



MINISTRY OF AGRICULTURE
AGRICULTURAL TRAINING INSTITUTIONS
(ATIs)

ACADEMIC AND EXAMINATIONS
REGULATIONS

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The Director- Human Resources and Administration
Ministry of Agriculture
Mulungushi House, 4th Floor
P.O Box 50197
Lusaka

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Definition of Major Terms

Assignment – specific method used to assess student’s academic performance during a semester.

Continuous assessment – general methods used to assess student’s academic performance during a semester; they include assignments and Continuous Assessment Tests (CATs).

Continuous Assessment Test – specific method used to assess student’s academic performance during a semester.

Course – a programme composed of a set of subjects for students aspiring to attain a given qualification.

Deferred examination – an examination used to examine a student who has missed the main examination, with permission.. It is given at a prescribed time, usually after the main examination.

Exclude – when a student is discontinued from the program

Part time – When a student is repeating a course outside a normal stream without proceeding to the next academic year; or when a student has completed his/her training but still has some subject(s) to repeat. Also referred to as externalisation

Expulsion- Instant dismissal from the Institution for examinations malpractices

Project- Practical work done by the students over an extended period of time for the purpose of assessment, that does not simply result in the submission of the piece of written work.

Examination – specific method used to assess student’s academic performance at a prescribed time, usually at the end of a semester

Subject – set of topics in a given area of study deemed suitable for students pursuing a particular course

Supplementary examination – an examination used to re-examine a student who has failed a subject but has attained the required score or marks that qualify him/her for re-examination in that subject. It is given at a prescribed time, usually after the publication of the results of the main examination

Abbreviations

ATIs	-	Agricultural Training Institutions
CATs	-	Continuous Assessment Tests
GPA	-	Grade Point Average
CBU	-	Copperbelt University
HRA	-	Human Resource and Administration
IDE	-	Institute of Distance Education
KCAM	-	Katete College of Agricultural Marketing
MoA	-	Ministry of Agriculture
MU	-	Mulungushi University
NRDC	-	Natural Resources Development College
ODL	-	Open and Distance Learning
PACO	-	Popota Agricultural College
SDC	-	Student Disciplinary Committee
TEVETA	-	Technical Education Vocational and Entrepreneurship Training Authority
UNZA	-	University of Zambia
ZCA	-	Zambia College of Agriculture
ZCHT	-	Zambia Centre for Horticulture Training
ZNFU	-	Zambia National Farmers' Union

SECTION I

1.1 Administration of Academic and Examination Regulations

The Academic Regulations herein shall guide and regulate the academic conduct and administration of examinations at all Agricultural Training Institutions (ATIs) in Zambia. The ATIs at which these regulations shall apply include:

- Katete College of Agricultural Marketing (KCAM)	Katete
- Natural Resources Development College (NRDC)	Lusaka
- Popota Agricultural College (PACO)	Choma
- Zambia College of Agriculture (ZCA)	Monze
- Zambia College of Agriculture (ZCA)	Mpika
- Zambia Centre for Horticulture Training (ZCHT)	Lufwanyama

The Academic Regulations herein shall replace any such regulations previously published at these institutions. Any proposed alterations to these regulations must be put before the Academic Board of each Institution and seek approval from the Ministry of Agriculture (MoA) headquarters. There shall be at least three (3) bodies governing the academic activities and administration of examinations at each ATI. The bodies shall be:

- The Departmental Examination Committee
- The Examiners Board
- The Academic Board
- Professional Committee
-

The **Departmental Examination Committee** shall be made up of three members for any particular subject. The members will consist of:

- | | |
|---------------------------------------|---------------|
| - Head of Department | (Chairperson) |
| - Examiner for the particular subject | |
| - Vice Principal | (Ex officio) |

NB: *Where the Head of Department is the examiner, the Senior Training Officer in the section will chair the meeting*

Duties of the Departmental Examination Committee:

- Ensuring that examinations in each subject covers the syllabus adequately
- Ensuring that examination questions are clear and grammatically correct
- Ensuring that the time and marks allocated for the examination is adequate
- Proof-read the final examination paper and make corrections to any typographic errors

The **Examiners Board** shall be composed of: -

- Vice Principal (Chairperson)
- All teaching staff (including part-time lecturers).
- Registrar, or the Executive Officer in the absence of the Registrar.

