for use by External Examiners.
- (e) Subject or Module Facilitator shall be involved in marking his/her student's coursework for modules he/she facilitate.
- (f) Students shall be informed about their performance in continuous assessment throughout the semester so that they can monitor their progress.
- (g) At the beginning of a module comprising of practical work or field work assessment, the nature of the work and how it is to be assessed shall be explained to the students through the Assessment Plan. In particular, the following shall be taken into consideration in the assessment of a practical or project/field project work:

- (h) Each facilitator shall be required to prepare a training and assessment guide and submit a copy to his/her students before the commencement of a module/semester
- (i) Assessment of a major project work or group work shall include an oral examination (viva-voce) at which the student is asked questions to determine the depth of understanding.
- (j) The deadline for submission of reports must be noted and observed by the students i.e. two weeks after the beginning of the following semester
- (k) Penalties for late submission leading to loss of marks, unless there are explanatory circumstances such as illness certified by a doctor or any other competent person prior to the deadline shall clearly be spelt out to candidates at the beginning of the course/module.
- (l) Essays and assignments shall be assessed on the basis of student's ability to discuss a topic, to present evidence of research, to weigh up different points of view, to offer their own ideas and opinions supported by reasoned argument, and to present the whole in a well-structured manner
- (m) The assessment for each module shall be completed prior to its examination at the end of the semester in which it is offered. Continuous Assessment for students shall be compiled by the respective lecturers or facilitator and final results of course work or continuous assessment shall be released and signed by the student before examination commences.
- (n) if a student shall not sign his/her continuous assessment of any module or subject due to any reason shall be deemed that he/she has agreed to the existing score marks and such marks shall be recorded as final unless otherwise it will be proved beyond doubt by student giving in writing valid evidence to the head of department or any relevant authority responsible for examination of him/her not signing the continuous assessment and such evidence shall be applied to adjust the continuous assessment marks accordingly.
- (o) if a student is not satisfied or does not agree with continuous assessment marks recommended by head of department, he/she shall be required in writing to forward his/her appeal to Examination and Appeal Committee for final decisions.

- (p) The signed coursework results shall be uploaded in the Student Information Management Systems (SIMS) or Student Academic Registration Information System (SARIS) or Examination Database management systems available at TPSC. The original copy of signed course work results or Continuous Assessment results shall be submitted to the respective Heads of Department. All original copies of signed course work results shall be handled over to the Registrar or Examination Officer for safe Custody.
- (2) There shall be assessment plan for each module or course that will guide facilitators and examination setters, moderators or TPSC management to ensure competence is achieved
- (a) Assessment shall be planned as an integral part of the course design by the course facilitators or module experts in consultation with respective Academic Heads of Department. Such consultation shall take place at an early stage before the beginning of a new semester
- (b) In planning of an assessment strategy, the aim shall be to achieve a balance appropriate to the nature and requirements of the course and a balance and variety of assessment types to ensure that students acquire competence in the same.
- (c) Each facilitator shall indicate in his/her subject topics how they will be taught and assessed during the semester. If a student passes a topic in the assessment, it means he/she has acquired competence in that topic and should not be assessed in the same topic again.
- (d) Weighting of individual assignments within the assessment component shall reflect the relative difference in their importance or level of difficulty.
- (3) Written end of semester examinations shall consist of at least two to two and half hours for NTA Level 4 and three hours for NTA Level 5-6
- (a) A different type or mix of examination involving oral, computer marked, (for completion at home or at the examination room/centre) may be applied.
- (b) The normal written examination on some courses may be replaced altogether by another form of controlled assessment e.g. field work report, project or dissertation
- (4) A Student shall be eligible for TPSC examination after he/she has been registered and shall be liable to write examinations by adhering to the prescribed regulations hereinafter

- (a) Before a Student is allowed to appear before End of Semester Examination he/she shall have put in a minimum of 75% attendance to taught classes for the particular module.
- (b) A student shall be allowed to appear before End of Semester Examination he/she if has passed course work or continuous assessment.
- (c) A Student who fails to meet a minimum of 75% attendance shall be allowed to repeat a semester/year if he/she was absent on acceptable grounds. In the case of unacceptable grounds he/she shall be discontinued from the course.
- (d) A Student shall be allowed to sit for examinations only if he/she has settled the respective instalment of the TPSC fees or other dues.
  - (i) Any Student, who fails to sit for an examination due to any reason acceptable by the TPSC, will be allowed to sit for the examination during the next relevant or similar examination session and all the rules pertaining to academic evaluation will apply
  - (ii) Every Student shall sign a memorandum and attendance register that he/she shall not undertake any action susceptible to violation of Examinations Regulations.
- (e) The marker shall be Guided by the following guidelines for marking and recording of scores
  - i. Review the question papers paying particular attention to ambiguity of questions set that may lead to mis-interpretation by candidates.
  - ii. Review and edit the marking scheme carefully paying attention to what is required
  - iii. Review the marking scheme paying particular attention to weighting allocated to different questions or portions of a question based on the level of difficulty and required time for working out the solution
  - iv. Mark according to the marking scheme
  - v. While marking each question check carefully if there is any continuation of the question in any other pages of the main or supplementary answer book

- vi. Take necessary notes or statistics during marking that will assist in evaluation.
  - vii. Make sure that all marks that are less than 10 are preceded by 0
  - viii. Add correctly the total marks for each question and indicate the total at the end of the question
  - ix. Transfer the total marks for each question to the cover page of the answer book
  - x. Add the total marks for all the questions attempted by each Student
  - xi. Transfer the total marks for each Student to the mark sheet ( F9) for the marked question paper
- (f) The following are guidelines for submission of Continuous Assessment Scores
- (i) A copy of the compiled continuous assessment or course work results for each module shall be uploaded in the SARIS by the respective facilitator or any other identified facilitator and thereafter shall be handed to the Registrar or Examination Officer
  - (ii) Prior to submission of the continuous assessment results to respective Head of Department, each facilitator shall show each candidate/student to check and sign his/her Continuous assessment score results
  - (iii) Answer scripts for continuous assessments such as tests, assignments and related assessment shall be returned to student/candidate after marking by the examiners. In case of any appeals against marking or recording of scores of the answer scripts the student shall immediately surrender the answer scripts to the examiner for any corrections of assessments.
  - (iv) The Student/student shall be required to check completeness of marking and correctness or records of marks and additions prior to signing assessment results and leaving the examiner.

## **7. Fieldwork and Project Report**

(a) There shall be fieldwork for all students in which students will perform various activities in different organization where they will be attached for a period as specified in the respective curricula.

- (i) A student who fails to secure fieldwork placement shall be required to undertake a project to be supervised by an assigned facilitator.
- (ii) Full time facilitator at the TPSC shall visit students during their field work for assessing their performance. The final assessment of the field work shall be provided by the assigned supervisor who shall consider the student's logbook and the report written by the students as a product of the field work.
- (iii) Fieldwork reports shall be submitted to the respective academic departments at the date that shall be set by the TPSC and communicated to the students. The report shall be marked the same way as other examinations.
- (iv) A student failing in fieldwork assessment shall be allowed to resubmit the report only once during the Second Sitting Examination session for that academic year and graded as Second Sitting Examination grades regulations.
- (v) The resubmitted report shall be assessed exclusively on the basis of the report. However, the students shall be required to submit a copy of the daily logbook when resubmitting the report.

(b) The Students shall undertake field or project as part of their assessment.

- (i) Each student shall be allocated a supervisor who will guide him/her throughout the research project process
- (ii) The supervisors shall assess and mark the report on the basis of project marking guidelines issued by the TPSC and submit the marked report to the head of department two weeks after the submission of the reports by a student
- (iii) A Student whose report is timely submitted but failed shall be allowed to resubmit their reports.
- (iv) A Student who will fail his/her report in the first attempt shall be allowed to resubmit the report only once, within a month but not more than two months counted from the date of examination results.

- (v) Student who will not submit their research or project reports to the supervisor one month after the end of the First Sitting Semester Examinations of their initial registration year shall be allowed to submit their reports any time up to the end of second semester examinations of the following academic year
  - (vi) Candidates who fail to submit or resubmit their project reports or field reports within the stipulated time or who fail in resubmitted project reports shall be considered to have failed the course and shall be discontinued from studies.
- 8.** Each student shall be required to adhere to TPSC general guidelines and examinations regulations as prescribed hereinafter
- (a) A student shall not be allowed to enter examination room 30 minutes after the commencement of the examination, or leave the examination room 30 minutes before the end of the examination.
  - (b) A student shall not be permitted in an examination room to take or eat food or drink in the examination room or to have any items on their desk, other than items which have been expressly approved for use during the examination.
  - (c) Each student shall sit at the desk or chair as it may be indicated by the Invigilator or indicated on the notice at the Examination Room entrance.
  - (d) Candidates must not turn over the examination paper on the desk until requested to do so by the Invigilator.
  - (e) Student shall place their current student identity cards or examination number card visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination and they will be asked to produce them.
  - (f) Students shall sign examinations attendance register for each module examined before leaving examination room. Candidates who will not sign examination attendance register shall be considered as not attended that examination.
  - (g) The Invigilator will advise all candidates how to complete the cover sheet of the answer book and indicate proper use the answer book. Candidates are requested to read the instructions at the head of the question paper before starting work.
  - (h) Candidates may not use dictionaries and other reference books or notes unless expressly approved by Academic Board or instructions of the



examinations are provided in advance.

- (i) A student shall ensure that he/she has an adequate supply of pens, pencils, ink, etc., required for an examination and shall not be allowed to use red or green ink pen to write test or examinations
- (j) A student shall not be allowed to bring or borrow examination kits or plain paper from his/her students unless permitted by invigilator.
- (k) A student shall approved scientific calculator and all answers and methods related to calculation shall be shown clearly.
- (l) A student shall not be allowed to withdraw from the examination, until one hour after the start of the examination.
- (m) A student wishing to leave the Examination room temporarily may be accompanied by an Invigilator. In any event, no person may enter or leave the Examination Hall without the Invigilator's permission and no candidate may leave within the last thirty minutes of the examination period.
- (n) A student shall raise up his/her right hand to seek for help from invigilator.
- (o) At the end of the examination, each candidate shall remain seated in his/her desk or examination room until an invigilator has checked and collected his/her answer booklet(s) and student shall sign in the examination attendance sheet after handing over answer booklet(s) to the invigilator.
- (p) It shall be the responsibility of each student to ensure that orderliness and tranquillity are maintained in an examination room and that he/she shall not take part in any conversation or behaviour that could distract the attention of any other.
- (q) Each student shall be required to write his/her examination number on the space provided on the cover of answer book or as it shall be instructed by examination paper or invigilator and that student shall not write their names or anything which distinguishes one student on answer booklet or answer script.
- (r) Students shall be informed the time remaining to complete the examination regularly by invigilators and will also declare end of examination where all students will stop writing examination and stand up for handling answer booklets otherwise student will be subjected to violation of examinations regulations and held responsible accordingly.

#### **Part IV: Appointment of Setters, Moderators, Invigilators and Supervisors**

9. (1) There shall be Internal Examiners who will set and mark the examinations conducted by the TPSC as per rules and regulations.
- (a) Internal Examiners shall be teaching staff or facilitators who are working with TPSC already appointed based on their credentials and who shall be responsible for setting the examination paper and the marking
  - (b) Supervisors and Invigilators shall be teaching staff or facilitators who are working with TPSC appointed by the TPSC based on their credentials, who are responsible for the monitoring and invigilating the conduct of examinations set by the TPSC respectively
  - (c) The DP ARC shall appoint External Examiners/Moderators with appropriate credentials and submit the names of appointees together with their CVs to the TPSC Academic Board (CAB) for approval.
- 9 (2) Procedures for appointing Setters, Moderators, Invigilators, Markers and Supervisors of Examinations shall be as prescribed hereinafter
- 9 (3) The DP – ARC shall appoint Internal Examiners on the basis of expert knowledge in the subject matter for examination or relevant experience in the relevant practice area.
- 9 (4) An Internal Examiner shall have at least a Masters or Bachelor Degree which must include the modules concerned in the technical institution or must possess one level higher than the level whose examination he/she is to be set.
- 9 (5) An Internal Examiner shall have experience as a Setter, Moderator and or Marker in the particular module or in the intended area and at least one years experience within the appropriate technical level
- 9 (6) The main role of Internal Examiners at TPSC shall be to ensure that TPSC examination papers are produced together with marking schemes and the sub-enabling outcomes examined and shall be responsible to make sure that the Examination papers shall meet the following:
- (a) Questions are required to offer a good coverage of the Curriculum

- (b) Observe external moderators' comments for the courses/module for the previous year(s)
- (c) Contain testing materials that evaluate differentials of students' qualities
- (d) If there is a choice of questions, then such questions should be of even standard, well balanced and of comparable length
- (e) TPSC examination papers are marked according to suggested marking scheme

9 (7) The duties of internal examiners shall be set examination papers provide marking schemes and model answers and Mark the examinations as well as the internal Examiner shall not communicate to anyone about the proposed examination questions.

