

# TANZANIA PUBLIC SERVICE COLLEGE

(TPSC)



(Made Under section 3 (6) (d) of the Executive Agencies Act, N0. 30 of 1997 and rule 4(4) of the Executive Agencies (The Tanzania Public Service College) (Establishment) Order, GN. No 473 of 2000)

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## EXAMINATIONS REGULATIONS, 2017

(As approved by the Ministerial Advisory Board at its meeting on Friday 17<sup>th</sup> November 2017)

TPSC EXAMINATIONS REGULATIONS 2017

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## **PART I**

### **PRELIMINARY PROVISIONS**

#### **1. Short Title and Commencement**

These Regulations may be cited as the Tanzania Public Service College (Examinations) Regulations, 2017 and shall come into force on such date as the Board may approve.

#### **2. Interpretation**

In these Regulations, unless the context otherwise requires:

“Abscond” includes not reporting for scheduled examination at the time, day and place specified or failure to attend scheduled classes to the required percentage during a particular semester without prior written permission from the Campus Director.

“Academic Board” This is a Ministerial Advisory Board Committee responsible for procedural, Quality control, and regulation of education, training, research and consultancy within the College.

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

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

“Assessment” means any mode or combination of modes of testing a candidate’s performance in a particular module.

“Authorized officer” means any officer of 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.

“Board” means the Ministerial Advisory Board (MAB) of the College.

“Candidate” means any person dully registered in any programme of study of the College and who is eligible for examination.

“Carryover/Carry Forward” means a module which a candidate is allowed to carry, bring or hold and re-sit for in the subsequent academic year/Semester (when next offered) after failing in the supplementary examinations in the given course of study in the preceding academic year/semester(s).

“Cheating” means;

- a) Possession of, using, giving, receiving or copying unauthorized material during and/or after test or examination, irrespective of whether such act/conduct is discovered within or outside the examination room; or
- b) Copying assignment, report, or dissertation; or
- c) Communicating, collaborating and/or colluding with another candidate/student to commit examination irregularity before, during or after test or examination, irrespective of whether such act/conduct is discovered within or outside the examination room or
- d) Any form or kind of dishonesty or destruction or falsification of any evidence of examination irregularity that may be reasonably linked with the examination in question.
- e) Aiding or abetting the commission by the candidate of any acts prescribed in paragraphs (a) (b) (c) and (d) above.

“Chief Invigilator” is the academic staff appointed by the Campus Director from among Heads of Departments in each Campus for the purpose of overseeing invigilation of semester examinations in the particular examination season.

“College Examiners Board (CEB)” is the body established at corporate level responsible for evaluation of general performance of students and adherence to examination conduct standards in all TPSC campuses.

“College” means Tanzania Public Service College established under The Executive Agencies (The Tanzania Public Service College) (Establishment) Order, GN No. 473 of 15<sup>th</sup> December 2000.

“Committee” means the competent organ within TPSC vested with express or implied legal powers to decide, to do, to allow to decide and or to do, to approve, or to order the doing, disproving or disallowance of such act or acts as is or are referred to in any of respective provisions of this TPSC Examination Regulations, 2017.

“Competent Authority” shall have the same meaning as “competent organ.”

“Competent Organ” includes such board, committee, office or officer of the College vested with express or implied legal powers to decide and or to do, to allow to do, to approve, or to order the doing, disproving or disallowance of such act or acts as is or are referred to in any of respective provisions of this TPSC Examination Regulations, 2017.

“Continuous Assessment or Course work” means any mode or a combination of modes of assessment (such as individual or group assignment, tests, homework, essays, presentations, practical and the like) used to test a candidate’s academic performance during the semester excluding Semester Examinations.

“Departmental Examiners Board (DEB)” is the body at the department level established in each campus (when marking is done at the respective campus) or board described under Regulation 14(i) (b) of these Regulations (when marking is done centrally) to discuss the general conduct of examinations, general performance of students and checking the accuracy of data entry of results in the respective department and submit its findings and recommendations to the Internal Examiners Board.

“End of Semester Examination” means first sitting of Semester Examination.

“Examination Appeal Committee (EAC)” means a body established in each campus authorized to receive and hear appeal lodged by the student disciplined by the Examination Disciplinary Committee at the respective campus.

“Examination Disciplinary Committee (EDC)” means a body established at the campus authorized to receive, hear, deliberate and decide on any examination irregularity reported in the respective campus.

“Examination irregularity” includes cheating (as defined in these Regulations), and any other act or conduct prohibited under part VIII of these regulations.

“Examination period” means a season in a given academic year that TPSC examinations for a given semester are conducted, normally referred to by mentioning a month and year.

“Examination Results Appeals Committee (ERAC)” means a body established at the campus authorized to consider appeals on semester examination results of the candidate in the respective campus.

“Examination season” shall have the same meaning as “examination period”.

“Examination” includes coursework, end of semester examinations, supplementary examinations, field reports, research reports, and dissertations.

“External Examiner” shall mean Academic staff member appointed from outside TPSC for the purpose of ensuring that setting and marking of the examinations or evaluations conducted by TPSC is as per rules and regulations set by the college and its regulatory authority.

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

“He” includes “She”.

“Head of Admission and Examinations office” means an officer in charge of both Admission and Examination offices and directly reports to the office of Manager of Programmes.

“Internal Examiner” means a TPSC academic staff involved in setting or marking examination of a particular module in a given semester.

“Internal Examiners Board” is the body established at each campus (when marking is done at the respective campus) or at corporate level (when marking is done centrally) responsible for discussing the general conduct of examinations, general performance of students and release of provisional results in the respective campus.

“Invigilation” means the act of supervising candidate(s) sitting for examinations.

“Invigilator” means a teaching staff or facilitator given the responsibility (either sole or shared) of supervising candidates sitting for examinations.

“Marker” shall mean a teaching staff or facilitator responsible for checking the correctness of marking guide and assessing responses of candidates to the set examination questions and award scores.

“Moderator” shall mean a person appointed within or outside the college for the purpose of ensuring that the setting and/or marking of the examinations is done according to the curricula, assessment plan, model answers, marking guide and is responsible for the correction of any anomalies.

“Panel” means a group of markers of a specific field of study.

“Penalty” means a punishment for the violation of the TPSC Examinations Regulations, 2017.

“Possession of unauthorized material” includes taking unauthorized material, in person or by agent, into or near the College premises, class room, examination room or having unauthorized material on or around one’s body or desk, on one’s clothes and/or tools.

“Regulatory Authority” means the body established by an act of Parliament of United Republic of Tanzania for overseeing and coordinating the provision of technical education and training in Tanzania.

“Semester Examination” means an examination to be undertaken by a candidate at the end of a respective semester; which are end of semester examination, supplementary examination and special examination.

“Setter” means a teaching staff or facilitator proposing examinations question papers, model solutions/answers and marking guide.

“Special examination(s)” means examination(s), which a candidate is allowed to sit for after inability to sit for the end of semester examination subject to rule 6 of these regulations.

“Student” means a person registered by the College under any long-term programme.

“Supervisor” shall mean academic staff responsible for monitoring the general conduct of campus examinations.

“Supplementary Examinations” means the examination that a candidate is allowed to sit for after failing it in the end of semester examinations.

“TAPSSO” refers to Tanzania Public Service Students’ Organization responsible with student affairs.

“TPSC” shall mean Tanzania Public Service College.

“Unauthorized absence from the examination room” means leaving the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator(s) for examination in question.

“Unauthorized material” means; any written, printed or recorded material that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to:-

- (a) notes, books, handkerchiefs in which information is written; or
- (b) information written on any part of the body; or
- (c) cellular/mobile phones, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, iPods, tablets, recording apparatus, flash disks; or
- (d) annotated documents; and
- (e) any other material

which one knows, believes suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him in cheating in the examination.

### **3. Application**

These regulations shall apply to any person who is duly admitted and registered as a student of TPSC, TPSC staff or any other person in respect of all matters pertaining to examinations and shall come into effect upon approval of the Board.

## **PART II**

### **STUDENT’S ELIGIBILITY FOR EXAMINATIONS AND POSTPONEMENT**

#### **4. Eligibility**

- (i) Students shall be admitted to an examination room on the condition that he meets the following rules;
  - (a) Registered for the course and respective module at the beginning of the semester.
  - (b) The overall attendance of the students in a particular module is not less than 75% of the time allocated for the module in the semester.
  - (c) Has scored not below 20 marks of his coursework in a particular module.
  - (d) Has paid all fees, deposits and any other charges due to semester examinations.
  - (e) He has a valid Identity Card of TPSC.
  - (f) Has valid examination number slip of TPSC.
  - (g) He is not barred by any lawful order or any other law from sitting for the examination.
- (ii) When a candidate who has been barred in accordance with regulation 4(i) (b) and (c) above sits for the end of semester examination, his end of semester examinations results of that particular module shall be declared null and void.
- (iii) The concerned facilitator shall report to the Head of Department prior to the start of the examination session all the students who do not qualify for the end of semester examination on the basis of Rule 4(i) (b) and (c) of these Regulations.
- (iv) The Head of Department shall submit a report described in sub rule (iii) above to the Manager of Programmes who shall in turn submit it to the Campus Director prior to the commencement of end of semester examinations.

#### **5. Absence from Examinations**



- (i) Any examination candidate shall be required to appear in the examination.
- (ii) Where a candidate misses Semester Examination without a prior written permission, he shall be considered to have absconded the examination, and be regarded to have failed the absconded module which shall be treated as a carry forward.
- (iii) A candidate is not allowed to miss a continuous assessment(s) without prior written requests to and a written approval from the head of the respective department. The request shall be channelled through the module facilitator.
- (iv) A candidate allowed to be absent from attempting a continuous assessment(s) shall be required to complete the same before attempting the end of semester examinations.
- (v) A candidate shall be responsible for initiating any request to make up a continuous assessment he missed on permit. If the instructor requests evidence concerning the absence, the student should submit appropriate documentations.

## **6. Postponement of Examinations**

- (i) A student may in special circumstances approved by the Campus Director postpone examinations on grounds that:
  - (a) A student is sick and the state of illness is certified by a recognized government medical practitioner or
  - (b) There exists any other cause acceptable to the management such as death of close relatives (parent, guardian, child, siblings and spouse) and inability to pay tuition fees.
- (ii) With exception to emergency cases, written requests with supporting evidence for grounds of postponement of the examinations must be submitted to the office of Campus Director before respective examination is due to start.
- (iii) A postponed/special examination shall be done during the next examination season.
- (iv) No student shall be allowed to postpone examinations in respect of the same module more than twice and in case of non-attendance to the examination after the second postponement, he will be regarded to have absconded the module and the absconded module shall be treated as a carry forward.
- (v) The Examination Officer shall keep track of all records concerning examination postponement.

## **7. Dates of examination**

- (i) Dates for conducting tests shall be published in the College's Almanac and other modes of assessment shall be conducted at the discretion of the module facilitator.
- (ii) Dates for semester examinations shall be published in the College's Almanac. Changes will be communicated if needs arise.
- (iii) If it happens the public holiday or any event falls on the date set for examinations, the examinations will proceed as arranged. In case it is necessary that the examinations be postponed for any reason, the same will be communicated.

## **PART III**

### **CONDUCT AND ADMINISTRATION OF SEMESTER EXAMINATIONS**

## **8. Management of Examinations**

- (i) The overall management of TPSC Examinations shall be the responsibility of the

Deputy Principal- Academic, Research and Consultancy (DP-ARC) and overall coordination of the examinations shall be the responsibility of the Registrar or delegated office or officer under the directives of the DP-ARC.

- (ii) DP-ARC shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of College examinations as he shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- (iii) The instruction notes or guidelines issued by the DP-ARC, under regulation 8(ii) above shall form part of and be as binding as these Regulations.
- (iv) The accountability of examination at campus shall be the responsibility of the Campus Director while the coordination of examinations at Campus will be the responsibility of the Manager of Programmes or delegated office or officer.

## **9. Venue for Examination**

- (i) All examinations conducted by the College shall be administered at the College's campuses or such other place as may be determined by the DP-ARC after consultation with the Principal.
- (ii) Before commencement of the examination, the examination officer shall ensure the readiness of the examination venue.

