

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**(EASTC)**



**EASTC EXAMINATIONS REGULATIONS, 2021**

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## **ABBREVIATIONS/ACRONYMS**

CA	Continuous Assessment
DR-ARC	Deputy Rector- Academics, Research and Consultancy
DR-PFA	Deputy Rector, Planning, Finance and Administration
EASTC	Eastern Africa Statistical Training Centre
GPA	Grade Point Average
IASRI	Indian Agricultural Science Research Institute
MAB	Ministerial Advisory Board
NACTE	National Council for Technical Education
NSO	National Statistical Office
NSSTA	National Statistical Systems Training Academy
OUT	Open University of Tanzania
PPT	Power Point Presentation
RAB	Regional Advisory Board
SIS	Student information System
SUA	Sokoine University of Agriculture
TCU	Tanzania Commission for Universities
THTU	Tanzania Higher Learning Institutions Trade Union
UNECA	United Nations Economic Commission for Africa
VETA	Vocational Education and Training Authority

## **PART I**

### **1.0 PRELIMINARY PROVISIONS**

#### **1.1 Citation**

These regulations may be cited as the Eastern Africa Statistical Training Centre Examinations Regulations, 2021 or “EASTC Examinations Regulations, 2021”

#### **1.2 Date of Commencement**

These regulations shall come into operations on such a date approved by the Regional Advisory Board and Signed by the Regional Advisory Board Chairperson, Rector, and Deputy Rector Academics Research and Consultancy on behalf of Regional Advisory Board, Senate and EASTC Academic Board respectively.

#### **1.3 Application**

These regulations shall apply to all courses/programmes offered by the Centre, all EASTC staffs, all EASTC students, person and/ or bodies dealing with matters relating to examinations at the Centre.

#### **1.4 Interpretations**

In these Regulations, unless the context requires otherwise;

Academic dishonesty	Shall mean any type of cheating that occurs in relation to a formal academic exercise. It can include plagiarism, fabrication, deception and sabotage.
Academic programme	Shall mean and include a training programme within a limited period.
Academic year	Shall mean such period as the Centre may determine.
Act	Shall mean the Eastern Africa Statistical Training Centre Act No.28 of 1994.
Appeal	Shall mean a written document indicating the need for rechecking/re-marking of the examination after the candidate becomes dissatisfied with the examinations results or decisions made for violating examination regulations.
Assessment	Shall mean any mode or combination of modes of testing the academic achievements of a candidate.
Award	Shall mean any reward designated by the Centre for grant or conferment upon students who qualify in accordance with these

	regulations;
Board	Shall mean EASTC Academic Board, Ministerial Advisory Board, and Regional Advisory Board and any other board established by these regulations.
Candidate	Shall mean any person dully registered in any course or program of study of the Centre and who is eligible for examination.
Candidate with disability	Shall mean a candidate with any form of physical or mental disablement such as blind, deaf, albino or a candidate with any other disability who need special facilities during examinations.
Centre	Shall mean the Eastern Africa Statistical Training Centre established by Act No. 28 of 1994.
Cheating in examination	Shall mean possessing of, using, giving, receiving or copying unauthorized materials before, during and/ or after examination. It also includes any other form or kind of dishonesty or destruction or falsification of any evidence of examination irregularity.
Class Test	Shall mean a written/oral or other form of examination in a particular module conducted in class at any period in a semester but before commencement of end of semester examinations.
Committee	Shall mean as all committees established by these regulations.
Compulsory module	Shall mean a module that a student must learn in a given semester or academic year in order to meet the requirements of the course and which is designated as such by the Centre.
Course work	Shall mean any mode of assessment that includes assignments, seminar presentations, oral examination, and tests used to test a candidate during the semester excluding End of Semester examinations.
Department	Shall mean a department of the Centre
Deputy Rector Academics Research and Consultancy	Shall mean a person responsible to manage day to day operation of the Centre in regards to Academics, Research and



	Consultancy affairs at the Centre.
Elective Module	Shall mean a module chosen by a student to learn in addition to any compulsory modules in that semester or academic year.
End of Semester examination	Shall mean an examination to be undertaken by a candidate at the end of a respective semester as prescribed by these regulations and by the Centre.
Examination	Shall mean and includes tests, assignments, quizzes, case studies, field attachment, research and project reports, semester/ supplementary and first sitting examinations, except where otherwise defined by the Centre;
Examination period	Shall mean the period designated by the Centre for conducting examinations.
Examination premise	Shall mean examination room or venue and its surrounding environment.
Examination regulations	Shall mean the conditions and rules under which all matters concerning examinations are legally and formally conducted.
Examination room	Shall mean the room or venue in which the examination is being conducted under invigilation.
Examinations Officer	Shall mean any officer designated to handle examinations affairs of the Centre.
External Examiner	Shall mean an examiner appointed from higher learning institution outside the Centre for the purpose of examination moderation or as a second marker of the candidate's examination.
Field attachment Report/ Field and Practical Training Report	Shall mean and includes report prepared by the candidate indicating how he/she applied theoretical knowledge into practical work during field attachment/field practical training.
Graduate	Shall mean a person who has satisfied examination and Centre requirements for any award offered by the Centre.
Head of Academic Department	Shall mean appointed person to oversee curriculum implementation at the Centre.

Internal Examiner	Shall mean a member of academic staff involved in teaching or facilitating of a particular module/course of study in a given semester or marking student's dissertations or research.
Invigilation	Shall mean a process of supervising candidate/candidates sitting for examinations.
Invigilator	Shall mean an officer in charge in the examinations room given the responsibility (either sole or shared) of supervising candidates sitting for examinations.
Module	Shall mean an independent package of learning activities related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level.
Plagiarism	Shall mean and includes copying, lifting, stealing, illegal use, bootlegging or any other mode of use of academic work that constitute breach of copyright.
Rector	Shall mean the person responsible to oversee day to day managerial and administrative operations and affairs of the Centre,
Registrar	Shall mean the officer designated to handle students' admissions and examinations.
Research	Shall mean and includes Practical training, Case studies, Projects, dissertations, and thesis
Semester	Shall mean an academic period in which one set of course modules in each discipline is offered and examined.
Semester Examination	Shall mean and includes end of semester examinations, supplementary and first sitting/special examinations.
Senate	Shall mean principal overall decision-making organ in respect of all academic matters of the Centre.
Special/First Sitting Examination	Shall mean examination(s) which a candidate is allowed to sit for after failing to sit for the end of semester examination under the condition stipulated by these regulations.

Student	Shall mean any person admitted and duly registered to undertake any course of study conducted by the Centre.
Supplementary Examination	Shall mean examination(s) other than semester examinations given to candidates after failing to attain the prescribed grades in the first sitting.
The Advisory Board	Shall mean the Centre's Regional Advisory Board as defined in the Act.
Unauthorized absence from the Examination Room	Shall mean leaving the examination room, temporarily or otherwise, without permission of the invigilator(s).
Unauthorized Materials	Shall mean any form of materials which are not allowed into examinations room or premises as shall be determined by these regulations.

## **PART II**

### **2.0 ACADEMIC ADMINISTRATION ORGANS**

#### **2.1 Regional Advisory Board**

The Regional Advisory Board is an important organ of the EASTC stakeholders that shall exercise its functions as provided to the Advisory Board in Act no 28 of 1994. It is responsible for advising the Minister and the MAB on the Regional dimension of EASTCs business, and on professional and technical matters. Specifically, the advice falls under the following areas:

- i. Review of curricula
- ii. Negotiation with other countries for the enrollment in Statistical Courses
- iii. Taking measures necessary to effect standard practices in statistical methods in the region,
- iv. Advice on fees
- v. Such other measures affecting the statistics profession and practice as the organ may from time to time suggest
- vi. The RAB will be convened at least twice a year and the Director of the host National Statistical Office (NSO) shall chair the meeting

### **2.1.1 Board Composition**

*Board Composition as per the second schedule: section 8(2) of the EASTC Establishment Act No. 28 of 1994*

- i. One Officer from each member state who is for the time being the head of the government office responsible for statistics in the member state, the officer from the United Republic of Tanzania being the Chairman of the Board
- ii. One representative nominated by each of the following:
  - a. The ministry responsible for statistics in the government of the United Republic of Tanzania
  - b. The department of statistics in the government of Zanzibar
  - c. The University of Dar-es-salaam
  - d. The Institute of Statistics and applied Economics; University of Makerere;
  - e. The statistics division of the United Nations Economic Commission for Africa (UNECA)
  - f. A representative of any other institution which the Board may recommend

### **2.2.2 Tenure of Office Members**

The institutions represented in the membership of the Board shall be deemed to be permanent members of the Board as represented by the officer for the time being nominated by those institutions.

### **2.2.3 Meetings of the Board**

- i. The Board shall meet at least twice every year and may meet in any member state
- ii. At any meeting of the board members who are present at least three-member states shall constitute a quorum
- iii. Notwithstanding paragraph (i) of the schedule, where a meeting of the Board is held outside the United Republic, the head of department responsible for statistics of the host state shall chair the meeting
- iv. The Board may elect from amongst their number a Deputy chairman

Subject to the provisions of the schedule, the Board may regulate its own proceedings and the manner of transacting its business.

## **2.3 The Regional Senate**

2.3.1 The Regional Senate is the highest decision-making body on all matters related to academics at the Centre. It is responsible for overall quality control and quality assurance of the training offered by the Centre. Senate decisions shall be final and conclusive. Its decisions shall be referred to the Regional Advisory Board for noting. In case the Regional Advisory Board is not satisfied with such decision it will return the same to the Regional Senate for review.

### **2.3.2 Functions of the Regional Senate**

- i. It shall be the principal overall decision-making organ in respect to all academic matters of the Centre
- ii. It shall be responsible for the academic work of the Centre in Teaching, Research and Consultancy
- iii. It shall be responsible for the regulation and superintendence of education of students at the Centre
- iv. It shall regulate the conduct of examinations at the Centre
- v. It shall appoint external examiners for the purpose of reviews including academic audits for quality assurance

### **2.3.3 Membership and Composition of the Regional Senate**

- i. Chairperson
- ii. Representative(s) from respective Ministry
- iii. Representative(s) of Staff, one of whom shall be appointed as Secretary for a period of three years
- iv. Representative(s) of Students ( President of EASTCSO)
- v. Three professional members from relevant sectors; one from public and two from private institutions
- vi. One representative from NACTE
- vii. Senior academic staff from academic institutions of similar nature

### **2.2.2 Tenure of Office Members**

The institutions represented in the membership of the Regional Senate shall be deemed to be permanent members as represented by the officer for the time being nominated by those institutions.

Other members shall be appointed as per NACTE regulations for membership (2016) for a period of three years renewable once

### **2.2.3 Meetings of the Regional Senate**

- i. The Senate shall meet at least quarterly
- ii. Subject to the provisions of regulatory Authorities, the Regional Senate may regulate its own proceedings and the manner of transacting its business.

## **2.4 Senate Examinations and Appeals Committee**

**2.4.1** Senate Examinations and Appeals Committee shall be an internal organ of the Regional Senate to handle, among other things, student's appeals against examinations irregularities decisions, examination results' appeals and other students' appeals.

### **2.4.2 Functions and Responsibilities of the Senate Examinations and Appeals Committee**

- (a) To consider appeals against examination results and assess them to establish their authenticity and recommend appropriate measures to be taken in accordance with these regulations before the Regional Senate meeting.
- (b) To recommend appointment of Independent Marker(s) from within or outside the Centre for remarking examinations scripts for which appeals have been logged. An Independent Marker shall not be a person who was involved at any stage in processing, marking and moderating the examination for which the appeal relates.
- (c) To deliberate all appeals and prepare a report to the Regional Senate with recommendation on all appeals with suggested action on whether the appeals should be rejected or accepted with respective reasons
- (d) To hold a meeting at least once per semester to deliberate on its functions and responsibilities.

