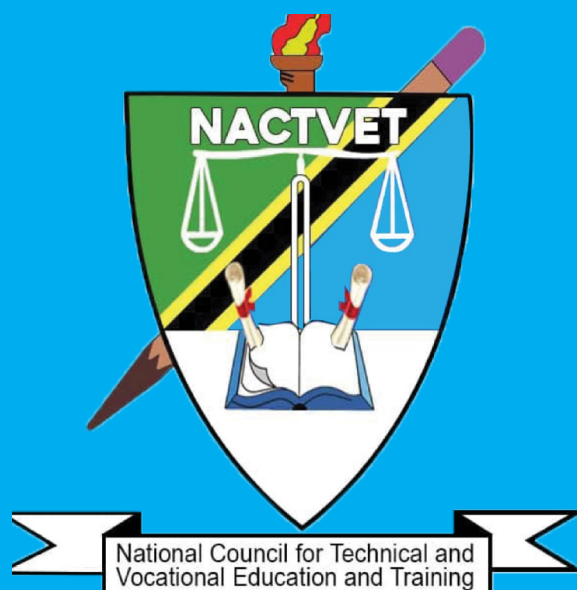


**THE NATIONAL COUNCIL FOR TECHNICAL  
AND VOCATIONAL EDUCATION AND TRAINING  
(NACTVET)**



**GUIDELINES FOR THE ASSESSMENT,  
EXAMINATION AND MANAGEMENT  
OF HEALTH AND ALLIED SCIENCES  
PROGRAMMES IN TVET INSTITUTIONS**

**MAY, 2026**

## FOREWORD

The Guidelines for Assessment, Examination and Management of Health and Allied Sciences (HAS) Programmes Offered by TVET Institutions have been developed by the National Council for Technical and Vocational Education and Training (NACTVET) to provide a comprehensive framework for planning, administering, and regulating assessments and examinations in Technical and Vocational Education and Training (TVET) institutions across Mainland Tanzania. These Guidelines aim to ensure that all assessment and examination activities are conducted with integrity, transparency, fairness, and in accordance with established national standards.

Currently, the conduct of assessments and examinations for Health and Allied Sciences programmes in TVET institutions follows a hybrid arrangement, whereby institutions administer continuous assessments and Semester I examinations. In contrast, Semester II examinations are centrally coordinated by the Ministry of Health. While this model has ensured standardisation and quality control during the initial phases of programme expansion, cost build-up, the rapid growth, increasing enrolment, and expanding scope of Health and Allied Sciences programmes necessitate a transition toward more decentralised and sustainable examination management arrangements.

In this context, and before full decentralisation, NACTVET has adopted an interim zonal approach, grouping Health and Allied Sciences institutions into examination zones. This arrangement enables examinations to be managed at the zonal level, allowing institutions to progressively build capacity in examination administration while benefiting from shared oversight, peer support, and enhanced quality assurance.

Accordingly, these Guidelines for the Management, Assessment, and Examinations outline the procedures for coordination, management, and conduct of assessments and examinations at zonal levels. They are intended to guide the effective, standardized, transparent, and quality-assured conduct of examinations under a decentralized framework, ensuring compliance with NACTVET standards, safeguarding the integrity of awards, and supporting a smooth and accountable transition towards full institutional autonomy.



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## PRELIMINARY PROVISIONS

### Definitions and Interpretation

For these Guidelines, unless the context otherwise requires, the following terms shall have the meanings indicated:

<b>Absconded candidate</b>	A student who has been declared eligible to sit for examination module(s) but did not appear for the examination without prior written notice.
<b>Accredited Institution</b>	A TVET institution formally recognized by the Council to offer Health and Allied Sciences programmes in accordance with prescribed standards.
<b>Assessment</b>	A systematic process of collecting, recording, interpreting, and using evidence to determine a learner's competence, knowledge, skills, and attitudes in accordance with prescribed standards.
<b>Award/ Certification</b>	A formal recognition conferred by the Council to candidates who have successfully met the requirements of a Health and Allied Sciences programme.
<b>Candidate</b>	An individual officially registered and enrolled in a TVET institution to undertake assessments and examinations for a Health and Allied Sciences programme.
<b>Continuous Assessment (CA)</b>	Ongoing assessment conducted throughout a semester or training period, including tests, assignments, practical exercises, and other approved evaluation methods that contribute to the final grade.
<b>Council</b>	Refers to the National Council for Technical and Vocational Education and Training (NACTVET), the regulatory authority responsible for TVET governance, accreditation, assessment, and certification in Tanzania Mainland.
<b>Eligible candidate</b>	A candidate who has fulfilled all requirements to sit for the examination.
<b>Examination</b>	A formal, structured evaluation conducted under controlled conditions to determine a candidate's competence, knowledge, and skills in a particular programme or subject area.
<b>Examination Centre</b>	A centre established by the examining authority where semester examinations are conducted.
<b>Examination Offence</b>	Any harm brought about before, during, or after the examination by the conduct of a candidate and examiners in relation to examinations.