9 (8) The DP-ARC or Campus Director shall appoint External Examiners on the basis of expert knowledge in the subject matter for Examination or relevant experience in the relevant practice area. The External Examiners are responsible for correcting any anomalies as prescribed here below

- (a) The role of the External Examiners shall be to ensure that An examining and other assessment procedure has been fairly and properly implemented in the programme for which they are appointed
- (b) Standards of awards are comparable with those in higher education institutions generally and in particular with those institutions of similar academic level
- (c) Moderation of the examination/evaluation paper is properly done in terms of clarity, fairness of the questions set and language used

9 (9) The duties of External Examiner shall be to

- (a) Advise on problem cases of examination settings, marking, general performance and difficulties.
- (b) Comment and give advice on course content, balance and structure and on awards schemes and their assessment processes.
- (c) Take an independent and critical view of the programmes performance for which they are responsible.

9 (10) There shall be criteria for appointing external examiners who shall be appointed based on the following definition and criteria as prescribed hereinafter

- (a) External Examiners for programmes of study are persons of seniority and experience. They are normally members of staff of other educational institutions although Examiners from outside the TPSC system may be appropriate where particular professional expertise is required.
- (b) There shall be no reciprocal arrangements for external examiners to be made between TPSC and another institution
- (c) Former members of TPSC academic staff may not be invited to become External Examiners before a lapse of at least three years or sufficient time for all the students taught by the member of staff to have passed through the system whichever is longer
- (d) There shall be no two or more External Examiners for the same programme or set of programmes to be drawn from the same Institution or other organizations.
- (e) If an External Examiner moves from one Institution or organization to another during the tenure of his/her appointment then the Department concerned should notify the Principal. If however, the External Examiner moves to the TPSC then his/her appointment will automatically be terminated and a new Examiner must be appointed in the usual way.

9 (11) There shall be procedures for appointing External Examiners as prescribed hereinafter

- (a) The DR-ARC shall nominate names for External Examiners in the first instance and send them to the TPSC Academic Board
- (b) persons identified by the TPSC to act as External Examiners shall submit curriculum vitae prior to their appointment
- (c) External Examiners shall be appointed on the basis of expert knowledge in the subject matter for examination or relevant experience in the relevant practice area
- (d) External Examiners shall be appointed on an annual basis by the TPSC for each specific examination/evaluation
- (e) The appointed External Examiners shall sign undertaking that they will comply with the examination requirements and time frames.
- (f) The TPSC shall cover payments of External Examiners for attending their respective examinations.

## 9 (12) **Termination of External Examiners**

- (a) The appointment of an External Examiner may be terminated by the TPSC if the TPSC judges that the responsibilities of the appointment have not been or cannot be fulfilled in the manner or to the standard which the TPSC requires
- (b) Reasons for termination may include, but not limited to:
  - (i) Failure to provide reports on the assessment process required by the TPSC
  - (ii) A change in the External Examiners' circumstances which brings about potential conflicts of interests which might jeopardize objectivity
  - (iii) Persistent refusal to work within the TPSC academic regulations

## 9 (13) **Appointment of Examination Invigilators**

- (a) The DR – ARC shall appoint Examination Invigilators from among the Academic staff of the TPSC who will invigilate the examination conducted by the TPSC as per set examination rules and regulations. Invigilators shall be appointed in writing and the appointment shall remain confidential.
- (b) The main role of the Examination Invigilators shall be to ensure that TPSC examination papers are conducted according to the standard and quality expected. Hence, the Invigilators are expected to ensure a smooth running of the TPSC examinations
- (c) All academic staff members whose subject/ modules are being written on a particular day should be physically present at the time their examination begins and will remain within reasonable distances to answer any question and make any clarifications which may arise.

9 (14) The TPSC shall charge the Examination Invigilators with the following general duties and responsibilities during conduct of examinations

- (a) To observe carefully the Examination Time Table
- (b) Not to in any case leave the examination room during sessions unless he/she receive permission from the Examination Supervisor
- (c) Each Examination Invigilator shall be given a specific number of answer booklets and shall sign a special forms to declare that he/she is responsible for type of examination paper and he/she will have to sign again on returning the booklets at the end of the Examination

- (i) Examination Invigilator shall ensure that all candidates admitted into the examination room have the appropriate and genuine TPSC identification Card;
  - (ii) Authorized working tools relevant to the Examination such as pen Calculators, Mathematical/Statistical tables, tax tables, etc.
- (d)** Examination Invigilator shall ensure that borrowing of working tools from another student during examination is prohibited
- (e)** Sitting arrangement shall be such that each Student occupies one desk whenever possible and or that there is a reasonable distance between candidates. The students shall adhere to sitting arrangements organized/made by the TPSC.
- (f)** The examination invigilator shall make sure that the examination room is clean, tidy and suitable for the examination
- (g)** Once the student are seated the Examination Invigilator shall distribute the answer booklets to the students/candidates
- (h)** The examination invigilator shall open the examination envelope before the candidates. The examination invigilator shall check that the question paper from the envelope is the one in accordance with the examination time table and withdraw it immediately in case a wrong examination paper has been placed in the envelope. The wrongly opened examination paper shall be declared to have leaked
- (i)** The examination invigilator shall distribute the question papers to seated candidates
- (j)** The Examination Invigilator shall instruct the candidates to carefully read the instructions on both the question papers and answer booklets, during the reading time
- (k)** The Examination Invigilator shall instruct candidates regarding commencement and finish time of the examination
- (l)** The Examination Invigilator shall instruct the candidates regarding their obligation to sign the attendance register. After this instruction, the Examination Invigilator shall take an attendance register on which each Student shall sign against his other name, examination number and answer booklet numbers.
- (m)** The Examination Invigilator shall maintain maximum security in the examination room when the examination is in progress

- (n) The examination invigilator shall not allow a Student into the examination room after the first half an hour from the start of the examination
- (o) The Examination Invigilator shall not allow a Student to leave the examination room before half an hour has elapsed from the start of that examination unless it is deemed absolutely necessary as will be decided by the Examination Invigilator (e.g. in case of illness).
- (p) The Examination Invigilator shall ensure that at the end of the examination the Student:
  - (i) Hands in all unused answer scripts;
  - (ii) Hands in all unused answer books; and,
  - (iii) Signs the attendance sheet for the during handle over of answer booklets
- (q) The examination Invigilator shall immediately report in writing to the Registrar or Examination Officer any examination irregularity detected during that examination. The report must be detailed enough, explaining the irregularity in full. He/she shall also attach any material, if available, to clarify in writing the issues where necessary. The Examination Invigilator's report must be witnessed by at least one other person
- (r) All Examination Invigilators shall fill in the Invigilator's report and sign a special examination log-book upon returning all examination materials used and unused to the Registrar's office.

9 (15) The following criteria shall apply with regard to the selection and appointment of Examination Invigilators for the invigilation of TPSC examinations

- (a) An Examination Invigilator must have at least Diploma certificate
- (b) An Examination Invigilator should have experiences as an Invigilator in the particular module or in a related area and at least two years teaching experience within the last five years at the appropriate level.
- (c) Appointment of Examination Supervisors

9 (16) Registrar, Examination Officer, Academic heads of departments (HODs) or Programmes Manager shall be the Examination Supervisors and will be lead by DP-ARC in the TPSC who will monitor the Examinations conducted by the TPSC as per rules and regulations set.

(a) The main functions of an examination supervisor are to ensure that the examinations are conducted in accordance with the Examination rules and procedures determined by the TPSC.

(b) Examination supervisors shall monitor examination rooms while the examinations are in progress and report on, amongst others, the following:

9 (17) Chief Examination Supervisor may be appointed by the DR – ARC or Campus Director for all examinations conducted by the TPSC during a particular season of examination and shall be appointed on the basis of experience to ensure that examination conditions are maintained during any examination conducted by the TPSC

(i) The Duties of Examination Supervisors shall be responsible for the proper conduct of the examinations

(ii) submit a signed declaration that the Examination regulations have been dully observed through the examination

(iii) report to registrar or examination officer any exceptional circumstances considered likely to prejudice a Student's performance

(iv) report to registrar or examination officer of all cases of irregularity or misconduct in the examination and any Student who may misconduct himself/herself during the examination

(v) have the power to confiscate any unauthorized e.g. book, manual or other aid brought into the examination room

9 (18) Every paper setter, moderator, supervisor, invigilator or any person deployed by TPSC for examination work shall be paid remuneration as such per rates approved by TPSC and applicable law of the country

### **9 (19) Invigilation of End of Semester Examinations**

Invigilators of TPSC examinations shall abide these guidelines and TPSC examinations regulation.

(a) Invigilators should be physically present in the examination room at least fifteen minutes before the commencement of the examination.

(b) Invigilators must collect, from the Registrar's/Assistant Registrar's Office, sealed envelopes containing the examination papers to be attempted by candidates, and



attendance sheet with candidates' examination numbers for their signature. The sealed envelopes containing examination papers must be collected personally by each invigilator from the examinations office at least 20 minutes before the examinations start.

- (c) Invigilators must also ensure that only one answer-book is provided for each candidate. The answer book must be filled before any additional sheets of paper are provided.
- (d) Invigilators shall admit candidates to the examination room at least ten minutes before the commencement of the examination. Handbags, purses, overcoats, books, papers and other similar articles shall not be allowed in the examination room.
- (e) During the first ten minutes before the commencement of the examination the invigilator should:
  - i. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper
  - ii. Call attention to anything that seems to require clarification
  - iii. Tell candidates when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
- (f) Invigilators should not admit candidates to the examination room after thirty minutes from the commencement of the examination and should not permit them to leave the room until thirty minutes have elapsed.
- (g) The Invigilator shall be responsible for the proper conduct of the examination. It will be his/her duty to report immediately all cases of irregularity or misconduct in the examination to the examinations officer and shall have to write a report to the Campus Director including full details of the contravention.
- (h) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination papers
- (i) Invigilators should ensure that candidates are provided with the necessary examination requirements (e.g. scripts, mathematical tables).
- (j) Invigilators should not stay in one place for too long. They should move around and strategically observe candidates from the back
- (k) Random checks of answer books should be done to search for unauthorized materials which may be hidden within the answer books.
- (l) Invigilators shall have the power to confiscate any unauthorized materials (e.g. book, manuscript, or other aid brought into the examination room) and shall expel from the examination room, any candidate who contravenes these regulations
- (m) No candidate shall leave the examination room during the last thirty minutes of the time allocated for the examination except in cases of emergency.

- (n) Invigilators shall instruct the candidates to stop writing to require them to hand in the examination scripts
- (o) Invigilators must ensure that candidates sign against their examination numbers in the attendance sheet provided by the examinations officer. The attendance sheet must be handed to the examinations officer at the end of each session
- (p) Invigilators shall hand over all extra examination papers to the examinations office.
- (q) Invigilators must be conversant with all examination regulations.

## **Part V:           Setting and Moderating Examinations**

### **10. Procedures for setting examinations**

- (a) The TPSC shall set and administer own examinations. The following sub-section outlines procedures to be followed when setting and administering examinations.
- (b) The DP-ARC shall be responsible to the Examinations and Awards Committees of the TPSC for the conduct of the Examinations.
- (c) The Registrar or DP-ARC in consultation with Programmes Manager and Heads of Academic Departments shall compile a schedule of examination papers to be set
- (d) The Registrar or DP –ARC shall compile a list of the Internal Examiners (IE) who may be the module or course instructor/Facilitator in each course or module whose examination is to be set. For cases where modules have more than one Instructor/facilitator, it is the duty of the Registrar or DP – ARC in consultation with the Instructors/facilitator to designate one IE for the module (s).
- (e) The Registrar or DP – ARC shall set a time table for the deadline for submitting proposed examination papers from prospective examination setters.
- (f) The Registrar or DP–ARC shall set a timetable for moderating the examination scripts
- (g) The main role of the Examination Setter is to make sure the examination paper is set together with model solutions and a suggested marking scheme
- (h) The TPSC shall employ all means within its jurisdiction to ensure that the proposed examination questions with the model solutions and suggested marking schemes are not communicated to anyone

- (i) The Registrar or DP-ARC shall ensure that the examination setter sets the proposed examination and conducts all necessary amendments as required before the examination is considered complete.
- (j) The Registrar or Campus Director shall direct the examination setter to write a report on the examination set as per specified format. The report shall include a minimum of the following:-
  - (i) Coverage of the examination compared to the curriculum and assessment plan
  - (ii) The validity and reliability of the examination
  - (iii) time (duration), instructions of the examination paper,
  - (iv) model answer and marking scheme
- (k) The Registrar or DP-ARC shall ensure that the examination report truly represents the work done. This may be facilitated by the use of an External Examiner.
- (l) The examination paper to be set shall meet the following criteria:
  - (a) Be compatible with the Assessment Plan and learning outcomes of a particular course or module;
  - (b) Has questions which offer a good coverage of the curriculum as per Assessment Plan;
  - (c) Observes any External Examiner's comments of the course/module for the previous year(s);
  - (d) Contains testing material that enables differentiation of students' qualities; and.
  - (e) Have questions of an even standard well balanced and compatible length in case there is a choice of questions.
  - (f) For multiple author examinations, the IE in that module is responsible for ensuring that the examination is produced as required by TPSC Examinations regulations