## **10. Conduct of Candidates in Examination Venue**

The conduct of candidates in examinations shall be in the following manner:

- (i) Candidates shall be seated in the examination room 15 minutes prior to the time prescribed for the commencement of any examination.
- (ii) A candidate shall not be allowed to enter the examination room after 30 minutes or leave within 30 minutes from the commencement of the examination.
- (iii) A candidate shall not be allowed to leave the examination room within the last 30 minutes of the examination period.
- (iv) A candidate shall ensure that he has an adequate supply of pens, pencils, ink, or any other authorized material required for an examination and shall not be allowed to use red or green ink pen to write tests or examinations.
- (v) A candidate shall not be allowed to borrow examination tools or statutes in the examination room.
- (vi) A candidate shall not be permitted to take or eat food or drink in the examination room or to have any items in the examination room other than items which have been expressly or implied approved for use during the examination. Items allowed into the examination room shall be subject to inspection by the invigilator.
- (vii) No candidate shall take into the examination room/hall in person or by agent any unauthorized material(s).
- (viii) Entering with prohibited materials in the examination room shall be categorized as possession of unauthorized materials.
- (ix) Where the examination's instructions permit the use of calculators, Programmable or text storing calculators are not permitted. Entrance in the examination room with unapproved calculators models shall be treated as entrance with unauthorized materials in the examination room.
- (x) Candidates are not permitted to bring mobile phones or any electronic device into the examination room. This includes, but not limited to any electronic device capable of

- wireless communication and/or storing information such as translators, cell phones, pagers, PDAs, MP3 units, iPods and any other similar device.
- (xi) Candidates are not allowed to enter the examination room with books, handbags, clipboards, purses, papers, magazines and/or other such items.
  - (xii) Each candidate shall sit at the desk or chair as it may be directed by the invigilator or indicated on the notice at the Examination Room entrance. Invigilators shall have power to specify or change the sitting arrangement in the examination room.
  - (xiii) A candidate shall place his current Identity Card and the examination number slip visible on his desks or table for the purpose of checking, without undue coercive disturbance before the start of the examination.
  - (xiv) Candidates must not turn over the examination paper on the desk or table until instructed to do so by the invigilator.
  - (xv) Candidates are required to read the instructions at the front page of the question paper and answer booklet before commencement of the examination.
  - (xvi) Each Candidate is required to write his examination number on the space provided on the cover of answer booklet. Names or initials, which distinguish one student from another, should not be written on the answer booklet or answer script/booklet.
  - (xvii) Candidates are prohibited to bring any paper into the examination room. All papers (if required to be used in the respective examination per its instruction) will be supplied by the Invigilators.
  - (xviii) A candidate shall raise up his hand when he needs the attention of the invigilator.
  - (xix) A candidate shall sign examinations attendance register against his examination number for each module examined before leaving the examination room. Candidates who will not sign examination attendance register shall be considered to have not attended that examination.
  - (xx) A candidate who finishes his examination shall not be allowed to leave from the examination room, until one hour has elapsed from commencement of the examination.
  - (xxi) A candidate permitted to leave the Examination room temporarily may be accompanied by an invigilator. Candidates are allowed to go out of the examination room one at a time and shall under normal circumstances not stay out of the examination room more than 5 minutes.
  - (xxii) In any event, no candidate may enter or leave the Examination Hall without the invigilator's permission.
  - (xxiii) Candidates will be alerted thirty minutes time before the examination time elapses. When the invigilator declares that the examination is over, the candidate must immediately stop writing otherwise will be subjected to violation of examinations regulations and held responsible accordingly.
  - (xxiv) At the end of the examination, each candidate must remain in his place until the Invigilator has collected his answers booklet(s), the answer booklets have been checked, and the Invigilator has announced that candidates may leave the Examination room. It is the responsibility of each candidate to ensure that his/her answer booklet(s) are handed to the Invigilator.
  - (xxv) Candidates shall be responsible for consulting the Examination Time Tables for any changes.
  - (xxvi) Each candidate must submit his examination number slip to the invigilator at the end of the last examination of the respective semester.

## **PART IV**

### **EXAMINATION ORGANS OF THE COLLEGE**

#### **11. Organs responsible for examination matters of the College**

Examinations organs of the College are as follows;

- (i) Examinations Disciplinary Committee (EDC)
- (ii) Examination Appeals Committee(EAC)
- (iii) Departmental Examiners Board (DEB)
- (iv) Internal Examiners Board (IEB)
- (v) Examination Results Appeal Committee (ERAC)
- (vi) College Examiners Board (CEB)
- (vii) TPSC Academic Board

#### **12. Examinations Disciplinary Committee**

There shall be the Examinations Disciplinary Committee (EDC) at each Campus.

(i) **Composition**

The committee shall be composed of the following members:

- (a) Manager of Programmes – Chairperson
- (b) Head of Admission and Examination Office – Secretary
- (c) Head of Human Resource Management - member
- (d) Heads of Academic Departments - Members
- (e) One senior staff preferably, who teaches law subjects in the respective campus appointed by the Campus Director-Member
- (f) One Minister from Students Organization responsible with Academic matters - Member

(ii) **Functions**

The Committee shall have the following functions:

- (a) To receive, hear, deliberate and decide on any examination irregularity reported in the respective campus.
- (b) To prepare and submit to the Campus Director a detailed report of its proceedings containing its findings and decisions on disciplinary action to be taken against a person or staff responsible or involved in an irregularity. Campus Director shall forward a summary of the report to the Principal.

(iii) **Powers**

The Examinations Disciplinary Committee shall have the power:

- (a) To summon any candidate, invigilator or any person or officer in relation to an alleged examination irregularity that took place;
- (b) To question or interrogate any candidate, invigilator or any person in relation to the examination irregularity that took place;
- (c) To recommend penalties on candidates found liable for or guilty of such irregularity;
- (d) The EDC reserves the power to investigate and deal with a cheating case at any time even if the act is discovered after the student has completed his studies. Provided that such Student shall be notified and convened to appear before the committee.

- (iv) Conducts of meetings and decisions;
  - (a) It shall be a disciplinary offence for the invigilator or students to refuse to appear before the EDC to testify.
  - (b) A Student who fails to appear before EDC without prior notification, his case shall be deliberated in his absence.
  - (c) All issues at EDC shall be decided by a majority of the votes casted at the meeting by members who attended. In case there is a tie, the Chairperson shall have a casting Vote.
  - (d) The decision of the EDC shall be communicated to the candidate who is found guilty of committing examination irregularity within two days from the date that the decision was made.
  - (e) If the candidate is dissatisfied with the decision of the EDC, he can lodge his appeal to the Examination Appeal Committee within three (3) days from the date that the decision of EDC was communicated to him and the decision of the Examination Appeal Committee on appeal lodged shall be final and conclusive.
  
- (v) Tenure and Quorum
  - (a) The tenure of office for the Senior Staff Appointed by the Campus Director shall be two years. The rest of the members will attend the meeting by the virtue of their positions.
  - (b) Quorum of the Committee shall be formed by the two thirds of the total number of committee members including the Chairperson, Secretary and Minister of the Students' organization responsible for Academic Matters.

### **13. Examination Appeals Committee (EAC)**

There shall be established committee to be known as the Examination Appeals Committee at each Campus.

- (i) Composition
  - The EAC shall be composed of the following members;
  - (a) Campus Director – Chairperson
  - (b) Examination Officer who is not a member of the EDC– Secretary
  - (c) One External Examiner
  - (d) One senior staff preferably, who teaches law subjects in the respective campus and not a member of EDC appointed by the Campus Director-Member
  - (e) TAPSSO President – Member
  
- (ii) Functions
  - (a) The EAC shall be responsible for receiving and hearing appeals lodged by candidates disciplined by the Examination Disciplinary Committee. Appeals to the EAC shall be lodged in a prescribed form (Form No. 4a)
  - (b) To prepare and submit to the Principal a summarized report of its proceedings containing findings and decisions of all appeals determined.
  
- (iii) Powers
  - The EAC shall have the powers to:
  - (a) To order for and receive from the EDC the proceedings and decisions of the Examination Disciplinary Committee appealed against;

- (b) To summon the appellant, any other student, invigilator or person who is conversant or supposed to be conversant with the facts of the appeal, to appear before EAC for additional evidence or further examination;
  - (c) To question or interrogate the appellant, any other student, invigilator or any person in relation to the appeal lodged;
  - (d) To Uphold the decision of the EDC;
  - (e) To reverse or set aside the decision of the EDC;
  - (f) To quash the decision of the EDC and order it to start afresh the proceedings;
  - (g) To instruct the EDC to receive additional evidence;
  - (h) To do any other thing not provided for in these Regulations for the maintenance and promotion of good conduct of examinations.
- (iv) Conducts of meetings and decisions;
- (a) It shall be a disciplinary offence for the students, invigilator or any other staff to refuse to appear before EAC to testify.
  - (b) A Student who fails to appear before EAC without prior notification, his case shall be deliberated in his absence.
  - (c) All issues at EAC shall be decided by a majority of the votes casted at the meeting by members who attended. In case there is a tie, the Chairperson shall have a casting vote.
  - (d) The decision of the EAC shall be communicated to the appellant within three (3) days from the date the decision was made.
- (v) Tenure and Quorum
- (a) The tenure of office for the Senior Staff Appointed by the Campus Director shall be two years. The rest of the members will attend the meeting by the virtue of their positions.
  - (b) A quorum is said to be duly constituted when all members have attended the meeting.
- (vi) Where a person is not satisfied with the decision of the EAC, he can appeal to the Principal by filling Form NO. 4b and submit it to the office of the Campus Director within three (3) days from the date the decision of EAC was communicated to him.
- (vii) The office of the respective Campus Director shall ensure that all appeals lodged in sub rule (vi) above are sent to the Principal a day following the deadline date of receiving appeals.
- (viii) Upon receiving appeals, the Principal shall formulate a special committee of five (5) members to hear the appeal and recommend to him.
- (ix) The special committee described in sub rule (viii) above shall have the following composition;
- a) DP (ARC)-Chairperson
  - b) Registrar-Secretary
  - c) Chairperson of TAPSSO Presidents
  - d) Two (2) members to be appointed by the Principal prior to each meeting.
- (x) The special committee formulated under sub rule (viii) of Rule 13 shall have similar powers with those of the EAC.

- (xi) Upon receiving the recommendations of the special committee, Principal shall decide on the appeal lodged and his decision shall be final and conclusive on the matter appealed against.
- (xii) The decision of the Principal shall be communicated to the appellant within three (3) days from the date that the decision was made.

#### **14. Departmental Examiners Board (DEB)**

There shall be a Departmental Examiners Board.

- (i) Composition
  - (a) In the event that marking is done at the respective campus, the composition of DEB shall be as follows;
    - (1) Head of Department - Chairperson;
    - (2) One Staff from the respective department appointed by Head of Department – Secretary;
    - (3) Academic Staff of the department – Members;
    - (4) One appointee of the Campus Director.
  - (b) In the event that marking is conducted centrally, the composition of DEB shall be as follows;
    - (1) Leader of the respective marking panel - Chairperson;
    - (2) One Staff from the respective panel appointed by the panel leader – Secretary;
    - (3) All markers of the respective panel – Members;
    - (4) One appointee of the DP-ARC.
- (ii) Functions
  - (a) To discuss general performance of students in their departments or panels.
  - (b) To check (proof read) data entry, of the course work/continuous assessment, final examination or supplementary score and/or any examination data as may be determined by the Campus Director or DP-ARC and submit proposal or recommendation to the Internal Examiners Board for correction or deliberation.
  - (c) To ensure that conditions governing examinations are followed and observed by all candidates.
  - (d) To discuss problems of invigilation, moderation and all matters related to the examination.
  - (e) Where marking is conducted at the respective campus, DEB shall report findings and recommendations for improvements with regard to the performance of students to the Internal Examiners Board.
  - (f) In the event that marking is conducted centrally, DEB shall report findings and recommendations for improvements with regard to the performance of students to the respective Manager of Programmes who will in turn compile reports from DEBs and submit to the IEB.
- (iii) Tenure and Quorum
  - (a) All members of DEB will attend the meeting by virtue of their positions except the appointee of the Campus Director or DP-ARC who will be appointed prior to each meeting.

- (b) Two third of the members of the department or panel shall constitute a quorum for the meeting but must include the Chairperson and the Secretary.

### **15. Internal Examiners Board (IEB)**

There shall be the Internal Examiners Board

- (i) Composition
  - (a) In the event that marking is done at the respective campus, the composition of IEB shall be as follows:
    - (1) Manager of Programmes - Chairperson
    - (2) Head of Admission and Examination Office – Secretary
    - (3) Heads of Academic Departments – Members
    - (4) An appointee of the Campus Director - Member.
    - (5) TAPSSO President – Member
  - (b) In the event that marking is conducted centrally, the composition of IEB shall be as follows:
    - (1) DP-ARC - Chairperson
    - (2) Registrar – Secretary
    - (3) Campus Directors - Members
    - (4) Manager of Programmes - Members
    - (5) An appointee of the Principal - Member.
    - (6) TAPSSO Presidents – Members
- (ii) Functions
  - (a) To discuss the general performance of students and review facilitation strategies.
  - (b) To discuss problems of invigilation, moderation and all matters related to examinations based on report submitted by DEB.
  - (c) To receive, consider and approve or disapprove recommendations made to it on examination results by DEB.
  - (d) To compile and report findings and recommendations for improvements to the TPSC Academic Board.
  - (e) To receive and deliberate on all examination results.
  - (f) To declare provisional results for all courses before being submitted to the Academic Board for approval.
- (iii) Tenure and Quorum
  - (a) The tenure of office for the member Appointed by the Campus Director or DP-ARC shall be three years. The rest of the members will attend the meeting by virtue of their positions.
  - (b) Two third of the members of the Internal Examiners Board shall constitute a quorum for the meeting but must include the Chairperson, the Secretary and the TAPSSO president.

### **16. Examination Results Appeal Committee (ERAC)**

There shall be an Examination Results Appeal Committee in each Campus.

- (i) Composition  
The ERAC shall be composed of:



- (a) The Manager of Programme of the respective Campus who shall be the Chairperson;
  - (b) Head of Admission and Examination Office who shall be the secretary;
  - (c) Appointed members of academic staff by TPSC Campus Director from any recognized college in the country or from within TPSC; these academic staff must be experts in the subjects being appealed against.
- (ii) Functions  
The Committee shall have the following functions;
- (a) To receive appeals on examination results in a prescribed form (Form No.5);
  - (b) To review the appeals against examinations results on merits;
  - (c) To use comments and observations (if any) from the Internal Examiners Board ;
  - (d) To determine the status of the candidate after review; and
  - (e) To prepare report containing the committee's decision on appeals reviewed and submit the same to the Internal Examiners Board for ratification.
- (iii) Conduct of the Committee  
All appeals shall, if externally marked not be remarked by someone who was an external examiner of the examination in question or if internally marked, not be remarked by a person who is the facilitator of the module appealed for.
- (iv) Quorum  
A quorum is said to be constituted when the Chairperson, Secretary, and the appointed external or internal academic staff having expertise on the module appealed are present.

### **17. College Examiners Board (CEB)**

There shall be College Examiners Board.