Duties of the Examiners Board

- Enforcement of examinations regulations.
- Ensure the security of results collectively and singularly.
- Ensure the security and retention of answer sheets.
- Receiving and scrutinizing the presented end of semester results.
- Recommend the end of semester results to the academic board
- Moderation of the end of semester results where applicable.
- The Vice Principal shall compile the end of semester results from subject results.
-

The **Academic Board** shall be composed of: -

- Principal (Chairperson) For ZCA-Mpika—Principal (Secretary)
- Representative of Affiliating University
- Chief Coordinator- ATIs
- Vice Principal
- Registrar Secretary
- Heads of Departments
- Farm Manager
- At least two Student Representatives
- Three or more Stakeholders (as and where applicable)
- Principals from other ATIs (as and where applicable)

Duties of the Academic Board shall include:

- Set student enrolment standards and monitoring
- Develop and ensure implementation of policy concerning student training
- Deliberate and deliver verdict on all appeal cases of examination malpractice by candidates.
- Consider students' appeals pertaining to rejoining the institution after discontinuation, externalization or expulsion which ATI management has referred to it.
- Ratification of end of semester results and recommending them to the Professional Committee.
- Recommending the awarding of certificates to deserving students
- Moderation of results.
- Awarding and recommending prizes/commendations to deserving students.
- Where applicable, the Vice Principal shall summarize and publish end of semester results.

The **Professional Committee for UNZA/MU affiliates** shall be composed of: -

- The Dean - School of Agricultural Sciences (Chairperson)
- The Principal (Affiliate College) ATI (Secretary)
- The Deans -relevant schools
- All HODs from School of Agriculture
- The Director HRA MoA
- The Chief Coordinator- ATIs MoA
- The Director IDE (UNZA)
- Atleast one Representative Stakeholder
- The Principal Other invited affiliate ATIs
Offering Diploma programs
- The Vice Principal ATI
- The Registrar ATI
- All Heads of Departments ATI
- Farm Manager ATI

Duties of the Professional Committee of UNZA/MU affiliates:

- Ratify end of semester results and authorizing for publication. Ensure reviews or re-design of the affiliate curriculum
- Setting academic standards
- Moderation of results where necessary (MU affiliate)

NON-AFFILIATED PROGRAMMES (CERTIFICATES)

The Academic Board shall comprise;

- The Principal (Chairperson)
- Vice Principal
- Heads of Departments
- Registrar or Executive Officer in the absence of Registrar (Secretary)
- Chief Coordinator- ATIs
- Farm Manager
- Atleast two Student Representatives
- Atleast three Stakeholders

SECTION II

2.1 Entry Requirements

Entry requirements at the ATIs are at least 5 ‘O’ levels, full Form V or Grade 12 Certificate with Credits in English, Mathematics and any Science subject or equivalent., *Two (2) Science subjects will be an added requirement for diploma programmes.* For the list of pre-service and in-service entry requirements, refer to the Institutional handbooks.

NB. These entry requirements for diploma, may differ depending on the requirements of respective affiliating University.

SECTION III

3.1 Classification of the Certificate

- a) Diploma certification and grading will be dependent on the respective affiliating university.
- b) The certificate awarded to the student after successful completion of the course shall be classified based on the certificate Grade Point Average (GPA). The certificate GPA shall be the average of all semester GPAs
- c) The certificate classes shall be the following:

GPA	Class
4.00 – 5.00	Distinction
3.00 – 3.99	Merit
2.00 – 2.99	Credit
0.00 – 1.99	Pass

- d) All students shall spend a minimum period of the required academic years learning at the institution and satisfy the academic requirements before being eligible for the award of a diploma/certificate. All students shall be on full time basis except those externalized or granted official permission or pursuing studies on Distance Learning mode by the institutions' authority.

3.1.1 Grade Point Average Calculation (GPA) for NRDC and ZCA Monze

- The GPA will be computed using the weighted credit factor system for each semester where each year of study is weighted as 1 (year 1), 2 (year 2) and 3 (year 3).
- All courses will be assigned credit factors in accordance with contact hours (Carnegie unit model).
- The Semester GPA will be computed by dividing the sum of the grade points (GP) by the sum of credit factors (CF):

$$\text{Semester GPA} = \frac{\sum GP}{\sum CF}, \text{ where } GP = \text{Points} \times \text{Credit Factor i.e. } P \times CF$$

The Overall GPA will be computed by dividing the weighted Six (6) semester GPAs or Five (5) semester GPAs for Agricultural Education programme by the sum of weights (Wt). Weights (Wt) are 1, 2, 3 for first, second, third year of study respectively:

$$\text{Overall GPA} = \frac{\sum (WtGPA)}{\sum Wt}, \text{ where } WtGPA = GPA \times Wt$$