## **11. Procedures for Moderating Examinations and Dissertation**

The TPSC shall develop a variety of procedures to ensure that student assessment has been impartial, competent, transparent, and correct and in accordance to the principles laid down in the

TPSC's regulations and policies relating to the conduct of Assessment and Examinations, Procedures for moderating TPSC examinations shall follow steps outlined hereinafter

- (a) The tools for the moderations process shall be designed by the TPSC.
- (b) The Role of Registrar in Moderating Examination shall be to
  - (i) Facilitate and ensure that the moderation process is done and completed within the schedule set for the activity
  - (ii) Select the premises where the moderation of examination papers are to be effected
  - (iii) Cause moderators to be briefed individually or in a group session of their role and responsibilities before start of duty
  - (iv) Cause the moderator to check correctness of the question papers and marking schemes
  - (v) Cause the moderator to check the level, length and balance of the questions are appropriate
  - (vi) Cause the moderator to check the fairness of the marking scheme
  - (vii) Cause the moderator to check whether the examination is a reasonable test of the curriculum and is consistent with the learning outcomes of a particular module
  - (viii) Take care to safeguard the examination against leakage and dissertations against loss
- (c) External Moderator's shall annually make a report on the student assessment process to the DP-ARC or Campus Director that will be distributed to the respective Academic Departments. The report shall include answers which to some extent will act as indicators as to whether the students received the knowledge, skills, values expected to be provided by the respective course. The External Moderator's report shall be well defined and the structure of the report shall include the following:-
  - (i) The curriculum design and its relevance;
  - (ii) Comparability of the program with those offered in other institutions of Higher Education locally and internationally;

- (iii) Variability in the assessment proves;
- (iv) Academic standards of awards; and
- (v) Academic standards of student achievement

(d) In that respect, the external examiner's or moderators report will include answers to the following questions:-

- (i) Were the structure, content and methods of assessment used appropriately and adequately?
- (ii) Was the internal marking appropriate, fair and consistent?
- (iii) Was the programme structure, content and objectives well defined and appropriate to the subject matter and the level at which it was taught?
- (iv) How satisfactory was the administration of the examination process?
- (v) Was the assessment process appropriate to the module (or subject), the NTA level of students and competencies of interest?
- (vi) Was the quality of teaching and methods used, as revealed by the examination, effective and appropriate?
- (vii) Was the general standard of performance of the students satisfactory and comparable to similar institutions?
- (viii) Were the examinations sufficiently comprehensive with regard to the programme or course being examined?
- (ix) Was the External Examiner given adequate access to examination scripts of all borderline candidates and coursework for forming a reasonable opinion?
- (x) Was the failure rate acceptable or too high?
- (xi) Was the distribution of hours comparable to other institutions?

(e) On completion of the exercise, the External Examiner shall submit his/her report directly to the Registrar or DP-ARC or Campus Director and distributed to respective Heads of Departments. The Registrar or DP-ARC or Campus Director shall submit the report to the Quality Assurance Unit for consideration and action.

- (f) The Quality Assurance Unit shall ensure that the respective departments attend to the concerns/suggestions of the External Examiners. It is important to note that External examiners' reports are part of the TPSC annual quality assurance audit system.
- (g) External Examiners may be consulted on possible review of existing programmes and the process of external examination for purposes of improving the assessment process.

## 12. Good Examination Paper

- (1) While setting the End of Semester Examination paper or class test, the following routine shall be a guide on steps to develop a good examination/class test paper:
  - (a) Consider the various sub-enabling outcomes of the Module and how they might best be assessed
  - (b) Divide the module into main examinable areas and ensure that each receives a fair ratio of questions
  - (c) consider clarity and grammatical language of the examination paper or tests
  - (d) Ensure that the questions test different levels of understanding including but not limited to knowledge of facts and conventions, understanding concepts and principles, ability to apply the methods to know problems, knowledge of day-to-day application of principles and understanding the cutting edge technology in the relevant field.
- (2) The TPSC Examination paper shall not be vague and ambiguous or repetitive in content, and shall be of such standard as is appropriate for professional institutions of higher learning. It is prohibited to make end of semester examination questions known to candidates or students prior to examination through class tests, and otherwise. The setter shall submit to the moderator question papers which are free from mistakes and omissions.

**Part VI: Printing Examinations, Storing Facilities and Means for Transmission of Examinations**

13. The entire process of handling examinations shall be secure enough to ensure that leakage of examinations does not occur. This process should be made under maximum confidentiality and integrity. This section establishes the procedures for printing examinations, identifying facilities and means of transmission of Examinations to TPSC campuses.
14. Procedures for Printing Examinations
- (a) The TPSC shall follow procedures outlined under this section for printing all examination related materials. This will entail the TPSC to:
- i. Prepare a list of all items to be printed;
  - ii. Categorize all items to be printed into normal or secure printing;
  - iii. Select the most suitable print option for the situation at hand; and,
  - iv. Execute printing following appropriate procedures
- (b) Printed materials involved in Examination process may include the following:
- (i) Examinable modules
  - (ii) Curricula;
  - (iii) Questions papers;
  - (iv) Marking schemes;
  - (v) Attendance list (for students)
  - (vi) examination sitting plan;
  - (vii) Examination regulations (to students and invigilators);
  - (viii) Examination answer booklets;
  - (ix) Examination mark-sheets;
  - (x) Summary of Examination results;

- (xi) Submission reports to the TPSC Academic Board (CAB);
  - (xii) Departmental presentation forms;
  - (xiii) Certificates;
  - (xiv) Examination Time-table; and,
  - (xv) Invigilation time table and,
  - (xvi) Assessment plan or training assessment guideline
- (c) The TPSC shall categorize all printed items into two levels of security. These are normal printing and secure printing
- (d) Normal printing may be done in the open printing process. Items to be printed under this category require normal security like any other document proprietary to any organization and items for normal printing include but not limited to:
- (i) Examinable Modules;
  - (ii) Attendance lists;
  - (iii) Examination regulations'
  - (iv) Examination mark sheets;
  - (v) Summary of examination results;
  - (vi) Departmental presentation forms;
  - (vii) Examination Time-table; and,
  - (viii) Assessment plan
- (e) The items falling under 14 (d) may be changed at the discretion of the TPSC
- (f) Secure Printing shall be done in the secure printing press. Items to be under this category require high security similar to that of printing money. Items for secure printing include but not limited to:
- (i) Examination Question papers'
  - (ii) Marking schemes; and,



(iii) Certificates

(g) The following items shall be treated and considered highly confidential and they will require:

- (i) Secure printing facilities and control of all copies and waste;
- (ii) Seal
- (iii) Secure storage of all printed copies prior to dispatch and use; and,
- (iv) Items falling under this category may be changed upon the discretion of the TPSC Principal

(h) The TPSC may use various printing options depending on prevailing circumstances. The TPSC shall consider the following criteria:

- (i) Safety;
- (ii) Costs;
- (iii) Quality; and,
- (iv) Time implications

(i) Printing options which may be used by the TPSC may include:

- (i) In-house printing facility;
- (ii) Local Commercial Printers; and,
- (iii) International Specialist Security Printers

(j) Where in-house print facilities are used, the TPSC shall:

- (i) Prepare a list of all items to be printed;
- (ii) Categorize all items to be printed into normal or secure printing;
- (iii) Cause the existence of normal printing press and secure printing press;
- (iv) Restrict entrance to all printing press to authorized personnel only;

- (v) Cause personnel in the secure printing press to take oath of allegiance not to divulge any information from those premises to anyone exterior to the section;
- (vi) Cause a body search of every personnel leaving the secure printing press; and,
- (vii) Make sure the printing press is not connected to any internet or LAN)

(k) Where local commercial print facilities are used, the TPSC shall

- (i) Cause the selection of a suitable Local Commercial Printers using procedures conforming to the Law of the Land at the material time;
- (ii) Prepare a list of all items to be printed;
- (iii) Categorize all items to be printed into normal or secure printing;
- (iv) Cause the printer to satisfy the TPSC Principal of safety procedures instituted by the printer. The TPSC may include its own security resources to enhance security;
- (v) Cause the printer to enter into a contract with the TPSC for any category of printing desired. The procedure shall conform to the Law of the Land at the material time; and,
- (vi) Cause the printer to store the material safely before they are transported to the TPSC safe storage facilities.

(l) In case printing is to be done outside the country, the TPSC shall:

- (i) Cause the selection of a suitable International Specialist Security Printer Using procedures conforming the Law of the Land at the material time;
- (ii) Prepare a list of all items to be printed;
- (iii) Categorize all items to be printed into normal and secure printing;

- (iv) Cause the printer to satisfy the TPSC Principal of safety procedures instituted by the printer. The TPSC may include its own security resources to enhance security;
- (m) Cause the Printer to enter into a contract with the TPSC for any category of printing desired. The procedure used shall conform to the Law of the Land at the material time; and,
- (n) Cause the Printer to store the material safely before they are transported to the TPSC safe storage facilities

15. Facilities for Examination Process

- (a) The TPSC need to provide a secure in-house facility for the production and storage of confidential materials. Secure storage facilities are also indispensable for other TPSC campuses. The TPSC may use a range of facilities for the entire examination process. Criteria to be used for the choice of facilities include ownership, location, and security.
- (b) When selecting facilities to house examination materials or the examination process, the TPSC shall:-
  - (i) Determine the ownership of the facility considered;
  - (ii) Take into account the location of the premises before their selection. Prior of storage facilities shall be higher for out of city locations;
  - (iii) Evaluate the security threats of any facility it plans to use e.g. site security, building access, public access security doors and strong rooms;
  - (iv) Enter into a contract with the owner of any facility selected for any process of the examination cycle; and,
  - (v) Cause the owner of rented facilities to take oath of allegiance not to divulge any information concerning examinations from those premises at the particular time during the examination cycle.
- (c) The packing and distribution of examination papers is one of the most sensitive tasks facing an examination authority. This is the activity that requires a high level of accuracy and carries a high risk of leakage. In transporting examinations to

different campuses, TPSC shall identify available transportation options for each campus. The TPSC may use TPSC transport or authentic Private Courier for examination purposes:

(d) TPSC management shall evaluate and select the most appropriate transportation means for each campus such that criteria to be used by the TPSC in selecting a transportation option may include but not limited to:

- (i) Safety
- (ii) Costs; and,
- (iii) Time implications

(e) *Enhance safety of Examination process*: Frequent or extensive leakage of question papers seriously threatens the credibility of an examining body. Even a single incident may be expensive to deal with. Leakage can occur when papers are being prepared when they are being stored or when they are being moved. The TPSC may incorporate the following mechanisms to enhance the safety of the entire examination process. The following measures will be employed to enhance safety during the printing process:

- (i) Utmost care should be exercised not to increase the number of errors in papers presented to candidates;
- (ii) Reducing the time between printing and the date of the examination to minimize the likelihood of leakage;
- (iii) Officials from the office of the Registrar should be present to supervise the printing process and ensure that extra copies are not run off and the waste materials are dealt with appropriately; and,
- (iv) Whenever the situation allows, printing personnel may be isolated until the printing of examination papers is completed

## **Part VII: Marking, Compilation and Moderation of Examinations**

16. The following procedures are intended to guide the process of marking and standardizing examinations conducted by the TPSC:-
- (a) The examinations will be marked separately on each campus by module Instructor/Lecturer
  - (b) No answer books or sheets shall be marked outside the specified marking venue or areas
  - (c) The marking shall be done within the time frame specified for by the Registrar. Notwithstanding, the generality of this regulation, marking shall commence two days after the last examination and whenever possible shall take not more than 14 days.
  - (d) The marking Time-table shall be issued stating commencement and ending of the marking session
  - (e) Each marker shall fill in an examination marker's report after completing marking and shall sign below each sheet and report
  - (f) The marker for each subject/module shall fill in his/her summary of performance update marking scheme actually used and submit them together with the marked scripts to the Registrar
  - (g) for calculating pass marks fixed by regulations for each examination, if fraction is half or more it shall be rounded up to the next higher figure and if fraction is less than one half it shall be ignored
  - (h) When marking any anomalies noted by the Instructor/Lecturer shall be reported to the Registrar without fail.
  - (i) It is a serious case of negligence and misconduct for any person to lose or misplace examination answer scripts during the examination handling process. Every time a marker takes the scripts for marking he/she shall sign on a special examination log book and shall do so again when returning them

- (j) Any marker who commits acts of negligence or misconduct shall be dealt with in accordance with the relevant TPSC regulations