- (i) Composition
  - (a) In the event that marking is done at respective campuses there shall be a College Examiners Board. The College Examiners Board shall be composed of:
    - 1) Deputy Principal Academic, Research and Consultancy (DP-ARC) – Chairperson
    - 2) Campus Directors
    - 3) Managers of Programmes
    - 4) One appointee of the Principal
    - 5) One External Examiner
    - 6) Registrar – Secretary.
  - (b) In the event that marking is done centrally the IEB defined in Regulation 15(i) (b) shall assume the role of CEB.
- (ii) Functions  
Functions of the College Examiners Board are:
  - (a) To review and deliberate on internal and external examiners reports of all Campuses.
  - (b) To discuss the general performance of all Students for all Campuses, and give recommendations on the same to the Academic Board for approval.
  - (c) To initiate, discuss and recommend admission and examination policies to the Academic Board.

- (d) To propose External Examiners to the TPSC Academic Board.
- (iii) Tenure and Quorum
  - (a) All members of CEB will attend the meeting by virtue of their positions except the Appointee of the Principal who will be appointed prior to each meeting.
  - (b) The quorum of CEB shall constitute Chairperson, Secretary, and at least one representative from each campus (Campus Director/Manager of Programmes)

## **18. TPSC Academic Board**

There shall be TPSC Academic Board

### (i) Composition

The Academic Board shall compose the following members.

1. A Chairperson – appointed by CEO
2. Director, Human Resources Development PO PSM – Member
3. Representative from NACTE Institutions appointed by CEO - Member
4. Principal & Chief Executive Officer – Member
5. Deputy Principal – Planning, Finance and Administration (DP -PFA) – Member
6. Deputy Principal – Academic, Research and Consultancy (DP -ARC) - Secretary
7. Invitees:
  - i. TPSC Registrar
  - ii. Chairperson of TAPSSO Presidents
  - iii. Campus Directors
  - iv. Manager of Programmes
  - v. Manager of Quality Assurance
  - vi. Head of Public Service Department
  - vii. Senior Internal Auditor

### (ii) Functions

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

- (a) To develop academic strategy related to the College portfolio prior to its consideration by MAB including consideration of the viability of academic programmes.
- (b) To approve, suspend and discontinue programmes.
- (c) To authorize new programmes (concept notes) to proceed to academic development and approval.
- (d) To authorize collaborative programmes with approved partner(s) to proceed to an approval event.
- (e) To receive, consider and approve/disapprove recommendations made to it on: Examinations results from Internal Examiners Board (IEB) and College Examiners Board (CEB), curriculum of any course offered by the College department, students admission in respect to a diploma, certificate or other award of the College and External examiners for all courses offered by the TPSC.
- (f) To receive and consider a summarized report on examination results appeals and examination irregularities cases.

- (g) To 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 diploma, certificate or other award of the College.
- (h) To consider and approve/disapprove matters relating to students' project, research and field attachments
- (i) To consider and approve/disapprove matters relating to research, consultancy and publication within college.
- (j) Monitor academic audits in respect of each College department at regular basis and spearhead quality assurance and control of the college programmes.
- (k) To make proposals to the MAB on matters relating to the conduct of academic issues in an effort to improve academic performance.
- (l) To perform such other academic duties and functions as may be assigned or prescribed, by the MAB from time to time.
- (m) To call any TPSC employee at its meeting as and when required.

(iii) Tenure and Quorum

- (a) All members of TPSC Academic Board will attend the meeting by virtue of their positions except members under Regulation 18 (i) (a) and (b) who shall serve for the period of three years.
- (b) Two third of the members of the Academic Board shall constitute a quorum for any meeting but must include the Chairperson, Secretary and Chairperson of TAPSSO Presidents.

## **PART V**

### **SETTING AND MODERATION OF EXAMINATION**

#### **19. Setters/Internal Examiners, Internal Moderators and External Moderators/External Examiners**

There shall be key players in the process of setting and moderating Semester Examinations namely Setters/Internal Examiners, Internal Moderators and External Moderators/External Examiners.

#### **20. Appointment, Qualifications and Roles of Setters/Internal Examiners**

- (i) **Appointment**  
A Setter of a given module examination shall be a teaching staff /facilitator of that particular subject in a given TPSC Campus or any other competent TPSC Teaching Staff appointed by the Campus Director in collaboration with the Manager of Programmes.
- (ii) **Qualifications**  
A setter shall possess the following qualifications;
  - (a) He must be a facilitator of TPSC.
  - (b) He must have competence in the subject area.
  - (c) He must possess one level higher than the level whose examination he is to set.
  - (d) He must be a person of integrity, ethical, proven high level of moral values and able to observe confidentiality.

- (iii) Responsibilities  
The roles of setters shall be;
  - (a) To propose examinations questions papers, model solutions/answers and marking guide to be further evaluated by Internal and External Moderators.
  - (b) To make sure the proposed examination paper is set in accordance with the assessment plan of the respective module and other guidelines set by the college and the regulatory authority.

## **21. Appointment, Qualifications, Roles and termination of Internal Moderators**

- (i) Appointment

Internal Moderators shall be appointed every semester by the DP-ARC from various TPSC Campuses.

- (ii) Qualifications

A person appointed as an Internal Moderator shall possess the following qualifications;

- (a) He must be a teaching staff/facilitator employed by TPSC.
- (b) He must be an expert in the subject matter of moderation and has experience of at least two years in the relevant practice area within the appropriate technical level.
- (c) He must possess one level higher than the level whose examination he is to moderate.
- (d) He must have experience as a Setter, Marker and/or Moderator in the particular module or in the intended area.
- (e) He must be a person of integrity, ethical, proven high level of moral values and able to observe confidentiality.

- (iii) Responsibilities

The following shall be the responsibilities of Internal Moderators;

- (a) To moderate examinations papers set by TPSC as per curricula, assessment plan, rules and regulations of TSPC and of the Regulatory Authority.
- (b) To moderate model answers and marking guides as per curricula, assessment plan, rules and regulations of TSPC and of the Regulatory Authority.

- (iv) Conduct of Internal Moderators

In undertaking their responsibilities, Internal Moderators shall observe the following;

- (a) Any examination moderator will be required to observe utmost confidentiality before, during and after the moderation exercise.
- (b) Shall ensure that he is not in possession of any materials (both in soft or hard copy) related to the moderation after the exercise is over. Shall ensure that they surrender all tools used during moderation and that any material worth destroying is destroyed before they leave the premises used for the moderation exercise.
- (c) Any facilitator who is proved to violate Regulation 21(iv) (a) and (b) above, will be liable for appropriate disciplinary measures according to laws governing the conduct of public servants.

## **22. Appointment, Qualifications and Roles of External Examiners**

- (i) Appointment

The CEB shall propose External Examiners/External Moderators with appropriate credentials and submit the names of appointees together with their CVs to the TPSC Academic Board (AB) for approval.

- (a) Procedures for appointing External Examiners shall be as prescribed hereinafter;
  - (1) The CEB shall identify needs for External Examiners in different disciplines/fields of study offered by TPSC.
  - (2) The CEB shall propose or nominate at least five names of External Examiners in each field of study for every campus and submit them to the TPSC Academic Board for approval.
  - (3) The DP-ARC shall keep a database of the pool of names of external examiners as approved by TPSC Academic Board.
  - (4) The CEB may further nominate or propose names of external examiners after every two years or whenever a need arises and that the proposed names shall undergo the procedure described under sub rule (i) paragraph (a) (2) above so as to update the database of the pool of names of external examiners.
  - (5) The Principal shall appoint external examiners from the database of the pool of names of external examiners approved by TPSC Academic Board on semester basis.
  - (6) Every appointed external examiner shall receive a formal letter of appointment from the Principal or Campus Director's Office, setting out the period of service, the programme(s) and/or module(s) to be moderated and remuneration.
  - (7) The appointed External Examiners shall sign undertaking that they will comply with the examination requirements and timeframes.
- (b) The external examiner may be reappointed subject to good performance of responsibilities conferred to him under rule 22 (iii) of these regulations.
- (c) The External Examiner may not be re-appointed by the TPSC if TPSC satisfies itself that the responsibilities of the terms of the appointment are not fulfilled in the manner or to the standard which TPSC requires. Reasons for dissatisfaction may include, but not limited to:-
  - (1) Failure to provide reports on the assessment process required by the TPSC.
  - (2) A change in the External Examiners' circumstances which brings about potential conflicts of interests that might jeopardize objectivity.
  - (3) Persistent refusal to work within the TPSC academic regulations.
  - (4) Proven incident(s) of not working with integrity in undertaking their duties.

(ii) **Qualifications**

The following criteria shall be used when appointing External examiners;

- (a) Shall be experts in the subject matter for examination or relevant experience in the relevant practice area.
- (b) Shall be an academic staff of educational institutions different from TSPC.
- (c) There shall be no reciprocal arrangements for external examiners to be made between TPSC and another institution.
- (d) Former members of TPSC academic staff shall 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 staff to have passed through the system whichever is longer.
- (e) There shall be no two or more External Examiners for the same programme or set of programmes to be drawn from the same Institution.
- (f) If an External Examiner moves from one Institution to another during the tenure of his appointment then he should notify the DP-ARC. If however, the External

Examiner moves to the TPSC then his appointment will automatically be terminated and a new Examiner must be appointed in the usual way.

(iii) Responsibilities

The External Examiners are responsible to perform prescribed hereunder;

- (a) To ensure that the examining and other assessment procedures have been fairly and properly implemented in the programme for which they are appointed.
- (b) To ensure that Standards of awards are comparable with institutions of similar academic level.
- (c) To ensure that moderation of the examinations/evaluation paper is properly done in terms of clarity, fairness of the questions set and language used.
- (d) To ensure that the instructions to examination paper are correct.
- (e) To ascertain that marks are distributed fairly and equitably to reflect the weight of each and every question.
- (f) To ascertain that the examination is neither too short nor too long for the prescribed time.
- (g) Advice or recommend on problems observed related to examination settings, marking, and general performance.
- (h) Comment and give advice on course content, balance and structure, and on awards schemes and their assessment processes.
- (i) Take an independent and critical view of the performance of students in programmes for which they moderate.
- (j) To provide informative comments and recommendations on any good practice and innovation relating to learning, teaching and assessment they observe, as well as opportunities to enhance the quality of the learning opportunities provided to students.
- (k) To submit a report on the work undertaken using the format provided by TPSC in Form No. 1

(iv) External Examiners Reports

- (a) On completion of the exercise, the External Examiner shall submit his report to the Principal and the copy of it shall be sent to the Secretary of CEB and the Quality Assurance Unit.
- (b) The CEB shall review and deliberate External Examiners reports from various campuses.
- (c) Resolutions by CEB on deliberations of External Examiners Reports shall be communicated by the Secretary of CEB to the Principal who shall in turn communicate it to the Campus Directors and Quality Assurance Unit for appropriate actions.
- (d) The Quality Assurance Unit shall ensure that the respective departments work on the suggestions of the External Examiners. External examiners' reports shall form part of the TPSC annual quality assurance audit system.
- (e) External Examiners may be consulted on possible review of existing programmes and the process of external examination for purposes of improving the assessment process.

**23. Remuneration of moderators, and external examiners**

There shall be remuneration for internal moderators and external examiners at such rates as approved by TPSC.

#### **24. Administration of Examinations Setting.**

- (i) The DP-ARC shall be responsible with all matters in relation to setting of examinations.
- (ii) The DP-ARC shall also be responsible to the Examinations and Awards Committees of the TPSC for the conduct of the Examinations.
- (iii) The DP-ARC, through the office of the Registrar, shall create a schedule for setting and compilation of examinations that will be communicated to the Managers of Programmes in each Campus.
- (iv) Manager of Programmes at each campus assisted by the Heads of Departments shall oversee the exercise and ensure that the set deadlines are observed.
- (v) The Manager of Programmes at each campus, assisted by the heads of departments, shall supervise the examination setting exercise to ensure that the proposed examinations are complete, compliant to the syllabus and error free.
- (vi) Notwithstanding Rule 24(iii), (iv) and (v) of these Regulations, The DP-ARC in consultation with the Registrar can from time to time prescribe the modality in which setting of examination is to undertaken and shall provide the guidelines on the form of submission of the proposed examinations such as, electronic form, hard-copy or handwritten.
- (vii) The DP-ARC shall from time to time provide guidelines on the number of proposed examinations for each module to be examined.
- (viii) The TPSC shall employ all means within its jurisdiction to ensure that the proposed examination questions with the model solutions and suggested marking guides are not communicated to anyone.

#### **25. Guidelines in setting examination**

In setting the examination papers, setters shall observe the following:

- (i) The paper must be compatible with the curriculum and the assessment plan.
- (ii) The paper must contain questions which offer a good coverage of the curriculum and/or assessment plan.
- (iii) The setter or moderator shall ensure that the questions examine 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.
- (iv) The paper shall not be vague and ambiguous or repetitive in content.
- (v) The setter or moderator shall consider the clarity of grammatical language of the examination paper.
- (vi) The setter or moderator shall observe any External Examiner's comments of the course/module for the previous year(s);
- (vii) All examination papers shall bear instructions mentioning categorically which materials are authorized to be used in the examination. Such instructions shall be read together with the instructions on the examinations answer booklets or scripts.
- (viii) Any examination paper having no provision for aid materials shall be strictly so construed.
- (ix) The paper shall contain testing material that enables differentiation of students' qualities; and
- (x) Any other guidelines as per requirements of TPSC and its regulatory authority relating to setting and moderation of examination.
- (xi) Acts of negligence during setting of examination shall be punishable by relevant laws governing public servants.

