

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
NATIONAL COUNCIL FOR TECHNICAL EDUCATION (NACTE)
(EXAMINATIONS) REGULATIONS, 2014

ARRANGEMENT OF REGULATIONS

PART I
PRELIMINARY PROVISIONS

Regulation	Title
1.	Interpretation

PART II
CONDUCT OF EXAMINATIONS

2.	Dates and Timing of Examinations
3.	Payment of fees
4.	Payment of late fees
5.	Examinable modules
6.	Mode of Examination and Course Outlines
7.	Admission into Examinations
8.	Requirement of Attendance in Subjects of Continuous Assessment
9.	Rules for Condonation of Shortage of Attendance
10.	Admission to Examinations of Candidates with Disabilities
11.	Use and Appointment of Amanuensis
12.	Admission of Private Candidates for Examinations Conducted by the Council
13.	Transfer of Candidature
14.	Power of the Council to Exclude any Candidate from Examinations
15.	Exemption from Practical Examinations

PART III
CONFIDENTIALITY, SAFETY AND SECURITY
OF EXAMINATIONS

16.	Paper Setting
17.	Moderation
18.	Receipt of Answer Books
19.	Marking
20.	Appointment and duties of markers
21.	Checking of Marking
22.	Remuneration
23.	Score Lists

- 24. Examination Results
- 25. Publication of Results
- 26. Maintenance of Answer Books
- 27. Maintenance of Confidentiality

**PART IV
EXAMINATION OFFENCES AND PENALTIES**

- 28. Examination Offences and Penalties
- 29. Penalties in the Case of Markers and Checkers

**PART V
CERTIFICATION AND AWARDS**

- 30. Pass Certification and Transcript
- 31. Transfer Transcript
- 32. Duplicate Certificate
- 33. Rejection of Certificate

**PART VI
APPEALS, CHECKING AND REMARKING
OF EXAMINATIONS**

- 34. Appeals
- 35. Checking and Remarking of Examinations in Response to Appeal
- 36. Amendment of Results

SCHEDULES

PART I PRELIMINARY PROVISIONS

Interpretation	<p>“Academic Dean” means a person with significant authority over a specific academic unit, or over a specific area of concern, or both.</p> <p>“Continuous Assessment” means any form of evaluation made during the course of the academic year such as classroom test, homework, project, and field attachment, which contributes to the final score in examinations;</p> <p>“Cumulative Grade Point Average also known in its acronym as (Cum GPA)” means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his admission till the last examination held;</p> <p>“Candidate with Disability” means any candidate such as blind, partially blind, deaf or a candidate with any other disability who needs special facilities during examinations;</p> <p>“Examination” means a measurement of academic or professional achievement attempted at the end of an academic phase or professional training phase, which helps to provide accurate predictions for future academic success or future professional competence of a Candidate;</p> <p>“Examinations Officer” means a person employed on such terms and conditions, as considered necessary for the performance of examinations related functions;</p> <p>“Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate in relation to examinations, which the Council desires to prevent by a threat of punishment;</p> <p>“Executive Secretary” means the Executive Secretary appointed by the Council under Section 13 of the Act;</p> <p>“Grade Point” means number of points representing letter grades scored by a student in a module examination;</p> <p>“Instructor” means teacher, tutor, lecturer or professor;</p> <p>“Invigilator” means an officer in charge of candidates in an examination room to ensure that the examination is properly conducted and no candidate cheats;</p> <p>“Minister” means the Minister responsible for Education and Vocational Training;</p> <p>“Module” means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;</p> <p>“Penalty” means punishment given to a candidate or any other person entrusted to handle examinations of the Council found guilty of an examination offence;</p>
----------------	--

“Principal” means head of technical college and the chief supervisor of the examinations in the college.

“Semester” means an academic period, in which one set of course modules in each discipline, is offered and examined;

“Semester Grade Point Average also known in its acronym as (Sem GPA)” means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student during a semester;

“Supervisor” means an officer in charge of candidates at an examination centre to make sure that the examinations are properly conducted and no candidate or invigilator cheats;

“Supplementary Examination” means an Examination administered to candidates who fail to obtain a pass in the specified number of modules during regular examinations;

“Transcript” means a written statement of certified examination results issued by the Council;

“Transfer Transcript” means a transcript given to a candidate wishing to move to another examining body.