3.1.2 The Grade Point Average for other ATIs

- a) Each student's academic performance shall be assessed and classified at the end of every semester. The classification of the student's end of semester academic performance shall be based on the end of semester Grade Points Average (GPA)
- b) The end of semester GPA shall be calculated using the formula below:

$$\text{GPA} = \frac{(\text{points}_1 \times \text{weighting}_1) + (\text{points}_2 \times \text{weighting}_2) + \dots + \text{points}_n \times \text{weighting}_n}{\text{weighting}_1 + \text{weighting}_2 + \dots + \text{weighting}_n}$$

Where:

Points_{1, 2...n} are the points obtained by the student in subjects 1, 2 up to n

Weightings_{1, 2...n} are the weightings of subjects 1, 2 up to n

- c) The classification of the student's end of semester academic performance shall be as follows:

GPA	Class
4.00 – 5.00	Distinction
3.00 – 3.99	Merit
2.00 – 2.99	Credit
0.00 – 1.99	Pass

- d) The weighting of each subject shall be determined by the number of teaching hours for that particular course as indicated below:

No. of teaching hours	Weighting (Credit factor)
1 – 15 hours	1
16 – 30 hours	2
31 – 45 hours	3
46 – 60 hours	4
61 – 75 hours	5

3.2 Student Academic Performance Assessment Regulations

3.2.1 Award of Marks

- a) A student's performance in each subject shall be graded and awarded points using a subject mark. A student's grade shall be verified by the Examiners and Academic Boards at the end of each semester

LITERAL SCALE FOR CERTIFICATE PROGRAMMES

SUBJECT Mark	Grade	Points
85 – 100	A+	5
75 – 84	A	4
70 – 74	B+	3
60 – 69	B	2
50 – 59	C+	1
40 – 49	C	0
0– 39	D	0

b The subject grades and points for UnZA Affiliate shall be awarded as follows;

Subject Mark	Grade	Points
85 – 100	A+	5
75 – 84	A	4
70 – 74	B+	3
60 – 69	B	2
50 – 59	C+	1
40 – 49	C	0
30 – 39	D	0
0 – 29	F	0

C The subject grades and points for MU/CBU shall be awarded as follows;

Subject Mark	Grade	Points
86-100	A+	5
76-85	A	4
68-75	B+	3
62-74	B	2
56-61	C+	1
50-16	C	0
40-48	D+	0
0-39	D	0

d. A subject mark shall be composed of component marks. Components shall include theory and practical as far as practicable

e. Each component mark shall be composed of sub-component marks. Sub-components shall include Assignments, Continuous Assessment Tests (CATs) and Examination as far as practicable.

f. Assignments and CATs shall be conducted at any time by such written, oral or practical demonstrations as the Examiner sees fit.

g. Examinations shall be conducted at a prescribed time, preferably at the end of the semester, by such written, oral or practical demonstrations.

3.2.2 Aggregation of subject marks

- a) The process of aggregation of sub-component marks into component marks and component marks into subject mark is illustrated in figure 1.
- b) Each sub-component mark shall be multiplied by a weighting factor before being added to other sub-component marks to aggregate into a component mark. The sub-component mark must be the percentage of a single test or average percentage of several tests. The weighting factors for sub-components shall be as follows:

Subcomponent	Weighting factor
Practical assignment	0.1
Practical CAT	0.3
Practical examination	0.6
Theory assignment	0.1
Theory CAT	0.3
Theory examination	0.6

- c) If the assignment sub-component is not administered, its weighting factor shall be added to that of the CAT sub-component's weighting factor
- d) Theory subjects without practical will be marked out of 100, 40% CATS and 60% examination
Each component mark shall be multiplied by a weighting factor before being added to the other component mark to aggregate into a subject mark. The weighting factors for components shall be as follows:

Component	Weighting factor
Practical	0.6
Theory	0.4

- e) If one of the subject components does not exist in a particular subject, its weighting factor shall be added to the other components' weighting factor
- f) A subject may have a project component. The project shall be assessed and graded either as *satisfactory* or *unsatisfactory*.
- g) If a *satisfactory grade* is scored in a project component the subject mark (obtained through the process outlined above) shall stand.
- h) In an event that an *unsatisfactory grade* is obtained in the project component, the student shall be deemed to have scored *F grade* for that particular subject. The original subject mark (obtained through the process outlined above) shall be restored if the student repeats the project and obtains a *satisfactory grade*. A student who obtains an *unsatisfactory grade* in a project shall be given two (2) years in which to obtain a

Satisfactory grade. All students shall undergo a field attachment programme for a period of not shorter than Six (6) weeks. The student shall present a field attachment report to the Department concerned upon returning to the institution.