## **26. General Conduct for Moderating Examinations**

The following conducts shall be adhered to during moderation of the examination;

- (i) All proposed examination questions shall be moderated by selected Internal and External Moderators.
- (ii) The Internal and external moderators shall ensure adherence of standards in examinations setting and curricula coverage.
- (iii) The DP-ARC, through the Office of the Registrar shall create a schedule for moderation of examinations.
- (iv) The DP-ARC, through the Office of the Registrar, shall compile a list of Internal Moderators from all TPSC campuses. 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).
- (v) The equipment used for moderation exercise such as computers, removable storage drives, printers, papers etc, shall be provided by TSPC. All removable storage drives used for moderation shall under no circumstance be used for any other reason apart from issues of moderation of examinations.
- (vi) Equipment used for moderation of examinations shall be kept in a safe custody in the office of the registrar.
- (vii) Data related to examinations worth destroying available in paper form and electronic form shall be destroyed using paper shredders and electronic shredders respectively to ensure that nothing destroyed can be recovered.
- (viii) Whereupon External Examiners of an examination in questions have recommended alteration in anyway, the recommendations shall be availed to the internal moderators for his comments to be effected prior to production of the respective examination.

## **27. The Role of Registrar in Moderating Examinations**

In the exercise of moderating examinations, the registrar shall;

- (i) Prepare examination schedule one month before commencement of Semester Examinations
- (ii) Facilitate and ensure that the moderation process is done and completed within the scheduled time set for the activity.
- (iii) Select the premises where the moderation of examination papers are to take place.
- (iv) Cause moderators to be briefed individually or in a group session of their role and responsibilities before start of duty.
- (v) Cause the moderator to check correctness of the question papers and marking guides.
- (vi) Cause the moderator to check the appropriateness of the level, length and balance of the questions.
- (vii) Cause the moderator to check the fairness of the marking guides.
- (viii) 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.
- (ix) Safeguard the proposed examinations against leakage.
- (x) Ensure that all rough work (both hard and soft copies) used for moderation exercise is destroyed after the exercise is over; and
- (xi) Ensure proper storage and safety of proposed examinations

## **PART VI**

### **INVIGILATION OF EXAMINATIONS**

## **28. Invigilators and Supervisors**

There shall be invigilators and supervisors who shall be responsible for the invigilation of examinations conducted by TPSC.



### **29. Appointment of Invigilators**

- (i) The Campus Director in each campus shall appoint Examination Invigilators from among the Academic staff of the respective campus who will invigilate the examination conducted by the TPSC as per set examination rules and regulations.
- (ii) Invigilators shall be appointed in writing and the appointment shall remain confidential.

### **30. Qualifications of Invigilators**

The following criteria shall apply with regard to the selection and appointment of Examination Invigilators;

- (i) He must be a facilitator of TPSC.
- (ii) He must be a person of integrity, ethical, proven high level of moral values and able to observe confidentiality.

### **31. Responsibilities of Invigilators**

The invigilator shall be responsible for managing and supervising examination candidates in the examination room. In fulfilling their responsibilities, invigilators shall observe the following instructions;

- (i) General Instruction to Invigilators Regarding Invigilation
  - (a) Invigilators shall collect invigilation appointment letters for examinations at least three days before the examinations commence.
  - (b) The invigilator shall observe carefully his invigilation schedule.
  - (c) Invigilator shall ensure that TPSC examinations are conducted according to the standard and quality set.
  - (d) Invigilators must be conversant with all examination regulations.
- (ii) Instructions to Invigilators before the Examination
  - (a) Invigilators shall be available at the examination office at least 30 minutes before commencement of the examination where he shall be handed over with;
    - (1) Sealed envelopes containing examination question papers to be attempted by candidates,
    - (2) Answer booklets,
    - (3) Students' attendance sheet,
    - (4) Sitting plan,
    - (5) Breaches of Examination Regulations Form and
    - (6) Any other necessary tool as developed by the office of registrar for invigilation purposes.
  - (b) Upon receipt of the tools mentioned under sub rule (ii) paragraph (a) above the invigilator shall sign an examination log-book to declare that he is responsible for the management and supervision of a given examination paper.
  - (c) Invigilators shall be physically present in the examination room at least fifteen (15) minutes before the commencement of examination.
  - (d) The invigilator shall make sure that the examination room is clean, tidy and suitable for the examination.
  - (e) Invigilators shall admit candidates to the examination room at least fifteen (15) minutes before the commencement of the examination.
  - (f) The invigilator shall make an announcement to the effect that un-authorized materials are not allowed in the examination room and that candidates should satisfy themselves that they are not in possession of the same.

- (g) Invigilators shall search or check students to ensure that they do not enter the examination room with unauthorized materials. The exercise will be conducted by male invigilators to male students and female invigilators to female students.
  - (h) The invigilator shall check the sitting arrangement to ensure that there is a reasonable distance between candidates. The students shall adhere to sitting arrangements made.
  - (i) Invigilators shall have power to specify or change the sitting arrangement in the examination room.
  - (j) The invigilator shall ensure that every candidate admitted into the examination room has appropriate and genuine TPSC Identity Card, examination number slip and authorized working tools relevant to the examination.
  - (k) Once the students are seated, the invigilator shall distribute the answer booklets to the candidates. The invigilator must ensure that only one answer-book is provided for each candidate. The answer booklets must be filled before any additional booklet is provided.
  - (l) The invigilator shall open the sealed examination envelope before the candidates.
  - (m) The invigilator shall check that the question paper from the envelope is the one in accordance with the examination timetable and withdraw it immediately in case a wrong examination paper was placed in the envelope. The wrongly opened examination paper shall be declared to have leaked.
  - (n) Five (5) minutes before the commencement of the examination the invigilator shall;
    - (1) Instruct candidates on how to fill in the cover sheet of the answer booklet and its proper use.
    - (2) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct examination paper.
    - (3) Instruct the candidates to carefully read the instructions on both the question papers and answer booklets.
    - (4) Allow candidates to read the question paper.
    - (5) Make announcement to the effect that candidates raise up their hands when they need attention.
    - (6) Instruct candidates regarding commencement and finishing time of the examination.
    - (7) Instruct the candidates regarding their obligation to sign the attendance register.
- (iii) Instruction to Invigilators During the Examination
- (a) Invigilators shall not admit candidates to the examination room thirty minutes after the commencement of the examination and shall not permit them to leave the examination room temporarily until thirty minutes have elapsed from the commencement of the examination.
  - (b) In the event that the student has completed his examination, the invigilator shall not allow the student to leave the examination room until one hour has elapsed after the commencement of the examination.
  - (c) Invigilators shall not stay in one place for too long. They should move around and strategically observe candidates.
  - (d) The invigilator shall not in any case leave the examination room during sessions unless he receives permission from the Chief Invigilator.
  - (e) The invigilator shall prohibit borrowing of working tools during examination.
  - (f) In case a candidate is caught committing an act of examination malpractice, the invigilator shall follow the procedures outlined under rule 51 of these regulations.
  - (g) The invigilator shall inform the Head of Admission and Examinations any need of clarifications by students relating to examination in question. The Head of Admission and Examinations shall notify the Manager of programmes who shall thereafter seek clarification from the Registrar.

- (h) The invigilator shall ensure that each candidate signs the attendance sheet. The candidate must sign against his examination number and the number of answer booklet he used to write his examination.
- (iv) Instructions to Invigilators at the end of the Examination
  - (a) The invigilator shall make sure that no candidate(s) leaves the examination room during the last thirty minutes of the time allocated for the examination except in cases of emergency.
  - (b) When the time for examination is over, the invigilator shall instruct the candidates to stop writing and require each candidate to stand up and remain in his place until he (invigilator) has collected and checked answer booklets.
  - (c) The invigilators shall enter the number of candidates' answer booklets collected and/or received on the attendance sheet and sign.
  - (d) The invigilator shall sign the examination log-book at the examinations office upon returning all examination materials used and unused.

### **32. Supervisors**

The Head of Admission and Examinations, Examination Officer, Academic Heads of Departments (HODs) and Manager of Programmes at each campus shall be the examination supervisors of examinations conducted by TPSC.

### **33. Responsibilities of Supervisors**

The main functions of the examination supervisors are to;

- (i) Ensure that the examinations are conducted in accordance with the Examination rules and procedures determined by the TPSC.
- (ii) Render any assistance to the Head of Admission and Examinations and/or Examination Officer as needs arise during the examination season.
- (iii) Monitor examination rooms and the surrounding environment while the examinations are in progress and report to Head of Admission and Examinations or Examination Officer on, amongst others, the following:
  - (a) Any circumstances considered likely to affect students' performance.
  - (b) All cases of irregularity or misconduct in the examination and any Student who may misconduct himself during the examination.
- (iv) Render assistance to Chief invigilator in the undertaking of his duties.
- (v) Coordinate with the Registrar through the office of Manager of Programmes whenever clarifications are needed by candidates with regard to examinations.

### **34. Appointment of Chief Invigilator**

There shall be a Chief Invigilator to be appointed by the Campus Director from among Heads of Departments in each Campus for each examination period.

### **35. Responsibilities of Chief Invigilator**

The main functions of the Chief Invigilators shall be;

- (i) To liaise with Examination office on all matters relating to examination timetable and students especially those who do not adhere to examination regulation.
- (ii) To ensure that all invigilators perform their duties accordingly.
- (iii) To ensure that each examination starts and finish at the appropriate time.
- (iv) To supervise all invigilators during a particular season of examination.
- (v) At the end of the invigilation session, he is to produce a detailed report to the Campus Director. The report shall include his comments and recommendations which will be used as guidelines in future examination seasons.

### **36. Remuneration**

There shall be remuneration for invigilators, supervisors and chief invigilator at such rates as approved by TPSC.

## **PART VII**

### **PRINTING EXAMINATIONS AND CERTIFICATES, STORAGE FACILITIES FOR-DATA RELATED TO EXAMINATIONS AND MEANS FOR TRANSMISSION OF EXAMINATIONS**

#### **37. Confidentiality and security in printing**

Printing of examination question papers, marking guides and certificates shall be treated highly confidential and be implemented under maximum security. The following shall be considered in effecting the exercise;

- (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
- (iv) Utmost care shall be exercised to avoid errors
- (v) Reducing the time between printing and the date of the examination to minimize the likelihood of leakage
- (vi) Officials from the office of the Registrar or Head of Admission and Examinations as the case may be, shall 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
- (vii) Whenever the situation allows, printing personnel may be isolated until the printing of examination papers is completed.

#### **38. Printing options**

- (i) Printing options to be used by TPSC may include:-
  - (a) In-house printing facility; and
  - (b) Local Commercial Printers.
- (ii) Where in-house printing facilities are used, the TPSC shall:-
  - (a) Restrict entrance to all printing press to authorized personnel only;
  - (b) 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;
  - (c) Cause a body search of every personnel leaving the secure printing press; and
  - (d) Make sure the printing press is not connected to any internet or Local Area Network (LAN).
- (iii) Where local commercial print facilities are used, TPSC shall:-
  - (a) Cause the selection of a suitable Local Commercial Printers using procedures conforming to the Law of the Land at the material time;
  - (b) Prepare a list of all items to be printed;
  - (c) Cause the printer to satisfy the TPSC Principal of safety procedures instituted by the printer. TPSC may include its own security resources to enhance security;

- (d) Cause the printer to enter into a contract with TPSC for any category of printing desired. The procedure shall conform to the Law of the Land at the material time; and
- (e) Cause the printer to store the material safely before they are transported to TPSC safe storage facilities.

### **39. Examination Storage Facilities**

- (i) TPSC shall provide a secure in-house facility for the production and storage of confidential materials.
- (ii) When selecting facilities to house examination materials, processing the examinations or storing data related to examinations TPSC shall:-
  - (a) Determine the ownership of the facility considered;
  - (b) Take into account the location of the premises before their selection;
  - (c) Evaluate the security threats of any facility it plans to use;
  - (d) Enter into a contract with the owner of any facility selected for any process of the examination cycle; and
  - (e) Cause the owner of rented facilities to take oath of allegiance not to divulge any information concerning examinations from those premises.
- (iii) The College shall keep students' scripts/booklets in custody after completion of their studies and shall be destroyed at such time described by TPSC records retention and disposal schedule.
- (iv) It is a serious case of negligence and misconduct for any person to;
  - (a) Lose or misplace examination answer scripts/booklets during the examination handling process.
  - (b) Perform any act such as leaving open the logged in screen of the Results Information System or acting in any manner that will disclose access codes to the Results Information System or grant unauthorized access to the system.
- (v) Any person, who commits acts of negligence or misconduct under sub rule (iv) above, shall be dealt with in accordance with the relevant laws governing public servants.

### **40. Means of transmission**

- (i) The packing and distribution of examination shall be done with a high level of accuracy.
- (ii) In transporting examinations to different campuses, TPSC may use its own transport or identify other available authentic transportation options.
- (iii) TPSC management shall evaluate and select the most appropriate transportation means for each campus. Criteria to be used by TPSC in selecting transportation options may include but not limited to:-
  - (a) Safety
  - (b) Costs; and
  - (c) Time implications

## **PART VIII**

### **EXAMINATION IRREGULARITIES, DISCIPLINARY PROCEDURES AND PENALTIES**

#### **41. Identification of Examination irregularities**

- (i) The examination irregularities may be identified during;
  - (a) Continuous assessment; and

(b) Semester Examinations

- (ii) For the purpose of these Regulations, examination irregularity shall include, but not limited to cheating.
- (iii) It shall be an examination offense to commit examination irregularity.
- (iv) All examination irregularities shall be punishable as prescribed in these regulations.

**42. Examination irregularities during Continuous Assessment**

Examination irregularities during continuous assessment shall include but not limited to;

- (i) Copying another student's assignment.
- (ii) Submitting course work purporting to be his own while it is attempted by another student or person.
- (iii) Attempting course work on behalf of another student.
- (iv) Conduct any other form of cheating defined under these Regulations.