PART II CONDUCT OF EXAMINATIONS

Dates and
Timing of
Examinations

2.-(1) Examinations shall be conducted on such dates and at such time as the Principal may determine:

Provided that unless otherwise decided by the Principal: -

- (a) examinations for various National Technical Award Levels conducted by Korogwe Teachers’ College shall be held at the end of each semester or term as the case may be; and

(2) Timetables in respect of the dates and times of examinations shall be released at least one month before the commencement of such examinations.

Payment of
examinations
fees

3. The fees for the examinations shall be deposited or remitted at the beginning of the first semester of the respective academic year by the candidate to the college account or in any other manner as may be prescribed by the college.

Payment of late
fees

4.-(1) Where a candidate fails to submit the payment of examinations fees within the time prescribed as per regulation 3, the Principal shall require that candidate to pay such amount of late fee as he may deem appropriate:

Provided that where the last date fixed for receipt of fee with or without late fee is a public holiday, the next working day will be considered

as the last date for the purpose.

(2) The Principal may sanction remission of late fee up to a prescribed amount in cases of extreme hardship.

Examinable
Modules

5.-(1) The College shall prescribe from time to time the examinations to be conducted.

Provided that the Principal may order a special examination or re-examination in one or more modules any time as may be decided by him, according to the exigencies of the situation that may arise due to any examination malpractices or for any other reason or emergency and report the matter to the College.

(2) The College shall from time to time provide Examination guidelines for supervisors, invigilators and candidates and issue rules relating to the duties of supervisors and invigilators.

(3) Subject to the Regulations, Rules and Directions given by the College, the Principal shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

Mode of
Examination
and Course
Outlines

6.-(1) Candidates for the College Examinations shall be examined by way of:-

- (a) written question papers which they shall be required to answer in writing;
- (b) practical and oral examinations as provided for in the curriculum for the respective modules; and
- (c) project reports or dissertations and thesis.

Provided that the management of practical and oral examinations, unless otherwise specified, shall be assessed by examiners appointed by the Principal or any other authority approved by the College in such manner as the College shall from time to time determine.

(2) Whenever practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested by the College and produced or forwarded for evaluation in such manner and according to such directions as may be issued by the College from time to time.

(3) Written examination in a module shall be, by means of question paper and the question paper in the module shall be given to candidates simultaneously at every examination room at which the examination is being held.

(4) The Medium for all modules other than specific linguistic modules shall be as prescribed in the respective curriculum.

Admissions
into

7. No eligible candidates shall be prohibited from appearing in the examination of the College except for good reasons and with the previous

Examinations permission of the Principal.

Requirement of Attendance in Modules of Continuous Assessment **8.** Notwithstanding the provisions of regulation (8), no candidate registered by the College shall be admitted into examinations unless he has completed the prescribed continuous assessment, 75% of class attendance, and other eligibility conditions, as prescribed in the College Guidelines on the Conduct of Continuous Assessment or otherwise allowed by the college for reasons approved by the Principal.

Rules for Condonation of Shortage of Attendance **9.**(1) The Academic Dean of the College shall be the competent authority to condone a deficiency of class attendance up to 30% and the Principal up to 40%.

(2) All cases of shortage of attendance shall be referred by the Academic dean to the Principal with his recommendation, failure of which valid reasons for not recommending the case shall have to be stated.

(3) The following may be considered valid reasons for recommending the cases: -

- (a) prolonged illness;
- (b) loss of parent or guardian or any other incident leading to absence from the College which merits special consideration; and
- (c) any other reason of serious nature as the Principal may determine.

(4) A candidate who participates in sports and cultural activities or tournaments conducted by the Government or appears in a competitive examination conducted by the Government, shall have the actual days spent in sports and cultural activities or tournaments or examination and the travelling days connected therewith counted on the production of satisfactory evidence as to the attendance of the candidate.

(5) Notwithstanding anything contained in these Regulations, no candidate who has been expelled or is still undergoing rustication or who has been barred from taking an examination for being involved in examinations offences or for any other reason shall be admitted to any examination of the College.

Admission to Examination of Candidate with Disabilities **10.**(1) Notwithstanding anything contained in any other regulation, the College shall have power, in the case of a Candidate with disabilities: -

- (a) to provide services of a competent amanuensis free of charge for writing out the answers at the examination;

- (b) to permit the answers to be typewritten by himself if the examinee so desires;
- (c) to lay down any other method for assessing the examinee's academic ability and declare his result.