### **2.4.3 Membership and Composition of the Senate Examinations and Appeals Committee**

- (a) Chairperson who shall be appointed by the Rector from an external institution
- (b) Legal Officer
- (c) Chair of the Quality Assurance Team who shall be the secretary of the committee
- (d) Four (4) co-opted members – These shall be independent academic members of staff not heads of any section appointed by the Rector.

Appointed shall be for a term of three years. Any member may be reappointed once.

(e) Student representative (Vice president)

## **2.5 EASTC Academic Board**

**2.5.1** EASTC Academic Board is an internal organ with control over responsibility for the maintenance of standards of education, teaching and training, inter departmental co-ordination, research, examinations and tests within the Centre and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the external and internal policies and laws. Its decisions shall be referred to the Regional Senate for deliberation, approval or noting accordingly. Its decisions may be reversed by the Regional Senate depending on circumstances.

### **2.5.2 Functions and Responsibilities of the EASTC Academic Board**

- (a) To direct and regulate, within the general policies of the Centre, all matters related to instruction, research and consultancy within the Centre including curricula review, and shall report to, and advise the Regional Senate on such matters.
- (b) To determine academic policy, set conditions for admission and the granting of degrees, authorize and supervise courses and curricula;
- (c) To foster and maintain close connections with industry, commerce, the professions, HEIs, other educational establishments and research organizations;
- (d) To recommend policies for faculty professional development activities; including the organization of facilities for research and scholarship for the publication of papers relating thereto.
- (e) To discuss and report to the Regional Senate on all matters involving academic staff within departments including faculty appointments, resignation, transfers, training and development, promotions and budgets.
- (f) To discuss, review, process and release all provisional examination results pending approval of the Regional Senate.
- (g) To review and recommend students' academic progress including enrollment, transfers, postponement and examination performance to the Regional Senate for deliberation and or noting.
- (h) To settle disputes/ institute punitive measures for violation of regulations pertaining to the internal and external examination process
- (i) To discuss and recommend EASTC awards to the Regional Senate for approval
- (j) To hold quarterly meetings to deliberate on its functions and responsibilities.

### **2.5.3 Membership and Composition of EASTC Academic Board**

- (a) DR-ARC who shall be the chairperson.

- (b) All Heads of Academic Departments. One of which shall be appointed as the secretary of the Board by the DR-ARC for a period of three years. Appointment shall revolve among the academic heads.
- (c) Registrar
- (d) Head, Quality Assurance
- (e) Student representative (Prime Minister)
- (f) Trade Union Representative
- (g) In cases of special agenda items, other members of staff may be invited to the meetings

## **2.6 Departmental Internal Examiner's Committee**

**2.6.1** There shall be a Departmental Internal Examiner's Committee for each department/unit with students pursuing various Programmes at the Centre.

### **2.6.2 Functions and Responsibilities of Departmental Internal Examiner's Committee**

- i. To discuss and review the setting of examinations in relation with the curricula.
- ii. To initiate, discuss and recommend academic and examination regulations to the Academic Board.
- iii. To discuss and recommend on the general performance of students and review the marking process
- iv. To discuss and recommend on invigilation, moderation and all matters relating to examinations.
- v. To report findings and recommendations for improvement to the Academic Board.
- vi. To review external examiners reports and give its observations and recommendations to the EASTC Academic Board.
- vii. To plan for implementation of external examiners reports and evaluate implementation status.
- viii. To determine the marks that shall prevail when the marks awarded by the internal examiner differ by 5% or more of the allocated marks from that awarded by external examiner and the two examiners did not reach consensus themselves.
- ix. To consider the marginal cases in Centre examinations whereby the committee shall be allowed to add only 1 mark to the total marks of the coursework of only one module of any candidate's examination in a particular semester provided that such an addition shall change the status of such candidate.
- x. To deliberate on the provisional examination results before submission to the EASTC Academic Board.
- xi. To hold meetings at least once per semester to deliberate on its functions and responsibilities.

### **2.6.3 Membership and Composition of Departmental Internal Examiner's Committee**



- (a) Head of respective Academic department who shall be the Chairperson
- (b) Assistant Head of respective Academic department who shall be the Secretary
- (c) All academic staff involved in teaching the modules for the respective semester or academic year.
- (d) All other members of academic staff within the department
- (e) Examinations Officer
- (f) Admissions Officer
- (g) System administrator in charge of teaching and assessment
- (h) Quality Assurance representative
- (i) Student representative ( Minister responsible for Education)

## **2.7 Examinations Irregularity Committee**

This is an internal organ to process all matters of examination irregularities as detailed in part VIII of these regulations

### **2.7.1 Functions and Responsibilities of Examinations Irregularity Committee**

- (a) To summon any candidate or person or officer in relation to an alleged examination irregularity that took place during the examinations
- (b) To question and interrogate any candidate, invigilator or any person in relation to the examination irregularity that took place during the examinations
- (c) To gather relevant information/evidence relating to examination irregularity including hearing the culprit.
- (d) To recommend to the Academic Board disciplinary measures and sanction on student(s) found responsible or guilty of irregularity as per these regulations
- (e) To recommend to the disciplinary authorities of respective staffs on staffs found responsible or guilty of irregularity for further disciplinary procedures as per Staff Regulations, Standing Orders, and Public Service Act etc.
- (f) To determine and recommend for actions to be taken in case of emergencies and unforeseen events
- (g) In case of examination leakage, the committee shall discuss and recommend appropriate actions to the Centre's management which shall act accordingly and report the matter to Academic Board.
- (h) To hold meetings each time an incidence of irregularity is reported to deliberate and report on the same to the EASTC Academic Board.

### **2.7.2 Membership of Examinations Irregularity Committee**

- (a) The Registrar who shall be the Chairperson
- (b) Head(s) of Academic Departments from which the irregularities have occurred

- (c) Examination Officer who shall be the secretary
- (d) Student Welfare Officer/representative
- (e) Student representative (Minister for Legal and constitutional Affairs).
- (f) Two independent members of staff (not heads) appointed by the Rector for the particular meeting

### **PART III**

#### **3.0 STANDARDS OF ASSESSMENT AND GENERAL REGULATIONS**

##### **3.1 Standards of Assessment**

- 3.1.1 Every student shall be assessed during each semester or any period and duration of study as arranged by the Centre, in terms of his/her performance in the programme of study registered for.
- 3.1.2 Students shall be required to pass assessment as described by these regulations for each module to earn credits for that module.
- 3.1.3 The standard assessment performance of students shall be a total of both coursework(s) and end of semester examination(s) which shall constitute 100%.
- 3.1.4 Coursework for Undergraduate programmes shall constitute 40% and end of semester examination shall constitute 60% or percentages prescribed in respective curricula.
- 3.1.5 Course work for Postgraduate programmes shall constitute 50% and end of semester examination shall constitute 50% or percentages prescribed in respective curricula.
- 3.1.6 For the purpose of course, work assessment a minimum of two (2) timed tests and two assignments must be conducted in every module except for courses/modules which require special/professional instructions or special curricula requirements, which are to be adhered to. However, coursework may include all tests and other assessments conducted during the semester.
- 3.1.7 Students shall be required to complete coursework before they are allowed to sit for the End of Semester Examinations.
- 3.1.8 Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks of at least two tests and two assignments must be provided to students before they sit for the end of semester examination.
- 3.1.9 A copy of the signed students' CA marks must be submitted to the Head of respective academic department and uploaded in the respective electronic system at least five days before commencement of end of semester examinations or at such a timeline prescribed by the head of department.
- 3.1.10 The module instructor shall be responsible for providing the students with the course outline, information and other class requirements (including class attendance) that will provide a basis for evaluating student performance.
- 3.1.11 Coursework assessment shall not be supplemented and will be carried over to supplementary examinations.**

3.1.12 All coursework assessments (except class tests) shall be done under ‘open examination’ conditions as shown in table 1

**Table 1: EASTC Examination Conditions**

<b>Assessment Instrument</b>	<b>Authorized Materials</b>	<b>Invigilation</b>	<b>Administration</b>
Quizzes	Students to use lecture and/or tutorial notes to answer quizzes	To be written in the lecture theatre during the respective module period	Topics of quizzes could be given to students a week earlier for preparation
Take-home	Required readings and notes based on them only.	Writing of the assignment to be done in the lecture theatre during the respective Module period.	Students to be given take-home work for preliminary preparations a week earlier.
Case studies	Required readings plus, recommended sources	Group reports to be Written in the lecture theatre during the respective module period, or other time set for that purpose. Any oral (PPT) presentations should be based on the written Group reports.	Case study guidelines and Instructions should be clearly stipulated. Students to be given two weeks to prepare materials for report and presentation (PPT slides).
Other*	Based on either lecture/tutorial notes, required or recommended Readings.	To be done in lecture theater under relevant and appropriate invigilation Procedures.	Depending on the nature of the assessment instrument.
Fieldwork	Materials (hard, soft) not related to intended aims/ objectives and scope of fieldwork will not be considered as authorized	Time spans (hour, date day) of supervision should be indicated in the student’s logbook. Both reports and logbooks to be submitted on the same day and in a lecture room with students signing as is done in writing other examinations	Special instructions for both supervisors should be stipulated very clearly as are the case for class invigilators. These could be prepared in the form of a checklist or list of terms of reference for easy monitoring and evaluation.

### 3.2 Marks Distribution

#### 3.2.1 Module marks distribution

The following distribution of marks shall be used for all modules except for Field and Practical Training, reports, Case Studies, Project Papers, research reports, dissertation and courses/modules which require special/professional instructions.

(a) The distribution of marks for each module for Postgraduate programmes shall be as follows;

(i)	At least two class assignments constituting	20%
(ii)	At least two-timed tests constituting	30%
(iii)	<b>Total Course works</b>	<b>50%</b>
(iv)	End of Semester Examination	50%
(v)	<b><u>Total Assessment</u></b>	<b><u>100%</u></b>

(b) The distribution of marks for each module/course for Undergraduate programmes shall be as follows;

(i)	At least two Class assignments constituting	10%
(ii)	At least two-timed tests constituting	30%
(iii)	<b>Total Course works</b>	<b>40%</b>
(iv)	End of Semester Examination	60%
(v)	<b><u>Total Assessment</u></b>	<b><u>100%</u></b>

### 3.2.2 Field Attachment and Practical Training Marks Distribution

Attachment, Practical Training, shall be assessed as follows: -

- (a) Total scores for field attachment/Field and Practical Training shall be 100% and the pass mark for field attachment shall be 50% for the student to be allowed to graduate.
- (b) The apportionment of assessment for Field and Practical Training/Field Attachment shall combine;
  - i) Assessment by supervisor at field station (30%),
  - ii) Assessment by EASTC supervisors during field visit (20%)
  - iii) Assessment of Field and Practical Training report prepared by students as a product of the Field and Practical Training (50%).Field and Practical Training report shall be submitted to the respective Supervisor(s) in accordance to the Field and Practical Training Guidelines at the date that shall be set by the EASTC and communicated to students.