- i) The students' field attachment report shall be assessed and graded either as **satisfactory** or **unsatisfactory**. In an event that an **unsatisfactory grade** is obtained, the student shall repeat the field attachment at his/her own cost.
- j) . Morning routines shall be assessed like field attachments.
- k) The original subject marks of the semester in which the student failed the field attachment/morning routine programme shall be restored only if he or she obtains a **satisfactory grade** in a repeat field attachment/morning routine programme
- l) A student who obtains such an **unsatisfactory grade** shall be given one chance only to repeat the field attachment/morning routine programme at their own cost

3.3 Extra Methods of Assessing Students

3.3.1 Supplementary and deferred assessment

- a) A student who obtains a **D grade** in a subject shall be eligible for a supplementary examination. The supplementary examination shall be for **both practical and theory** components of that particular subject
- b) Whatever mark above a passing mark obtained in a supplementary examination, the subject grade awarded shall be C, meaning "Pass" **for certificate programmes (P grade for UNZA affiliates)**. A student who obtains a **D grade** in a supplementary examination shall be deemed to have failed the subject and shall be required to repeat the subject.
- c) A student who obtains **D grades** shall be eligible for supplementary examination regardless of the number of Ds and shall be required to write supplementary examination.
- d) A student who fails a deferred examination shall not be eligible for a supplementary examination.
- e) A student who misses any CAT or examination without permission or valid reason shall not be eligible for deferred CAT or examination. Such a student shall be deemed to have scored **zero marks** for that particular CAT or examination.
- f) A grade obtained through a deferred CAT or examination shall have equal weighting as that of the main CAT or examination for the purpose of classifying the Certificate or awarding prizes.

3.3.2 Number of assessments

- a) A student shall have not less than two continuous assessment tests in each component of every subject
- b) A student shall have one main examination in each component of every subject per semester

- c) A student may be allowed only one supplementary examination in each component of a subject per semester. No supplementary examination shall be offered for deferred examination
- d) A student may be allowed only one deferred examination in each component of a subject per semester at the student's own cost.
- e) A student put on part time may be examined two more times only in one particular subject as an external candidate at his or her own cost
- f) DL student shall not be allowed to proceed to the next academic year, if they fail more than 75% of the courses in that academic year
- g) DL students shall be allowed to re-write as many times as possible, within the allowed time to complete his/her training programme, while the regular students shall only be allowed to re-write twice.

3.4 End of semester results

- a) The Examiners Board shall scrutinize the end of semester results before submitting to the Academic board.
- b) The Examiners Board shall have the powers to moderate subject mark borderline cases. Subject mark borderline cases shall be those that are 1.0 or less below the next upper grade. A maximum of Three (3) non-borderline subject marks may be moderated per student per semester. (2.0 for Diploma for ZCA- Mpika)
- c) Subject mark borderline cases are illustrated below, respectively:
 - 89.0 or greater may be upgraded to 90.0%
 - 84.0 or greater may be upgraded to 85.0% i.e. from A to A+
 - 79.0 or greater may be upgraded to 80.0% i.e. from A to A+
 - 74.0 or greater may be upgraded to 75.0% i.e. from B+ to A
 - 69.0 or greater may be upgraded to 70.0% i.e. from B to B+
 - 59.0 or greater may be upgraded to 60.0% i.e. from C+ to B
 - 49.0 or greater may be upgraded to 50.0% i.e. from C to C+
 - 39.0 or greater may be upgraded to 40.0% i.e. from D to C
- d) The Examiners Board shall have the powers to moderate students' end of semester and certificate GPA borderline cases. GPA cases shall be those that are 0.05 or less below the next upper grade as illustrated below:
 - 3.95 or greater may be upgraded to 4.00 i.e. from Merit to Distinction
 - 2.95 or greater may be upgraded to 3.00 i.e. from Credit to Merit
 - 1.95 or greater may be upgraded to 2.00 i.e. from Pass to Credit

3.5 GENERAL PROGRESSION RULES

Progression and Examination Rules

a) Distribution of Marks

Subject without a Practical	CA	EXAM		
	30%	70%		
Subject with Practical	CA	Practical	Theory	
	30%	40%	30%	
Subject with Practical & Oral components	CA	Practical	Oral	Theory
	30%	20%	10%	40%
Projects	Attendance 5%	Participation 15%	Implementation 50%	Final Report 30%
Research Project	Proposal	Execution*	Final Presentation	Final Report
	20%	20%	20%	40%
Teaching Practice	Peer Teaching, Reflective Log Report & Teaching Practice File		Classroom Assessment	
	30%		70%	
Farm Routine	Attendance		Report	
	30%		70%	
Industrial Attachment	Appraisal Report**	Diary	Final Report	
	30%	40%	30%	