**43. Procedures for handling examination irregularities during continuous assessment**

The procedures for handling examination irregularities in course work are as follows;

- (i) Facilitator or invigilator or supervisor shall report all suspected cases of plagiarism, cheating or other examination irregularities in his module or course or any other module or course immediately to his head of department by filling the prescribed form (Form No. 2).
- (ii) The head of department shall submit the form described under sub rule (i) above to the secretary of the Examination Disciplinary Committee for further action.
- (iii) The secretary of the EDC shall communicate with the Chairperson on the need to convene EDC meeting and shall set a date and time of the meeting.
- (iv) The secretary of the EDC shall give the student suspected of plagiarism, cheating or examination irregularity a written notice in a prescribed form (Form No.3) requiring him to appear before the Examination Disciplinary Committee at the date, time and venue described in the notice. Similarly, a facilitator or invigilator or supervisor will be given a written notice to appear before EDC in a prescribed form (Form No. 8)
- (v) A student who refuses to collect his written notice from the secretary of the EDC after being required to do so, shall have violated these examination regulations and nevertheless is expected to appear before the EDC at the date, time and venue communicated to him orally.
- (vi) Examination Disciplinary Committee shall sit to hear and deliberate on the alleged examination irregularity.
- (vii) If it is established that the candidate committed an irregularity, the EDC shall penalize the Student's irregularity in accordance with rule 44 of these Regulations. If proved otherwise, the Student shall be cleared of allegations against him.
- (viii) The decision of the EDC on examination irregularity relating to the student's course work is not appealable.

**44. Penalties for examination irregularity during continuous assessment**

- (i) With exception to rule 42 (iii) of these Regulations, a student found guilty of examination irregularity shall receive a zero on the component of the course work (assignment, test or any other as the case may be) where irregularity is proved; and
- (ii) oral and/or written warning may be issued against the candidate;

- (iii) A student proved to contravening rule 42 (iii) these Regulations shall be suspended for a period of one semester.

#### **45. Examination Irregularity at Semester Examinations;**

Examination irregularity at Semester Examination may occur;

- (a) Before Semester Examination;
- (b) During Semester Examination;
- (c) During marking of student examination answer booklets; or
- (d) After marking of examinations.

#### **46. Examination irregularities before Semester Examination**

Examination irregularities before examination shall include but not limited to;

- (i) Leakage (selling, buying, stealing or in any other way obtaining examination prior to the sitting for the examination).
- (ii) Entering with and or possessing unauthorized material in the examination room.
- (iii) Distortion and or violation of officially arranged sitting plan in an examination room.
- (iv) Entering in the examination room with another student's identity card and/or examination number for the purpose of sitting for examination on behalf of that other student (Impersonation).
- (v) Attaching additional sheets in a book, statutes or entering with an annotated statute during open book examination.
- (vi) Any other forms of colluding to cheat in examinations thereof.

#### **47. Examination irregularities during Examination**

Examinations irregularities during examination shall include but not limited to activities hereinafter mentioned regardless such activities takes place inside or outside the examination room:-

- (i) Beginning the examination before being authorized.
- (ii) Communicating or whispering with other candidates, either verbally or through other means.
- (iii) Collaborating with another student or any other person.
- (iv) Copying the answers of another student.
- (v) Exchanging answer sheets/booklets or answers for the purpose of assisting one another in attempting examination in or outside the examination room.
- (vi) Aiding and/or abet another candidate to copy from his answer booklet or any other document.
- (vii) Aiding and/or abet another candidate to copy from a script/booklet of another person.
- (viii) Possessing and/or using unauthorized material. It shall not be a defence to argue that one did not intend to use the unauthorized materials.
- (ix) Eye shifting and peeping at another student's examinations paper.
- (x) Failing to comply with any examination rules, instructions, regulations or directions given by an invigilator.
- (xi) Refusal to sign on the Breaches of Examination Regulations Form by any student discovered committing examination irregularity.
- (xii) Destroying or attempting to destroy any evidence related to any suspected irregularity.
- (xiii) Continuing the examination after being told to stop.

- (xiv) Removing examination answer booklet or sheets from the examination room.
- (xv) Detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose.
- (xvi) Allowing another person to sit for the examination on one's behalf.
- (xvii) Having access and/or consulting unauthorized materials outside the confines of the examination room.
- (xviii) Receiving unauthorized assistance from another student or person (Receiving external assistance).
- (xix) Giving unauthorized assistance by students who are not examination candidates (Giving external assistance).
- (xx) Using another student's identity card(s) to seat for examination on behalf of that student (Impersonation).
- (xxi) Taking out of the Examination room an Examination paper before the time for doing the paper is over.
- (xxii) Intimidating, coercing, scaring, terrorizing, bullying, assaulting, beating or any other act of embarrassing or mortifying or humiliating another student or invigilator(s) or any college officer involved in the conduct of examination during the examination process.
- (xxiii) Scribbling in the examination question paper.
- (xxiv) Indulging in any disruptive conduct including, but not limited to shouting, assaulting of another student/candidate, using abusive language and/or threatening language, destruction of college property or the property of another person during examination.
- (xxv) Smoking, drinking alcohol and or being in a condition of alcohol influence in the examination room.
- (xxvi) Using another student's examination number or forging examination number.
- (xxvii) Walking out in protest from the examination room.

#### **48. Examination irregularities during Marking**

Examination irregularity during marking shall mean deliberate malpractice or intended alteration of mark (s) designed to inflate or deflate a student's original mark. Examination irregularity during marking shall include but not limited to;

- (i) Attaching additional sheets in the answer booklet which is or are already written down.
- (ii) Replacing answer sheets handed out during the course of examination with ones written outside the examination room before, during or after the examination (substitution of answer booklets).
- (iii) Tempering or attempt to temper with examination booklets

#### **49. Examination irregularities after Marking**

Examination Irregularity after marking shall mean deliberate malpractice intended to alter mark(s) for the purpose of inflating or deflating a student's original mark. Examination Irregularity after marking shall include;

- (i) Distortion of examination records;
- (ii) False presentation of information related to examinations results.
- (iii) Intentionally entering a wrong mark during processing of results.
- (iv) Tempering or attempt to temper with examination score sheets.
- (v) Negligence during proofreading of examination results.



**50. Procedure for handling examination irregularity**

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 subject to the alleged nature of cheating or examination irregularity.

**51. Procedure for handling examination irregularities occurring during examination;**

- (i) The invigilator shall approach the student immediately after suspicion or discovery of examination irregularity.
- (ii) The student shall be required to sign on the Breaches of Examination Regulations Form (Form No. 2) at the material time and place, in front of the following witnesses;
  - (a) invigilator who discovered the student committing irregularity,
  - (b) nearby candidate (s), and
  - (c) any other invigilator (if around)
- (iii) The witness shall as well sign in the Breaches of Examination Regulations Form.
- (iv) All unauthorized materials shall be confiscated.
- (v) Refusal to sign the Breaches of Examination Regulations Form shall not invalidate the accusation against the student caught of committing examination irregularity. The invigilator shall report the matter to the Chief Invigilator who shall in turn inform the secretary of the Examination Disciplinary Committee.
- (vi) The Breaches of Examination Regulations Form signed under sub rule (ii) and (iii) above together with all unauthorized materials confiscated under sub rule (iv) shall immediately after the examination, be submitted by the Invigilator to the chief invigilator who in turn shall submit them to the secretary of the EDC.
- (vii) The secretary of the EDC shall communicate with the Chairperson on the need to convene EDC meeting and shall set a date and time of the meeting.
- (viii) The secretary of the EDC shall give the candidate under sub rule (ii) or (v) above as the case may be, a written notice in a prescribed form (Form No. 3) requiring him to appear before the Examination Disciplinary Committee at the date, time and venue described in the notice. Similarly, a facilitator or invigilator or supervisor will be given a written notice to appear before EDC in a prescribed form (Form No. 8).
- (ix) The student who refuses to collect his written notice from the secretary of the EDC after being required to do so, shall have violated these examinations regulations and nevertheless is expected to appear before the EDC at the date, time and venue communicated to him orally.
- (x) The EDC shall sit to hear and deliberate on the alleged examination irregularity.
- (xi) If it is established that the candidate committed an irregularity, the EDC shall penalize the Student's irregularity per the penalty described under rule 55 of these regulations. If proved otherwise, the student shall be cleared of allegations against him. Provided that, Student who continues with studies while his case is still pending for decision by relevant authority is doing so on his own will, and the fact shall not operate in favour or against the penalty of discontinuation that may be issued.
- (xii) Where a student is not satisfied by the decision of EDC, he shall refer his appeal to the EAC within three (3) days from the date that the decision of the EDC was communicated to him.
- (xiii) The decision of the EAC on the appeal lodged under sub rule (xii) above shall be final and conclusive.

**52. Procedures for handling examination irregularities occurring during marking;**

- (i) When marking, if the internal examiner discovers any examination irregularity he shall report it to the panel leader who shall in turn inform the Head of Admission and Examinations Office in the event marking is done at the respective campus or Registrar in the event marking is done centrally. The Head of Admission and Examinations Office or Registrar shall table the matter before the EDC or the DP (ARC) respectively.
- (ii) If the external examiner discovers any examination irregularity, he shall report it to the Campus Director in the event marking is done at the respective campus or Principal in the event marking is done centrally who shall in turn communicate the matter to secretary of the EDC or DP (ARC) as the case may be.

### **53. Invigilator not to testify against his report**

It shall be a disciplinary offence for an invigilator to testify against the examination irregularity he discovered and reported.

### **54. Penalties for examination irregularities at Semester Examination**

- (i) Any candidate who commits examination irregularity described under Rule 46 (with the exception to sub rule (i) and (iv)), shall be reported by the invigilator (through chief invigilator) to the Head of Admission and Examinations of Office who shall issue a written warning to the candidate, and file its copy. Where it is established that such candidate has committed a subsequent examination irregularity during the same academic year, the candidate shall in addition to the penalty that he may receive for that breach also be suspended for one semester.
- (ii) Any candidate who is found guilty of irregularities stipulated under Rule 47 (with exception to sub rule xxv and sub rule xxvii of the said rule) shall be liable for cancellation of his examination results of all modules in that particular semester and shall be required to repeat all modules of that semester.
- (iii) Any candidate who refuses to sign the Breaches of Examination Regulations Form after being discovered to commit examination irregularity shall in addition to the penalty described under sub rule (ii) above, be given a warning letter.
- (iv) Any candidate who contravenes rule 47 (xxiv) by destroying college property or the property of another person shall, in addition to the penalty provided under sub rule (ii) above, be liable to compensation to the value of property destroyed.
- (v) A candidate smoking, drinking alcohol and or being under the influence of the alcohol during the examination shall be discontinued.
- (vi) A candidate who walks out of an examination in protest shall be disqualified from that particular examination and be required to attempt the examination at the Second sitting examinations of the subsequent semester, and the results of said examination shall be graded "C" regardless of the scored marks.
- (vii) Notwithstanding the provisions of sub rule (i) to (vi) above-
  - (a) Where a person is a student of TPSC but not a candidate of a particular examination where irregularity was established, commits the examination irregularity before Semester Examinations described under Rule 46 (with the exception to sub rule (i) and (iv)), action taken under sub rule (i) above shall be applied to such student.
  - (b) Where a person is a student of TPSC but not a candidate of a particular examination where irregularity was established, commits the examination irregularity during Semester Examination, he shall be suspended for a period of one semester; provided that, for a student who is in his last semester, he shall not graduate on the graduation date that he was (under normal circumstance) supposed to graduate and instead he shall graduate in the subsequent graduation ceremony.

- (c) Where a person is not a student of TPSC commits an examination irregularity under these regulations, TPSC shall report the case to the appropriate law enforcement organs.
- (d) Where an Invigilator or teaching staff or any employee of TPSC commits an examination irregularity under these regulations, such as:-
  - (1) showing examination(s) answers;
  - (2) allowing candidate(s) to commit an offence such as making noise during examinations, bringing unauthorized materials in an examination room,
  - (3) mishandling examination script(s)/booklet(s) or examination results due to negligence or carelessness, collusion or ill motive, or
  - (4) committing examination irregularity in relation to rule 46, 47, 48 and/or 49 of these Regulations,

his conduct shall be reported to the Management of TPSC and shall be dealt with in accordance with the rules or regulations pertaining to disciplinary action against staff in the public service and/or relevant laws and regulations.

- (viii) Any candidate or student who commits examination irregularity described under Rule 46 sub rule (i) shall be discontinued from studies.
- (ix) Any candidate or student who commits examination irregularity described under Rule 46 sub rule (iv) shall be suspended for one semester.

## **PART IX**

### **MARKING OF EXAMINATIONS AND COMPILATION OF MARKS**

#### **55. Marking and compilation of coursework**

- (i) All tests, assignments and other forms of assessment made during the semester shall be marked before the end of examination preparation week by the facilitator of the module concerned.
- (ii) The coursework answer papers shall be returned to candidates after being marked before the commencement of the end of semester examinations.
- (iii) Every facilitator is obliged to give students their aggregate coursework marks before commencement of the end of semester examinations.
- (iv) It shall be the obligation of the student to verify the accuracy of his coursework results before the commencement of the end of semester examinations.

#### **56. Marking of end of semester Examination**

- (i) Markers for examinations shall be facilitators of TPSC.
- (ii) The following guidelines shall be used when marking end of semester examinations:-
  - (a) No booklets or answer sheets shall be marked outside the specified marking venue or areas.
  - (b) The marking shall be done within the time frame specified for by the DP-ARC.
  - (c) Notwithstanding, the generality of this rule, marking shall commence one day 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 or marking panel as the case may be, shall ensure that all forms provided by the office of the Registrar are dully filled.
  - (f) For calculating pass marks, 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.