17. Markers shall observe the following while marking

- (a) A marker shall counter check and satisfy himself/herself that the model answers for the module to be marked is correct
- (b) Within a question, marks shall be allocated according to the mark distribution indicated on the question paper
- (c) Students shall be expected to use either black or blue pen in writing their examinations and pencils for sketches and drawings. The marker shall use a pen (not a pencil) which writes in **red ink**
- (d) Unless annotation within the text of an answer is unavoidable, the Marker shall write only within the margins of the answer sheet
- (e) Marks for individual parts of the question shall be written in the outer margin. The total mark for the question shall be ringed for ease of identification, and written in the outer margin at the end of the answer. The total mark shall be copied into the mark table on the front of the answer book and into the module mark sheet namely F(9).
- (f) The overall total mark for the script must be an integer. Fraction marks may be allocated to component parts of questions. To facilitate checking, marks must not be indicated by '+/-' symbols, or any other cryptic notations, unless it is part of the instructions for example in multiple choice examinations.
- (g) Each page that has been considered by the Marker (including all rough work) must have some indication to this effect. If a page attracts no mark or comment, the marker shall put a line down the outer margin to indicate that the page has been seen
- (h) For the benefit of External Examiners, in cases where the rationale for allocation of an individual mark may not be self-evident, the marker shall provide an explanatory note in the outer margin
- (i) All answers submitted by a Student must be marked. If the Student has answered more questions than indicated by the examination rubric, the marks from one or

more questions must be disregarded in order to obtain the appropriate number of question marks. (The lowest-mark question or questions shall be disregarded, unless this result is in a conflict with the rubric)

- (j) For each examinations script, the maker must ensure that all pages have been marked, that all additions are correct, that the Student's marks have been appropriately allocated in the light of the examination rubric, and that all totals have been correctly transferred to the cover of the examination book and to the module mark sheet

## **18. Compilation of Examination marks**

(a) The procedures of compilation of Examination marks shall be as follows:

- (i) The Academic Head of Departments shall be responsible for the compilation of marks from examinations results in collaboration with Registrar or Examination officer
- (ii) The spread sheet (F9) shall be written by blue or black pen that shall indicate score for each student in each question attempted by student and be printed such that it shows course, year of study or semester, module name and code, date or and shall be checked, and signed by Markers.
- (iii) The marked scripts, the spread sheet, file, the signed sheets any spare examination papers, the updated model answers, and recommended supplementary requirements for failed students should be given to the academic heads of departments in their respective programmes.

(b) Academic Heads of Department in relevant programme shall ensure the following:

- (i) That everything in the script has been marked;
- (ii) The marks for each question have been added up correctly
- (iii) The marks for each question have been correctly transcribed onto the front of the script;
- (iv) The lowest mark has been crossed through where appropriate;
- (v) The total for the script is correct; and,

- (vi) The total for the scripts agrees with the signed printed spread sheet for the unit
- (c) Markers for examinations offered by the TPSC shall normally be the same Tutors/Lecturers/Facilitators who offered the courses
- (d) Marked scripts shall be stored in a central place within the campus for specified period which shall be destroyed as per TPSC records and archives management policy.
- (e) A copy of the processed and approved examinations results by academic board shall be sent to NACTE.
- (f) The Registrar or DP-ARC shall send to appointed External Examiners marked examination papers, model answers, solutions, marking schemes and course curriculum for each module for moderation.
- (g) For Quality Assurance purposes, appointed External Examiners shall check at least 20% of all marked papers and intervene if they believe that a marker did not mark according to the marking criteria.
- (h) External Examiners shall review the marked question scripts, model answers/solutions and the marking scheme and give their critically recommendations report
- (i) Registrar or DP-ARC shall ensure that comments and recommendations by External Examiners are incorporated in the final printed examinations results to be submitted to departmental examination board meeting.
- (j) All mark sheets and continuous assessment results shall be made available during the Departmental Examination Board meeting to be discussed.



### Part VIII: Grading and Award System for Various NTA Levels

19. Pursuant to Section 5 (1) (e) of Act No.9 of 1997 that established the National Council for Technical Education (NACTE), NACTE is empowered “to establish and make awards in technical education which are consistent in standard and comparable to related awards in Tanzania and Internationally”. Basing on this section, NACTE has defined and established a range, levels of awards in technical education and training and their corresponding grading system. The established awards of NACTE are known as National Technical Awards (NTA). The NTA are competence-based and are designed to testify that the holder of the award is able to apply competently the knowledge and skills described in the relevant occupational sector.
20. The established NTA levels, names of awards and their corresponding competence descriptors are as shown in table 1 below:

**Table 1: NTA System**

S/N	Qualification Level	Qualification Award	Shorthand Version of Competence Level Descriptors
1.	NTA Level 4	Basic Technician Certificate	<i>Ability to apply skills and knowledge at routing level</i>
2.	NTA Level 5	Technician Certificate	<i>Ability to apply skills and knowledge in a range of activities, some of which are non-routing and be able to assume operational responsibilities</i>
3.	NTA Level 6	Ordinary Diploma	<i>Ability to apply skills and knowledge in a broad range of work activities, most of which are non-routine</i>
4.	NTA Level 7	Higher Diploma	<i>Ability to apply knowledge, skills and understanding in a broad range of complex technical activities, a high degree of personal responsibility and some responsibility for work of others</i>
5.	NTA Level 8	Bachelors Degree	<i>Ability to apply knowledge, skills and</i>

<b>S/N</b>	<b>Qualification Level</b>	<b>Qualification Award</b>	<b>Shorthand Version of Competence Level Descriptors</b>
			<i>understanding in a wide and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, policy planning, execution and evaluation</i>
6.	NTA Level 9	Masters Degree	<i>Ability to display mastery of a complex and specialized area of knowledge and skills, employing knowledge and understanding to conduct research or advanced technical or professional activity, able to work autonomously and in complex and unpredictable situations</i>

21. The NTAs are conferred to students who fulfil the set conditions for same.

(a) The NTAs are offered pursuant to the grading system which requires each student to attain at least a certain grade point which is considered to exhibit satisfactory competence. In this regard therefore, the purpose of the grading system is to monitor the progress of students' studies and to develop teaching. The grading of examinations provides information on:

- (i) The process of learning;
- (ii) The outcomes and results of learning;
- (iii) The effectiveness of teaching situations; and
- (iv) The functional linking of studies with the scientific, professional and other aims of academic awards

22. Application of grading system

(a) These guidelines shall govern schemes of grading and classifying National Technical Awards (NTA) approved by NACTE. NACTE reserves the right to make appropriate

amendments in these guidelines as and when necessary. Such amendments shall not apply to students already admitted under these regulations.

- (b) In case of any conflict in the interpretation of any part of these regulations, the matter shall be referred to the Executive Secretary of NACTE whose decision shall be final.
- (c) Grades for each module shall be assigned with reference to the grades meanings/definitions provided in Table 2 and the ranges of scores for the various NTA levels grading system provided in Table 3

**Table 2: Definitions of Letter Grades and the Corresponding Grade Points**

NTA Levels 4-5			NTA Levels 6-10		
Grade	Definition	Grade Point	Grade	Definition	Grade Point
A	<b>Excellent:</b> Excellent, comprehensive accurate work of outstanding quality	4.0	A	<b>Excellent:</b> Work of outstanding quality, rare talent for the module, an original and/or incisive mind	5.0
			B+	<b>Well above average (Very Good):</b> Excellent, comprehensive, accurate work; fair for and comprehension of the module is clearly perceptible	4.0
B	<b>Above Average (Good):</b> Student has a sound grasp of the most important goals of course. Work described as careful, competent, and good	3.0	B	<b>Above Average (Good):</b> Student has a sound grasp of the most important goals of course. Work described as careful, competent, and good without being distinguished	3.0
C	<b>Average (Satisfactory)</b> Average competence,	2.0	C	<b>Average (Satisfactory)</b> Average competence, which	2.0

NTA Levels 4-5			NTA Levels 6-10		
Grade	Definition	Grade Point	Grade	Definition	Grade Point
	which falls short of B grade. Work described as adequate			falls short of B. Work described as adequate	
<b>D</b>	<b>Below Average (Poor)</b> Marginal, barely satisfy the minimum requirements	1.0	<b>D</b>	Below Average (Poor) Marginal, barely satisfy the minimum requirements	1.0
<b>F</b>	<b>Failure</b>	0.0	<b>F</b>	Failure	0.0
<b>I</b>	<b>Incomplete</b>		<b>I</b>	Incomplete	
<b>Q</b>	<b>Disqualification</b>	0.0	<b>Q</b>	Disqualification	0.0

**Table 3: Ranges of Scores for Different Grades**

NTA Level 4 and 5		NTA Level 6		NTA Levels 7 to 10	
Grade	Score Range	Grade	Score Range	Grade	Score Range
A	80-100	A	75-100	A	70-100
		B+	65-74	B+	60—69
B	65-79	B	55-64	B	50-59
C	50-64	C	45-54	C	40-49
D	40-49	D	35-44	D	35-39
F	0-39	F	0-34	F	0-34
I		I		I	
Q	0	Q		Q	0

- (d) The TPSC may however allow the adjustment of the range of scores for different grades for individual examinations as part of the standardization process, on the advice of the marking panel/moderator. The required pass mark and score ranges for each grade in an examination may therefore vary for the different examinations conducted.
- (e) A student, who because of illness or other acceptable reasons approved by the TPSC, fails to complete the required work as stipulated in these examination regulations or course is given “I” as a provisional grade, and the student receiving such a grade shall be required to make up the unfinished portion of the module a per TPSC examination regulations during the re-sit period and shall be given a grade without prejudice to the previous grade “I”

- (f) A student whose examination result is disqualified due to cheating and other examinations irregularities shall receive a grade “Q” or DISCO

### 23. Computation of Results

(a) Examinations results conducted by the TPSC shall be computed as follows:

- i. The Head of Department shall formalize the grades (Continuous Assessment) earned by a student in home assignment, quizzes, tests, laboratory work, class tests, final examination , into final result;
- ii. The final results shall show grades obtained in each module of the semester, Remarks, Number of Modules failed and the semester General Points Average (GPA) and the cumulative GPA of each student.
- iii. The result sheets shall also indicate the tentative recommendation for each student for determining the promotion from year to year as determined by the TPSC Academic Board;
- iv. GPA shall be computed from grades earned by students using the NACTE grading system

(b) Awards shall be made to students who satisfy the following criteria:

- (i) Have completed and passed all modules for the award. (Passing a course shall mean a C or a higher grade in all examinable modules).
- (ii) Have achieved a minimum cumulative Grade Point Average (GPA) equivalent to pass.

### 24. (1) Awards Classification

(a) The TPSC Academic Board shall give awards to the students who satisfy the following conditions:-

- (i) Have completed and passed all modules for the award
- (ii) Have achieved a minimum cumulative Grade Point Average (GPA) equivalent to **Pass**

(b) The awards shall be classified as follows:

(i) **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

(ii) **For NTA Levels 6**

<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

24 (2) The G.P.A is computed as follows:

a. *A Grade Point Average (GPA) for each candidate is computed by dividing the total number of grade points earned for all modules by the total number of credit units for the award examined.*

$$GPA = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

b. *Where P represents a Grade Point assigned to a letter grade scored by the student in a module*

c. *N represents the number of credits associated with the module.*

d. *The Grade Point Average (GPA) is computed and **truncated** to single decimal point of which will categorize the student Award.*

*See example below*

**Example 1:** Assume a Technician student of Records Management (DRM II), scores the following in the second semester examination results:-

Module Code	Module Name	Module Credit units ( N )	Grade Scored by Student (P)	Assigned Grade Value	Total Units (P x N)
RMT 05202	Principle of Records Management II	12	A	4	48
RMT 05212	Field Practice	12	A	4	48
RMT 05204	Introduction to Records Management Systems	10	B	3	30
RMT 05206	Introduction to Archives Management	8	C	2	16
RMT 05207	Conservation and Preservation of Archival Materials	8	B	3	24
	<b>Total Units ( Sum)</b>	<b>50</b>			<b>166</b>
		<b>Sem. GPA</b>			<b>166/50 =3.32</b>

The final classification of the award shall be in accordance with the classification above. In the foregoing example, therefore, the Student Sem. GPA will be 3.3 (truncated to 1 decimal place) and which is a Lower Second Class Award.

25. Supplementary Examinations namely shall mean also Second Sitting Examinations

- (a) A Second Sitting Examinations or Supplementary Examination has the same standard as that of the First End of Semester Examination. The purpose of the Second Sitting Examinations is to provide a second chance to the Student who has failed.

26. **Improvement of performance:**

- (a) A Student who has passed at a lower grade may re-sit in the next examination session for improvement of his/her performance in the modules(s) passed
- (b) Improvement of performance shall be done only once before examination results of particular semester are approved by Academic Board.
- (c) A Student who sits for improvement of performance shall have to surrender the previous original statement of results/progress report before the issuance of new statement of results/progress report.