* **Execution:** 20% under Research Project should be for:

- Submission of signed log sheet (Daily Activities)
- Submission of raw data

** Appraisal Report: The Appraisal Report shall be graded as follows:

- Knowledge 10%
- Skills 15%
- Attitude 5%

b) **Literal Grade Scale**

Percentage Marks	Grade	Points
85 – 100	A+	5
75 – 84	A	4
70 – 74	B+	3
60 – 69	B	2
50 – 59	C+	1
40 – 49	C	0
30 – 39	D	0
0 – 29	F	0

c) **Special Grade Scale**

Grade	Subject Mark	Grade Points
P	40 - 100%	0
F	0 - 39%	0
NE	Candidate was not examined in a course with permission	
DQ	Disqualified	
IN	In-complete Report	
S	Satisfactory	
U	Unsatisfactory	
LT	Left without permission	

- **DQ:** shall be used for candidates found cheating or sitting for an examination illegally.
- **IN:** shall apply to candidates who have not submitted a Research Report before supplementary and deferred examinations.
- **S** and **U** are for grading Farm Routine and Industrial Attachment where S is satisfactory (i.e. Pass) and U is Unsatisfactory (i.e. fail)
- **P** represents a pass after Supplementary Examinations. (P is a compensatory pass for ZCA-Mpika)
- **F:** Shall apply to failing a course during the main examination and during supplementary and deferred examinations.

c) Pass/Fail Categorization for Regular Students

- Pass: This shall apply to
 - Score 40% and above upon aggregation of the CA and the Examination for a candidate who earns 30% and above in each of the following components of the Examination: CA, Practical and Theory.
 - P** which is 40 - 100% for a candidate who sits for a Supplementary Examination and passes it.
 - C grade (40 -100%)** for a student who **passes a repeat course** (when the student is on Part-time or Proceed and Repeat).

- Fail:
 - (i) **D**; from 30 - 39%: A candidate whose aggregate score is 40% or more, but who earns below 30% in the CA, or practical, or theory component of the Examination is eligible for supplementary Examinations.
 - (ii) **F**; below 30% for candidates in the main Examination and below 40% for candidates in the Supplementary Examinations.
 - (iii) **IN**; special grade for a candidate who has submitted a proposal, executed the project and presented the project but does not submit a final written report. Such a student shall have up to the end of the Supplementary Examination period to submit the final written report failure to which he or she will be awarded an **F grade**.

d) Comments for Regular Students

- i. Clear Pass: This is where a candidate has passed all the examined courses.
- ii. Supplementary: A student who fails with **D grade(s)** in the main examination is eligible to sit for supplementary examinations regardless of the number of **Ds**. Students who score **F grade(s)** are not eligible to sit for Supplementary examinations.
- iii. Deferred: Where a candidate was not examined (NE) in a course with permission, such a candidate shall be examined in the concerned course(s) during the Deferred and Supplementary Examinations.
- iv. **Proceed and Repeat**: Shall be applicable;
 - Where a candidate has **one or two F grades** in the examined courses, such a candidate shall proceed to the next academic year.
 - Where a candidate gets an **F grade** in a Deferred Examination and
 - Where a candidate is not examined (NE) in the Deferred or Supplementary Examination, in such a case, **the NE shall automatically change into an F grade**.
- v. **To Part Time**: The comment shall apply to:
 - A candidate who fails **more than two** courses sat for in the supplementary examination. Such a candidate shall re-join the College and repeat the course failed in the subsequent Academic Year;
 - A First or Second year candidate with **more than two F grades** in the main examinations shall not proceed to the subsequent Academic Year;
 - A third year candidate with **an F grade** in the second semester main examination or an F grade in a Research Project course;
 - A candidate **who fails a course after four attempts**.
 - Where a candidate has not cleared the courses he/she sat for while on Part-time.
- vii. To Full-time: Where a candidate has cleared all the courses he/she sat for while on Part-time.
- x. Graduate: A final year students who has cleared all the courses.

e) Repeated Courses for Regular Students

- i. Repeated course shall appear in every semester where it is taken.
- ii. A candidate who passes a repeated course(s) shall be awarded a **C grade (40 – 100%)**.

f) Comments for Distance Programmes for NRDC and ZCA Monze

- i. Clear Pass: This is where a candidate has passed all the examined courses.
- ii. Supplementary: A candidate who scores a **D** or an **F grade** in the Main Examination is eligible to sit for Supplementary Examinations.