Provided that in each case, the examinee shall produce such evidence to the satisfaction of the College as it may consider necessary, in proof of the statement that his disability is such that he deserves to be considered for the above facilities.

Use and
Appointment of
Amanuensis

11.-(1) Where it is certified by a Medical Officer of acceptable rank that a candidate is blind or physically handicapped or spastic or suffers from sudden illness rendering the candidate unable to write, or that the candidate is unable to write the examination as a result of an accident, the College may allow the use of amanuensis.

(2) The Academic dean shall choose a suitable amanuensis from among students in a class lower than the candidate or any other personal approved by academic dean and forward immediately to the Principal, a report giving full particulars of the candidate and of the amanuensis for his consideration and approval, arrange a suitable room for the disabled candidate and appoint one special invigilator to supervise his examinations.

(3) The candidate shall upon getting any special service during an examination, pay the prescribed fee per paper of examination for the use of an amanuensis.

(4) Notwithstanding the provisions of sub regulation (3) hereinabove, the cost of the services of an amanuensis for a blind or handicapped or spastic candidate shall be borne by the College.

(5) Additional examination time may be given to candidates with disability at a rate to be prescribed by the College depending on the type of disability.

Admission of
Supplementary
Examinations

12.-(1) Candidate who have previously sat and failed can again sit as supplementary candidates at the Examination of the College as prescribed for in the curriculum of the year in which they will re-sit.

(2) No candidate who has been barred by any recognised examining body from appearing in the examination shall be eligible to sit as a supplementary candidate of the examination of the College.

Transfer of
Candidature

13.-(1) Any Candidate applying for transfer of candidature and who has passed his examinations from any other recognized examining body or autonomous technical institution, shall be required to submit a transcript from the concerned examining body, for any examination of the College for evaluation.

(2) Where the transcript is not received from the examining body before the declaration of the award, the Candidate's final results shall not be published.

(3) Where transcript is not received within six months from the date of declaration of results, the transfer of the candidature may be cancelled.

Power of the College to exclude a Candidate from Examinations

14.-(1) The College shall have the power to exclude any candidate from examinations permanently or for a specified period for reasons to be recorded in writing, if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.

(2) Where a candidate, after admission to an examination, commits an immoral act or is discovered to have committed an immoral act, which, in the opinion of the College is such that had it come to their knowledge in time they would have excluded him from the examination, the College shall:

- (a) Cancel his candidature from that examination and order that his result may not be declared; and/or
- (b) Disqualify him permanently or for a specified period from appearing at examinations.

(3) Where a candidate, subsequent to the issue of examinations number slip or card in line with these Regulations, is found to be ineligible to take the examination, his candidature shall be cancelled.

Exemption from Practical Examination

15.-(1) Any candidate who qualifies in the practical but fails in theory examination, where the two are separately reported, and there exists circumstances that require him to re-sit, shall have the liberty to re-appear in theory paper only in which case the marks obtained by him in practical at the main examination shall be taken into account.

(2) Any candidate who fails in practical examination but qualifies in the theory examination shall have to re-appear in both theory and practical examinations.

(3) Candidates with disabilities, such as blindness, deafness or dumbness, may be granted exemption from appearing in practical examination and be allowed to appear in any other optional module or alternative to practical in place of practical examinations and marks obtained in the optional module or alternative to practical be substituted for practical examination on proportionate basis.

**PART III
CONFIDENTIALITY, SAFETY AND SECURITY OF
EXAMINATIONS**

Paper Setting

16.-(1) For the purpose of paper setting, the College shall from time to time, approve a list of instructors of proven integrity and with the requisite qualifications set by the College from whom paper setters will be appointed:

Provided that no paper setter shall be engaged for the same type of work for more than 3 years continuously unless such engagement is approved by the Principal.

(2) The College may in modules where setters are not available appoint any other competent person as paper setter from any other technical college.

(3) The procedure for appointment of paper setters shall be prescribed in the guidelines for appointment of paper setters provided by the College from time to time.