<b>Moderation</b>	The process of reviewing and validating assessment and examination outcomes to ensure consistency, fairness, and alignment with learning outcomes and competency standards.
<b>Semester Examination</b>	A summative assessment conducted at the end of a semester to evaluate the learning outcomes of candidates for that specific semester.
<b>Senior Academic Staff</b>	Refers to experienced and qualified trainers in a TVET institution who hold leadership, supervisory, or specialised teaching roles.
<b>Supervisor</b>	An officer in charge of all activities during the examination conducted in the examination centre for a respective programme.
<b>Zonal Academic Committee</b>	A technical committee at the zonal level is responsible for reviewing examination results, moderating assessments, and providing recommendations to the Zonal Examination Committee.
<b>Zonal Examination Arrangement</b>	A decentralised model of examination management in which TVET institutions within a designated zone coordinate and conduct assessments and examinations under the oversight of the Zonal Examination Committee.
<b>Zonal Examination Committee</b>	The highest decision-making body at the zonal level is responsible for approving results, overseeing examination integrity, and ensuring compliance with Council regulations.
<b>Zonal Examination Coordination Center</b>	A designated institution or facility within a specific geographical zone that is authorised to coordinate and administer examinations on behalf of a NACTVET.
<b>Zone</b>	Cluster/group of HAS institutions designated to manage examinations on behalf of NACTVET.

## CHAPTER ONE

### INTRODUCTION

#### 1.1 Background Information

The National Council for Technical and Vocational Education and Training (NACTVET) is established under the National Council for Technical and Vocational Education and Training Act, Cap. 129 (R.E 2021). Pursuant to Sections 9(c) and 11 of the Act, the Council is mandated to determine the conduct of assessments and examinations and to confer awards in Technical and Vocational Education and Training (TVET). In exercising this mandate, the Council is required to safeguard the credibility, integrity, and comparability of TVET qualifications through the establishment, regulation, and continuous improvement of academic and assessment standards. In fulfilling this responsibility, NACTVET promotes and maintains approved academic and assessment standards; ensures the quality and integrity of TVET awards at national and international levels; and supports the capacity development and progressive autonomy of TVET institutions in programme delivery, assessment, and certification. This balanced approach enables the Council to strengthen institutional ownership and accountability while maintaining effective regulatory oversight.

Currently, the conduct of assessments and examinations for Health and Allied Sciences programmes in TVET institutions follows a hybrid arrangement, whereby institutions administer continuous assessments and Semester I examinations. In contrast Semester II examinations are centrally coordinated by the Ministry of Health (MoA). Under this arrangement, the conduct of assessments and examinations is under dual mode. The continuous assessments for Semesters I and II, as well as Semester I final examinations, are conducted, managed, and administered internally by the respective colleges. In contrast, second-semester examinations are centrally conducted and managed by the MoH.

While this centralised model was initially designed to uphold standardisation and safeguard examination integrity, it has, over time, revealed several operational challenges. These include high administrative costs, inefficiencies in coordination, and delays in the examination cycle, particularly in the moderation, marking, and timely release of results. Additionally, the system imposes a heavy logistical and financial burden on both the Ministry and the participating institutions, constraining the flexibility and responsiveness of examination administration.

The recent institutional assessment conducted by NACTVET (2025) and in collaboration with the Ministry of Health indicates that a significant number of colleges possess adequate

capacity, both human and infrastructural, to autonomously manage their examinations in line with established standards. These findings provide a strong rationale for progressive decentralisation of examination functions to capable institutions, while maintaining a robust oversight and quality assurance framework. Accordingly, this initiative aims to support a phased transition from a fully centralised examination model to a decentralised system, where qualified institutions conduct both semester one and semester two examinations under NACTVET's regulatory guidance.