- (g) Ensure that all scores that are less than 10 are preceded by 0.
  - (h) When marking at the respective campus or centrally, any anomalies noted by markers shall be reported without fail to the Head of Admission and Examinations Office or Registrar as the case may be.
  - (i) It is a serious case of negligence and misconduct for any person to carelessly destroy, damage, lose or misplace examination answer booklets during the examination handling process. Every time a marker or marking panel leader takes the booklets for marking he shall sign on a special examination logbook and shall do so again when returning them.
  - (j) Any marker or person who commits such acts of negligence or misconduct under paragraph (i) above shall be subject to disciplinary proceedings and punished in accordance with the relevant TPSC rules and regulations.
- (iii) Markers shall observe the following while marking:-
- (a) Review the question papers paying particular attention to ambiguity of questions set that may lead to misinterpretation by candidates.
  - (b) A marker or marking panel shall counter check and satisfy himself/themselves that the model answers for the module to be marked are correct.
  - (c) Marking shall be done according to the marking guides.
  - (d) Marks shall be allocated according to the distribution of marks indicated on the question paper and/or marking guides.
  - (e) 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 red pen.
  - (f) Unless annotation within the text of an answer is unavoidable, the marker shall write only within the margins of the answer sheet.
  - (g) Marks for individual parts of the question shall be written in the right margin. The total marks for the question shall be ringed for ease of identification, and written in the right margin at the end of the answer. The total marks shall be copied into the mark table at the front cover of the answer booklet and later transferred into the module mark sheet namely F9.
  - (h) The overall total mark for the script/booklet 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.
  - (i) 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 right margin to indicate that the page has been seen.
  - (j) 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 right margin.
  - (k) 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(s) shall be disregarded, unless this result is in a conflict with the rubric).
  - (l) For each examination script/booklet, the marker 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 booklet and to the module mark sheet (F9).

- (m) All markers shall submit their initials to the head of the panel such initials shall be used as signatures when totalling marks for each question on the mark table at the front cover of the answer booklet.
- (iv) The marking panel shall write a report of the panel including their opinion on the performance and submit it to the Manager of Programmes where marking is conducted at the respective campus or to DP (ARC) through the Registrar where marking is conducted centrally.

#### **57. Moderation of marked scripts/booklets**

- (i) The DP-ARC or Manager of Programmes shall provide to the appointed External Examiners marked examination papers, model answers, solutions, marking guides and course curriculum for each module for moderation.
- (ii) 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.
- (iii) External Examiners shall review the marked scripts/booklets, model answers/solutions and the marking guides and give their critical recommendations report to the Principal through Campus Director.
- (iv) Where the difference between the Internal and external examiner exceeds five (5) marks in a given question or 10% in total marks the external examiner shall furnish a written report describing the basis/justification for variation.
- (v) Where the external examiner alters marks in the marked script/booklet by lowering or adding the marks initially awarded by the internal examiner, the marks altered by the external examiner shall prevail.
- (vi) The Head of Admission and Examination Office or Registrar shall consult the Manager of Programmes or DP-ARC as the case may be to ensure that comments and recommendations by External Examiners are incorporated in the final printed examinations results to be submitted to Departmental Examiners Board meeting.

#### **58. Compilation of marks of the Semester Examinations**

The following shall be considered in the compilation of marks of the Semester Examinations:-

- (i) The Academic Head of Departments shall be responsible for the compilation of marks for the Semester Examinations in collaboration with the Head of Admission and Examination Office or Examination officer.
- (ii) The module score 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 and shall be checked, and signed by markers.
- (iii) The module score sheet (F9) attached with candidates' signing sheets and sitting plans, any spare examination papers and the updated model answers shall be submitted to the Head of Admission and Examination Office.

## **PART X**

### **RELEASE OF EXAMINATION RESULTS**

#### **59. Procedure for the release and publishing of examination results**

- (i) The procedure of releasing examination results, shall be as follows:-
  - (a) For all examinations, the Departmental Examiners Board shall discuss and give recommendations to the Internal Examiners Board which shall deliberate and release the provisional results.
  - (b) The provisional results released shall be approved by the TPSC Academic Board.
- (ii) TPSC shall release and publish examination results as follows:-
  - (a) TPSC shall publish examination results not later than three days from the date they have been approved by Internal Examiners Board. The results may be posted to the TPSC notice boards and/or website and shall bear a certification and signature of the chairperson of the Internal Examiners Board.
  - (b) The results shall be uploaded in web based Student Information Management System for students to access through internet.
  - (c) Under no circumstances should names or any other identification known to a third party be used for releasing the results to the general public.
  - (d) Through students progress report or statements of examination results that will be requested by students by paying prescribed fees or charges.
  - (e) Every student shall have a duty to access his own examination results through the means provided under paragraphs (a) and (b) above. TPSC staff shall in no way be responsible to inform students their results on release provided that the Head of Admission and Examination Office or Examination Officer can render technical support meant to assist students in accessing their own examination results.

#### **60. Power of TPSC in release of Examination Results**

- (i) 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 has not paid full tuition fees.
  - (c) 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.
- (ii) A copy of the processed and approved examinations results by Academic Board shall be sent to the regulatory authority.

#### **61. Form of Publishing the Results**

Results published may be in the following form;

- (i) Only grades for examinations and other summative assessments shall be made available to students once marks have been released by the Internal Examiners Board or approved by the Academic Board.
- (ii) Approved results shall show grade obtained in each module of the semester, the semester GPA and cumulative GPA of each student. They should also indicate passes and any other remarks (discontinuation, withheld results, postponement, repeat year,

incomplete, supplementary, carry forward) for students failing to achieve required standards as determined by the TPSC Academic Board.

## **PART XI**

### **APPEAL AGAINST EXAMINATION RESULTS**

#### **62. Procedure for Appeal against coursework**

- (i) No appeal shall be lodged against coursework marks unless there is a reasonable proof that the candidate had no prior knowledge of the error due to reasonable circumstance beyond his control.
- (ii) If a candidate notices any error with a coursework marks he shall consult a facilitator who administered the module during the semester for discussion and possible clarification or correction before commencement of the end of semester examination.
- (iii) Where before the approval of the end of semester examination results by the TPSC Academic board there is a proof that the candidate had no prior knowledge of the error due to reasonable circumstances, the candidate may appeal to the Manager of Programmes who shall refer the matter to the respective Academic Head of department to follow up with the respective module facilitator.
- (iv) After the Head of Department to make follow up on the appeal raised under sub rule (iii) above, he shall report to the Head of Admission and Examination Office the exact course work of the candidate accompanying with the respective module facilitator's documentations evidencing the same and his (facilitator's) signature.

#### **63. Appeals against end of semester Examination Results**

- (i) All appeals against end of semester examination results shall lie with the Examination Results Appeal Committee established in each campus.
- (ii) Except where there is unfair marking, wrongful computation of marks or grades is alleged; no appeal shall be entertained on any other grounds.
- (iii) All appeals of end of semester examination shall be accompanied by a non refundable fee of Tshs. 30,000/- (thirty thousand Tanzanian shillings only) per subject or as may be prescribed by the College from time to time.
- (iv) The appeal fee is subject to review by the College from time to time without prior notice to students.

#### **64. Procedure for Appeal against end of semester examinations results**

- (i) No appeal whatsoever pertaining to the results of the examinations shall be entertained unless such an appeal is lodged with the secretary of the Examination Results Appeal Committee within 14 days from the date of publications of results.
- (ii) Appeal shall be lodged using appropriate forms (Form No. 5) to the secretary of the Examination Results Appeal Committee.
- (iii) The Head of Admission and Examinations Office shall submit all marked answer booklets whose candidates have appealed together with copies of the filled appeal forms to the Examination Results Appeal Committee which shall determine the appeal.
- (iv) The Chairperson of the Examination Appeal Results Committee shall immediately after the determination of appeal inform the appellant, in writing (in a prescribed form, Form No. 6) or posting on the notice boards, the appeal results. The report of appeal results shall be submitted to the Internal Examiners Board.

## **PART XII**

### **AMENDMENTS OF RESULTS**

#### **65. Amendment of results after the approval by the TPSC Academic Board**

- (i) Decisions by the TPSC Academic Board once certified in writing shall be considered final except where information relevant to that decision, that was 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) Where 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 Principal for implementation.

Provided that; 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.

#### **66. Communicating to the students the amended results**

- (i) TPSC shall notify the student(s) of the corrected results or classification as soon as practicable and shall also correct any reference or statement which may have been provided by TPSC whether to the student or to a third party.
- (ii) Having been notified of the corrected results or classification the student shall return to TPSC any documentation which may have been issued to the student notifying the original results or classification which has been made.
- (iii) The student shall have no claim against 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**

### **ASSESSMENT, EVALUATION CRITERIA AND CLASSIFICATION OF AWARDS**

#### **67. General Guidelines on Conduct of Assessment**

The following guidelines shall be used to ensure proper conduct and administration of Assessment:-

- (i) The assessment shall be conducted by 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.
- (iii) The guidelines for marking of continuous assessment, recording, and submission of scores to TPSC shall include coursework or continuous assessment scores and Semester Examinations scores.
- (iv) Course work for NTA Level 4 to NTA Level 6 shall consist of assessment which includes assignments, tests, or other tasks as prescribed in the continuous assessment and shall carry 40% of the final marks. Semester Examinations shall carry 60%.



- (v) The pass marks for NTA Level 4 to 5 is 50% and pass mark for NTA Level 6 is 45% after compilation of coursework and Semester Examinations results.
- (vi) Coursework for degree programmes (NTA Level 7 and 8) shall include test, assignments or other tasks as prescribed in the continuous assessment and shall constitute 40% and Semester Examinations shall constitute 60%.
- (vii) The pass marks for degree programmes (NTA Level 7 and 8) is 40% after compilation of coursework and Semester Examinations results.
- (viii) Coursework shall be administered during the semester in accordance with the schedule specified in the college's almanac or as directed by the DP-ARC.
- (ix) Academic departments of 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, specifying what weighting is to be assigned to the various components of the assessment scheme.
- (x) 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.
- (xi) Students shall be informed about their performance in continuous assessment throughout the semester so that they can monitor their progress.
- (xii) 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 research or field or project work:
  - (a) 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.
  - (b) 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
  - (c) Penalties for late submission leading to loss of marks shall clearly be spelt out to candidates at the beginning of the module.
  - (d) Essays and assignments shall be assessed on the basis of student's ability to;
    - (1) discuss a topic,
    - (2) present evidence of research,
    - (3) weigh up different points of view,
    - (4) offer their own ideas and opinions supported by reasoned argument, and
    - (5) Present the whole in a well-structured manner.

## **68. Guidelines on assessment of Continuous Assessment**

- (i) Guidelines to Facilitators regarding conducting continuous Assessment
  - a. Each facilitator shall prepare a course outline and provide its copy to his students at the beginning of the semester.
  - b. Answer scripts/booklets for continuous assessments such as tests, assignments and related assessment shall be returned to students after marking. scripts/booklets of the same must be returned to students before the subsequent assessment.
  - c. The assessment for each module shall be completed prior to end of semester examinations.
  - d. Each facilitator shall disclose to students continuous assessment scores and require them to sign before end of semester examinations commence.
  - e. Results for Continuous Assessment shall be submitted by the facilitator to respective Head of Department.
  - f. 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
- (ii) Guidelines to Students regarding Continuous Assessment

- (a) It is a responsibility of a student to ensure that he attempts tests, assignments and any other work issued by the facilitator during the semester.
  - (b) It is a responsibility of the student to sign his own coursework prior sitting for the end of semester examinations.
  - (c) If a student does not sign his continuous assessment of any module due to any reason, it shall be deemed that he has agreed to the existing score marks and such marks shall be recorded as final; unless otherwise he proves beyond doubt in writing by giving valid evidence to the Head of Department or any other relevant authority to the contrary.
  - (d) The Student shall be required to check completeness of marking and correctness or records of marks and additions prior to signing assessment results.
- (iii) Submission of Continuous Assessment Marks
- (a) Marks for students' course work must be uploaded on the existing College's Students Information System two weeks before the start of end of semester examinations or any other time as may be set by the college management.
  - (b) The respective facilitator must adhere to the time set by the management for compilation of continuous assessment marks. If one delays the submission of the results without serious reasons or due to neglect, appropriate disciplinary measures shall be taken against him.
  - (c) The facilitator shall submit two copies (original and copy) of coursework to the Head of Department. The Head of Department shall submit the original copy to the Head of Admission and Examinations Office or Examinations Officer for safe Custody and retain the copy.
  - (d) The hard copies of Continuous Assessment marks shall be signed by the subject facilitator and the respective Head of Department.

#### **69. Guidelines on assessment of Semester Examinations**

- (i) A student shall not be allowed to sit for the end of semester examinations if he does not meet the eligibility criteria outlined under rule 4 of these regulations.
- (ii) In the event a student fails to attend end of semester examinations for any acceptable reason, he shall follow the procedures outlined under rule 6 of these regulations.
- (iii) Written Semester Examinations shall consist of at least two to two and half hours for NTA Level 4; and two and a half to three hours for NTA Level 5 to 6.
- (iv) Written Semester Examinations shall consist of two and a half to three hours for bachelor degree programmes ((NTA Level 7 and 8).
- (v) Marking shall be done as per guidelines stipulated under rules 55 and 56 of these regulations.

#### **70. Guidelines on Assessment of Fieldwork and Research / Project Report**

- (i) There shall be fieldwork, research or project work to students depending on curricula of their programmes.
- (ii) Each student shall be allocated a supervisor who will guide him throughout the process of fieldwork, research, or project work.
- (iii) For students undertaking fieldwork, they will be required to attach themselves in various organizations for such a period as specified in the respective curricula in order to acquire practical skills.
- (iv) Students shall submit their field reports, research reports and project reports to the supervisor within time allocated.