Moderation

17.-(1) Question papers shall be moderated by a team of moderators appointed by the Principal, consisting of eminent scholars with at least three years experience in the concerned module to see their correctness and consistency with curriculum:

(2) The procedure for moderation shall be as prescribed by the College in the guidelines for moderating examinations conducted by the college issued from time to time.

Marking

18.-(1) No answer books may be marked outside the specified College venues.

(2) All answer books shall be marked by approved markers at such Venues as shall be approved by the College from time to time.

(3) Each examination paper shall be accompanied by detailed marking scheme, indicating value points in respect of each answer which should be revisited by markers before marking starts.

(4) For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded up to the next higher figure and if a fraction is less than one-half, it shall be ignored.

Appointment and duties of markers

19.-(1) The Principal shall appoint Chief Markers for various modules from amongst the serving instructors in the College.

(2) It shall be the responsibility of the Chief Marker to: -

(a) ensure uniformity in marking as per the norms prescribed by the College;

(b) bring to the notice of the College, discrepancies, anomalies and suspected use of unfair means identified during the course of marking; and

- (c) recommend to the College in writing the names of such markers who have not carried out instructions of the College and have not been punctual or have not observed the code of conduct as may be deemed fit by the College.

(3) A person to be appointed as Chief Marker shall possess the following qualifications: -

- (i) have a teaching experience of not less than three years.
- (ii) be conversant with the curriculum by being engaged in teaching the relevant modules.

(4) The Principal shall appoint other markers to mark the answer books in accordance with the approved marking scheme:

Provided that no person shall be appointed as a marker for two or more marking panels or for two examinations simultaneously.

(5) The panel of markers shall consist of serving instructors in the college, with experience of teaching the module for at least 3 years, recommended by the Academic dean and approved by the Principal.

(6) No person even if he is fully qualified shall be appointed as marker for a theory module, if he has never engaged in teaching.

(7) The College shall enlist and maintain approved list of markers from which it shall appoint markers.

Checking of Marking

20.-(1) The Chief Markers shall have power to appoint such number of Checking Assistants as per the guidelines provided by the College.

(2) The responsibilities of the Checking Assistants shall be to: -

- (a) assist in summing marks;
- (b) compare the score lists with the answer scripts to ensure accuracy in the work; and
- (c) ensure that no portion of the script has remained unmarked.

(3) Marking of examinations shall be as prescribed in the guidelines for marking examinations conducted by the College from time to time.

Remuneration

21.-(1) Every Paper Setter, Moderator, Supervisor, Invigilator, Chief Marker, Marker, Checker, Secrecy Officer, Scrutiniser or any other person deployed by the College for examination work shall be paid remuneration at such rates as approved by the NACTE and prescribed in the First Schedule, besides the Travel Allowance or Day Allowances or other compensation in lieu of allowances wherever admissible as per the rules of the NACTE and applicable law of the Country.

(2) The Panel Leader may permit markers to mark more than a prescribed maximum number of answer books in special cases in the interest of the College.

(3) Remunerations for Paper Setter, Moderator, Supervisor, Invigilator, Chief Marker, Marker, Checker, Secrecy Officer, Scrutiniser or any other person deployed by the Principal for examination work shall be as prescribed by the NACTE in the guidelines for determining payments.

Score Lists

22.-(1) All score lists shall be treated as confidential documents of the College as the case may be and no person except those authorised by the Principal or Academic dean shall be permitted to handle the score lists.

(2) No person shall be authorised to change the marks already in the score lists save that discrepancies, if any, identified during verification shall be communicated to the Principal through a separate communication.

(3) No person other than the Principal or Academic dean as the case may be, or any officer authorised by him shall be competent to communicate any change in the score list:

Provided that all such communications shall be sent in writing duly attested and signed by the officer concerned.

(4) All score lists of the College as the case may be, shall be destroyed two years after the declaration of results in the presence of the Examinations and Awards Committee.

Examination Results

23.-(1) All examination results together with a statement of percentage of passes in the whole examination and in each module for the current and the preceding year, shall be submitted to the Principal.

(2) Where the Principal considers upon scrutiny of the figures submitted that there has been a distinct change of standard on the whole examination or in a particular module, it may refer the matter to the Markers concerned for a report on the apparent change of standard, and may suggest a specific modification of the result or take any other action as considered necessary.