3.2.3 The research project for Bachelor degree and Postgraduate diploma programmes shall be assessed as follows: -

- (a) The research project shall be marked out of 100% (Research proposal 30% and Research report 70%) and the pass mark for research project shall be 50% for the student to be allowed to graduate

- (b) The research project report with 70% and the proposal with 30% shall be marked by the respective student research supervisor(s).
- (c) Research projects shall not be externally marked/ moderated except for cases of examination irregularity or the student has appealed on the same.
- (a) 3.2.4. The research dissertation for Master degree programmes shall be assessed as follows: The dissertation shall be marked out of 100% (dissertation proposal 30% and dissertation report 70%) and the pass mark for dissertation shall be 50% for the student to be allowed to graduate
- (b) The dissertation report with 70% shall be marked by two or more examiners i.e. The supervisor(s) and the external examiner.
- (c) The recorded mark for the dissertation report shall be the average marks awarded by internal and external examiners.

### **3.3 General Regulations**

3.3.1 Candidates who fail to meet the overall minimum pass mark for respective programmes shall be regarded as having failed the particular module(s) except for Dissertations, Research, Field attachment and Practical Training which have different pass marks as per these regulations. The following shall be the pass mark for respective programmes

- (a) For Postgraduate programmes the overall minimum pass mark for each module/course shall be 50%
- (b) For Degree programmes the overall minimum pass mark for each module/course shall be 40%
- (c) For Ordinary Diploma programmes the overall minimum pass mark for each module/course shall be 45%
- (d) For Certificate (Basic Technician, Technician) programmes the overall minimum pass mark for each module/course shall be 50%

3.3.2 The candidate shall be required to score at least 25% (At least 10 out of 40) of the total Coursework per module for undergraduate programmes in order to be allowed to sit for end of semester examinations.

3.3.3 The candidate shall be required to score at least 50% (At least 25 out of 50) of the total Coursework per module for Postgraduate programmes in order to be allowed to sit for end of semester examinations.

3.3.4. Notwithstanding that the student shall meet the overall requirements for their respective programme to be allowed to sit for end of semester examinations.

3.3.5 A student shall be required to score 33.3% and above, that is 20 out of 60, for undergraduate programmes of the end of semester examination in each module examined in a semester.

- 3.3.6. A student shall be required to score 40% and above (i.e. 20 out of 50) for postgraduate programmes of the end of semester examination in each module examined in a semester.
- 3.3.6 A student who scores below 33.3% (i.e. below 20 out of 60) for undergraduate programmes and below 40% (i.e. below 20 out of 50) for postgraduate programmes of the end of semester examination in each module examined in a semester will be regarded to have failed the module regardless of the requirements in section 3.4.4 (a-d). ***Such modules will be graded TF (Technical Failure).***
- 3.3.7 **A candidate who fails to attain a GPA of 2.0 or above in a respective semester shall be considered as to have failed.** Such a candidate shall be required to repeat all modules/courses offered in the respective semester including the modules/courses passed during the semester in question.
- 3.3.8 Assessment of the student's progress shall be based on apportionment of scores and grades indicated in section 14...
- 3.3.9 No candidate shall be allowed to do any part of examination without official identification issued by the Centre.
- 3.3.10 Subject to these regulations and the other assessment guidelines for student's academic progress, the student shall be considered to have **passed** the respective module(s) if the student/candidate has;
- (a) Attended and covered at least 75% of the time and content of each module offered by the centre in a respective semester and academic year.
  - (b) Completed the coursework assessment and attained minimum requirements.
  - (c) Attempted End of Semester Examinations and attained minimum requirements
  - (d) Attained and scored the overall minimum pass mark in each module
  - (e) Attended Field attachment, Practical Training, conducted Research projects and dissertations/thesis, submitted respective reports and scored the overall minimum pass mark for the same as provided by these regulations.
  - (f) Fulfilled any other module(s)/ curricula and centre requirement(s).
- 3.3.11 Failure to meet regulation (3.4.12) (a) - (f) a student shall be considered to have **failed** the respective module(s) and shall be liable to penalties provided by these regulations and other guidelines.
- 3.3.12 No continuous assessment shall be undertaken after the commencement of the semester examinations
- 3.3.13 Any person(s) found to have conducted continuous assessment during or after semester examinations sessions, shall be subjected to disciplinary action

## **PART IV**

### **4.0 REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS**

#### **4.1 Registration for Examinations**

- 4.1.1 There shall be examinations as prescribed by EASTC in these regulations. No student/candidate shall be allowed to attempt any examination unless they have been officially registered for the respective programme and are eligible to attempt such examination.
- 4.1.2 All students shall have to register in the Centre's 'Students' Information System (SIS) every semester.
- 4.1.3 Only those who will have registered in the system shall be considered as bona fide students for that semester.
- 4.1.4 A student who qualifies for registration but fails to register within the stipulated time shall be considered to have absconded and hence discontinued from studies.
- 4.1.5 To be registered, the following conditions shall apply:
- (a) The student must have met all prerequisite examination requirements.
  - (b) The student must have paid all fees as prescribed by the Centre.
  - (c) If the student is a fresh one, the student must have been duly admitted.
  - (d) The student must enter the necessary particulars in the system.

#### **4.2 Eligibility for Examinations**

- 4.2.1 No candidate shall be eligible to attend studies/classes and any form of coursework examinations in any module unless the Course/module lecturer, the Examinations officer, the Head of respective Academic Department, Head of Finance Department and the Registrar has satisfied themselves that the candidate has: -
- (a) Completed payment of all required fees in the respective semester
  - (b) Officially registered for the programme and respective module at the beginning of the semester
  - (c) Has not been barred by any lawful order.
- 4.2.2. No candidate shall be eligible for any end of semester, special or supplementary examinations in any module unless the Course/module lecturer, the Examinations officer, the Head of respective Academic Department, and the Registrar has satisfied themselves that the candidate has: -
- (a) Officially registered for the programme and respective module(s) at the beginning of the semester
  - (b) Completed payment of all required fees in the respective semester
  - (c) Attended and covered at least 75% of the time and content areas scheduled to be covered in each semester for each module.
  - (d) Completed coursework assessment by attempting at least two assignments and two-timed tests in the respective modules.

- (e) Scored at least 25% (At least 10 out of 40) of the total coursework for undergraduate programmes.
- (f) Scored at least 50% (At least 25 out of 50) of the total coursework for Postgraduate programmes.
- (g) Has not been barred by any lawful order.

4.2.3 Subject to regulation (4.2.2) (c, d, e and f) a candidate who fails to meet the said conditions shall repeat the respective module of the particular semester when next offered. Only one module shall be repeated otherwise the candidate shall be required to repeat academic year.

4.2.4 Subject to regulation ( 4.2.2 ) (a) a candidate who fails to meet the said condition shall have to be regarded as a student who qualifies for registration but fails to register within the stipulated time and shall be considered to have absconded studies and hence discontinued from studies.

4.2.5 If a candidate fails to meet regulation (4.2.2) (b) but has met regulation (4.2.2) (c, d, e and f) the candidate may request to postpone end of semester examinations and may be allowed to sit for first sitting of the missed examinations, under conditions that the candidate shall have a written authorization from the Deputy Rector (ARC) allowing them to postpone examinations.

4.2.6 Subject to regulations (4.2.2) (g) a candidate who has been barred by any lawful order from attending studies shall not be eligible to attempt any examinations pending settlement of respective issues.

4.2.7 Where a candidate who has been barred from examinations in accordance with regulation (4.2.1) – (4.2.6) sits for such examinations, the result(s) shall be declared null and void and the student shall be discontinued from studies for such misconduct, subject to recommendation by the EASTC Academic Board and approval by the Regional Senate.

4.2.8 At the end of every semester at least five days before the commencement of End of Semester examinations, lecturer(s) facilitating respective module(s) shall submit to the Respective Head of Academic Department a coursework report showing the attendance for each student highlighting clearly the student(s) whose attendance is less than 75%, coursework less than the stipulated requirements and final eligibility status. Students who will be deemed “not eligible” shall be barred by the Examinations Office from sitting for the respective module examination.

4.2.9. Every member of the academic staff teaching during the semester shall be obliged to give to each student his/her coursework marks before the commencement of end of semester examinations, where students shall be required to sign against their names and scores when informed about their performances in continuous assessment at least five days prior to commencement of end of semester examinations.

4.2.10 The Registrar and Head of Respective Academic Department in liaison with Examinations Officer(s) may bar any candidate from any examination if found that the candidate has not met the eligibility condition for doing examination.

4.2.11. Maximum registration for the Centre’s programmes shall be as in table 2



**Table 2: Registration period for EASTC programmes**

<b>Programme</b>	<b>Duration (Years)</b>	<b>Maximum Registration Period (Years)</b>
Certificate	1	3
Ordinary Diploma	2	4
Bachelor Degree	3	5
Postgraduate	2	4

## **PART V**

### **5.0 ABSENCE IN, POSTPONEMENT OF, AND RE-ADMISSION TO STUDIES**

#### **5.1 Conditions for Absence**

- 5.1.1 Every student shall be required to attend all lessons and examinations as scheduled in the timetable or as announced by respective lecturers or facilitators each semester.
- 5.1.2 No students shall absent him/her from attending classes, lessons and examinations without a written permission from the relevant authority.
- 5.1.3 The Dean of Students shall grant formal permission of absence from attending classes to students with genuine social and medical reasons where applicable for up to five days.
- 5.1.4 Permission sought.
- (a) On academic basis and
  - (b) If beyond five days, shall be granted by the Deputy Rector Academics, Research and Consultancy forwarded by Head of particular department, Dean of students and where applicable Medical Officer.
- 5.1.5 For the case of normal permission for medical and or social grounds, a student shall be required to fill a request for permission form prepared by EASTC. The student shall fill the form and report the matter as soon as it is practical to the relevant authority through the Head of Department and the Dean of Students. Such a form/request shall be accompanied by supporting documents and sufficient reasons for inability to attend lectures.
- 5.1.6 A candidate who misses or is allowed to be absent from attempting a continuous assessment because of compelling reasons and permission shall be required to complete the same before attempting the end of semester examinations of the respective course/module. Such a candidate shall be responsible for initiating any request for a missed continuous assessment. If the Instructor or Lecturer requests written official evidence concerning the absence, the student shall submit the appropriate documentation.
- 5.1.7 A candidate who absents oneself from studies and/or end of semester examination without written postponement permission from relevant authorities shall be discontinued from studies.
- 5.1.8 A candidate who absents oneself from any coursework assessment or fails to submit assignment given during the coursework without compelling reason and permission from

the lecturer or instructor shall be considered to have attempted such examination, assignment(s) and shall be deserving of a zero mark. However, module instructors shall use discretion in handling the matter.

## **5.2 Conditions for Postponement**

- 5.2.1 A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the DR-ARC and the permission shall be reported to the EASTC Academic Board and subsequently to the Regional Senate for approval.
- 5.2.2 For the case of postponement of studies or examinations for medical, fees and /or social grounds, a student shall write an official letter to the Rector, requesting for such a postponement before the grounds occur, unless it is a proven emergency.
- 5.2.3 Upon approval of the request for postponement, a formal permission in writing shall be provided to student(s) to postpone studies or examinations. No student shall postpone examinations, tests, assignments or studies without written permission from the relevant authority of the Centre.
- 5.2.4 No person shall provide permission to postpone studies, examinations or continuous assessment to students, except officials stipulated by these regulations or formally delegated officials.
- 5.2.5 A student who postpones a semester shall only re-join in the next year of study. Such a student will have to re-do all the coursework.

## **5.3 Conditions for Re-admission to Studies**

- 5.3.1 A student who has been earlier discontinued from a program of study on academic grounds other than involvement in examination irregularity (e.g. expiry of registration period) may be readmitted at any time to any programme offered by the Centre subject to having satisfied the applicable entry requirements.
- 5.3.2 Re-admission of a student, who previously officially postponed studies for failing to pay fees, is subject to the student paying all the unpaid fees, Where practical, such a student shall continue with his/her studies from the point at which they were when discontinued
- 5.3.3 A discontinued student on academic grounds may apply to be admitted to the same or another program of study at the Centre after one academic year of study, having acquired additional qualification, or subject to the student providing evidence of extra-mural studies to improve their academic standing.
- 5.3.4 Re-admission for a student who had previously postponed studies on ground of health is subject to a recommendation by the medical practitioner from a reputable health facility and approval by the Centre. Where practical such a student shall be allowed to continue with his studies from the point at which they were when taken ill.