- (v) Supervisors shall assess and mark field reports, research reports and project reports on the basis of respective guidelines issued by the TPSC and they shall submit the marked report to the head of department at the date set by the College Management.
- (vi) In assessing the field report, the assigned supervisor shall consider the student's logbook as part of the field report.
- (vii) Field report, research report and project report shall be marked out of 100%.
- (viii) A student who fails Field report, Research report, project or practical shall be required to resubmit the work in the Supplementary Examination season of the same academic year provided that, the total number of subjects failed in a year does not exceed half of the subjects offered in the NTA level course pursued, and he shall be awarded a grade of "C" if he passes and carry it over if he fails.
- (ix) The resubmitted report shall be assessed exclusively on the basis of the report. However, a student re-submitting field report shall be required to submit it with a copy of the daily log book.
- (x) A student who fails to submit his Field report, Research report, project or practical within allocated time shall be considered to have got a supplementary hence if passed be awarded a grade of "C".

### **71. Grading System and Classification of Awards**

The following system shall be used to aggregate the final grades at the College;

#### **(i) NTA LEVEL 4 and 5**

##### **(a) Grading System**

<b>Grade</b>	<b>Grade points</b>	<b>Definition</b>	<b>Score</b>
A	4	Excellent	80-100
B	3	Good	65-79
C	2	Average	50-64
D	1	Poor	40-49
F	0	Failure	0-39
I		Incomplete	
Q		Disqualified	

##### **(b) Classification of Awards**

<b>GPA</b>	<b>Class</b>
3.5 to 4.0	First Class
3.0 to 3.4	Second Class
2.0 to 2.9	Pass
1.0 to 1.99	Marginal Failure
0.0 to 0.99	Failure

#### **(ii) NTA LEVEL 6**

##### **(a) Grading System**

<b>Grade</b>	<b>Grade Points</b>	<b>Definition</b>	<b>Score</b>
A	5	Excellent	75-100
B+	4	Very good	65-74
B	3	Good	55-64
C	2	Average	45-54
D	1	Poor	35-44

F	0	Failure	0-34
I		Incomplete	
Q		Disqualified	

**(b) Classification of Awards**

GPA	Class
4.5 to 5.0	First Class
3.5 to 4.3	Upper Second Class
2.7 to 3.4	Lower Second Class
2.0 to 2.6	Pass
1.0 to 1.99	Marginal Failure
0.0 to 0.99	Failure

**(iii) DEGREE PROGRAMMES (NTA Level 7 and 8)**

**(a) Grading System**

Grade	Grade Points	Remarks	Score
A	5	Excellent	70-100
B+	4	Very good	60-69
B	3	Good	50-59
C	2	Average	40-49
D	1	Poor	35-39
F	0	Failure	0-34
I		Incomplete	
Q		Disqualified	

**(b) Classification of Awards**

GPA	Class
4.4 to 5.0	First Class
3.5 to 4.3	Upper Second Class
2.7 to 3.4	Lower Second Class
2.0 to 2.6	Pass
0.0 to 1.99	Fail

**PART XIV**

**ORIGINALITY OF STUDENTS' WORK**

**72. Originality of work**

All candidates' work submitted for assessment shall as far as possible be the candidate's own original work. The following guidance offers to assist candidates as criteria for originality in academic work:

- (i) Work can be designated original only when its subject is presented as far as possible in a unique way, that is, a form that differs from that which is available in published works, lectures/seminars handouts and the work of other students past or present or any other author;
- (ii) Originality does not prohibit the proper use of published and unpublished materials which are properly acknowledged.

**73. Plagiarism**

- (i) Plagiarism means and includes copying, lifting, stealing, illegal use, bootlegging of work or any other or passing off of the words or ideas of someone else as his own

without proper acknowledgment or crediting of original source mode or use of academic work that constitute breach of copyright.

- (ii) Any candidate who commits plagiarism shall be liable for cancellation of the work and he will be required to resubmit the work where he will be awarded a grade of “C” upon passing.

## **PART XV**

### **CONDITIONS FOR PROGRESSION AND POSTPONEMENT OF STUDIES**

#### **74. Conditions for Progression**

(i) Conditions for passing an examination

- (a) A Student for NTA level 4 and 5 shall be declared to have passed an examination for the module if he scores at least 20% out of 40% of Continuous Assessment (C.A) and at least 30% out 60% of Semester Examination.
- (b) A student for NTA level 6 shall be declared to have passed an examination for the module if he scores at least 20% out of 40% of Continuous Assessment (C.A) and at least 25% out of 60% of Semester Examination done at end of semester, of allocated marks for each subject.
- (c) A student for NTA Level 7-8 (Degree Programme) shall be declared to have passed an examination for the module if he scores at least 20% out of 40% of Continuous Assessment (C.A) and at least 20% out of 60% of Semester Examination done at end of semester, of allocated marks for each subject.
- (d) A Student will have completed a specific NTA Level in the course pursued if he has passed all modules offered in that particular NTA Level.

(ii) Conditions for Supplementing Examination

- (a) Supplementary examinations shall be held only once in a year.
- (b) A student shall not be eligible to sit for supplementary examinations if he fails more than half of all modules offered in a given NTA Level.
- (c) A student who fails more than half of all modules offered in a given NTA Level as stated in sub rule (ii) (b) above shall be required to repeat a year.
- (d) A student shall be eligible to sit for supplementary examinations if he has not failed more than half of all modules in a given NTA Level.
- (e) Final Assessment for supplementary examination shall take into account the Continuous Assessment.
- (f) A module passed in the Supplementary examinations shall be graded as “C” irrespective of the score obtained.

(iii) Conditions for Carry Forward (CF) module(s)

- (a) A Carry over (Carry Forward) module shall be any module that a student fails to pass after supplementary examination.
- (b) A Student shall sit for his Carry forward module during supplementary examinations of the subsequent examination period.
- (c) A student shall be required to pay for his carry forward module at such a rate as approved by the Ministerial Advisory Board.
- (d) A student shall only be allowed to sit for the carry forward module within three years after the end of the last semester of a particular NTA level.

- (e) If a carry forward module is not cleared within allowed time as per sub rule (iii) (d) above, a student results in that particular NTA Level shall be cancelled and he will be required to apply for that level afresh.
- (f) A student who has a carry forward module is allowed to repeat the module afresh when next offered in the subsequent academic year provided that, he shall maintain the course work score obtained in that module and if he pass the end of semester examination he shall be graded C regardless the scores.
- (g) A student opting to repeat a module in sub (iii)(f) above shall be charged for repeating the module at a rate similar with the student who has an incomplete in a module.

(iv) Conditions for Incomplete

- (a) A student shall be considered to have incomplete in a given module when;
  - (1) He scores less than 20 marks out of 40 marks in a continuous assessment of a given module or
  - (2) His class attendance is less than 75% of the sessions allocated in the timetable for a particular module.
- (b) A student who has an Incomplete in a given module, his grade shall be indicated by an abbreviation “I” as a provisional grade.
- (c) An Incomplete module is as equal as a FAILURE of that module in a given semester.
- (d) The student, who has Incomplete in any module, shall be required in the following academic year to attend classes for that module, undertake continuous assessment as well as final examinations.
- (e) If a student has Incomplete in more than two modules of the first semester in a given NTA Level, he shall be required to repeat a year.
- (f) If a student has Incomplete in more than two modules of the second semester in given NTA Level, he shall be required to repeat all modules of the second semester when next offered in the following academic year.
- (g) Before attending incomplete module, the student shall be required to pay Incomplete Fee at such a rate as approved by Ministerial Advisory Board.

(v) Conditions for Repeating a Year

- (a) A student shall be required to repeat a year if;
  - (1) He has Incomplete in more than two modules of the first semester in a given NTA Level.
  - (2) He has failed more than half of all modules offered in a given NTA Level.
- (b) Failed module in sub rule (v) (a) (ii) above shall mean modules failed in the first sitting examinations or incomplete modules.
- (c) A student repeating a year shall study all modules afresh and repay tuition fees for the particular year.

(vi) Conditions for crossing NTA Levels

A Student shall not be allowed to proceed to the next NTA level unless he has passed all the modules in the preceding level.

- (vii) Conditions for Discontinuation from Studies
- (a) Discontinuation shall mean that a student ceases to be recognized as a student of TPSC.
  - (b) A student shall be discontinued from studies under the following circumstances;
    - (1) Has violated students by laws and committed any act of dishonest or gross indiscipline that leads to discontinuation as stated in the Bylaws.
    - (2) Has committed an examination irregularity whose penalty leads to discontinuation from studies.
    - (3) Has failed all modules of the first semester of a particular NTA Level.
  - (c) A Student discontinued from studies for disciplinary reasons expressed under sub rule (vii) (b) (1) and (2) shall not be re-admitted at any TPSC campus until the lapse of one year counted from the date he was discontinued.

#### **75. Postponement of Studies**

- (i) A student may be allowed to postpone studies for reasons of proven continued ill health supported by doctor's medical certificate, financial problems or for any other reasons which is considered strong enough to prevent one from pursuing studies effectively.
- (ii) A student who intends to postpone studies shall write a letter to the Campus Director stating his intention to postpone studies and reasons thereof, and he shall not be allowed to postpone unless he receives a feedback from the Campus Director that his request has been accepted.
- (iii) The maximum duration for postponement of studies for whatever reason shall be one academic year for non-degree programmes (NTA Level 4, 5 & 6) and two academic years for degree programmes (NTA Level 7-8) provided that upon expiry of the first academic year (for a degree programme) the student must seek for a second postponement afresh.
- (iv) A student who wishes to resume studies after postponement must give notice in writing prior to the start of the registration period of the relevant semester to the Campus Director.
- (v) A student who fails to report to the college timely after his postponement period is due, shall be required to re-apply in case he wishes to continue with studies.
- (vi) A student wishing to postpone studies shall do so within one month from the opening date of a new semester.

### **PART XVI**

#### **TRANSFER OF STUDENTS**

#### **76. Transfer of students within, to and from TPSC**

- (i) TPSC shall allow transfer of students from one campus to another within TPSC, or from TPSC to other Institutions recognized by the regulatory authority, or from other institutions recognized by regulatory authority to TPSC subject to sub rule (ii) and (iii) hereunder and procedures set under rules 77, 78, 79 and 80.
- (ii) A student may transfer from any other institution to TPSC and vice versa to study in one of the programmes of study provided that: -
  - (a) The programmes content of study between the two institutions are alike and compatible;

- (b) Grading and assessment criteria of the programmes are compatible and accepted by the Academic Board;
- (c) Expenses paid to TPSC by the student or requesting institution have been accepted by TPSC.
- (d) The other institution that a student transfers to or from is also recognized by the Regulatory Authority.
- (e) Any other criteria as determined by the college.
- (iii) A student may Transfer to a different TPSC campus provided that the stipulated reasons for requesting a transfer are accepted by the Campus Management.
- (iv) A person, who has completed a given NTA Level in a different institution or in a different TPSC Campus and wishes to proceed to a higher NTA level at one of TPSC Campuses, shall not be considered as a transfer student and hence he shall be required to apply using a prevailing application procedure.

**77. General procedures regarding transfers to another TPSC campus or Institution**

The following shall apply if a student wishes to transfer from one TPSC Campus to another Campus or from TSPC to another Institution;

- (i) A student shall write a letter to the Director of his campus requesting for transfer through the Head of the destination campus or institution for recommendations.
- (ii) The Campus Director shall satisfy himself on the validity of the reasons for the requested transfer by communicating with parents, next of kin(s) or sponsor of the student.
- (iii) In case a transfer requested is to a different institution, the office of the Head of Admission and Examinations Office or Examination Officer shall assist the Campus Director in establishing the compatibility of the programmes between TPSC and the other college.
- (iv) Upon being satisfied with the grounds for requesting the transfer, the Campus Director may allow the student to transfer to the desired campus or a different institution, provided that for a transfer to a different institution permission shall be granted only when the programmes between the two institutions are proved to be compatible.
- (v) A student shall not be allowed to transfer until he receives a letter confirming that his transfer has been approved.
- (vi) Four copies of the transfer letter shall be made. The first one will be issued to the student concerned, the second will be left in the campus transfer file at the registry office, the third will be left at the Registrar's Office, and the last copy will be sent to the destination campus or Institution and it shall be attached with the Examination Transfer Sheet in a prescribed form (Form No. 7) that contains results of the student.
- (vii) Request for transfer shall be lodged within the first month after the opening date of a given semester.

**78. Specific procedures for TSPC inter-campus transfer.**

If a student wishes to transfer from one TPSC Campus to another, the following specific procedures shall apply;

- (i) A student shall be bound by the provisions of rule 77 (i) (ii) (iv) (v) (vi) and (vii) above.
- (ii) Upon arrival to the destination campus, the student shall be required to produce the transfer letter.
- (iii) The Examination Transfer Sheet that contains results shall under no circumstance be attached to the student's copy of transfer letter. The Examination Transfer Sheet must



be sent to the destination campus separately attached with the transfer letter using methods such as Postal Mail, EMS or any other acceptable means of sending and receiving official letters.

- (iv) Procedures set by the regulatory authority regarding transfers shall be observed.

#### **79. Specific procedures for transfer from TPSC to another Institution**

Transfer of student to another technical institution shall follow the following procedure;

- (i) A student shall be bound by the provisions of rule 77 of these regulations.
- (ii) Procedures for enrolling the students to the destination Institution shall be determined by the destination institution.
- (iii) Procedures set by the regulatory authority regarding transfers shall be observed.

#### **80. Specific procedures for transfer from another Institution to TPSC**

If a student has been enrolled to a different institution and wishes to transfer to TPSC, the following shall apply;

- (i) He shall write a letter to the Campus Director of the respective TPSC Campus requesting transfer to that campus.
- (ii) The Campus Director before accepting the request shall evaluate the request on the basis of requirements of the provision of rule 76(ii) of these regulations.
- (iii) Other procedures set by the regulatory Authority regarding transfers shall be followed to complete the transfer.