(3) The College may provide guidelines relating to preparation of results including appointment of scrutinisers and prescription of their duties, prescription of forms for the purposes of tabulation, checking of results, making provisions to guard against possible occurrence of mistake and other relevant matters.

(4) The College shall not be responsible for non-receipt of any communication by a candidate or with regard to the release of provisional results or for any material or other loss incurred by a candidate or for delay of the candidate's results where such delay is caused by justifiable reasons.

(5) The Released results will indicate the grades obtained by the candidate while the marks obtained by him shall be kept in the office of the

College for record.

(6) The guidelines governing schemes of grading and conditions of awards for different (NTA) levels shall be as prescribed in the Second Schedule.

(7) The NACTE reserves the right to make appropriate amendments in the guidelines referred to in Sub regulation (6) hereinabove as and when necessary.

Publication of
Results

24. - (1) The NACTE shall publish the result of an examination in such manner as received from the College.

(2) The College may declare the result of the candidate(s) as 'Withheld' due to inadequacy of data, lack of information from the candidate, or receipt of inadequate fee from the candidate etc.

(3) The result of such candidates shall normally be declared by the College within a reasonable time from the date of normal publication of the examination concerned by the College.

(4) If a candidate, whose result is withheld by the College for want of any dues or due to non-compliance with any instruction does not settle his fee account or settle the discrepancy in his admission form within two years from the date of declaration of result, his candidature shall stand suspended, provided that: -

(a) Such a candidate may be given an opportunity to settle the discrepancy or remit the balance fee, if any within a fixed time.

- (b) A candidate whose candidature is suspended shall if reinstated pay a prescribed fee per year as candidature re-instatement fee.

Maintenance of Answer Books

25. The answer books shall be maintained for a period of at least two years from the date of publication of final results and shall thereafter be disposed off in the manner as may be determined by the College.

Maintenance of Confidentiality

26. Every person appointed by the Principal for confidential work shall maintain utmost secrecy under oath.

PART IV EXAMINATION OFFENCES AND PENALTIES

Examination Offences and Penalties

27.-(1) Any person who contravenes any of the requirements or conditions stipulated in the Third Schedule to these Regulations shall have committed an Examination offence as defined in regulation 2 of these Regulations and shall be liable for the penalty prescribed therein.

(2) Notwithstanding the provisions of Sub regulation (1) and the Third Schedule: -

- (a) where a person who is not a candidate for any College examination, commits an Examination offence under these Regulations, the College may report the case to the Police.
- (b) where an instructor or a person connected with a College commits an Examination offence under these Regulations, his conduct shall be reported to the Management of the College and he shall be banned from any remunerative job in the College.
- (c) where the College is satisfied after enquiry that the integrity of a College examination had been violated as a consequence of wholesale unfair assistance rendered to the examinees, the Principal may order re-examination, beside actions taken under these Regulations relating to unfair means.

Penalties in the Case of Markers and Checkers

28. The College shall prescribe penalties to be imposed on markers for the delay in submission of scores and other mistakes committed by the markers and checkers.

PART V CERTIFICATION AND AWARDS

Pass Certification and Transcript

29.-(1) A candidate who has appeared in an examination of the College and passed shall be given a transcript with a photo affixed on it and a certificate.

(2) No separate Certificate or a combined transcript shall be given to a candidate who has appeared for an additional module in a subsequent examination.

Provided that a candidate who has appeared for an additional module in a subsequent examination may be given a statement of grade in that module.

Transfer Transcript

30.-(1) The College may issue transfer transcript to a candidate wishing to migrate to any Board, Council, University or Institute on payment of the prescribed fee.

(2) A duplicate copy of the transfer transcript may be issued to a candidate upon request, and on payment of the prescribed fee.

Duplicate Certificate

31. In the event of loss of original certificate a candidate may, on making an application to that effect on the prescribed form and upon payment of non refundable requisite fee obtain a duplicate certificate with a photo affixed on it, provided he filed an affidavit to that effect duly attested by a Public Notary and Commissioner for Oaths. In the event of recovery of the original certificate, the duplicate certificate shall be returned to the College.

Rejection of Certificate

32.-(1) The Principal shall have power to disqualify a person who is found guilty of the following offences from appearing in any examination of the College: -

(a) tampering with his own certificate; or

(b) obtaining or attempting to obtain a certificate to which he is not entitled.