- (d) Where a Student obtains lower aggregate in improvement examination than what he /she had attained at the earlier examination; his/her better aggregate shall prevail
- (e) The assessment plan or curricula and courses of study for improvement shall be the same as are applicable to the candidates sitting with him/her in the concerned examination



## **Part IX: Administering and Approving Examinations**

27. Procedures and criteria for approving examinations set and administered by the TPSC.

Examinations set and administered by the TPSC operating under NACTE shall be approved through the laid down procedures presented herein

- (a) The examinations set and administered by the TPSC should:-
  - (i) Be compatible with learning outcomes for the modules;
  - (ii) Have questions that offer a good coverage of the module/curriculum;
  - (iii) Contain testing material that evaluate differentials of students' qualities;
  - (iv) Have questions that are of even standard, well balanced and of comparable length if there is a choice of such questions
- (b) TPSC Examination papers are marked according to model solutions suggested
- (c) External examiners appointed by the TPSC must be approved by NACTE.
- (d) The examinations set and administered by the TPSC shall reflect that:
  - (i) examining and other assessment procedures have been fairly and properly implemented in the programmes;
  - (ii) Standards of awards are comparable with those in higher education generally and in particular with those of institutions of similar academic level; and
  - (iii) External examiners have moderated the examination papers in terms of correctness, fairness of the questions set and language used
- (e) Basic Technician Certificates, Technician Certificate, Diploma students have to sit and pass all modules to get certificate of qualifications.
- (f) Passing a course shall mean a C or higher grade in all examination modules and thus leading to evaluation for the NTA levels 4-6 in respective field of study;

28. There shall established TPSC examination organs namely boards to be used in managing, evaluating, approving or disapproving examinations set and administered by TPSC as described hereinafter

**(a) Departmental Examiners Board (DEB)**

The following members shall constitute Departmental Examiners Board:

- (i) Head of Department - Chairperson;
- (ii) Academic Members of the department
- (iii) An appointee of the Registrar or DP-ARC, or Campus Director.
- (iv) One departmental member shall be appointed by head of department as Secretary of the DEB

Responsibilities of the departmental Examiners boards are:

- i. To discuss general performance of students in their departments;
- ii. To check data entry, of the course work/continuous assessment , final examination or supplementary score and or any examination data as may be determined by DP-ARC or Campus Director and submit recommendation to the Internal Examination board for correction or otherwise
- iii. To Ensure That Rules And Regulations Governing Examinations Are Followed And Observed By All Candidates
- iv. To Ensure That Each And Every Course Follows The Examinations Policy And Regulations;
- v. To discuss problems of invigilation, moderation and all matters related to the examinations
- vi. To submit/recommend performance of students to the TPSC Internal Examination Board
- vii. To compile results of all students in the department and report to the Internal Examinations Board.
- viii. To report findings and recommendations for improvements to the Campus Internal Examinations Board.

### **(b) Internal Examiners Board (IEB)**

The following members shall constitute composition of IEB:

- i. Manager of Programmes,- Chair person
- ii. Heads of Academic department
- iii. An appointee of the Principal or Campus Director,
- iv. Student Representative
- v. Registrar or Assistant Registrar – Secretary.

Responsibilities of the Internal Examiners Boards are:

- i. To discuss the general performance of learners and review the
- ii. To discuss problems of invigilation, moderation and all matters related to examinations based on reported submitted by DEB.
- iii. To receive, consider and approve/disapprove recommendations made to it on Examinations results from TPSC departments
- iv. To compile and report findings and recommendations for improvements to the TPSC Examination Board.
- v. To receive and deliberate on all examination results
- vi. To declare of provisional results for all courses before being submitted to the Academic Board for approval; and

### **(c) TPSC Examination Appeals Committee (EAC)**

There shall be established committee to be known as the TPSC Examination Appeals Committee and shall compose the following members.

- (i) DP – ARC/Programmes Manager- Chairperson
- (ii) Registrar/Assistant - Secretary
- (iii) Heads of Academic Departments - Member
- (iv) One Student Representatives
- (v) Two appointees of the Principal or Campus Director from TPSC academic staff or outside the TPSC (optional)

Responsibilities of the TPSC examinations results appeals committee are:

- i. To gather relevant information relating to examination irregularities including hearing the appellant
- ii. To deliberate on any examination irregularity and give its recommendation immediately on the same to the higher relevant TPSC authority.
- iii. To receive examination results appeals, investigate, discuss and make recommendations to the TPSC Internal Examination Board
- iv. To recommend for appointment of independent examiners from within or outside TPSC who shall not be a person or marker who was involved at any stage in processing, marking and moderating the examination for which appeal relates.
- v. To use Internal Examination Board meeting comments and observations and give its observations and recommendations to the relevant Examination Board/Committee.
- vi. To determine the marks that shall prevail when the marks awarded by the internal examiner differ by 10% of the allocated marks or more from that awarded by external examiner and the two examiners do not reach consensus themselves.

**(d)** Any member of the department and/or directorate who participated in the marking of script(s) or making of the decision against which the appeal is lodged shall not participate in the Examinations Appeals Committee and/or Examination Board/Committee meeting over such an appeal.

**(e) The TPSC Academic Board (AB)**

Pursuant to requirements by the National Council for Technical Education (NACTE), a technical Institution is required to have an Academic Board. Therefore, There shall be established Board to be known as the TPSC Academic Board and shall compose the following members.

1. Principal& CEO-Chairperson
2. Deputy Principal- Academic, Research and Consultancy
3. Deputy Principal- Planning, Finance and Administration
4. Campus Directors
5. Academic Dean, Mzumbe University; Graduate School of Business;

6. Director, Human Resources Development-PO-PSM also representing MAB;
7. Director of Training, Public Service Commission;
8. Director of Training and Human Resources, Ethics Commission;
9. Executive Secretary, National Examinations Council (NECTA)
10. President- TAPSSO
11. Registrar, who shall be the Secretary

**(f) Duties of College Academic Board**

The Academic Board (AB) shall be responsible to the Ministerial Advisory Board (MAB), for the procedural, quality control and regulation of Education, Training, Research, and Consultancy within the College and in addition shall have the following:

- (g)** The functions and responsibilities of the Academic Board shall be as stipulated herein
- i. Develop academic strategy related to the College portfolio prior to its consideration by MAB including consideration of the viability of academic programmes;
  - ii. Approve suspensions and discontinuations of programmes;
  - iii. Authorize new programmes ( concept notes) to proceed to academic development and approval;
  - iv. Authorize collaborative programmes with approved partner(s) to proceed to an approval event;
  - v. Receive, consider and approve/disapprove recommendations made to it on: Examinations results from College departments, curriculum of any course offered by the College department, students admission in respect to a diploma, certificate or other award of the College, External examiners for all courses offered by the TPSC; and staff reviews for the promotion of academic staff.
  - vi. Receive, consider and approve/disapprove recommendations made to it on students' examination appeals and cases of examinations irregularities;
  - vii. Decide whether any student enrolled for a diploma, certificate or other award of the College has attained the necessary requirements and then approve for the grant of such a Postgraduate diploma degree, diploma, certificate or other award of the College;
  - viii. Consider and approve/disapprove matters relating to research consultancy and publications within the College;
  - ix. Monitor academic audits in respect of each College department at regular basis and spearhead quality assurance and control of the college programmes;

- x. Appoint committees consisting of academic staff or other persons as it deems proper and delegate its functions such as deliberating on and approving examination papers, and discussing and making recommendations on examination appeals and cases of examinations irregularities.:
  - xi. Make proposals to the MAB on matters relating to the conduct of academic issues in an effort to improve education, training, research, consultancy and publications;
  - xii. Perform such other academic acts and functions as may, from time to time, be assigned or prescribed by the MAB.
  - xiii. Approve administration of programmes including authorising of new programme development, suspending or discontinuing of existing programmes, and authorising collaborative programmes with approved partner(s).
  - xiv. To call any TPSC employee at its meeting as and when required;
- (h) The following shall compose the TPSC Academic Board invitee's members
- i. Manager of Programmes
  - ii. Assistant Registrar (Examination officer)
  - iii. Manager of Quality Assurance
  - iv. Senior Internal Auditor
  - v. Any other invited member by Chairperson of Academic Board

## **29. Administering TPSC Examinations**

The examinations set and administered by TPSC shall be dealt as follows:

- (a) The TPSC shall set and mark its own examinations;
- (b) External examiners shall moderate all examinations set and marked scripts by the TPSC
- (c) External examiners shall evaluate the results;
- (d) External examiners shall write a report to the Principal
- (e) During departmental examination board meeting, each internal examiner must be prepared to respond to all queries relating to his/her examination papers
- (f) Departmental examination board of the TPSC shall submit results and reports to Internal Examiners Board for scrutiny and release provisional examination results.
- (g) Final approving authority of the TPSC semester examination results shall be performed by TPSC academic board of which shall be consolidated of first sitting (

end of semester examination) results and Second sitting Examination (supplementary /special examination results).

### **Part X: Release and Publishing Examination Results**

30. Procedure for the release and publishing examination results passed by examination boards.

(a) The procedure of releasing examination results, shall be as follow:

(i) For all examinations, the departmental examination board shall discuss and give recommendations to the Internal Examination Board of which shall deliberate and release the provisional results.

(ii) The provisional results released above have to be approved by the TPSC Academic Board

(b) It shall be best practice for the results to be released and published in the following ways:

(i) The TPSC shall publish examination results at most three days after they have been approved by Internal Examination Board. The results may be posted to the departments or TPSC notice boards or website and shall bear a certification or signature by the chairperson of the TPSC Internal Examination Board or Academic board

(ii) The results shall be uploaded in web based student information management system (SIMS) or Student Academic and Registration Information (SARIS) for students to access through internet or printed copy shall be posted on the TPSC notice board.

(iii) The TPSC shall release examination results by publishing it in its official Website under conditions that only user name shall be used and access must be through an official password.

(iv) Under no circumstances should names or any other identification known to a third party be used for releasing the results to the general public.

31. Power of TPSC in release of Examination Results

The TPSC shall reserve the right and discretion to:

- (a) Issue results and awards
  - (b) Withhold or cancel the results of a Student if it considers such Student has been involved in irregularities or un-payment of partial of fully tuition fees or other reported before, during or after the examination.
  - (c) The TPSC shall reserve the right to reduce the classification of, withhold or cancel an award of any Student in proved cases of substantial and significant copying, plagiarism, or other fraud or to revoke, any certificate to be returned
32. Marks for coursework shall be made available by the relevant lecturers/tutors/facilitators to Students after they have been compiled. Where such marks shall form part of the assessment towards a final award or classification, disclosure shall be on the basis that they are only indicative and have no formal stand until moderated by the internal examination board and confirmed by the TPSC academic board.
- (b) Only grades for examinations and other summative assessments shall be made available to students once marks have been agreed by the internal markers concerned or once the TPSC academic board has confirmed the end-of year results
  - (c) Approved results shall show grade obtained in each course of the semester, the semester GPA and cumulative GPA of each student. They should also indicate passes and any tentative disposal (discontinuation, withheld results, probation, postponement, repeat module, incomplete, supplementary) for students failing to achieve required standards as determined by the TPSC Academic Board.
33. Students shall be informed about their examination results in the following manner
- (a) Students shall be informed where and how to get their results on TPSC Almanac or through TPSC notice boards.
  - (b) The TPSC shall display examination results on the TPSC notice board and website and or access on the internet through their account (user name and password) on TPSC Examination database Management (SARIS/SIMS)
  - (c) The TPSC shall not accept in its absolute discretion, communicate with candidates or parents or any other person claiming to act on behalf, on matters related to communication of examination results.



- (d) Through students progress report or statements of examination results that will be requested by students by paying prescribed fees or charges.

**Part XI: Award of Progress Report, Transcripts and Certificates**

35 (1) The TPSC shall have the power to grant the following awards

- (a) An Ordinary Diploma for a successful completion of a programme of study lasting more than one but not exceeding three academic years;
- (b) A Basic Technician Certificate for a successful completion of a programme of study lasting one academic year;
- (c) A Certificate of Attendance for a successful completion of a programme of study lasting less than one academic year.
- (d) Provided that a fee to be prescribed by the TPSC and approved by the MAB shall be charged for each certificate or transcript to be issued by the TPSC

35 (2) Award of Certificates and Transcripts shall be as follows:

- (a) Any certificate awarded by TPSC shall remain the property of the TPSC and any alteration without the authority of the TPSC shall constitute a criminal offence.
- (b) The TPSC may issue another copy of the Academic Transcript certificate in case of loss of the original certificate, if the Student produces a sworn affidavit and evidence of public announcement about the loss
- (c) The certificate so issued in (b) shall be marked “COPY” and will be issued not earlier than six months from the date of loss. A nominal fee to be established by the TPSC shall be charged for the copy of the certificate issued.
- (d) The TPSC shall issue official transcript of examination results of individual candidates upon written requests by the candidates bearing the Student’s full name, year of examination and Student examination number./registration number.
- (e) Transcripts shall be issued to students once and for any other requests and fee for transcript shall be established by the TPSC.
- (f) Transcripts shall be published only after results have been formally approved by the TPSC Academic Board.

- (g) The transcripts should bear the name of Tanzania Public Service College and all examinable subjects and examination results, GPA, grade point, Credit remarks and total credit points
- (h) The transcripts shall be considered credible only if it bears the official seal of the TPSC
- (i) The TPSC shall issue Progress Report examination results of individual student.