## PART VI

### 6.0 END OF SEMESTER EXAMINATIONS SETTING AND MODERATION

- 6.1 Coursework Examinations of the Centre shall be set and administered by respective members of academic staff teaching relevant module(s)/course(s) or such other persons appointed by the Head of respective Academic Departments. Coursework Examinations may not be moderated but shall adhere to respective curricula and assessment plan, evaluate students on different aspects of instructional objectives, cognitive and affective domains (Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation).
- 6.2 End of Semester, first Sitting and Supplementary Examinations of the Centre shall be set by respective member(s) of academic staff teaching respective module(s)/course(s) or such other persons appointed by the Registrar or Head of respective Academic Department.
- 6.3 Members of academic staff who taught the respective module(s) or Course shall be required to submit draft examinations in electronic and hard copy together with the respective detailed marking scheme(s) or guideline(s) to the Registrar's Office within the time stipulated.
- 6.4 The Registrar's Office shall set the deadline for submission of examinations as per the Centre almanac.
- 6.5 All examiners shall abide by deadlines. Any examiner who fails to meet the deadline and hence cause delay in the processing of examinations will be held responsible by the respective disciplinary authority.
- 6.6 All the examinations submitted by examiners shall be externally moderated by appointed competent external examiners who are academic staff from reputable higher learning institutions.
- 6.7 External examiners/moderators/ Independent markers shall be appointed by the Centre as per these regulations and in accordance to NACTE guidelines.
- 6.8 The appointed external examiners, moderators or Independent markers shall assume their roles upon approval by their immediate supervisors from their respective institutions.
- i. Upon receipt of examinations and marking scheme, the Registrar shall initiate the moderation processes.
  - ii. Any examination moderator/external examiner shall be required to observe utmost confidentiality before, during and after the moderation exercise. Failure to observe confidentiality will make them liable for disciplinary measures/action which shall be recommended to the respective disciplinary authority.
  - iii. All personnel or officers involved in processing of examinations shall adhere and observe maximum security, confidentiality and integrity.
- 6.9 Examination questions papers, answer booklets and other examination equipment shall always be in safe custody. No unauthorized person shall have access to examination question papers, answer booklets and related items.

- 6.10 External examiners/moderators shall review critically and recommend modifications to the questions, model answers / marking schemes. External examiners shall be guided by respective Curricula, assessment plans, and NACTE guidelines in implementing their mandates.
- 6.11 External examiners shall prepare and submit reports based on standards and comment on question papers, individual questions or on candidates' performance and recommend improvement for future examinations.
- 6.12 External examiners/moderators shall moderate examinations submitted by internal examiners considering but not limited to the following;
  - (a) Ensure that the instructions to the examination paper are correct
  - (b) Ensure that every question is clearly worded and unambiguous;
  - (c) Ascertain that marks are distributed fairly and equitably to reflect the weight of each question;
  - (d) Ascertain that the examination has covered all aspects described in the curriculum.
  - (e) Ascertain that the examination measures aspects of instructional/educational objectives (Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation)
- 6.13 Duration of tenure for External examiners or moderators shall be two years unless specified otherwise by the Regional Senate.

## **PART VII**

### **7.0 CONDUCT OF EXAMINATIONS AND INVIGILATION**

#### **7.1 Conduct and Dates of Examinations**

- 7.1.1 Examination timetable(s) will be released to students at least two (2) weeks before the commencement of the respective examination season.
- 7.1.2 All Coursework examinations and timed tests shall be conducted for at least one hour under the supervision of module lecturer(s) or any other academic or administrative staff appointed by the Head of the respective academic department.
- 7.1.3 End of the semester, Supplementary and First sitting examinations in each module except for modules with special/curricula requirements, shall consist of a two hours examination for Basic Technician Certificate and Technician Certificate programmes, two and a half hours examination for Ordinary Diploma programmes and three hours examination for Higher Diploma, Bachelor Degree and Postgraduate programmes.
- 7.1.4 End of semester, Supplementary and First sitting examinations shall be supervised by the Deputy Rector Academic Research and Consultancy (ARC) and coordinated by Registrar, Head of Academic Departments, Examinations Officer, or such other officer of the Center as the Rector may direct.

- 7.1.4 All examinations offered by the Centre shall be administered in accordance with these regulations and any other important instructions issued by the National education authorities, accrediting institutions, Deputy Rector (ARC) in consultation with the Rector.
- 7.1.5. All examinations offered by the Centre shall be administered at the Centre campus(s) or such other place as may be directed by the Deputy Rector (ARC) in consultation with the Rector.
- 7.1.6. Students shall be required to pay examinations fees at such a rate prescribed in the EASTC tuition fee structure and the fee may be reviewed by the Centre from time to time without prior notice to students.

## **7.2 Instructions to Invigilators and Officers involved in Examinations**

- 7.2.1 The invigilation of examinations shall be conducted in accordance with the manner and instructions provided by these regulations
- 7.2.2 All examinations shall be invigilated by invigilators appointed by the Registrar and approved by the Deputy Rector (ARC) at least one week before the commencement of the examination.
- 7.2.3 There will be a Chief Invigilator in each examination venue assisted by one or more invigilators. The number of assistant invigilators will be determined by the number of candidates in an examination room.
- 7.2.4 The Examination Officer(s) shall provide invigilator(s) with the following items: -
- (a) The sealed envelope(s) containing examination papers,
  - (b) Invigilation report forms,
  - (c) attendance register, and
  - (d) other necessary documents related to examination(s)
- 7.2.5 Specific examinations instruction(s) and any other relevant materials shall be issued and included in the envelopes handed to the Chief Invigilator. The Chief Invigilator and Assistant Invigilators shall check that the envelope(s) are properly sealed.
- 7.2.6 The Chief Invigilator(s) shall obtain the relevant examination papers from the Examinations Office as well as the necessary examination materials not more than 30 minutes before the commencement of the respective examination.
- 7.2.7 The Invigilators shall make sure that respective Examination Venue which he/she is tasked to invigilate is properly set out and ready (including placing answer books and other relevant materials on the desks) before allowing any candidates to enter. In case the Chief Invigilator and assistants have more than one examination paper in their Venue they shall make sure that candidates are well informed on the sitting arrangement.
- 7.2.8 Invigilator(s) shall be given a specific number of answer booklet(s) and shall sign a log book on collection and returning examinations materials including the examination(s) according to the given instructions.

- (a) Invigilators shall ensure that only one answer book is provided to each candidate unless the rubric in the question papers requires otherwise.
  - (b) The invigilators shall also ensure that one answer book is filled before any additional booklet(s) is provided.
- 7.2.9 Assistant Invigilator(s) shall be present in the examinations room at least thirty minutes before the commencement of the examination.
- 7.2.10 Invigilators shall admit candidates in the examination room at most thirty minutes before the commencement of the examination(s) and they shall ensure that candidates have authorised materials. Handbags, purses, sweaters, pullovers, jackets, overcoats, books, papers, water, electronic devices and other unauthorised materials shall not be allowed in the examination's premises.
- 7.2.11 All candidates shall be required to show their examinations cards and students' identity card before they enter into the allocated examination room. Candidates who without justifiable cause fail to show the examinations identity cards and students' identity card shall not be allowed to enter into examinations room.
- 7.2.12 Invigilators shall duly search or check candidates to ensure that they do not enter the examinations room with unauthorized materials.
- 7.2.13 The sealed envelope(s) of the question papers will be in the custody of the Chief Invigilator and the seal shall be broken in the presence of and witnessed by Assistant Invigilator(s) and candidates.
- 7.2.14 The Chief Invigilator shall make the following announcement to the candidates **before the commencement of examinations**:
- (a) Regarding the obligation to sign the attendance register.
  - (b) That the candidates possess the question paper which is in accordance with the examination time table and withdraw one in case a wrong paper has been distributed.
  - (c) Instruct the candidates to carefully read the instructions on the answer booklets and the particular examination paper.
  - (d) Regarding commencement and finishing time of the examination
- 7.2.15 Invigilators must also read out fully and clearly the following examination rules/instructions before the commencement of examinations:
- (a) "You are now under examination conditions – do not open the question paper until I give you permission to do so."
  - (b) "If any candidate is in possession of any unauthorized materials, he/she should hand them to me now".
  - (c) "Candidates must not attempt to speak or try to communicate in any way with other candidates."

- (d) “No candidates will be allowed to leave the room during the first thirty minutes of the examination, nor will they be allowed to leave the room during the last fifteen minutes of the examination.
- (e) ” Any candidate who has to leave the room for any reason must seek permission from invigilator and will have to be accompanied by an Invigilator or any other person appointed by the invigilator. The frequency and time a candidate goes outside the examination hall/room shall be recorded”.
- (f) “Answers should be written concisely and in a plain and legible manner in black/blue ink or ballpoint pens. However, flow charts, graphs and diagrams may be drawn in pencil. Candidates are warned that any tendency towards illegibility will operate to their disadvantage.”
- (g) “Rough papers are not allowed. Rough work should be done in your answer book and neatly crossed through. Rough work should never be done on the question paper.”
- (h) “A candidate who requires an attention of invigilator should put up his/her hand and an invigilator will come to them. A candidate shall not leave his/her desk and go to the invigilator.”
- (i) “If a candidate finishes his/her examination paper before the time allowed expires the Invigilator will come to him/her to ensure that all personal details on his/her answer book have been properly completed. The candidate can then leave the room quietly.”
- (j) “A candidate found guilty of dishonesty in connection with the examination or infringing any of the examination rules and regulations shall be liable to appropriate disciplinary action, which may include expulsion from the examination venue/room and/or disqualification.”
- (k) “Do you have any questions before we start?”
- (l) “You may now open your examination paper, do not forget to write all the necessary information on the answer book cover.”
- (m) “I am timing the examination from now, you may start writing.”

7.2.16 In order to enable the Invigilators to carry out identification checks as quickly as possible candidates shall be asked to place their examination identification and valid Student Identity cards on their desks.

7.2.17 Invigilators shall also ensure that

- (a) The sitting arrangements places reasonable distance between one candidate and another
- (b) The students adhere to the sitting arrangements made by the Centre.
- (c) The candidates with disability have the special facilities required.

7.2.18 **During the examination**, the invigilator(s) shall ensure that;

- (d) There is no borrowing of working tools between candidates.

- (a) Candidates are provided with the necessary examination's requirements.
- (b) Not stay in one place for too long. They should move around and strategically observe candidates from different angles within the examination venue.
- (c) Randomly check inside booklets for unauthorized materials which may be hidden in them.

7.2.19 Invigilator(s) shall maintain maximum security in the examination venue when the examination is in progress and ensure that all books, notes or other materials including bags, brief cases, mobile phones, non-authorized ICT equipment and any material likely to aid the candidate answering the examination questions are removed from examinations premises before distributing the examination papers.

7.2.20 The invigilator(s) shall:

- (a) At no time leave the examination venue without a replacement.
- (b) Be dedicated to invigilation only and shall not enter examinations venues with materials not related to the examination being invigilated including electronic devices and reading materials.
- (c) Not allow a candidate to enter into the examination room 30 minutes after commencement of the examination.
- (d) Not allow a candidate to leave the examination room before half an hour has elapsed since commencement of the examination unless it is an emergency.