(2) The period of disqualification shall be determined by the Principal.

PART VI APPEALS, CHECKING AND REMARKING OF EXAMINATIONS

Appeals

33. Any candidate who is dissatisfied with the published results may within six months from the date of releasing the provisional results and subject to payment of a non-refundable fee prescribed by the NACTE in the First Schedule appeal against the results.

Checking and Remarking of Examination in Response to Appeal

34.-(1) A candidate who has appeared in any examination conducted by the College may within 6 months from the date of publication of result and subject to payment of a non-refundable fees prescribed by NACTE, apply for rechecking of his answer scripts.

(2) Checking and Remarking of Examination shall be confined to re-marking of answer scripts, if unmarked questions are discovered and rechecking of marks awarded for each question in the answer book together with re-totalling of marks:

Provided that in no case shall the scrutiny and rechecking, referred to above be done in the presence of the candidate or his answer books be shown to him.

(3) Rechecking shall be done by the officials appointed for the purpose by the Principal and they shall be paid remuneration as may be approved by the College.

(4) The College shall upon discovery of any mistake as a result of re-checking of answer scripts, rectify the result and communicate the outcome of rechecking to the candidate through a registered mail or by any other reliable means.

(5) Rechecking is not a time bound process. As such, in their own interest the candidates should send their examination registration forms for the forthcoming examination without waiting for the result of rechecking or take further action on the basis of the result already notified: Provided that the College shall not be liable for any loss caused to any candidate following his application for rechecking.

(6) No candidate shall be entitled to any retrospective benefit by way of admission to any class/course /program or his eligibility for any scholarship, medal or such other benefit consequent upon any change in his result/marks.

(7) If the result of rechecking is declared after a candidate has appeared in the subsequent examination of the College, he shall be given the benefit of the best of the awards obtained by him on rechecking or in the examination.

(8) In case of any increase in marks, the College shall revise the transcript/certificate of such candidate free of cost after he returns the previous transcript/certificate to the College.

(9) The decision of the College made under this regulation shall be final.

Amendment of
Results

35. The College shall have the power to amend the result of a candidate within six months after it has been declared if: -

- (a) he is disqualified for using unfair means at the examination;
- (b) a mistake is found in his result;
- (c) he is found ineligible to appear at the examination;
- (d) he is a person against whom action could have been taken, had the facts come to the notice of the College earlier.

FIRST SCHEDULE

(Under regulations 3 and 22)

FEES AND REMUNERATION PAYABLE FOR EXAMINATION SERVICES OF THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION

EXAMINATION FEES:

No.	CYCLE OF EXAMINATION	NAME OF EXAMINATION	FEES AND DURATION		OF PAYMENT
			NORMAL 1/7-30/9	WITH ONE PENALTY 1/10-30/11	WITH DOUBLE PENALTIES 1/12-31/12
1.1	Examinations	<ul style="list-style-type: none"> ▪ NTA Level 4-6 ▪ NTA Level 7-8 ▪ NTA Level 9-10 	50,000/=	60,000/=	70,000/=
			120,000/=	130,000/=	140,000/=
			150,000/=	160,000/=	170,000/=

FEES FOR OTHER TYPE OF SERVICES:

No.	TYPES OF SERVICE	FEES	REMARKS
2.1	Appeals for remarking answer booklets/sheets	50,000/=	Services rendered within six months after examination results' release
2.2	Examination Result Slips	2,500/=	Services rendered before certificates are issued.
2.3	Examination Statement of Results	2,500/=	Services rendered before certificates are issued.
		5,000/=	Service rendered after certificates are issued
2.4	Request of addition or deletion of module on registration form	5,000/=	If service requested within registration period.
		10,000/=	If service is requested after the registration period.
2.5	Correction of names on Certificates when the owner of the name commits an error.	20,000/=	Service rendered whenever requested.
2.6	Cost of reposting a returned certificate due to wrong address on the registration form.	5,000/=	Service rendered whenever requested.
2.7	Request of transcript preparation	10,000/=	Service rendered after publication of results

HONORARIA FOR SETTERS, MODERATORS AND MARKERS

Classification	Rate (Tshs.)			Remarks
	NTA Levels 4-6	NTA Levels 7-8	NTA Level 9-10	
SETTING AND MODERATING FEES				
Setting theory question paper and	45,000	55,000	65,000	Per question