- iii. Deferred: Where a candidate was not examined (**NE**) in a course with permission, such a candidate shall be examined in the concerned course(s) during Deferred Examinations.
- iv. Proceed and Repeat: This is applicable:
 - a. Where a candidate **fails** with **an F grade** after Supplementary Examinations.
 - b. Where a candidate is not examined in a Deferred/Supplementary Examination and is awarded an **NE**. In such a case, **the NE changes into an F grade**.
- v. To Part-time: This is applicable to a third year candidate who;
 - a. Obtains an **F** grade after Supplementary or Deferred Examinations; or
 - b. Has not cleared a course or some courses during the three-year period.
- vi. Graduate: Applies to a final year student who has cleared all courses.

g) Repeated Courses for Distance Students

- i. Results of a repeated course shall appear in every semester where it is offered.
- ii. A candidate who passes a repeated course(s) shall be awarded a **C grade (40 – 100%)**.
- iii. A Distance Learner shall attempt (**attempt means sitting for the Main Examination**) a course(s) up to **5 times** but must complete the study programme within 6 years at their own cost after which they shall be excluded. However, such a candidate shall be allowed to appeal and shall be granted chance(s) to rewrite the failed course(s) until they pass.

3.6. Casus omissus (Cases omitted)

- a) Individual cases not covered in these Regulations shall be at the discretion of the Academic Board of the institution.

SECTION IV

4.1 Examination Procedures

- a) Examinations shall be administered at a prescribed time and results published as soon as they are authorized
- b) Examinations shall be conducted in prescribed examination rooms or places. The examination room or place shall be secured (where possible) marked and declared out of bounds to all candidates 48 hours or more before the published time of examinations
- c) The methodology of examining subjects shall be through practical demonstration, writing or oral, where applicable
- d) Any student who absents himself/herself from any college examinations or continuous assessment without any medical evidence, valid reason or written permission from College authority will be deemed to have scored **zero marks** in that/those particular examination(s) or continuous assessment.
- e) The results of the examinations shall be subjected to moderation by the Examiners Board and ratification by the Academic Board/ Professional Board where necessary. Examinations scripts shall be retained for a period of One (1) year after the examinations and will then be destroyed. No appeal in connection with an examination shall be allowed after 15 working days of publication of results.
- f) All appeals for re-marking shall be charged by the respective college and shall be at the student's own cost.

- g) Candidates to the examinations shall be searched by authorized personnel

SECTION V

5.1 Instructions to Candidates

5.1.1 Attendance for examination

a) Candidates shall be at the examinations Centre 15 minutes before the published time of the examination. Students shall not be allowed to enter the examination room 30 minutes after the examination has started.

- **Immediate Action:** Any candidate who enters the examination room 30 minutes or later after the start of the examination - shall not be allowed to sit for the examination and will be sent away. The invigilator shall make a note of such a candidate in the invigilator's report to the Vice Principal.
- **Penalty:** - If found guilty, such a candidate shall be deemed to have scored *zero mark* in that particular examination

b) No candidate shall be allowed to leave the examination room during the first 30 minutes of the examination.

- **Immediate Action:** Any candidate who leaves the examination room during the first thirty (30) minutes shall not be allowed back into the examination room. The invigilator shall make a note of such a candidate in the invigilator's report to the Vice Principal
- **Penalty:** If found guilty, such a shall be deemed to have scored *zero marks* in that particular examination

c) No candidate shall leave the examination room during the last 30 minutes of the examination

- **Immediate Action:** The invigilator shall make note of any candidate who leaves the examination room during the last thirty (30) minutes in the invigilator's report to the Vice Principal.
- **Penalty:** Such a candidate shall be deemed to have scored *zero marks* in that particular examination.

d) No Candidates shall leave the examination room and return later without being accompanied by by an appointed member of staff .

- **Immediate Action:** Candidates who leave the examination room and are unsupervised by an appointed member of staff while outside the examination room shall not be permitted back into the examination. The invigilator shall make note of any candidate who leaves the examination room and is unsupervised by an appointed member of staff in the invigilator's report to the Vice Principal.
- **Penalty:** If found guilty, such a candidate shall be deemed to have scored *zero mark* in that particular examination.