## **Part XII: Amendments of Results**

36. An Amendment of the results shall base on:

- (a) Decisions by the TPSC academic board once certified in writing shall be considered final except under the following circumstances.
  - (i) If information relevant to that decision, but unavailable at the time the decision was made, comes to light or if any error having a material bearing on the decision or an error in the written certification of that decision has been made
  - (ii) If the TPSC academic board is satisfied that there are grounds for varying the decision, the board shall forthwith report its recommendation to that effect to the registrar who may either implement the recommendation or refer it to the Principal and governing body
  - (iii) When an error is discovered in assessing or marking of any examination or any component of an examination or in calculating, recording or notifying the result of any examination or any component thereof or in the classification of any component thereof or in the classification of any award or in any process connected with any of these matters, the TPSC shall forthwith correct that error and amend its records to show the correct result or classification and whether or not the result or classification has been published or otherwise notified to the Student
- (b) The TPSC shall notify the Student of the corrected results or classification as soon as practicable and shall also correct any reference or statement which may have been provided by the TPSC whether to the Student or to a third party.
- (c) Having been notified of the corrected results or classification the Student shall return to the TPSC any documentation which may have been issued to the Student notifying the original results or classification which has been made.
- (d) The Student shall have no claim against the TPSC for any loss or damage which may have been incurred by the Student as a result of any error that may have been made.

### **Part XIII: Cheating, Irregularities, Nullification, and Disqualification of Results**

37. Nullification of Examination results shall be as follows:

- (a) The TPSC Academic Board shall nullify the results of any Student if it is determined that unfair means like cheating and other irregularities, have been used in the examination; or Ineligible Student sat for the examination

38. (1) The primary responsibility of the TPSC is to provide an environment that is conducive for conducting examinations. All parties involved in the examination process shall be obliged to maintain academic integrity and ethical conduct so as to ensure smooth conduct of the examinations and any violation of these regulations or plagiarism, cheating and other examination irregularities will be subject to disciplinary action

38 (2) Any detected examination irregularity shall be immediately reported in writing by the Examiner/Invigilator or Marker to the Registrar or Examination officer who shall determine the forms of cheating and recommend appropriate course of action as per TPSC established rules and regulations

38 (3) TPSC shall establish forms of cheating and examination irregularities, methods of identification of cheating cases and or establish control of cheating cases as prescribed hereinafter such as examples listed below but not limited to

- (a) Cheating may include entering an examination room with unauthorized materials, copying the work of another Student during the examinations or test, copying notes, sheets or other materials during the examination or test, collaborating with another Student during the examination or test and/or falsifying test results, entering or using oneself identify card(s) to perform or seat for examination on behalf of the another student who is the bearer of the said identity card.
- (b) Cheating shall also include eye shifting and peeping at another Student's examinations or test paper. Seeing, buying, stealing or in any other way obtaining examination or test questions prior to the sitting for the examination or test.
- (c) Unauthorized possession of academic materials which also constitute cheating may include: selling or purchasing of examinations or tests; taking another student's academic work without permission possessing examination or other tests not formally released by the lecturer and/or submitting the same paper for two different classes without specific permission.

- (d) Examination irregularity includes, but is not limited to:-
- (i) Having access to examination questions prior to sitting for the examination;
  - (ii) Possession of unauthorized material in the examination room such as mobile phones, pieces of written papers, clothes, calculators and parts of the body
  - (iii) Beginning the examination before being authorized;
  - (iv) Continuing the examination after being told to stop;
  - (v) Communicating with other candidates, either verbally or through other means during writing examinations;
  - (vi) Permitting another Student to copy from, or use one's scripts or papers;
  - (vii) Removing examination answer booklets/sheets from the examination room;
  - (viii) Detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose;
  - (ix) Distortion and or violation of officially arranged sitting plan in an examination room;
  - (x) Failing to comply with any examination rules, instructions, regulations or directions given by an invigilator
  - (xi) Failure by any Student, to sign on the invigilator's report of facts in any irregularity discovered;
  - (xii) Failure or refusal by any Student to sign an official dispatch book to acknowledge receipt of an invitation to a subsequent interview;
  - (xiii) Destroying any evidence related to any suspected irregularity; or,
  - (xiv) Any other forms of colluding to cheat in examinations thereof.

38 (4) The procedure to be followed when dealing with cheating and other examination irregularities shall depend on when the cheating or other examination irregularity is identified depending on the nature of the cheating or examination irregularity and the cheating in examinations.

38 (5) The examination irregularities may be identified before starting the writing of the examination or during the writing of the examination paper or during marking of student examination scripts or booklets.

38 (6) Cheating before examination shall identify types of cheating or establish cheating cases or leakage occurring mostly during development of the examinations or identify contents or any part of it disclosed prior to writing the examination.

38 (7) Cheating before examination might involve one or more either setters, moderators, proof readers, printers, and the TPSC administrators, examination officer or any other person identified who direct or indirectly were involved in any form during setting, moderating, production, packing, sealing or any other related examination activities.

38 (8) Cheating during the examinations may include but not limited to impersonation, external assistance, entering with unauthorized materials, copying, and access to foreign materials.

38 (9) Detection of cheating during and after the examination shall involve but not limited to consistent type of signalling gesturing and even whispering among candidates or series and coherent answers written by nearby students or records of security cameras or markers shall look for Similar but consistent mistakes and peculiarities done by many candidates or well written answers with very few errors.

38 (10) The Cheating cases or examination irregularities shall be controlled during examination by each examination room to have a minimum of two examination invigilators (at least one must or by installing and ensure that the security cameras are functioning properly.

38 (11) Cheating during marking can be initiated by Marker or moderator and team of marking panel marking leader or by the examination officer, or by candidates making contact with the marker), or markers (making contact with the Student) or any other person making contact with officer involved in the marking or coordination of marking of examination.

38 (12) cheating during marking shall mean deliberate malpractice or intended alteration of mark (s) designed to inflate or deflate a Student's original mark.

38 (13) TPSC shall control cheating during marking by varieties of methods and means among other will be as described hereinafter

(a) Use of independent remarking of examination to detect wilful mark inflation

- (b) Each marker shall fill in an examination marker report after completing marking and shall sign below each sheet and report
- (c) When marking, any anomalies noted by the internal examiner shall be reported to the registrar/campus Director without fail.
- (d) It is a serious case of negligence and misconduct for any person to lose or misplace examination answer scripts during the examination handling process
- (e) Any person, who commits acts of negligence or misconduct under paragraph (g) above, shall be dealt with in accordance with the relevant TPSC regulations.
- (f) Any person being a member of staff or invigilator who is involved in examination cheating shall be dealt in accordance with the rules or regulations pertaining to disciplinary matter by the Human Resource Management and Administration Committee.

38 (14) There shall be procedure for handling cheating or examination irregularities if student is suspected of examination irregularity is prescribed hereinafter

- (a) The invigilator shall approach the Student immediately after suspicion/discovery of cheating
- (b) All unauthorized materials shall be confiscated
- (c) The Student shall be required to sign on the invigilator's form or written report of the issue on the material time and place, in front of the invigilator or any other witness. Other nearby candidates may also be required by the invigilator to sign as witnesses. The invigilator's report shall be witnessed in writing by at least one invigilator as a witness. The invigilator shall give the Student a pre-written letter requiring the Student to appear before the next Examination Appeal Committee meeting. This letter shall also be given to the invigilators.
- (d) Failure or refusal to sign on the invigilator's report shall mean accepting or causing commotion in the examination room, which is tantamount to violation of examination regulations and this may lead to discontinuation from studies of the concerned Student(s). It is deemed to be in contempt of TPSC authority.

- (e) The invigilator shall report the matter explained in clause (d) herein above to the Registrar/ Campus Director
- (f) The registrar shall report the case of examination irregularity before the Examination Appeals committee which shall deliberate on the case as presented to them for recommendation to the Principal or Campus Director
- (g) If it is established that the Student committed an irregularity, the TPSC academic board shall penalize the Student as per prescribed offence of these regulations in the first schedule. If proved otherwise, the Student shall be reinstated accordingly
- (h) All notices regarding cheating cases shall be in writing and duly to a student as shall be prescribed by registrar's office
- (i) The Student, who refuses to collect his/her written notice from registrar's office after being required to do so, shall have violated these examinations regulations.
- (j) The Student who continues with studies while his/her case is still pending for decision either by relevant authority is doing so on his/her own will, and the fact shall not operate in favour his/her discontinuation.
- (k) The Examination Appeal committee or TPSC academic boards reserves the power to investigate, discover or deal with cheating any time it is discovered irrespective of the fact that the Student may have completed his/her studies.
- (l) It shall be a disciplinary offence for an invigilator to testify against his/her own invigilation report
- (m) The Examination Appeal committee or TPSC academic board shall have power to call any invigilator or student deemed necessary to assist the committee or TPSC academic board reach its decision fairly
- (n) It shall be a disciplinary offence for the invigilator or students to refuse to appear before the Examination Appeal committee or TPSC academic board to testify.
- (o) Security camera's coverage shall be used for monitoring, recording, reporting and evidencing the manner in which examinations are conducted
- (p) A Student who fails to appear before Examination Appeal committee twice without prior notification to the TPSC, his/her case shall be deliberated in his or her absence



- (q) A Student who is discovered by the TPSC to cheat after he/she has completed his studies shall be notified and convened to appear before relevant organs for handling cheating case so that his/her case may be handled in accordance with these regulations.
- (r) A Student aggrieved with the decision of Examination Appeal committee pertaining to cheating case may appeal to the TPSC academic board.
- (s) The appeal stated hereinabove sub clause (r) shall be lodged within seven (7) days from the date the Student is served with recommendation or decision of the Examination Appeal committee
- (t) The TPSC academic board may determine the appeal hereinabove stated whereas the Student shall be notified of the determination of his/her appeal in writing and the decision of the TPSC academic board regarding the appeal stated herein above clause (s) shall be final and conclusive.

39. TPSC shall control leakage of examinations by various means as reasonably deem fit and it will include among other to provide secure packaging (sealed envelopes), and strong and secured storage room of examination papers or teaching staff or facilitators set questions rather than the examination papers or entrusting the typing to one typist or identify designated examination setting and moderation place out of working areas

#### **Part XIV: Evaluation of Examinations**

40. (1) The following general guidelines shall be intended to guide the process of evaluating examinations conducted by TPSC that will reveal and convey technically adequate information about the features that determine worth or merit of the examinations being evaluated.

- (a) Examinations evaluation for both examinations conducted by TPSC shall have to be evaluated at required intervals with the following objectives:
  - (i) To evaluate whether the examinations are conducted in accordance with the rules and procedures determined by TPSC
  - (ii) To evaluate the quality and relevance of examinations and other means of assessment
  - (iii) To give recommendations for improved practices/modifications of the procedure(s)

(b) The general guidelines on planning and evaluation of examinations shall be as follows

- (i) Key stakeholders or professional or Institutions involved in or affected by the evaluation shall be identified, so that their needs can be addressed
- (ii) The persons conducting the evaluation shall be both trustworthy and competent to perform the evaluation so that the evaluation findings achieve maximum credibility and acceptance.
- (iii) The evaluation procedures shall be practical; to keep disruption to a minimum while needed information is obtained.
- (iv) The evaluation shall be planned and conducted with anticipation of the different positions of various interest groups, so that their cooperation may be obtained, and so that possible attempts by any of these groups to curtail evaluation operations or to bias or misapply the results can be averted or counteracted.
- (v) The evaluation shall be efficient and produce information of sufficient value, so that the resources expended can be justified.
- (vi) The evaluation shall be designed to enable TPSC to address and effectively serve the needs of the full range of targeted participants.
- (vii) The information-gathering procedures shall be chosen or developed and then implemented so that they will assure that the information obtained is sufficiently reliable and interpretation arrived at is valid for the intended use.
- (viii) Evaluations shall be planned, conducted, and reported in ways that encourage follow up by stakeholders, so that the likelihood that the evaluation will be used is increased.

40 (2) The general guidelines on Evaluation shall be as follow:

- (a) The evaluation shall be complete and fair in its examination and recording of strengths and weaknesses of the examinations and procedures being evaluated, so that strengths can be built upon and problem areas addressed.

- (b) Conflict of interest shall be dealt with openly and honestly, so that it does not compromise the evaluation processes and results
- (c) Quantitative and qualitative information shall be appropriately and systematically analysed so that evaluation questions are effectively answered.

40 (3) The general guidelines on the report shall be as follow:

- (a) The perspectives, procedures, and rationale used to interpret the findings shall be carefully described, so that the bases for value judgements are clear
- (b) Evaluation reports shall clearly described the programme/subject area being evaluated, including its context, and the purposes, procedures, and findings of the evaluation, so that essential information is provided and easily understood
- (c) Significant interim findings and evaluation reports shall be disseminated to intended users, so that they can be used in a timely fashion.
- (d) The sources of information used in the evaluation shall be described in enough detail, so that the adequacy of the information can be assessed
- (e) The conclusions reached in an evaluation shall be explicitly justified, so that stakeholders can assess them.
- (f) Reporting procedures shall guard against distortion caused by personal feelings and biases of any party to the evaluation, so that evaluation reports fairly reflect the evaluation findings

40 (4) The specific guidelines for the Evaluation shall be as follow:

- (i) The specific guidelines are provided along the objectives of the evaluation as follows:
- (ii) This task covers the whole process from the setting of examinations to marking and standardization of results. As one of its tasks, TPSC shall visit some centres (without prior information) while the examination is in progress

41. The general management of the examination coordination shall be as follow:

- (a) TPSC shall evaluate the overall management of examinations and this shall involve many tasks. Particular attention shall be paid to whether supervisors, who are the overall in-charge, are properly executing their duties and responsibilities.