Preparing model solutions and marking scheme				paper
Setting practical question papers paper and Preparing model solutions and marking scheme	25,000	35,000	45,000	Per question paper
Moderating theory question paper	30,000	40,000	50,000	Per question paper
Moderating practical question paper	15,000	25,000	35,000	Per question paper
MARKING FEES				
Marking scripts	1,000	1,500	2,000	Per script
Final Year Project Report (including attending a presentation if there is one)	100,000	150,000	200,000	Per man-day
Oral Examination (excluding project presentations)	75,000	85,000	95,000	Per man-day
HONORARIA FOR EXAMINATION SUPERVISION AND INVIGILATION				
Work Classification	No. of candidates		Tshs. Per Session	
Invigilator			10,000	
Supervisor in charge	1-100		15,000	
	101-200		20,000	
	201-300		25,000	
	301-400		30,000	
	400+		35,000	

SECOND SCHEDULE

(Under regulations 24 (6))

GRADING OF EXAMINATION RESULTS AND CONDITIONS OF AWARD FOR DIFFERENT NTA LEVELS

EXAMINATION RESULTS FOR NTA LEVELS 4 - 5 SHALL BE GRADED AS FOLLOWS:

- (A) For each credit module the following grades and grade points will hold

Grade	Definition	Grade Point
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0

- (B) Grades A, B, and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

Conditions for the award of the NTA levels 4 to 5

The awards for the NTA levels 4 to 5 will be granted to a candidate who

- (a) Passes all credit modules at grades A, B or C; and
 (b) Obtains the overall cumulative grade point (GPA) average as follows:

Class of Award	Cumulative GPA
First Class	3.5 to 4.0
Second Class	3.0 to 3.4
Pass	2.0 to 2.9

EXAMINATION RESULTS FOR THE NTA LEVELS 6 - 8 SHALL BE GRADED AS FOLLOWS:

- (A) For each credit module the following grades and grade points will hold

Grade	Definition	Grade Point
A	Excellent	5.0
B+	Very Good	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0

- (B) Grades A, B⁺, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

Conditions for the Award of NTA Levels 6 to 8

The awards for the NTA levels 6 to 8 will be granted to a candidate who

- (a) Passes all credit modules at grades A, B⁺, B or C; and

- (b) Obtains the overall the cumulative grade point average (GPA) as follows:

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

EXAMINATION RESULTS FOR THE NTA LEVELS 9 SHALL BE GRADED AS FOLLOWS:

- (A) For each credit module the following grades and grade points will hold

Grade	Definition	Grade Point
A	Excellent	5.0
B+	Very Good	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0

- (B) Grades A, B⁺ and B shall be regarded as pass in ascending order of merit where A will be the highest pass grade and B the lowest pass grade while grades C, D and F shall be regarded as Fail.

Conditions for the Award of NTA Level 9

The awards for the NTA level 9 will be granted to a candidate who

- (a) Passes all credit modules at grades A, B⁺ or B;
 (b) Submits a Dissertation to the satisfaction of offering Institution and NACTE; and
 (c) Obtains the overall cumulative grade point average (GPA) as follows:

Class of Award	Cumulative GPA
First Class	4.4 to 5.0
Second Class	3.5 to 4.3
Pass	3.0 to 3.4

EXAMINATION RESULTS FOR NTA LEVEL 10 SHALL BE GRADED AS FOLLOWS:

(A) NTA Level 10 is offered by research. An applicant to NTA Level 10 shall have NTA Level 9 or its equivalent from a recognized Institution. The registration of a candidate for NTA Level 10 takes place in two stages. In the first stage of the registration, a candidate submits a research proposal detailing the research that the candidate intends to do. Once the proposal is approved, a candidate is assigned 2 supervisors, and in consultation with them, the candidate prepares a refined proposal for the second stage of the registration. Once the proposal is approved, the candidate is expected to complete the thesis within 3-5 years. Failure to complete within the period may lead to the cancellation of the registration unless satisfactory explanation is provided.

(B) Conditions for the Award of NTA Level 10

The award for NTA Level 10 will be granted to a candidate who:

- (a) Submits a satisfactory Thesis to the offering Institution and NACTE; and
- (b) Passed a *viva-voce* or oral presentation arranged by offering Institution and NACTE.