5.1.2 Materials not permitted in the examination room (where an examination room shall refer to the immediate surrounding area including toilets, passages etc)

- a) No book, printed or written document, picture or any unauthorized material/aid may be taken into the examination room by any candidate nor any candidate receive such material from any person while he/she is in the examination room **Except** that a candidate may, while he/she is in the examination room bring in or receive from the Invigilator such books or paper as may be authorized by the Examiner.
- **Immediate Action:** Any unauthorized material found with a candidate shall be confiscated, or photographed /or video recorded and labeled. Such a candidate shall be sent away from the examination room immediately. The invigilator shall make note of any candidate violating this regulation in the invigilator's report to the Vice Principal.
 - **Penalty:** If found guilty, such a candidate shall be deemed to have cheated and all the candidate's end of semester results shall be nullified. Such a candidate shall be **expelled immediately**.
- b) Candidates shall not answer examination questions on any paper other than the examination answer paper provided in the examination room.
- **Immediate Action:** Any unauthorized answer paper found with a candidate shall be confiscated, labelled and such a candidate shall be sent away from the examination room immediately. The invigilator is permitted to capture picture or video evidence where physical material cannot be obtained and shall make note of any candidate violating this regulation in the invigilator's report to the Vice Principal
 - **Penalty:** If found guilty, such a candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately**.
- c) No unauthorized electronic devices shall be permitted in the examination room.
- **Immediate Action:** Any unauthorized electronic devices found with a candidate should be confiscated and labelled and such a candidate shall be sent away from the examination room immediately. The invigilator shall make note of any candidate in possession of such devices in the invigilator's report to the Vice Principal.
 - **Penalty:** If found guilty, such a candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately**
- d) Materials that may be authorized in the examination room upon scrutiny by the Invigilator or other appointed members of staff include; mathematical sets, calculators and others that may be recommended by the examiner, the examiner must **check** all such authorized materials.
- e) Candidates shall not remove any examination material from the examination room without permission;

- **Immediate Action:** Examination material shall be confiscated from a candidate violating this regulation and labelled. The case shall be reported to the Vice Principal.
- **Penalty:** If found guilty, such a candidate shall be deemed to have scored **zero marks** in that particular examination.

5.1.3 Communication in the examination room

- a) A candidate shall not directly or indirectly give assistance to any other candidate or permit any other candidate to copy from or otherwise use his/her paper.
 - **Immediate Action:** The invigilator shall send away such a candidate immediately and make a note in the invigilator's report to the Vice Principal.
 - **Penalty:** If found guilty, such a candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately**.
- b) A candidate must not directly or indirectly accept assistance or solicit for assistance from any other candidates or use any other candidates' material, without permission;
 - **Immediate Action:** Such a candidate shall be sent away from the examination room immediately and the invigilator shall make a note in the invigilator's report to the Vice Principal
 - **Penalty:** The candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately**.
- c) No more than one candidate shall be allowed at a given station during practical examinations at any given time.
 - **Immediate Action:** The invigilator shall caution a candidate violating this regulation, remove the extra candidate from the station but allow him or her to undertake the examination and make a note in the invigilator's report to the Vice Principal.

5.1.4 Conduct in the examination room

- a) Candidates shall remain silent during their entire period in the examination room.
- b) Any candidate requiring assistance shall gain the attention of the Invigilator by raising their hand.
- c) Candidates shall follow carefully the instructions set out on the examination answer paper
 - **Penalty:** Failure to follow instructions may result in loss of marks
- d) Candidates requiring anything of any description shall request the Invigilator and will not leave their places without the Invigilator's permission
 - **Immediate Action:** The invigilator shall send away such a candidate immediately and make a note in the invigilator's report to the Vice Principal.
 - **Penalty:** If found guilty, such a candidate shall be deemed to have scored a zero mark in that particular course..

- e) All candidates shall stop writing at the end of the examination on instruction from the Invigilator
 - **Immediate Action:** The invigilator shall caution a candidate violating this regulation and make a note in the invigilator's report to the Vice Principal.
 - **Penalty:** The candidate's answer to the last question attempted shall be cancelled
- f) At the end of the examination, candidates shall remain seated with their answer sheets on their desks and the invigilator will immediately collect them.
- g) Candidates who are unable to write examinations and assessments due to illness shall be required to produce medical reports from a Practicing Medical Doctor or Practicing Clinical Officer.
- h) Plagiarism- all documents written and submitted by students shall be "turned in" and if found guilty the student shall be given an F grade for that document and repeat the course.
- i) Any candidate caught cheating in a CAT shall score zero in that particular test. The invigilator shall report to the Vice Principal with evidence of cheating.
- j) Academic Board shall be notified of all examination malpractices cases determined by the Students Disciplinary Committee (SDC). All examination malpractice appeal cases shall be made in writing to the Academic Board through the Principal .
- k) A student expelled for examination malpractice in the examination at any level, can be allowed to re-apply to start from first year.