- (b) The evaluation shall, amongst others,
  - (i) Evaluate whether the examinations are conducted under strict vigilance so as to avoid unfair means in the examination by the examinees, examiners, invigilators, supervisors, and all those involved in the conduct of examinations.
  - (ii) Check whether the supervisors are following instructions scrupulously for the conduct of examinations
  - (iii) As an example, the process could involve spontaneous checking of the candidates' identity cards, etc. To ascertain that only duly authorized candidates have appeared for the examinations.
  - (iv) The TPSC shall also make use of different reports such as supervisors'/invigilators' reports.
- (c) The evaluation shall check, amongst others, whether:
  - (i) Chalkboards have been cleared of writing, formulate or drawings
  - (ii) Examination rooms are sufficiently ventilated and illuminated
  - (iii) Candidates are not subjected to undue noise from inside or outside the examination hall.
- (d) The evaluation includes whether candidates are properly i.e. checking whether the following common rules are observed during writing of examinations, that:
  - (i) Candidates may not sit two to a desk or table; and,
  - (ii) Candidates must be seated at least one metre apart
- (e) The evaluation shall check whether the scripts are sealed and returned to the Registrar

42. Evaluation of quality and relevance of examinations and other means of Assessment

- (a) Quality examinations are important bases for summative feedback for students and facilitators. However, if examinations are of low quality such as ones testing factual recall only, they become an inadequate base for making formative and summative decisions

- (b) To certify achievement in a module/subject requires assessment of student's command of the knowledge and skills defined and required by the curriculum. This assessment occurs through a set of assessment instruments. Assessment instruments include such devices as supervised examinations, assignments, projects, practical's orals, auras, observational schedules and portfolios.
- (c) Assessment occurs under various conditions of supervision, notice, and access to resources, times, dates, handling-in procedures and acceptance of late submissions. Each assessment instrument comprises one or more assessment items, an assessment item requires a response from students in one or more of a variety of modes such as multiple choice, short answer, paragraph, extended written response, oral, graphical, diagrammatic and so on, as well as the knowledge and skills that are the direct focus, assessment items draw on assumed knowledge and often make use of background material contextualising the task presented. Cues and the layout of assessment items provide guides to students about the requirements of the task set by the item. Assessment items are devised by item writers (setters) and selected and combined into assessment instruments by test designers (setters/moderators).

43. (1) For quality and hence equity, each assessment item or question shall:

- (a) Actually assess what the item setter intends it to assess;
- (b) Assess what on face value it purports to assess;
- (c) Only require for its successful completion the decoding of a subtext after critical examination of the necessity and appropriateness of this requirement;
- (d) Use specialist language or jargon as an aid to clarity and accuracy and not as an irrelevant obstacle to successful demonstration of the required knowledge or skill;
- (e) Only involve the reproduction of gender, socio-economic, ethnic or other cultural stereotypes after careful consideration of the necessity of such reproduction;
- (f) Avoid being itself a barrier to student's demonstrating their command of the characteristic the item is supposed to assess. It shall therefore:
- (g) Be clearly presented through appropriate choice of layout, cues, visual, design, format and choice of words;

- (h) State its requirements explicitly and directly;
  - (i) Use as background material and require as assumed knowledge only that to which students may reasonably be presumed to have had ready access;
- (1) Assessment item or question be marked by explicit, clear, unambiguous, criteria declared in advance that:
- (a) Allow the student to identify appropriate ways to demonstrate command of the required knowledge and skills;
  - (b) Allow the marker to recognize, where appropriate, different ways in which a student may demonstrate command of the required knowledge and skills
  - (c) Each assessment instrument shall:
    - (i) Give students clear and definite instructions;
    - (ii) Be used under clear, definite and specified conditions; and
    - (iii) Be used under conditions that do not present an inappropriate barrier to the equal participation of all
  - (d) Each set of assessment instruments used to assess a student's achievement in a subject shall:
    - (i) Involve the use of a range and balance of background contexts in which assessment items are presented;
    - (ii) Involve a range and balance of types of assessment instruments and modes of response; and,
    - (iii) Involve a range and balance of conditions
  - (e) Together with above assessment guidelines, the evaluation shall:
    - (i) Check whether examinations are valid in terms of difficulty level, discrimination ability, and measuring comprehension and problem solving (not just factual recall)
    - (ii) It is fact that students learn what is tested more than what is taught. And experience shows that students cheating in examinations and rote learning are encouraged by examining bodies repeating routine questions and

patterns. It is therefore important to evaluate the quality and relevance of examinations.

- (iii) Relevant guidelines and procedures for assessing the quality of examinations shall be used in drawing conclusions
- (iv) Review questions papers to see whether they conform to Curriculum and any other directives relating to the Curriculum for the subject or module
- (v) Proof that all question papers have been approved by moderators, and whether setters and moderators were provided with clear and relevant guidelines i.e. duration of the exam, maximum marks, number of questions and format and whether these were adhered to. Independent evaluation of the question papers is also necessary
- (vi) In addition to the above, the TPSC shall check whether the curriculum for each discipline or course has been broadly defined, that requirements and standards have been set and that these are adhered to during the examination process.
- (vii) Check whether all required instruments, modes have been appropriately included in the assessment i.e. oral works, practical work and assignments if prescribed by the Curriculum, must be assessed and hence form part of the examination and these needs to be ascertained.
- (viii) Monitor the distribution of grades (student performance) in an examination as a proxy for the indication of whether the examinations are adequate and are being properly conducted
- (ix) In particular, if a course has an unusual distribution of grades, such as may have high grades (A's) or many low grades (D's and F's). In such cases, the evaluation shall obtain from the TPSC evidence (such as explicitly statement of course goals and marking schemes, that the spirit of grading standards is being followed.
- (x) The evaluating body may require TPSC to provide an explicit statement of course goals, and explain how the grades were derived from those goals. If the problem is found to be with grading standards, TPSC may be required to modify the goals and/or the grading scheme for future offerings of the

course award. Such modifications shall then be reviewed by relevant organs of TPSC.

- (f) In evaluating the quality of examinations the evaluator shall use:
- (i) External examiner's reports
  - (ii) Reports of periodic reviews of award courses/programmes
  - (iii) Student academic complaints reports
  - (iv) Reports of internal audits of technical institutions
  - (v) Other forms of external assessment including accreditation

44 (1) Recommendations for improved practices or modifications of the procedure(s)

- (a) Recommendations will depend on the outcome of the evaluation. Each recommendation shall be explicitly related to the shortcoming that it is supposed to address and the expected improvements that are to result.
- (b) In addition, the examinations evaluating committee may suggest some of strategies for developing improved practices in assessment as may be relevant as follows:-
- (i) Distribute summaries of relevant research findings or evaluation results to item writers and test designers setters/moderators);
  - (ii) Evaluate the occurrence in assessment instruments of reproductions of gender, socio-economic, ethnic or other cultural stereotypes;
  - (iii) Evaluate the consistency of the Curriculum and the total set of assessment instruments by identifying the relative importance given by each to particular knowledge and skills;
  - (iv) Review the extent to which the set of assessment instruments in a subject are, to the full extent permitted by the Curriculum
  - (v) Conduct 'equity' scanning of assessment instruments before use;
  - (vi) Promote research into the validity and fairness of assessment items for which TPSC is responsible;



- (vii) Scrutinise assessment instruments to eliminate material that may prove an unnecessary and irrelevant distracter for some students;
  - (viii) Employ specialist editors to examine the language of assessment instruments in terms of possible barriers to equal opportunity for all students;
  - (ix) Involve students in critical examination of the quality of assessment instruments they have experienced;
  - (x) Involve instructors in critical examination of the quality of assessment instruments their students experience;
  - (xi) Involve parents and the wider community in reviews of assessment practices;
  - (xii) Review marker recruitment, selection and training procedures;
  - (xiii) Evaluate the weighting of assessment items and instruments in terms of analyses of differences in student performances;
- (c) Furthermore, an endeavour to improve assessment practices for which it bears evaluator shall recommend among others:-
- (i) regular review of the methods, materials and results of assessment;
  - (ii) Recommend training to facilitators, test designers (setters/moderators) and markers.,
  - (iii) suggest the adoption of assessment guidelines by lectures/tutors/facilitators responsible for institution-based assessment contributing to results certified by the TPSC Academic Board,
- (d) The evaluation may however find the problem of assessment not to be that straight forward, and may need to go further in its task of giving recommendations by considering barriers to sound assessment

#### 45. Structure of the Evaluation Body

- (a) TPSC shall decide on the form of the examinations evaluating body and determine its composition
- (b) Examinations evaluating body shall consider appointing members from any of the following stakeholders or role-players:
  - 1. Departments in relevant ministries involved in examinations or the like;
  - 2. Autonomous Technical Institutions;
  - 3. Education Regulatory Authorities
  - 4. Universities;
  - 5. Public and Private Employers
  - 6. Professional bodies and peers;
  - 7. Industry and the Private Sector;
  - 8. Women;
  - 9. Evaluation specialists; and,
  - 10. TPSC Alumni
- (c) The TPSC shall continually attempt to maintain balance within the membership of the body in terms of persons and to avoid dominance by any interest category. The membership of the examinations evaluating committee shall equitably reflect the major interests and concerns of TPSC
- (d) The length of engagement shall be up to three years. The TPSC shall extend the time based on administrative, logistical, convenience and other considerations including experience gained on the evaluation process from time to time.
- (e) TPSC shall establish task forces when deemed necessary, to assist in identifying problems and issues in support of the examinations evaluating body. With the scope of the examinations and, technical levels members of the examinations evaluating body shall not suffice to carry out all the work and a Task Force(s) may be constituted. Tasks assigned to task forces shall be of the nature that will not compromise the ethics, standards, and confidentiality of the process as well as the smooth progression of the evaluation.

- (f) The TPSC shall appoint persons to a task force with the advice of the postgraduate studies examination committee/ undergraduate studies examination committee and other who possess expertise or viewpoint relevant to the process.
  - (g) The task force shall be discharged when assigned tasks has been completed.
46. (1) Evaluation of examinations shall be carried out in the second year from the year that examinations are first conducted.
- (a) The first year shall be used as observatory, learning from the reports of examinations setters, moderators, invigilators, markers and any other report that may be available. Reports on assessment and results shall also be used in planning for the evaluation in the next year. Evaluations shall continue to be carried out every other year until the time when the TPSC is satisfied that the examination procedures have been more or less standardized. Thereafter, evaluations shall be carried out after every three years.
  - (b) The proceedings and findings of the evaluation shall be reported to the TPSC Academic Board for recommendations and approval.

#### **Part XV: Examination Offences and Penalties**

47- (1) Any student or any person who contravenes any of the requirements or conditions stipulated in the first schedule to these regulations shall have committed an examination offence as defined in regulation 2 of these regulations shall be liable for the penalty prescribed therein

- (a) Notwithstanding the provisions of sub regulation (a) and the first schedule-
  - (i) where a person is not a Student of TPSC examinations commit an Examination offence under these regulations, TPSC may report the case to the police
  - (ii) where an Invigilator or teaching staff or a person connected with TPSC commits an Examination Offence under these regulations, his conduct shall be reported to the Management of TPSC and he/she shall be banned from any job of TPSC or liable for any other discipline measures as stipulated in the public service ethics and code of conduct regulations

- (b) The TPSC Management shall determine penalties to be imposed or impose penalties on markers for delay in submission of the scores and other mistakes committed by markers or checkers.

**Part XVI: Supplementing, Carry Forward, Incomplete, Repeating and Discontinuation**

48 (1) There shall be non refundable examination service fees and charges that shall be obliged by student rendering for such services as described in the second schedule of these regulations for the purpose of meeting examination and certification services.

48 (2) Any student who shall write supplementary examination or has carry forward or has incomplete or repeat semester or modules shall be obliged to pay Examination services fee or tuition fees or other charges as prescribed in the second schedule of these regulations. other costs such as living, accommodation , transport or related cost shall be met by students

48 (3) TPSC shall have the power to determine and change prescribed Examination service fees or certification charges without prior notice to the students or other bodies as deemed fit.

48 (4) If a student fails to sit for the examination during the scheduled examination session without prior written approval of the Principal or Campus Director, the student shall be considered to have failed the examination and shall be considered abscond and liable for discontinuation from studies.

48 (5) A Student shall not be allowed to proceed to the next NTA level unless he has cleared all the modules in the preceding level.