7.2.21 The invigilator(s) shall record attendance by circulating an attendance register on which each candidate shall write their examination/registration number, answer booklet serial number and shall sign against their particulars during examination and when submitting the used booklet.

7.2.22 Responsibilities of the invigilators during the examination shall include the following:

- (a) Invigilators should ensure that no unauthorized person is allowed into the examination Venue.
- (b) Invigilators must ensure that any candidate having for some reasons to leave the examination Venue/room temporarily may do so only with the permission of the invigilator and will be accompanied by an invigilator.
- (c) If a candidate insists that there is a misprint in examination paper or she/he believes some information is missing, the candidate should be advised to carry on with the rest of the questions while the invigilators seek guidance on the matter from the module instructor or the Examination officer.
- (d) If there is any misprint the clarification should be given to all candidates.
- (e) Invigilators must be on the alert continuously and must maintain constant and effective supervision at all times.



- (f) If invigilators find a candidate using unauthorized material, that invigilator should make sure that the assistant invigilator witnesses the incidence. The candidate should be made to sign on the material and write and sign a statement on the incident immediately. The incident should be reported to the Head of Examinations/Registrar department immediately in writing together with all relevant evidence. The candidate shall be left to continue with that examination and shall be provided with a fresh booklet after being caught and the previous one shall be confiscated as evidence.
- (g) If Invigilators find that candidates have in any way suffered from adverse conditions or have been unduly upset or disturbed by extrinsic influences they should report to the Registrar who will then decide whether to allow extra time for the candidate(s) concerned.
- (h) Respective Head of Department and/or module instructor(s) who wish to look at or make corrections on a question paper may do so with invigilators' permission once the examination has commenced but on no account must they be allowed to remove a question paper from the Venue.
- (i) Invigilators shall ensure that candidates are not disturbed during the examination.
- (j) The chief invigilator or any of his/her assistants are permitted to make the following announcements in the examination Venue:
  - (ii) To inform the candidates that there are only 30 minutes remaining before the end of examination;
  - (iii) To inform the candidates that there are only 15 minutes remaining before the end of examination and that no candidates shall be allowed to leave the examination Venue/room until the end of the examination paper;
  - (iv) To remind the candidates to ensure that they have correctly recorded their examination numbers (and not their names) on the cover of their answer books and on every sheet of paper attached to the said answer books;
  - (v) To call upon the candidates to stop writing when the examination time is over.
- (k) Invigilators shall inform late candidates (i.e. candidates who arrived at the examination Venue more than 30 minutes after the commencement of the examination) that they are not allowed to sit for the examination and shall advise them to report to the Registrar who will determine the appropriate course of action.
- (l) Invigilators shall write and keep the records of all events occurred during the examination, including but not limited to that of late candidates, examination

irregularities any other misconducts and submit the records to the Registrar for records and other appropriate actions.

7.2.23 The responsibilities of the invigilators at the **end of the examination** shall be as Follows:

- (a) To require the candidates to remain seated, until all scripts have been collected.
- (b) To make any announcement as deemed fit to ensure orderly collection of examination answer books. Any candidate who fails to abide by the Invigilator's call to stop writing, remain seated or who act against the examination rules shall be reported to the Registrar.
- (c) To ensure that all examination answer books have been collected and verified against the attendance sheet.
- (d) To verify that student's identity card and examination identification conform to the information written by candidate on the examination answer book.
- (e) To ensure that candidates have duly filled their identification details on all additional materials
- (f) To ensure that any additional materials used by students have been inserted at the end of the first booklet and attached to the back cover with a stapler.
- (g) To ensure that candidates hand in the question paper together with the used booklets where the question paper must be placed in the middle of the used booklets
- (h) To ensure that candidates surrenders all unused answer scripts/booklets,
- (i) To ensure that candidates sign the attendance register for the submission of answer scripts/booklets.
- (j) To ensure that all examination answer book(s) relating to candidate(s) with examination irregularities is (are) serially arranged on the basis of examination numbers and are submitted to the examination's office in separate envelope(s).
- (k) To ensure that all examination answers books and invigilation reports are personally delivered to the examination's office immediately.

7.2.24 Upon the completion of the examination, the invigilator(s) shall immediately report in writing to the Deputy Rector (ARC) on any examination irregularity detected during examination.

7.2.25 The report shall be detailed enough, explaining the irregularity in full. The invigilator shall also attach any document or material, if available to clarify the issue, where necessary.

7.2.26 All invigilators shall fill the invigilation reports and sign attendance register upon returning all examination materials; used and unused to the examination office immediately after the examination.

7.2.27 Cases of illness arising during examination session shall be documented in the examination reports and reported to the Registrar.

### **7.3 Instructions to Candidates**

- 7.3.1 Candidates shall be allowed to enter examination room by means of inspection by invigilators, at most thirty minutes prior to the time prescribed for the commencement of any examination.
- 7.3.2 No candidate shall be allowed to enter in the examination room half an hour after the commencement of the examination.
- 7.3.3 No candidate shall be allowed to leave the examination room until half an hour has elapsed after the commencement of the examination
- 7.3.4 No candidate shall be allowed to leave the examination room during the last fifteen minutes of the examination.
- 7.3.5 Candidates are required to read carefully all the instructions and any other instructions on the Answer Book, and should adhere to them.
- 7.3.6 No paper, books, bags, purses, storage devices, written or printed materials, unauthorised materials, or attached cases shall be required to be found at the examination premises.
- 7.3.7 Candidates shall use only black or blue colour pens in writing their examinations and pencils for sketches and drawings. Candidates with disability will use special facilities authorized for writing their examinations. Ball pen and pens with other colours shall not be allowed to be used by candidates.
- 7.3.8 If a candidate is expelled from examination room under these regulations, they may in their own interest report the matter in writing to the registrar.
- 7.3.9 No candidate shall be allowed to communicate with other candidates verbally or otherwise in the examination room without permission from the invigilator.
- 7.3.10 Candidates without examination identity cards and student's identity cards authorizing them to sit for the examination shall not be allowed to sit for the examinations.
- 7.3.11 At all times during examinations the candidates' examination identity card and student identity card shall be conspicuously placed on the tables of candidates.
- 7.3.12 If a candidate is found with unauthorized materials, it shall not be a defence to argue that one did not intend to use the unauthorized material referred to in these regulations.
- 7.3.13 The candidates should understand and abide to the powers of invigilators, that invigilators (s) shall have the following powers to candidates.
- (a) To confiscate any unauthorized materials or aid brought into examination room.
  - (b) To expel from the examination room any candidate who creates a disturbance in the examination room.
- 7.3.14 Only examinations numbers/registration numbers shall be used to identify the candidates during examination and results processing.

- 7.3.15 Candidates subject to the permission of the invigilator(s) shall be allowed to go out of the examination room, one at a time with an escort for not more than five minutes strictly for purposes of attending the nature's call.
- 7.3.16 Any candidate found to have committed academic dishonesty in any part of the examination shall be deemed to have failed the whole of that programme for that year and shall be discontinued from studies forthwith, pending approval by the Regional Senate.
- 7.3.17 Nevertheless, any candidate found guilty of committing an examination irregularity may appeal to the Regional Senate in a manner provided in these regulations.
- 7.3.18 No candidate is allowed to write anything on the question papers. All work must be written on the answer script/booklet.
- 7.3.19 Where a candidate is unable to present him or herself for the examination due to any valid reason, he/she should inform the DR-ARC in writing through the Dean of students before the examination commences. Appropriate evidence will be required to be attached.
- 7.3.20 Where a candidate is unable to report to the DR-ARC his/her absence in examination before such examination commences, he/she shall inform the DR-ARC in writing through Dean of students within the reasonable period of time depending on the circumstances. Appropriate evidence will usually be required to be attached.
- 7.3.21 Where a candidate is unable to present him or herself for the examination without any valid reason and without reporting as directed by these regulations, **he/she shall be considered to have absconded from the examination and shall be discontinued from studies** pending approval by the Regional Senate.
- 7.3.22 A candidate found guilty of infringing any of the examination rules and regulations shall be liable to appropriate disciplinary action as determined by these regulations.

## PART VIII

### 8.0 EXAMINATION IRREGULARITIES AND ACADEMIC DISHONESTY

#### 8.1 Examination irregularities and academic dishonesty

In these regulations, examination irregularities and academic dishonesty shall include the following but is not limited to

- (a) Candidate carrying unauthorized materials into examination room
- (b) Candidate attempting to copy or making references to unauthorized materials in the examination room.
- (c) Candidate communicating with other candidate(s), either verbally or through other means during the examination without permission from invigilator.
- (d) Candidate permitting another candidate to copy from or use ones' paper.
- (e) Candidate removing examination answer booklet or sheets from the examination room.
- (f) Candidate tearing any part of the examination script/answer booklet

- (g) Candidate destroying or attempting to destroy evidence relating to any suspected irregularity.
- (h) Candidate destructing or falsifying any evidence of irregularity or dishonesty in examination
- (i) Plagiarism i.e. reproducing the works of another person or persons in course work, (published or not), ideas or creation from any source as if they were one's own, without acknowledgement and with the intent to deceive.
- (j) Absconding from examinations.
- (k) Any other act such as causing disturbance in or near an examination room and/or interfering with the invigilator's performance of his/her duties in the course of the examination as determined by the Centre.
- (l) Cheating during marking. Marker malpractice and deliberate alteration of marks designed to inflate or deflate a candidate's original mark. This can be inflated by examination officials, by candidates (making contact with marker) or markers (making contact with candidates).
- (m) Any form of student- lecturer communication with the aim of obtaining or offering students access to examination materials/ results or any examination related information.
- (n) Providing students or unauthorized persons with aid and access to examinations and examinations materials.
- (o) Student's illegal access to examinations and examination materials.
- (p) Any other form of dishonesty as may be prescribed by the Centre or regulatory authorities.

## **8.2 Procedure for handling examination irregularities and academic dishonesty**

- 8.2.1 Examination irregularity shall be a serious offence and it shall be the responsibility of the invigilator(s), students, EASTC Staff, External examiners and all officers involved in examinations to report immediately all the suspected cases of examinations irregularities to the relevant authority as provided by these regulations.
- 8.2.2 Any detected examination irregularity shall be immediately reported in writing by the invigilator(s) to the Head of Examinations Department who shall present the case to the Examinations Irregularity Committee.
- 8.2.3 In handling a cheating irregularity, the student shall be provided with a fresh booklet after being caught and the previous one shall be confiscated as evidence.
- 8.2.4 Upon receiving the written report on examination irregularity or academic dishonesty, the Head of Examinations Department shall arrange for the Examinations Irregularities Committee to meet immediately.
- 8.2.5 The Examinations Irregularities Committee shall have power to summon the student(s) and members of staff of the Centre or outside the Centre, interrogate candidate involved in

irregularity, witnesses and invigilators, within seven (07) days from the occurrence of the irregularity.

- 8.2.6 Examinations Irregularities Committee shall require the respective candidate, witnesses and invigilators to submit a written statement concerning the incidence within 24 hours. In this case witnesses may be fellow candidates or lecturer/invigilator who sat near the candidate or who were present respectively.
- 8.2.7 Examinations Irregularities Committee shall deliberate on the irregularity or academic dishonesty and give recommendations to EASTC Academic Board.
- 8.2.8 The Examinations Irregularity committee shall submit its findings as soon as practicable to the Deputy Rector (ARC) who shall table them before an ad-hoc Academic Board Meeting. The ad-hoc Academic Board Meeting shall then take appropriate action, and make appropriate recommendations to the Regional Senate.