## **PART XVII**

### **CONFIRMATION OF AWARDS, ISSUING AND LOSS OF CERTIFICATES AND TRANSCRIPTS**

#### **81. Power to Grant awards**

Upon the student's successful completion of a long-term programme the TPSC shall have the power to grant the following awards;

- (i) Basic Technician Certificate programmes as approved by TPSC Academic Board and the regulatory authority;
- (ii) Technician Certificate programmes as approved by TPSC Academic Board and the regulatory authority;
- (iii) Ordinary Diploma programmes as approved by TPSC Academic Board and the regulatory authority;
- (iv) Degree Programmes as approved by TPSC Academic Board and the regulatory authority;
- (v) Any other award as approved by TPSC Academic Board and the regulatory authority.

#### **82. Progress Reports, Certificates and Transcripts**

- (i) Issuing of Progress Reports  
Progress Reports shall be issued upon the student's request.
- (ii) Issuing of Transcripts and Certificates
  - (a) Upon completion of a given NTA Level, a student shall be granted a Certificate and Academic Transcript.
  - (b) Any certificate awarded by TPSC shall remain the property of TPSC and any alteration without the authority of TPSC shall constitute a criminal offence.
  - (c) The transcripts should bear the name of Tanzania Public Service College, Programme Pursued, all examinable subjects and their grades, GPA (semester GPA and Overall

GPA), grade points, credit values, total credit value, total credit points, award classification, name, registration number and picture of the student and serial number of the transcript.

- (d) Any graduate student desirous of obtaining a transcript shall submit a clearance form and one recent passport size photograph for the preparation of transcript. The clearance form shall bear the student's full name, year of completion and student's examination or registration number.
  - (e) Certificates and transcripts shall be issued in the names as they appear in the registration database taken after admission.
  - (f) The transcript or certificate shall be considered credible only if it bears the signature of the Approved Officer(s) and official seal of TPSC.
  - (g) TPSC may issue another copy of the academic transcript or certificate in case of loss of the original transcript or certificate if the student produces a sworn affidavit and evidence of public announcement about the loss.
  - (h) The Certificate so issued in (g) above 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.
  - (i) The transcript so issued in (g) above shall be issued not earlier than one month from the date of loss and be charged at the prevailing rate of issuing transcripts.
- (iii) Charges of Progress Reports, Transcripts and Certificates.
- (a) A fee to be prescribed by TPSC and approved by the MAB shall be charged for each progress report, certificate or transcript to be issued by the TPSC.
  - (b) TPSC reserves a right to change the fees in paragraph (a) above as it deems necessary.
- (iv) Time for releasing Progress reports, Certificates and Transcripts
- (a) Progress reports may be issued any time after release of provisional results.
  - (b) A student can acquire a progress report as many times as they wish provided that they pay a set fee at each instance.
  - (c) Transcripts shall be published only after results have been formally approved by the TPSC Academic Board.
  - (d) Certificates shall not be released before the graduation date.
  - (e) Through its client service charter, TPSC shall provide a specific commitment of the time that Certificates and Transcripts will be ready both after a student has completed their studies and after lodging individual application.

## **PART XVIII**

### **MISCELLANEOUS PROVISIONS**

#### **83. Application of other TPSC rules and regulations**

These examinations regulations are not exhaustive of rules and regulations governing students' examination conducts at the College and do not exclude the application of any other relevant rules and regulations.

#### **84. Cost for Examination and Certification Services**

There shall be non refundable services fees and charges that shall be obliged by student for services described in the first schedule of these regulations for the purpose of meeting examination and certification services.

#### **85. Use of security camera**

Security cameras may be used for monitoring, recording, reporting and evidencing the manner in which examinations are conducted.

#### **86. Leakage of examination**

- (i) Where there is an evidence of a leakage of examination after students have sat for that examination and the leakage is discovered before the completion of examinations scheduled for that class in a particular semester, the college shall nullify such examination and require the candidates to re-sit the examination on a date following the completion of the examinations scheduled.
- (ii) Where there is an evidence of a leakage of examination after students have sat for that examination and the leakage is discovered after the completion of examinations, the college shall nullify such examination and require the candidates to re-sit the examination on a date arranged by the Registrar in consultation with the DP (ARC).
- (iii) In implementing sub rule (i) and (ii) above the following shall be adhered;
  - (a) That, once leakage of paper(s) is detected, the Management at Corporate office in collaboration with all Campus Directors shall first verify whether it is confined to a particular campus or it is widespread.
  - (b) If the College is convinced that the leakage is confined to particular campuses the Registrar may recommend to the Management that the action be taken to such campuses, if the leakage is widespread the action shall be taken to all campuses.
- (iv) Leakage of examinations by TPSC Officer shall be punishable by relevant disciplinary authority.
- (v) Students involved in leakage of examinations shall be punished under Rule 54(viii) of these Regulations.

#### **87. Suspended students**

Any student suspended from studies shall, unless permitted by the Campus Director or any person acting on his behalf, stay off-campus.

#### **88. Records of Punished Students**

Any penalty imposed on any student by any authority under these Examination Regulations or any other law in force and applicable to such student shall be recorded or cause to be recorded in the personal file of the student concerned.

#### **89. Resuming studies after suspension**

- (i) A suspended student shall report to the Head of the Department concerned on the day following the last day of his suspension.
- (ii) Any student who resumes studies at the college after being suspended under any of the provisions of these Examination Regulations or any other law in force and applicable to such student, shall personally bear all the costs and other consequences of such suspension.

#### **90. Handling examination complains**

Where there are examination complains in any Campus with regard to any module, the following procedures shall be followed;

- (i) Student (s) shall immediately write a letter to explain the nature of complains and direct it to the Campus Director.

- (ii) The Campus Director shall require the Manager of Programmes to verify whether the complaints are genuine in consultation with the Head of the respective Department and mo
- (iii) The Manager of Programmes shall provide findings to the Campus Director after finishing the exercise in sub rule (ii) above.
- (iv) On receiving the findings, that such complaints are not genuine, the Campus Director shall communicate to the student (s) concerned to that effect notifying reasons for decision.
- (v) On receiving the findings, that such complaints are genuine the Campus Director shall send the complaints and the findings in sub rule (iii) above to the office of Principal.
- (vi) The Principal shall forward the complaints and findings in sub rule (v) above to the Registrar.
- (vii) Registrar shall through the Office of Principal communicate the decision to the respective Campus or all Campuses as the case maybe.

### **91. Amendments**

The college shall have power to amend these Examination Regulations at any time it deems necessary.

### **92. Publishing Examination Regulations**

It shall be the duty of college to publish these Examination Regulations in the college prospectus and these by-laws should be brought to the notice of the student in such a manner the Board may determine.

### **93. Interpretation of examination regulations**

Where any dispute arises as to the interpretation and application of these Examination Regulations, the dispute shall be referred to the Principal of the College whose decision shall be final.

## First Schedule

### ER. FORM No. 1 External Examiner's Report

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(Made under Rule 23(iii) (k) of the TPSC Examination Regulations, 2017)

#### **SECTION 1: GENERAL INFORMATION**

##### 1.1 EXTERNAL EXAMINER/MODERATOR:

NAME: -----

ADDRESS: -----

1.2 EXAMINATION PAPER CODE: ...-----

1.3 EXAMINATION PAPER TITLE: -----

#### **SECTION 2: COMMENTS ON THE EXAMINATION**

##### 2.1 Comments on the question paper

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

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2.1.2 Correctness and thoroughness of the model answers/solutions.

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##### 2.2 Comments on Individual Questions

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

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2.2.2 Curriculum coverage

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

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

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

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2.2.6 Common errors, weaknesses or strength.

(a) General weaknesses/common errors.

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 -----  
 -----

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

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 -----

(c) Areas in which the candidates were strong.

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 -----  
 -----

**2.3 Classification of Candidates performance**

Category	Letter Grade	Score Range	Number of Candidates	
			Frequency	%

**2.4 Comments on Candidate’s Performance**

2.4.1 Overall performance in the question paper.

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

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2.4.3 Percentage of passing and failing candidates.

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2.4.4 Common errors, weaknesses or strength.

(a) General weaknesses/common errors observed.

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

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(c) Areas in which the candidates were strong.

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

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2.4.5 Comparison of candidates' performance of the current examination with that of previous examinations (based on previous markers' reports.)

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**2.5 Recommendations for improvement of future examinations performance**

2.5.1 Students

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2.5.2 Instructor/Tutor/Trainers

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2.5.3 Examiners (if others)

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-----  
-----

Report submitted by: -----

External Examiner's Name-----

Signature: -----

Date: -----



ER. FORM No. 2

**BREACHES OF EXAMINATION REGULATIONS FORM**

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(Made under Rule 44 (i) and Rule 52 (ii) of the TPSC Examination Regulations, 2017)

STUDENT'S NAME: -----

REG NO: ----- PHONE NUMBER: -----

COURSE: ----- STREAM: -----

EXAM CODE: ----- EXAM NAME: -----

SIGNATURE: ----- DATE: -----

WITNESSES

1<sup>ST</sup> WITNESS (STUDENT)

NAME: -----

REG NO: ----- PHONE NUMBER: -----

POSITION: -----

SIGNATURE: -----

2<sup>ND</sup> WITNESS (STUDENT)

NAME: -----

REG NO: ----- PHONE NUMBER: -----

POSITION: -----

SIGNATURE: -----

3<sup>RD</sup> WITNESS (ANY OTHER INVIGILATOR PRESENT DURING THE BREACH)

NAME: -----

POSITION: -----

SIGNATURE: -----

INVIGILATOR (WHO HAS DISCOVERED THE BREACH)

NAME: -----

POSITION: -----

EXAM CODE: ----- EXAMINATION NAME: -----

TYPE OF BREACH: -----

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DATE: ----- SESSION: -----

SIGNATURE: -----

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

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

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**ER. FORM No. 3**

**Notice to Appear before Disciplinary Committee**

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In Examination Disciplinary Committee of Tanzania Public Service College

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

**To** .....

.....

.....

**NOTICE TO APPEAR**

(Made under Rule 44 (iv) and Rule 52 (viii) of the TPSC Examination Regulations, 2017)

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

.....

.....

.....

You are therefore required to appear in person on .....day of ..... 20 .....

at ..... hrs to answer the allegations against you before the committee meeting to be convened

at .....(place).

**Signed,**

.....

**CHAIRPERSON**

**Date:** .....

ER. FORM No. 4

**Examination Appeal Form – Disciplinary committee**

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**Appeal to TPSC Examination Appeals Committee**

(Made under Rule 17 (ii) of the TPSC Examination Regulations, 2017 to receive appeals from the student aggrieved by the decision of Examination Disciplinary Committee)

**A: Personal Particulars**

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

**B: Penalty Imposed by the Examination Disciplinary Committee**

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-----

**C: Date of decision appealed against:** -----

**D: Date of receiving the decision:** -----

**E: Grounds for Appeal**

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

**ER. FORM No. 5**

**Appeal Form**

**Appeal to TPSC Examination Results Appeals Committee**

(Made under Rule 65 (ii) of the TPSC Examination Regulations, 2017 to receive appeals from the student dissatisfied with examination results)

**A: Personal Particulars**

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

**B: Grounds for Appeal**

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

**ER. FORM No. 6**

**Examination Appeal Sheet Results**

(Made under Rule 65 (iv) of the TPSC Examination Regulations, 2017 to communicate the decision of Examination Results Appeals Committee to the Appellant)

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

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

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

S/N	Reg. No./Exam No.	Module Appealed	Module Code	Score before Appeal	Score After Appeal	Remarks After Appeal

Marked by:

Name.....Signature:.....Date:.....

Approval: Chairperson of Examination Results Appeal Committee

Name:.....Signature:.....Date:.....

ER. FORM No. 7

**Examination Transfer Sheet**

(Made under Rule 78 (vi) of the TPSC Examination Regulations, 2017 to fill the marks of a student transferring to another campus or a different institution)

Examination Results Approved by Internal Examiners Board/Academic Board

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

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

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

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

From (TPSC Campus) .....

To .....

\_\_\_\_\_  
Name of Assistant Registrar  
or Examination Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:**

*C.A: Continuous Assessments marks*

*S.E: Semester Examination marks;*

*Remarks: Pass or Fail*

Signature: .....

Dar es Salaam

NAME .....

...../...../ 2017

Chairperson – Ministerial Advisory Board

## Second Schedule

**FEE FOR EXAMINATION AND CERTIFICATION SERVICES**

(Made under Rule 85 of the TPSC Examination Regulations, 2017)

<b>Sn</b>	<b>Type of Service</b>	<b>Fees (Tshs)</b>	<b>Time/Condition for service</b>	<b>Remarks</b>
1.	Appeals for remarking End of semester examination answer booklet	30,000	Services rendered within fourteen (14) days after examination results release.	Per Module
2.	Progress Report (Examination Results slip)	2,000	Services rendered before certificates are issued	Per Progress Report / Slip
3.	Academic Transcripts	10,000	Services rendered after examination results have been approved by Academic Board	Per Transcript
4.	Carry Forward Module(s) Examinations	30,000	Services rendered after failing supplementary Exams and required to re-sit the examination.	Per Module
5.	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
6.	Incomplete Module(s) Examination	110,000	Services rendered after student failing Continuous Assessment or Attendance less than 75% of a particular module for NTA level 6	Per Module
7.	Incomplete Module(s) Examination	130,000	Services rendered after student failing Continuous Assessment or Attendance less than 75% of a particular module for degree programme (NTA level 7 & 8)	Per Module
8.	Fee for production of a Copy of lost Certificate. (after loss of the Original Certificate)	10,000	Services rendered to a student who has lost his original certificate.	Per Certificate