48 (6) A student who passes the examination held at the end of each NTA level will be allowed to proceed to the next NTA Level of the same specialization.

49 (1) A student who fails one module /subject or more modules shall be allowed to do supplementary or second sitting examination in the failed module(s)/subject(s)

- (a) Final Assessment for supplementary examination shall take into account the Continuous Assessment.
- (b) A Student who wish to improve his/her score shall be accepted to write supplementary or second sitting examination by paying performance improvement fees as described in the second schedule of TPSC Examination regulations.

- (c) A student shall be accepted to improve his/her score within fourteen days (14) after end of semester provisional results released.
- (d) If student will score less than original score grade on his/her upgrading or improving module of first sitting examination results, the original score grade of the improved module shall be maintained.

50 (1) For the purpose of these regulations; carrying forward shall mean continuing with next semester without clearing or passing the supplementary or second sitting examination failed in the previous semester

- (a) A student who fails only one or two module in supplementary or second sitting examination may be allowed to carry forward the module (s) into the next semester of the same level of qualification.
- (b) A student shall write supplementary examination for carry forward module(s) within two years from date of his/her examination date declared as carry forward.
- (c) A students who has carry forward module (s) shall be required to pay fees as prescribed in the second schedule of these regulations
- (d) All passes in carried forward shall be graded as per grade scored by student using regular grading system.
- (e) A student who applied for and accepted to postpone studies with valid reasons shall be required to clear or pass their Carry forward module(s) within one year from the date of postponement.

51 (1)- For the purpose of these regulations; Incomplete shall mean student who has failed to pass continuous assessment/course work ( scored less than 20 marks out of 40 marks) or student attendance is less than 75% of the session allocated in the time table of a particular module/subject.

- (a) A student who has incomplete in any module shall not be required to continue in the next NTA level of qualification for example from NTA level 5 to NTA level 6 e.t.c
- (b) A students who has incomplete module (s) shall be required to pay fees as prescribed in the second schedule of these regulations
- (c) A students who has incomplete module (s) shall be required to pass the examination within one year otherwise shall be Discontinued from studies

- (d) A student who has incomplete module (s) shall be required to register and attend classes on module(s) he/she has incomplete whereby he/she shall be required to write test/assignment and end of semester examinations of a particular module(s).
- (e) A student who has less than 20% out of 40% on continuous assessment or attendance less than 75% in the particular module carried forward shall not be accepted to write supplementary examinations. .

52- (1) A student who fails more than two modules in the supplementary examinations or any carry forward module(s) shall be required to repeat semester

- (a) A student who has less than minimum requirement of the coursework marks (less than 20% out of 40%) for more than two modules shall be obliged to repeat the semester.
- (b) A student repeating semester shall be required to pay all fees and charges of the respective academic semester.

#### **Part XVII: Examination Appeals**

53. (1) Any student has the right to appeal if she/he is not satisfied with examination results and shall be obliged to adhere to the following guidelines

- (a) All examination appeals shall be handled by the TPSC's Examination appeals committee
- (b) Students appealing for End of semester examination or supplementary examination shall pay non refundable examination appeal fee as prescribed in the second schedule of these regulations
- (c) All appeals shall be accompanied by copy of original TPSC receipts payment of prescribed examination appeal fee and student will attach his/her copy of receipt
- (d) All examination appeals shall be lodged to TPSC appeals committee through the office of the Principal accompanied by all relevant and substantive evidence documented and registered using the appropriate appeal forms maintained by the Registrar.

53 (2) The Examination appeal procedure shall be as follows

- (a) As soon as the provisional examination results are released, any student who will not be satisfied by results may appeal against the decision and recommendation of the Internal Examiners Board.

- (b) At the opening of the examination appeal proceedings the appeal shall be read by Committee members to scrutinize the evidences and necessary attachment for further proceedings.
- (c) The Principal or Campus Director in consultation with the DP-ARC and or Programmes Manager shall appoint a suitable expert(s) in the relevant subject(s) modules to be a third marker(s) in the case of any appeal duly submitted within fourteen (14) days from the date of release of provisional results
- (d) The third marker shall re-mark the relevant script(s) using the same marking scheme used by the Internal and External Examiners markers.
- (e) The third marker shall briefly comment and write report on the marking exercise and submit to the examination appeal committee.
- (f) Where a technical error is detected by the third marker shall provide a justified suggested remedy and award or remove any marks accordingly and third marker shall be supreme.
- (g) Where a technical errors detected by third marker has affected marks or scores of other students of the same module or subject, the third marker shall adjust all other affected scripts or student marks accordingly.
- (h) The TPSC Examination Appeals Committee (EAC) shall deliberate and determine all submitted appeals and recommend to the TPSC Internal Examination board for approval.
- (i) The Registrar shall inform the appellant in writing of the decision of the TPSC Examination appeal committee in the prescribed examination appeal sheet.

53 (3) Candidates may appeal against examination results on any ground that may reasonably raise suspicion of unfair marking on the part of examiner(s) or on the ground of wrongful computation of marks

- (i) Candidates may be allowed to appeal against the course work aggregates after presenting reasonable grounds to the Examinations Appeal Committee, which shall have the final approval.
- (ii) Rules governing examination appeals shall be as prescribed in the Second Schedule to these Regulations.

- (iii) Appeals shall be lodged in form of a letter or by filling in prescribed forms provided by TPSC by stating grounds of complaint to the Registrar within fourteen (14) days after the declaration of provisional End of semester examinations results by the Internal Board of Examiners or within seven (7) days after the declaration of provisional Supplementary examinations results.
- (iv) Subject to the provision of sub-paragraph (iii) the Principal may extend the period of appeal when the applicant (s) shows sufficient cause or other reasons deemed fit.
- (v) The appeal shall not be accepted for processing unless a fee, has been paid, which shall not be refunded when the appeal is successful or unsuccessful as described in the second schedule of these regulations
- (vi) The appeal results shall be declared provisionally by the Principal subject to the approval of the Examination Appeal Committee in the prescribed forms of these regulations.

53 (4) In determining any appeal brought before it by any aggrieved Student under the provisions of these regulations, the TPSC Academic Board shall have the power to confirm, enhance, reduce, vary, set aside or, modify any decision or penalty passed or imposed by Examination and Appeals Committee.

53 (5) Any decision or act of the TPSC Academic Board regarding examination appeals shall be final and conclusive

### **Part XVIII: Miscellaneous Provisions**

Application of other TPSC Subsidiary rules and regulations

54 (1) These Examinations regulations are not exhaustive of rules and regulations governing students examination conduct at TPSC and do not exclude the application of special regulations applicable in various settings like the library and student by laws.

54 (2) The parties or student concerned shall, at the hearing of an appeal, be notified.

54 (3) Any penalty imposed by the Examination appeal Committee shall be effective until when the appeal is determined.



54 (4) Notwithstanding the provisions of Examination regulations 53 all criminal offences shall be dealt with these Examination regulations and any other rules and regulations governing students conduct and, shall be reported to other relevant authorities for further legal actions.

55 (1) The penalties suggested are just guidelines; the Examination regulations bodies Committee may give any other sanctions or penalties depending on circumstances or more severe punishment or penalties depending on the seriousness of the offence committed

56 (1) A member of the Examination Appeal Committee who shall be appealed against and brought before it shall not be allowed to appear before and take part in the proceedings of the examination appeals committee as a member of the Committee.

57 (1) The quorum for the lawfully convened meeting of the Examination Appeals Committee shall be one half of its members

57 (2) The absence of any member of committee shall not hinder the proceedings of the Examination Appeal Committee; however the Principal or Campus Director or representative of the Principal or Campus Director may appoint any other relevant academic officer or facilitator to be a member of the examination appeal committee for specific committee meeting or any time it deems necessary.

58 (1) The appearance at the hearing by a member of the Examination Appeal Committee shall be for the purpose of providing the background or clarification of issues.

59 (1) The TPSC Management shall have power to amend these Examination rules and regulations at any time it deems necessary

## First Schedule

(Under Regulations 47 (1) )

### Examination Offences and Penalties

S/N	Offence	Penalty
i.	Possession or access of unauthorized papers, books or notes that could be of assistance to a Student	Nullification of a Student examination results
ii.	Talking to another Student or any person inside or outside the exams room during the exam session, without the permission of a member of supervisory staff	Cancellation of Examination Results
iii.	Receiving or attempting to receive or give help to another Student	Disqualification of a Student from appearing in the examination which is found gilt up to one year
iv.	Copying or indulging in copying from any paper or notes or allowing any other Student to copy any matter from his answer book or render in any manner any assistance to another Student in solving a question or part of question set in the question paper	Nullification of candidates examination results
v.	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such	
vi.	Consulting books, note books or papers or any other matter found with him while outside the exam room but during the examination hours before he/she handed over his answer book to the invigilator or any other member of supervisory staff	Disqualification from appearing in TPSC Examination for a period of up to three years.
vii.	Writing on any other piece of paper a question set in the paper or anything connected with or relating to question set in the paper or solution thereof	Cancellation of the examination results

S/N	Offence	Penalty
viii.	Misconduct or misbehaving towards the invigilator or any member of the supervisory staff	Disqualification from appearing in TPSC examination for a period of up to five years. A Student shall also be liable to such other punishments as may be decided by TPSC.
ix.	Forging or using another person's signature or student identity card or examination number or using a forged document knowing it to be forged and with view to seeking admission	Nullification of candidates examinations results
x.	Smuggling in an answer book or continuation sheet or taking out part or arranging to send out answer book or continuation sheet during or after the examination with or without the help or connivance of any person connected with the examination centre or any agency within or outside examination centre	Nullification of candidates examinations results
xi.	Impersonating a Student or any member of TPSC community before, during or after examination sessions	Nullification of candidates examinations results and discontinued from studies for one year
xii.	Using force or using violence against or assaulting a fellow student, an officer or any member of the College Community.	Suspend a student for not less than one academic year.
xiii.	Conduct which does or is likely to cause damage, defacement or violence to any person or property within the TPSC provided that such conduct is that of a student towards another student, or member of the TPSC, and the conduct in question has occurred on the TPSC campus or any other premises rented by the TPSC due or related to TPSC examination matters	Suspend a student for not more one academic year and shall order a student to pay compensation to the value of the damaged property.

## Second Schedule

(Under Regulations 48 (1))

### Fee for Examination Service and Certification Charges- Non Refundable

S/N	Type of Service	Fees (Tshs)	Commendation	Remarks
1.	Appeals for remarking End of semester or Supplementary Exams book/sheets	30,000	Services rendered within fourteen ( 14) days after examination results release	Per Module
2.	Appeals for remarking Supplementary Exams book/sheets	30,000	Services rendered within fourteen (7) days after examination results release	Per Module
3.	Appeals for Continuous Assessment (Course Work)	Free	Services rendered before commencing of the end of semester examination season	All modules
4.	Progress Report (Examination n Results slip)	2,000	Services rendered before certificates are issued	Per Progress Report/Slip
5.	Academic Transcripts	10,000	Services rendered one month after examination results approved by Academic Board	Per Transcript
6.	Improvement of the grade/performance	30,000	Services rendered within fourteen ( 14) days after examination results release	Per Module
7.	Carry Forward Module(s) Examinations	30,000	Services rendered after failing supplementary Exams and required to Repeat the module	Per Module
8.	Incomplete Module(s) Examination	90,000	Services rendered after student failing Continuous Assessment or Attendance less than 75% of a particular module for NTA level 4-5	Per Module
		110,000	Services rendered after student failing Continuous Assessment ( less than 40%) or Attendance less than 75% of a particular module for NTA level 6	Per Module
9.	Supplementary /Special Examinations	Free	Students write supplementary exams for all modules failed on the particular Examination season	All Modules

## APPENDICES

### Appendix 2: Examination Appeal Sheet Results (F12)

*Course Name:* ..... *Department Name:* .....

*Reg. No:* ..... *Student Name:* .....

*Academic Year:*.....*Semester* .....

<i>S/N</i>	<i>Reg. No/Exam No.</i>	<i>Module Appealed</i>	<i>Module Code</i>	<i>Score Before Appeal</i>	<i>Score After Appeal</i>	<i>Remarks After Appeal</i>

*Marked by Name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Approval: Chairperson of Examination Appeal Committee*

*Name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Appendix 1: Examination Transfer Sheet****(F13)**

Examination Results Approved by Internal Examiners Board/Academic Board

**Course Name:** ..... **Department Name:** .....**Reg. No:** ..... **Student Name:** .....**Academic Year:** ..... **Semester** .....

<i>S/N</i>	<i>Code</i>	<i>Module Name</i>	<i>C.A (40%)</i>	<i>S.E (100%)</i>	<i>Total C.A +S.E of 60%</i>	<i>Remarks</i>
1.						
2.						
3.						
4.						
5.						
6.						

From (TPSC Campus).....To.....

\_\_\_\_\_ Date \_\_\_\_\_

*Name and Signature of the Registrar/ Assistant Examination Officer***Note:****C.A:** *Continuous Assessments marks***S.E:** *Semester Examination marks;***Remarks:** *Pass or Fail*

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