SECTION VI

6.1 Guidelines for the Invigilators

- a) Invigilators must familiarize themselves with the examination regulations.
- b) Depending on the numbers of students writing, there should be at least two Invigilators in the examination room at all times, a male and a female.
- c) The Invigilator shall deliver the question papers into the examination room in a sealed envelope. The Invigilator shall only open the sealed envelope in the examination room in the presence of the candidates.
- d) The invigilator shall ensure that a clock is available in the examination room and be so sited that it is clearly visible to all candidates.
- e) The invigilator shall give adequate examination guidelines before the examination begins.
- f) The invigilator shall not answer a phone call in the examination room.
- g) The invigilator shall not conduct any marking of scripts in the examination room, while invigilating.

- h) Thirty minutes before the end of the examination, the Invigilator shall warn the candidates that the examination ends after that time.
- i) The Invigilator shall ensure that all candidates leaving the examination room and intending to return are accompanied by an appointed member of staff during their time outside.
- j) The Invigilator shall take attendance of the candidates in the examination room thirty (30) minutes after the start of the examination.
- k) Invigilators shall be in the examination room at least fifteen (15) minutes before the published time for the start of the examination.
- l) Invigilators shall satisfy themselves that, answer papers, attendance register and any other necessary examination requirements are in order and set out before the examination starts.
- m) The Examiner must be present in the examination room for at least the first 30 minutes of the allotted examination time. He/she must then be available in his/her office for the remainder of the examination time.
- n) Candidates may be allowed into the examination room Fifteen (15) minutes before the time stated for the start of the examination.
- o) The invigilator shall not allow any candidate to enter the examination room thirty (30) minutes after the examination has started
- p) Invigilators shall take note of and write on the chalk/white board the actual time of the start and end of the examination.
- q) Invigilators shall not discuss the question papers with candidates. In case of doubt, reference shall be made to the Examiner.
- r) Invigilators shall remain alert and not occupy themselves in any way likely to distract candidates' attention from the examination.
- s) Invigilators shall ensure that silence is maintained in the examination room at all times. The Invigilator shall walk to the desk of a candidate who has raised their hand and converse in a low tone
- t) If examination malpractice is observed, Invigilators shall ensure that Article **5.1** on the instructions to candidates for examinations is applied. Whenever possible confirmation/evidence of the misdemeanor shall be obtained.
- u) At the end of the examination, Invigilators shall instruct the candidates to stop writing and put their papers in order on their desks and remain seated. Candidates who do not stop writing when so instructed shall be warned that their last questions will be cancelled. In such cases, the candidate's number shall be referred to the Vice Principal.

- v) Invigilators shall be directly responsible for collecting of all scripts, ascertaining that they correspond in number to the attendance sheet and enclosing them in an envelope which shall be sealed and handed in person to the Vice Principal. Under no circumstances should more time beyond the standard one be allowed for the examination by the Invigilator.

SECTION VII

7.1 Procedure for handling cases of examination malpractice

- a) The Student Disciplinary Committee (SDC) shall hear, and determine any case of examination malpractice in line with the penalties specified in these regulations.
- b) An invigilator or any officer who observes a case of examination malpractice shall as practicable as possible obtain and secure any evidence of such malpractice and notify the Vice Principal as soon as possible.
- c) The invigilator shall give the appropriate instructions (as prescribed in sections V and VI of these regulations) to a candidate found committing examination malpractice.
- d) The Vice Principal shall immediately convene a meeting of the SDC upon being notified of a case, and where possible presented with evidence, of examination malpractice. A student who commits such an examination malpractice shall appear before the SDC during such a meeting.
- e) Once a case is determined, a student will be issued a written verdict of the SDC by the Secretary of the SDC.
- f) Appeals against the decisions of the SDC shall be made as provided by clause 5.1.4(j) of these regulations.

SECTION VIII

8.1 Guidelines for the Examiners and Academic Boards

- a) The members of the Examiners and Academic Boards must read and familiarize themselves with these Regulations.
- b) All proceedings of the Examiners and Academic Boards are to be regarded as **Strictly Confidential**. The Principal shall recommend for **Disciplinary Action** to be taken against any member of staff who fails to adhere to these regulations to the Permanent Secretary.
- c) Examiners are required to strictly preserve the secrecy of the examination papers. The contents must not be disclosed to any person other than those officials of the institution specially appointed to deal with examination papers.

- d) Each examiner shall prepare one copy of the examination paper as may be prescribed in the regulations and where applicable submit this to the Head of Department for approval. The agreed draft must then be sent under the sealed cover to the Vice Principal at such a time as he/she may require. Examination scripts shall be retained for a period of One (1) year after the examination and will then be disposed off. No appeal in connection with any examination shall be allowed after fifteen (15) working days of the publication of results.