### **8.3. Penalties**

Where it is established that an academic dishonesty has taken place appropriate disciplinary action shall be taken against those found responsible including:

- 8.3.1 Where there is strong evidence that academic dishonesty has taken place the Examinations Irregularity Committee shall advise the Regional Senate to cancel or withdraw the examination and order for a new examination to be set and administered at a convenient time.
- 8.3.2 Disclosure or leakage of examinations caused by any person shall be punishable by the relevant disciplinary authority.
- 8.3.3 All cases of suspected or proven examinations leakages and other forms of academic dishonesty shall be brought before the EASTC Academic Board for deliberation and recommendations, and Regional Senate for final decisions.
- 8.3.4. A student proved to be engaged in an examination irregularity or other forms of academic dishonesty shall be recommended to be discontinued from studies by the Examinations Irregularity Committee. The final decision shall be made by Regional Senate upon recommendation by the EASTC Academic Board or Senate Examinations and Appeals Committee if an appeal is lodged against the Academic Board decision.
- 8.3.5. Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the Centre, subject to confirmation by the Regional Senate.
- 8.3.6 A student who has been discontinued from studies due to examination irregularity shall be officially informed in writing by the Chairperson of the organ that made the decision within five working days after the decision of the organ.
- 8.3.7 The status of a student, who has been discontinued from studies due to an examination irregularity, shall be designated as irregularity discontinuation.

#### **8.4. Irregularity Appeals**

- 8.4.1 Any candidate found guilty of committing examination irregularity and is aggrieved by the decision may appeal to the Regional Senate in accordance with the provisions of these Regulations. The appeal shall be directed to the Chairperson of the Senate. The appeal must be submitted within seven (7) working days from the date of receiving the letter for discontinuation.
- 8.4.2. All appeals shall be accompanied by a non-refundable appeal fee of one hundred thousand Tanzanian shillings (TZS 100,000/=) which is subject to review by the Centre from time to time without prior notice to students.
- 8.4.3 The student's appeal shall be handled by the Senate Examinations and Appeals Committee which shall prepare and submit a recommendation to the Regional Senate.
- 8.4.4 The Senate may impose a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate. The only lesser penalty that may be imposed by the Senate is to allow the candidate to repeat a year of study.
- 8.4.5 Appeal decisions by the Senate shall be officially and in writing communicated to each respective student by the Chairperson of the senate about the senate decision within ten working days after the decision of the Senate.
- 8.4.6 A candidate who has been allowed by the Senate to repeat a year of study due to commission of an examination irregularity shall be discontinued from studies if found guilty of committing any other examination irregularity.
- 8.4.7 The decision by the Regional Senate on students' appeals shall be final.

### **PART IX**

#### **9.0 MARKING OF EXAMINATIONS, COMPILATION OF SCORES AND RELEASE OF EXAMINATION RESULTS**

##### **9.1 Marking of Examinations**

- 9.1.3 The internal marking of all examinations of the Centre shall be done by respective internal examiners in accordance with the time schedule provided in the almanac or the Registrar in consultation with the DR-ARC
- 9.1.4 All End of semester examination scripts shall be marked and returned to the Registrar within the specified period of time together with summary of analysis of performance/score sheets, students examination attendance sheet, soft and hard copies of students' scores and the marking scheme.
- 9.1.5 Internal examiners shall ensure that all examination scripts are marked, recorded in the score sheets and submitted to the Examination Office on time.
- 9.1.6 Notwithstanding the generality of these regulations, the making process shall operate as follows:

- (a) Panel marking shall be the preferred mode when time and resources suffice
- (b) In the panel marking process, the Head of department shall appoint a lead marker for the module or group of similar modules. The lead marker shall be responsible to ensure the following are done by the team of markers
  - i. The marks on the script have been corrected added and accurately transferred into the examinations system
  - ii. Explain all incomplete cases
  - iii. Arrange all scripts in ascending order
  - iv. Review overall performance, marking and addition errors, etc. Where change may be necessary, obtain authorization from the respective Head of department before implementing the change.
  - v. Ensure that the respective module instructor has correctly uploaded the marks in the electronic system
  - vi. Submit to the Head of examinations department the report of the results containing coursework, final exam and total score. Where change has been effected, the report shall contain scores before and after change.
- (c) When the need arises, the final examination script(s) shall be marked by the individual internal examiners, that is, by the instructor who taught the particular subject/ module during the particular semester or others appointed by the Registrar in consultation with the Deputy Rector (ARC) in case the former is unable to discharge that responsibility.
- (d) When marking, any anomaly noted and any matter raising a reasonable suspicion shall be reported to the Deputy Rector (ARC) without fail or delay.
- (e) The internal examiner shall use a pen which writes in red ink to mark. Marks shall be allocated according to the mark's distribution indicated on question paper and marking Scheme or guidelines.
- (f) After marking the instructor shall fill in the summary of analysis of performances, fill in an examination mark sheet and submit them together with the marked scripts and marking scheme to the examination officer.
- (g) Internally marked scripts/booklets shall be externally marked by external examiners as per NACTE guidelines.
- (h) After internal marking, the Registrar shall initiate the external marking process.
- (i) The external examiner shall use the pen that writes in green ink during marking of the examinations
- (j) It is a serious case of negligence and misconduct for any person to lose or misplace examination script (s) during the examination handling process.
- (k) Any person who commits such negligence or misconduct under subsection (j) shall be subjected to disciplinary measures in accordance with the Centre Regulations or relevant disciplinary authorities.



## **9.2 Compilation of Scores and Release of Examination Results**

- 9.2.1 Compilation of examination results shall be the responsibility of examination officer, Head of respective Academic Department(s) and Registrar assisted by Officer(s) involved in managing Student's Information system.
- 9.2.2 End of semester Examinations Results shall be released or published by Secretary of EASTC Academic Board (i.e. Registrar who shall release or publish provisional results within four working days after the meeting of the EASTC Academic Board) and Secretary of the Regional Senate (i.e. Deputy Rector ARC who shall release or publish approved results within four working days after the meeting of the Regional Senate).
- 9.2.3 Once the examination results are approved by the Regional Senate or provisionally approved by EASTC Academic Board, they shall be published to the students through student's information systems, by the Registrars' office within four working days after the respective approval.
- 9.2.4 Declaration of all examination results shall take place after the Regional Senate has approved the same.
- 9.2.5 For finalist students, release of the final results by the Regional Senate shall be subject to incorporating corrections if any, in the Field and Practical Training Reports, Research project reports, Dissertation/thesis and passing the same.
- 9.2.6 The Examinations office and Heads of Respective Academic Departments shall work to ensure they incorporate all necessary directives and decisions by Academic Board and Regional Senate before publications of results.
- 9.2.7 The Centre shall have the right to withhold or cancel the results of the candidate if it considers that such a candidate has been involved in examination irregularities before, during and after examinations.
- 9.2.8. The Centre shall withhold the results of candidates who owe the Centre tuition fee and other dues.
- 9.2.9 No one shall leak information about examinations results before provisional release. Any person identified to have contravened these regulations shall be reported to the Academic Board for disciplinary actions

## **9.3 Examination Appeals Procedures**

- 9.3.1 Where a candidate has any complaint regarding his/her examination results on unfair marking, computation of marks or grades or decision regarding examinations irregularity, he/she is supposed to fill in the appeal form and attach evidences, pay the requisite fees and submit to Examination Office for verification and action within seven (07) days from the date of release of provisional examination results.
- 9.3.2 Except where unfair marking, wrongful computation of marks or grades or unfair decision on examinations irregularity/leakage/academic dishonesty committed in the conduct of any examination is alleged, no appeal shall lie in respect of any examination on any other ground.

- 9.3.3 The registrar shall inform immediately the Secretary of Senate Examination and Appeals Committee on the lodged appeals.
- 9.3.4 The Senate Examination and Appeals Committee shall scrutinise the appeals as per these regulations.
- 9.3.5 All the appeals on end of semester examinations results on grounds of unfair marking shall be externally marked by independent markers from reputable higher learning Institutions with expertise in the particular module, who were not involved in teaching or assessment of the said module whatsoever.
- 9.3.6 The Independent Marker(s) shall use a pen that writes in black ink
- 9.3.7 All appeals shall be accompanied by a non-refundable appeal fee of one hundred thousand Tanzanian shillings (TZS 100,000/=) only per module which is subject to review by the Centre from time to time without prior notice to students. The same rates or any other rates approved by the relevant organ shall be charged for irregularity and disciplinary appeals.
- 9.3.7 An appeal shall not be considered where a candidate had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 9.3.8 Any appeal or complaint which will be lodged late or without payment of required fee for any reason shall not be considered.
- 9.3.9 No appeal shall be lodged against coursework marks
- 9.3.10 Failure to comply with these appeal regulations and requirements shall result in dismissal by Senate Examinations and Appeals Committee.
- 9.3.11 The confidentiality of information relating to appeals shall be observed by all parties involved in the case.
- 9.3.12 Any staff member of the Centre who had prior participated in the marking or making prior decision against which the appeal is lodged, shall not have a voting right in the Regional Senate over such an appeal, and may participate therein only as member of the Regional Senate or in terms of presentation of findings and recommendation or answering queries as the case may be and shall otherwise be absent from the Regional Senate session considering any such appeal. In such cases respective staff members shall declare interest during the meeting.
- 9.3.13 The secretary of the Regional Senate shall, immediately after the Senate decisions on appeals and within four working days inform the appellants in writing about the appeal results. The same will appear in respective results of respective students.

## **PART X**

### **10.0 PRESERVATION AND DISPOSAL OF EXAMINATION MATERIALS**

- 10.1 The Centre shall keep students' end of semester examination scripts/answer booklets, dissertations, field reports, project papers and others in custody for three academic years after completion of studies for the purpose of reference after which they shall be disposed.

10.2 The Examinations Office shall with respect to used examination answer booklets, dissertations, field reports, project papers and others.

- (i) Create and maintain adequate records of actions and transactions affecting examination answer books, dissertations, field reports, project papers and others ensure that those records are properly maintained while waiting for any appeal or final disposal.
- (ii) Initiate the disposal procedures of those examination answer booklets, dissertations, field reports, project papers and others for which there is no further need.
- (iii) Initiate immediate disposal of used examination answer books, dissertations, field reports, project papers and others that have been stored by the office for more than three academic years after the completion of studies of students.
- (iv) Identify and safeguard those examination answer booklets, dissertations, field reports, project papers and others which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation.
- (v) Assist the Centres' library in selecting examination answer booklets designated for achieving purposes.
- (vi) Seek expertise to assist in the sampling answer books, dissertations, field reports, project papers and others ear – marked for archives.
- (vii) Designate a place or room as storage area for examination answer booklets, dissertations, field reports, project papers and others awaiting appeal or final disposal
- (viii) Witness and keep close control over final disposal of examination answer booklets, dissertations, field reports, project papers and others, to ensure the confidential nature of contents remains inviolate.

10.3 Pending final disposal, the Examinations Office and Registrar shall ensure that all information contained in examination answer booklets remain inviolate and is protected from misuse or abuse.

10.4 Unless otherwise refined for archival purposes, the examination office shall initiate the disposal of examination scripts, fields report, project papers and others that have been in retention or storage for two years after students have completed their studies.

10.5 The deputy Rector (ARC) shall.

- (i) Approve a disposal and storage budget and designate the cartons of various sizes or description which shall be used by Examinations Office for Storage of examination answer books pending final disposal
- (ii) The cartons prescribed under sub-regulation (1) above shall be so marked or labelled as to facilitate identification of the course, examination date and date when final disposal shall be due.

10.6 The Centre library shall keep and maintain in any format including electronic, all answer booklets, reports and dissertations selected by the examination's office for archival purposes.