In this context, and prior to full decentralization of the conduct of examinations, NACTVET shall adopt an interim zonal/cluster approach for a maximum of three (3) years, whereby Health and Allied Sciences institutions are grouped or clustered into examination zones. Through this arrangement, examinations shall be managed at the zonal level, allowing institutions to progressively build capacity in examination administration while benefiting from shared oversight, peer support, and enhanced quality assurance.

Accordingly, these guidelines outline the procedures for the coordination of management and conduct of assessments and examinations at both zonal levels in the interim period. The Guidelines are intended to guide the effective, standardized, transparent, and quality-assured conduct of examinations under a decentralized framework, while ensuring compliance with NACTVET standards, safeguarding the integrity of awards, and supporting a smooth and accountable transition towards full institutional autonomy.

## **1.2 Rationale for Decentralising HAS Examination Management**

As previously noted, the current centralised examination arrangements have resulted in administrative bottlenecks, delayed processes, and limited institutional ownership. These challenges undermine efficiency, responsiveness, and the credibility of assessment outcomes. To address them, the three-year structured decentralisation under NACTVET oversight is proposed. This approach balances national quality assurance with localised implementation and is intended to achieve the following:

- (i) Promote efficiency and responsiveness by reducing delays and enabling examinations to be conducted closer to training delivery points, thereby streamlining operations and lowering costs;
- (ii) Strengthen institutional and zonal capacity to design, administer, moderate, and manage examinations effectively, fostering ownership and accountability at all levels;
- (iii) Safeguard national standards and quality assurance by ensuring consistency, comparability, validity, reliability, fairness, and transparency of assessment outcomes across all HAS programmes and institutions;

- (iv) Integrate Competence-Based Education and Training (CBET) principles to shift examinations from rote knowledge recall to the demonstration of practical skills and professional competence, aligning outcomes with workforce needs;
- (v) Enhance transparency and accountability through clear governance structures, defined roles, and standardised procedures that reinforce credibility and public confidence in qualifications;
- (vi) Protect learners' rights and interests by ensuring timely communication of results, fair handling of complaints and appeals, and transparent examination procedures; and
- (vii) Support workforce development by ensuring that graduates are competent, job-ready, and meet national occupational standards for the health sector.

### **1.3 Objectives of the Guidelines**

#### **1.3.1 General Objective**

To provide a comprehensive framework that ensures the effective governance, assessment, examination, and management of HAS programmes in TVET institutions in Tanzania, thereby promoting quality assurance, institutional accountability, and the production of competent graduates who meet national standards and workforce requirements.

#### **1.3.2 Specific Objectives**

The specific objectives of these Guidelines are to:

- (i) By the end of Year 1, develop and implement clear, uniform, and standardised procedures for the management and conduct of assessments and examinations for HAS programmes at both zonal and institutional levels.
- (ii) Within three years, implement a structured zonal clustering approach that gradually transitions examination management from centralised to decentralised systems, ensuring readiness before granting full institutional autonomy.
- (iii) From Year 1 onwards, ensure that all assessments and examinations meet NACTVET quality assurance standards by upholding validity, reliability, fairness, security, and transparency, with annual compliance audits.
- (iv) By the end of Year 2, clearly document and disseminate the roles, responsibilities, and accountability mechanisms of NACTVET, zonal examination structures, and participating institutions in the examination process.
- (v) Within three years, strengthen the capacity of at least 80% of TVET institutions to plan, administer, and manage examinations effectively, while promoting institutional ownership and accountability through targeted training programmes.

- (vi) By Year 3, establish mechanisms that ensure examination outcomes across institutions and zones are consistent and comparable, thereby maintaining national standards and public confidence in TVET qualifications.
- (vii) Starting in Year 1, implement and monitor internal and external quality assurance processes, including moderation, invigilation, monitoring, and reporting with annual reviews to ensure continuous improvement.
- (viii) Ensure that by Year 2, all institutions adopt transparent examination procedures, provide timely communication of results (within 30 days of completion), and establish fair mechanisms for handling complaints and appeals.
- (ix) Over the three-year transition period, conduct annual evaluations of institutional readiness and performance to inform regulatory decisions, support continuous improvement, and guide progression towards full decentralisation.
- (x) By Year 3, align assessment and examination processes with national occupational standards to ensure that graduates of HAS programmes demonstrate the competencies required to meet Tanzania's health workforce needs.