THIRD SCHEDULE

(Under Regulations 27)

EXAMINATION OFFENCES AND PENALTIES

S/No.	OFFENCE	PENALTY
(i)	Possession or access of unauthorized papers, books, or notes that could be of assistance to a Candidate.	Nullification of a candidate's examination results
(ii)	Talking to another candidate or any person inside or outside the examination room, during the examination session, without the permission of a member of supervisory staff.	Cancellation of examination results.
(iii)	Receiving or attempting to receive or give help to another candidate.	Disqualification of a candidate from appearing in the examination in which he is found guilty up to three years.
(iv)	Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer book or to render in any manner any assistance to another candidate in solving a question or a part of question set in the question paper.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results
(v)	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material.	

(vi)	Consulting books, note books or papers or any other matter found with him while outside the examination room but during the examination hours before he has handed over his answer book to the invigilator or any other member of the supervisory staff.	<ul style="list-style-type: none"> • Disqualification from appearing in the examination for a period of up to three years.
(vii)	Writing on any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof.	
(viii)	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to any one.	
(ix)	Possession of solution to a question set in the paper in connivance with any member of a supervisory or any other staff or some outside agency.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in College examination for a period of up to three years and liable to such other punishment as the College may decide.
(x)	Making previous arrangements to obtain help in connection with the question paper.	<ul style="list-style-type: none"> • Disqualification from appearing in College examination for a period of up to three years. • Disqualification of the person with whom the candidate has made previous arrangement from appearing in College examination for a period up to two years. • A Candidate shall also be liable to such other punishment as the College may decide.
(xi)	Smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the College or of any agency within or outside college.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results

(xii)	Writing outside the examination hall, an answer book or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer book of the candidate after the examination.	<ul style="list-style-type: none"> • Disqualification from appearing in College Examination for a period of up to five years. A Candidate shall also be liable to such other punishment as may be decided by College.
(xiii)	Misconduct or misbehaving towards the invigilator or any member of the supervisory staff.	
(xiv)	Using abusive or obscene language in the answer book.	
(xv)	Impersonating a candidate	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in any College Examination for a period of up to three years if that person is a student enrolled in a registered college. • If that person is not on the rolls of a registered college, he may be declared as not a fit and proper person to be admitted to any future examination of the College. • That Person may be reported to the Police. • The candidate for whom impersonation was attempted may also be disqualified from appearing in any examination of the College or a period of up to three years.
(xvi)	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Declare a Candidate ineligible to appear in the examination.

(xvii)	Making a mis-statement in a Candidate's admission form before the commencement of the examination, regarding the name of the institution in which that candidate is studying or on the date on which he had left that institution.	<ul style="list-style-type: none"> • Disqualification from appearing in examination of the College for a period, which may extend to three years, if the false representation relates to a previous examination, not actually passed by the Candidate. • Disqualification from appearing in examination of the College for a period of up to three years, if the false representation pertains to his eligibility to appear in the examination as a private candidate.
(xviii)	Forging another person's signature on a Candidates examination registration form or using a forged document knowing it to be forged and with a view to seeking admission.	Disqualification from appearing in the examination of the College.
(xix)	Leaving the examination room without delivering the answer book to the invigilator concerned and taking away the same with him or intentionally tearing off or otherwise disposing off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in College examination for a period of up to three years.
(xx)	Deliberately disclose his identity or making distinctive marks in his answer book for that purpose.	Cancellation of examination results.
(xxi)	Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with anyone concern with the college examination with the objective of influencing him in the award or marks.	Cancellation of examination results.
(xxii)	Approaching or influencing directly or indirectly any College official regarding his cheating case.	Disqualification for one more year in addition to the punishment imposed to him under the Regulations for his offence of using unfair means.
(xxiii)	Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations.	Relieve of duties by the competent authority.

(xxiv)	Failure to discharge confidential work by the person assigned to the satisfaction of the College or misusing of position to the detriment of smooth and fair conduct of examinations.	<ul style="list-style-type: none"> • Forfeiture of the whole or part of remuneration payable to him; and/or • Disqualification permanently or for a specific period from any duty of the College/or • Initiating disciplinary action against him; and/or • Initiating legal action against him.
(xxv)	For cases of unfair means not covered by these Regulations, the College may impose punishment according to the nature of the offence.	