10.7 The Deputy Rector (ARC) shall

- (i) Select and announce the best available practice in disposing of the examination answer booklets due for disposal
- (ii) Depending on such performing circumstances as privacy of information confined, cost involved and environmental considerations, the Deputy Rector (ARC) may with respect to any batch due for disposal, direct the disposal by destruction and disposal by either Incineration or sale to recycling companies to be reused in producing other materials, or

10.8 It shall be the responsibility of the Rector to approve final disposal of the scripts: -

- (i) The Rector on recommendation of the Deputy Rector (ARC) shall be the principal executive officer responsible to order final disposal of any examination.
- (ii) The Rector shall sign the order.

## **PART XI**

### **11.0. ACADEMIC PROGRESSION**

#### **11.1 Conditions for Supplementary and First Sitting Examinations**

11.1.1 There shall be Supplementary/ First sitting examinations which shall be conducted once each year prior to the commencement of the subsequent academic year, or at such a convenient time which shall be decided by the Centre and communicated to students.

11.1.2 Where a candidate pursuing any program of study at the Centre, fails to attend the whole or part of end of semester examination(s) under circumstances (social or medical) which are beyond the control of the student, such a student may be allowed to sit for the examination in the module(s) of the examinations of which s/he did not attend during the supplementary session as a first sitting, subject to the production of authentic evidence and written approval of the Deputy Rector (ARC).

11.1.3 A student shall be deemed to be eligible for first sitting examinations after receiving a letter of authorization from the Deputy Rector (ARC). First sit examinations shall not be availed to students who have absented themselves from regular examinations without written permission.

11.1.4 When a student is allowed to sit for a first sitting, they shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided for first sittings in the examination regulations.

11.1.5 First sitting examinations shall be conducted at such a time, coincident with supplementary examinations, once each year prior to the commencement of the

- subsequent academic year, or at such a convenient time which shall be decided by the Centre and communicated to students.
- 11.1.6 A student who fails in first sitting examinations shall be allowed to proceed with the next academic year provided that she/he has met conditions for proceeding as stipulated in these regulations. Such a candidate shall be subjected to supplementary clearance of the failed module during the semester examination of the next academic year. Should the student fail supplementary examination, s/he must repeat the same module when next offered.
- 11.1.7 Students/candidates, who fail to conduct Field Practical Training, attain fail grades in Research projects and dissertations/thesis shall be eligible to conduct Field Practical Training, Research projects and dissertations/thesis at such convenient time when next offered after receiving a letter of authorization from the Deputy Rector (ARC). Such a student shall not graduate subject to his/her completion of Field Practical Training, Research projects and dissertations/thesis.
- 11.1.8 To qualify for supplementary examinations for all undergraduate and postgraduate programmes, one must fall under the following categories: -
- a. Candidates/students who score less than End of Semester Examinations minimum pass mark criteria in each module of at least 33.3% (i.e. at least 20 out of 60) for Undergraduate programmes and at least 50% (i.e. at least 25 out of 50) of the End of Semester Examination for Postgraduate programmes.
  - b. Candidates/students who score less than overall minimum pass mark criteria in each module as provided these regulations. The overall minimum pass mark is 50% for postgraduate programmes, 40% for Higher diploma and degree programmes, 45% for Ordinary diploma programmes and 50% for Basic Technician and Technician Certificate programmes)
  - c. Notwithstanding conditions stipulated in 27(3) (i and ii), a candidate shall be allowed to sit for supplementary examination only if she/he has attained an Overall GPA of not less than 2.0 for undergraduate and 3.0 in postgraduate programmes in the respective semester.
- 11.1.9 Coursework shall be considered in assessing supplementary examinations as NACTE Regulations require.
- 11.1.10 A student who passes the supplementary examination shall be awarded a course grade of “C” for undergraduate programmes or “B” for postgraduate programmes, which is equivalent to the minimum raw score or the minimum overall pass mark for grade “C” and “B” in the respective programmes.

11.1.11 Postgraduate candidates who fail in any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) but shall not be allowed to proceed to the dissertation phase before passing the failed course.

## **11.2 Conditions for progressing from semester to semester and from year to year**

11.2.1 A student shall be allowed to proceed to the subsequent semester of any year of study provided that he/she has scored a GPA of not less than 2.0 for undergraduate and 3.0 for postgraduate during that semester.

11.2.2 A student shall be allowed to proceed to the second semester of any year of study if he/she has incomplete results due to valid reasons verified by the relevant authorities and provided that he/she completed all coursework for the modules examined in the first semester of that year of study. The status of such a student shall be denoted as **incomplete**.

11.2.3 A student shall be allowed to proceed to the next academic year of study after passing examinations in all modules for the preceding academic year of study or provided that they have met the conditions for carrying over failed modules as stipulated in these regulations

11.2.4 Notwithstanding regulation 11.1.6, a student who fails in first sitting examinations shall be allowed to proceed to the next academic year of study with a maximum of **two** supplementary modules after attaining a minimum overall GPA of 2.0 for undergraduate and 3.0 for postgraduate programmes.

## **11.3 Conditions for Carrying over Failed Modules**

11.3.1 Students in one-year programmes, e.g. Basic Technician Certificate, Technician Certificate, Ordinary Diploma, shall NOT carry over failed modules

11.3.2 **Eligible** Students specified in (11.4.1) shall be allowed to carry over a maximum of **two** modules regardless of their semester distribution after attaining a minimum overall GPA of 2.0 for undergraduate and 3.0 for postgraduate programmes.

11.3.3 To be eligible to sit for final examination of the carried module (s); a student must: -

- i. Have completed all coursework
- ii. Have paid the required module fees in addition to those of the respective academic year and registered for the modules accordingly
- iii. Have met all other examination eligibility criteria.

11.3.4. Carrying over the failed modules shall not exceed the maximum registration period for the said programme

11.3.4 Modules shall only be carried over once.

## **11.4 Conditions for Repeating a Year**

11.4.1 A Student shall repeat a year if he/she:

- (a) Fails to attain a minimum GPA as prescribed in these regulations in a particular semester

- (b) Fails to attain a minimum GPA as prescribed in these regulations during the entire academic year. This will be considered in the second semester of an academic year.
- (c) Fails once in repeated modules carried forward.

### **11.5 Conditions for Repeating Failed Modules**

11.5.1 A student shall be allowed to repeat failed modules in the respective semester of the following academic year and pay tuition fees of the year concerned and other related costs as determined by the Centre.

11.6.2 A student shall only repeat modules for a maximum of two (2) years in the respective semester after failing in supplementary examination provided that a student has not exhausted his/her registration period and if he/she:

- i. Fails to attain a minimum GPA of 2.0 and 3.0 for postgraduate.
- ii. Fails supplementary examination(s) in the respective modules.
- iii. Examinations for the repeated modules shall be done during the normal semester and supplementary examination sessions.

11.5.2 A student who is allowed to repeat modules shall also be required to attend lectures and/or tutorials and to do all other coursework arrangements and shall be subjected to normal grading system.

11.5.3 A student who is allowed to repeat module(s) shall not be allowed to continue with the following academic year concurrently.

11.5.4 In allowing a student to repeat, the Centre, among other things shall consider the following maximum registration period allowed

11.5.5. A student who is eligible to repeat module (s) or a semester may be allowed by Deputy Rector-Academic, Research and Consultancy (DR-ARC) to postpone it once on acceptable grounds and the permission shall be reported to the EASTC Academic Board and Regional Senate

### **11.6 Conditions for Discontinuation from Studies**

11.6.1 Students shall be discontinued from studies due to reasons not limited to the following:

- (i) Students/candidates found guilty of committing examination irregularities
- (ii) Students/candidates found guilty of committing disciplinary offences as described EASTC students by laws.
- (iii) Students/candidates absconding from studies.
- (iv) Students/candidates absconding from tests or examinations.
- (v) Students/candidates conducting misconduct prohibited by these regulations
- (vi) Students/candidates found to have joined the Centre illegally.

## **PART XII**

### **12.0 FIELD AND PRACTICAL TRAINING, RESEARCH PROJECTS, DISSERTATIONS AND THESES**

- 12.1 There shall be Field and practical training for all students in which students will perform various activities in different organisations where they will be attached for a period as specified in respective Curricula and as stipulated by EASTC Field and Practical Training, Research and Dissertation guidelines.
- 12.2 Students shall be required to pay practical training fees to facilitate supervision and assessment of the exercise at such a rate prescribed in the EASTC fee structure and the fee may be reviewed by the Centre from time to time without prior notice to students.
- 12.3 The centre shall appoint the coordinator for Field and Practical Training, Research and Dissertation.
- 12.4 The coordinator for Field and Practical Training, Research and Dissertation in collaboration with respective heads of academic departments shall guide and arrange for placement centres or organizations for student to conduct their Fields, Practical Training, Research and Dissertation and shall also arrange for their supervision.
- 12.5 Students attending Field and practical Training shall be instructed assisted and supervised on daily basis by professionals and senior staff belonging to the host organizations in which they have been attached. These Professionals will be responsible to evaluate students based on the criteria specified by the Centre.
- 12.6 Lecturers or Instructors at the Centre shall visit students during their Field and Practical Training for assessing their performance.
- 12.7 Evaluation and assessment form for both EASTC Supervisors and host supervisors shall be prepared by the coordinator for Field and Practical Training, Research and Dissertation in collaboration with respective heads of academic departments and shall be approved by the Centre.
- 12.8 EASTC Field and Practical Training, Research and Dissertation guidelines shall be prepared by the coordinator for Field and Practical Training, Research and Dissertation in collaboration with respective heads of academic departments and shall be approved by the Regional Senate as recommended by EASTC Academic Board.
- 12.9 At the end of the Field and Practical Training, Research and Dissertation, every student shall write and submit within a stipulated deadline the Field and Practical Training Report, Research Report and Dissertation Report as per guideline provided by the Centre.
- 12.10 The final assessment for Field and Practical Training shall combine the marks as per assessment by the supervisor at field station (30%), the Centre supervisor's assessment during the field visit (20%) and the final report written by students as a product of the Field and Practical Training (50%). Field and Practical Training reports shall be submitted to the respective Centre Supervisors at the date that shall be set by the Centre and communicated to students.



- 12.11 A pass of at least 50% in the Field and Practical Training, research, dissertation and theses shall be required before a candidate is allowed to graduate.
- 12.12 Late Submission of field reports shall not be accepted and shall be considered as a fail.
- 12.13 A candidate failing the field attachment training shall be required to repeat it when next offered at his own cost and hence shall not graduate until the completion of the field attachment.
- 12.14 A student failing in field work shall be allowed to resubmit the report only once in the subsequent semester otherwise he shall be discontinued from studies.

### **PART XIII**

#### **13.0 GRADUATION REQUIREMENTS AND CONFERMENT OF AWARDS.**

- 13.1 The Regional Senate shall confer EASTC awards to such students as shall be recommended by the Academic Board. The conferred candidates shall be presented to the RAB for noting.
- 13.2 The EASTC Academic Board, after being satisfied that a candidate has attained the standard requirements for the respective award of Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma, Bachelor Degree, Postgraduate Diploma, and Master Degree shall recommend to the Regional Senate that such an award be conferred upon such a successful candidate. The Regional Senate shall make final decision on such a recommendation and refer the same to the RAB for noting.
- 13.3 Students shall meet the following requirements in order for them to receive any award of the Eastern Africa Statistical Training Centre (EASTC) and collaborating institutions.
- (i) Attend classes regularly and meet the minimum requirement of attending and covering at least 75% of scheduled class periods and module content for each course and module and complete all module/course requirements as per respective curricula.
  - (ii) Study, complete and pass all modules/courses, projects, and practical training, dissertation/theses in respective programmes.
  - (iii) Earn a minimum grade of “C” in all modules or courses for undergraduate programmes and a minimum grade of “B” in all modules or courses for postgraduate programmes.
  - (iv) Have cleared all fees deposits and any outstanding charges
  - (v) Fulfil other programme requirements as described by respective curricula
  - (vi) Fulfil any other requirement under these regulations and regulations of collaborating institutions.
  - (vii) Fulfil all other conditions prescribed by the Eastern Africa Statistical Training Centre (EASTC).

## PART XIV

### 14.0 GRADING SYSTEM AND CLASSIFICATION OF AWARDS

#### 14.1 Apportionment of scores and grading

14.1.1 Apportionment of scores, grading and classification of awards shall be as prescribed by these regulations and respective programme curricula of the Centre.

14.1.2 The Apportionment of scores and grading shall consist of six tier system for Postgraduate, Bachelor Degree, Higher and Ordinary Diploma programmes and a five tier system for Basic Technician and Technician Certificate programmes as indicated in table 3 ; -

**Table 3: EASTC Grading System**

NTA Levels 4 - 5			NTA Levels 6			Postgraduate Diploma			NTA Levels 7 - 10		
Grade	Definition/ Remarks	Score Range	Grade	Definition/ Remarks	Score Range	Grade	Definition/ Remarks	Score Range	Grade	Definition/ Remarks	Score Range
A	Excellent	80-100	A	Excellent	75-100	A	Excellent	80-100	A	Excellent	70-100
			B+	Very Good	65-74	B+	Very Good	70-79	B+	Very Good	60-69
B	Good	65-79	B	Good	55-64	B	Good	60-69	B	Good	50-59
C	Average	50-64	C	Average	45-54	C	Average	50-59	C	Average	40-49
D	Poor	40-49	D	Poor	35-44	D	Poor	40-49	D	Poor	35-39
F	Failure	0-39	F	Failure	0-34	F	Failure	0-39	F	Failure	0-34
I	Incomplete	-	I	Incomplete	-	I	Incomplete	-	I	Incomplete	-

Additionally, there shall be a special grade or notation in the Centre results for the following statuses

TF	:	For technical failure of a module.
P	:	For overall pass status in a semester or year
S(xx)	:	For overall supplementary status in a semester
R	:	For an overall repeat status in a semester or year
RM(xx)	:	For a repeat module(s) status
Carry (xx)	:	Carry forward failed modules in a semester or year
Pos.	:	For postponed semester or year
Absc.	:	For abscond and discontinued
Disco	:	For discontinuation from irregularity or disciplinary case
**xx	:	Shall be the specific modules for the respective status

14.1.3 The grades shall be assigned equivalent “Grade points” for Postgraduate, Bachelor Degree, Higher and Ordinary Diploma Basic Technician and Technician Certificate programmes as indicated in the table below: -

## 14.2 Apportionment of Grade points

Apportionment of Grade points shall be as presented in table 4

**Table 4: Apportionment of Grade points**

NTA Levels 4-5		NTA Levels 6-10 and Postgraduate Diploma	
Grade	Grade Point	Grade	Grade Point
A	4	A	5
		B+	4
B	3	B	3
C	2	C	2
D	1	D	1
F	0	F	0
I	-	I	-

## 14.3 Computation of Cumulative/Aggregate Grade Point Average (GPA)

14.3.1 The aggregate/cumulative Grade Point Average (GPA) shall be used for the purpose of classifying awards. The aggregate GPA for all modules shall be calculated using the following procedure:

- i) The letter grades obtained by a student shall be assigned to equivalent “Grade points” as indicated in on 14.2.
- ii) The credits for module(s) taken in each programme shall be used to determine the weight of each module. The credits for each module shall be indicated in respective programme curricula.
- iii) A cumulative/aggregate Grade Point Average (GPA) for each candidate shall be computed by dividing *the total number of grade points earned for all modules by the total number of credits for the modules examined. Thus, the following formula shall be used;*

**Equation 1: Formula for Grade Point Average (GPA) calculation**

$$GPA = \frac{\sum_{i=1}^n (GP_i \times CV_i)}{\sum_{i=1}^n CV_i}$$

**Where**

*GPA* Represents Grade Point Average

$\sum_{i=1}^n$  Represents Summation of respective values (from the first value  $i = 1$  up to the last value  $n$ )

$GP_i$  Represents a Grade Point (GP) assigned to a letter grade scored in each module  $i$  by the candidate and

$CV_i$  Represents Credit Values (CV) associated to each module  $i$

14.3.2 As a matter of principle, Grade Point Average and Aggregate/cumulative Grade Point Average shall be computed and **truncated** to a single decimal point and shall not be rounded off. For example 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9.

#### 14.4 Classification of Awards

14.4.1 Awards for EASTC graduates shall be classified based on classification indicated in Table 5

**Table 5: Classification of Awards**

NTA Levels 4 -5		NTA Levels 6 - 8		NTA Levels 9-10	
Class of Award	Cumulative GPA Range	Class of Award	Cumulative GPA Range	Class of Award	Cumulative GPA Range
First Class	3.5 – 4.0	First Class	4.4 – 5.0	Distinction	4.4 – 5.0
Second Class	3.0 – 3.4	Upper Second	3.5 – 4.3	Merit	3.5 – 4.3
		Lower Second	2.7 – 3.4		
Pass	2.0 – 2.9	Pass	2.0 – 2.6	Pass	3.0 – 3.4

### PART XV

#### 15.0 CERTIFICATION

##### 15.1 Certification

15.1.1 The Regional Senate shall award certificates for Degrees, Diplomas or other awards to deserving students and shall refer the same to the Regional Advisory Board for noting.

15.1.2 The EASTC Academic Board upon satisfaction that a student(s) has attained the standard required under these regulations for the award of certificates diplomas and degrees may recommend to the Regional Senate that such a certificate diploma and degree be conferred upon such a successful student.

15.1.3 Any finalist students desirous of obtaining a transcript shall submit an application form for the transcripts to be prepared by Examinations office. A clearance form and payment

of TZS 15,000/= for locals or 15 USD for foreign students shall be required for preparation of transcripts. This is inclusive of TZS 5000 or 5USD for the Convocation.

15.1.4 For continuing students 5,000/= TZS only shall be required for preparation of progressive report statement of results or partial transcripts.

15.1.5 These amounts may be reviewed from time to time without prior notice.

15.1.6 The issuance of various certificates to EASTC graduates shall be conducted in accordance with these regulations

15.1.7 The certificates mentioned in these regulations shall include the following: -

- (i) Master Degree Certificates and respective Academic Transcripts
- (ii) Bachelor Degree Certificates and respective Academic Transcripts
- (iii) Higher Diploma Certificates and respective Academic Transcripts
- (iv) Ordinary Diploma Certificates and respective Academic Transcripts
- (v) Technician Certificates and respective Academic Transcripts
- (vi) Basic Technician Certificates and respective Academic Transcripts
- (vii) Provisional / partial / Progressive Report Transcripts for respective programmes.

15.1.8 The procedure for signatures, stamps and seal used for the certificates shall be as shown in table 6:-

**Table 6: Procedure for signatures, stamps and seal**

Sn	Name of Certificate	Signature(S)	Seal/ Stamps	Number of Copies	Fee
1	Certificates for all awards at EASTC,	- Rector and - Chairperson of the Regional Advisory Board	• EASTC Seal	1	NIL
2	Academic Transcripts for All Programmes at EASTC	- Deputy Rector (ARC) and/or - Registrar	• Deputy Rector (ARC) and/or • Registrar	2	TZS. 15,000 USD 15
3	Provisional/Partial/Progressive results, for all Programmes	- Examinations Officer	• Registrar or	1*	TZS 5,000 USD 5
4	Certification fees	- Registrar	• Certified true copy of the original	3	TZS 5,000 USD 5

The Centre may review the fee at any time without prior notice to students

\* Issued upon request

15.1.9 Certificates and transcripts that do not conform to these regulations for signatures, stamps, and seal shall be invalid.

15.1.10 Applications for certificates or transcripts shall be made in person.

15.1.11 Applications for certificate/transcript made in person shall be by: -

- (i) Filling out the prescribed application form.

- (ii) Lodging the application in the name(s) that the Applicant was registered with at the Centre
  - (iii) Furnishing particulars of the applicant in the prescribed application form which strictly correspond with those appearing in the students' records kept by EASTC.
  - (iv) The particulars of the students shall be verified by heads of respective academic departments and the Registrar, who shall verify the authenticity of students' information and recommend certificates to be issued to students as requested.
- 15.1.12 Certificate, diploma and degree certificates shall be issued only when the Centre has verified the information furnished against the students' records (including the photograph kept by EASTC).
- 15.1.13 Certificates for degree, diploma and certificate programmes shall be issued only when the candidate has already graduated as soon it may deem fit.
- 15.1.14 All applications for certificates and correspondences about certificates shall be addressed or delivered to the Rectors office.
- 15.1.15 All applications or request for transcripts or partial transcripts shall allow a minimum of five working days to process their requests after the submission of dully filled and signed application form.
- 15.1.16 Certificates and transcripts shall be issued without storage charges for three years after graduation. Thereafter, storage charges of TZS 10,000 (USD 10) per year shall be paid by the graduate.

## **15.2 Replacement of Lost or Destroyed Academic Certificates.**

- 15.2.1 In case of loss or total or partial destruction of the original certificate or transcript or a copy thereof the Centre may issue a copy or another copy on conditions that: -
- i. The applicant produces a sworn affidavit
  - ii. The certificate so issued shall be marked "COPY" across it.
  - iii. The replacement certificate shall not be issued until at least 6 months have elapsed after reporting the loss to EASTC. Except that such replacement may be issued within shorter period where there has been partial destruction of the original certificate or of a copy thereof, or where such a request is urgent and such urgency shall be provided as evidence.
  - iv. The applicant must produce evidence that the loss has been adequately announced publicly with a view to its recovery in an officially recognized manner, in the applicant's place of residence or where the loss is believed to have taken place including a written report from police.
  - v. A fee of TZS 50,000/= (Fifty thousand only) or USD 20 shall be charged for the copy of the certificate issued.

## **PART XVI**

### **16.0 MISCELLANEOUS PROVISIONS.**

#### **16.1 Quorum of the Meetings**

16.1.1 All meetings of Regional Senate, committees, organs and boards to be conducted under these regulations shall demand the presence of at least fifty percent (50%) of all members physically present at the meeting. In case the chairperson or secretary is not present, the entity shall appoint another person among themselves to chair the meeting or take record.

#### **16.2 Amendments and review of examination regulations**


16.2.1 Amendments and review of examination regulations shall be done from time to time by EASTC as it shall be deemed necessary. Such amendments shall be recommended to EASTC Academic Board and to the Regional Senate for approval.

#### **16.3 Interpretation of Ambiguities**

16.3.1 In case of ambiguity or misinterpretation of the contents of these regulations or otherwise, the interpretation by the Regional Senate of the Eastern Africa Statistical Training Centre shall be final.


PART XVII

APPROVING AUTHORITY SIGNATURES AND DATES

NAME.....Joyce J. MINJA.....SIGNATURE.....  
DATE.....23/11/2021.....

// DEPUTY RECTOR (ARC) AND CHAIRPERSON TO THE ACADEMIC BOARD

I approve.

NAME.....DR. TUMAINI. M. KAJUNZI.....SIGNATURE.....  
DATE.....23/11/2021.....

RECTOR AND CHAIRPERSON TO THE REGIONAL SENATE

Activate V  
Go to Setting