## CHAPTER TWO

### EXAMINATION GOVERNANCE AND INSTITUTIONAL ARRANGEMENTS

#### 2.1 Examination Governance Framework

2.1.1 Examination governance shall be decentralised to Zonal structures (established by the Council) to enhance efficiency, effectiveness, and responsiveness in the administration of assessments and examinations.

2.1.2 The Council shall exercise strategic oversight through an “eyes-on, hands-off” approach, limited to standard-setting, monitoring, auditing, and quality assurance, without direct involvement in operational examination activities.

2.1.3 Notwithstanding any other office or organ stipulated under these Guidelines and vested with powers to address examination-related matters, the following organs shall be responsible for the examination matters thereof:

- a) The Council (NACTVET)
- b) Zonal Examination Committee (ZEC)
- c) Zonal Academic Committee (ZAC)
- d) Zonal Appeal Committee (ZAP)
- e) Zonal Examination Coordination Centre (ZECC)

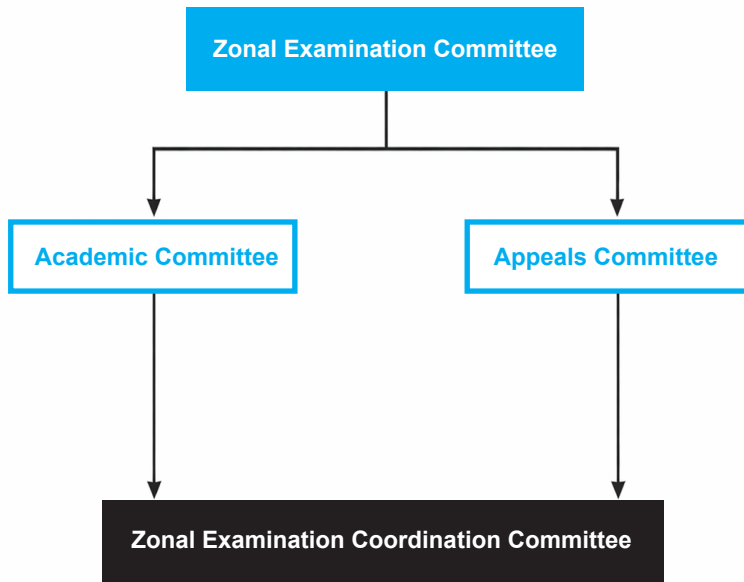
#### 2.2 Zonal Examination Governance Structure

NACTVET has established a clear organisational framework for Examination Management at the zonal level. At the top, the Zonal Examination Committee serves as the central authority, providing oversight, coordination, and ensuring compliance with national standards. Under its supervision, the Academic Committee manages academic matters such as curriculum review, examination content, and quality assurance, while the Appeals Committee addresses grievances and disputes to uphold fairness and transparency.

Supporting these bodies at the operational level is the Zonal Examinations Coordination Committee, which functions as a facility dedicated to examination planning and administration, handling logistics, scheduling, and the day-to-day execution of examination activities. This structure (Figure 1) ensures a balanced system that integrates oversight, academic integrity, accountability, and efficient administration.

# NACTVET

## Zonal Examination Management Structure



### 2.3 NACTVET

The Council, also known as NACTVET, shall:

- (a) Designate HAS institutions to serve as Zonal Examination Coordination Centres (ZECCs).
- (b) Nominate members to the Zonal Examination Committees (ZECs) for a renewable tenure of three-year term.
- (c) Develop, issue, and approve national guidelines, standards, and procedures governing assessment and examinations.
- (d) Receive, review, and formally approve examination results and reports submitted by ZECs.
- (e) Monitor and evaluate the performance of zonal examination structures and autonomous centres.
- (f) Conduct audits, inspections, and reviews to ensure compliance with national standards and Council regulations.
- (g) Provide ongoing technical support, guidance, and capacity-building to ZECs and has institutions.
- (h) Publish consolidated national examination reports to inform stakeholders, policymakers, and the public.

### 2.3.1 Zonal Examination Committee (ZEC)

#### 2.3.1.1 Establishment of Zonal Examination Committee

- (a) The Council shall appoint members of the ZEC who shall serve a term of three years and are renewable without limit on terms.
- (b) Members shall be appointed by official nomination letters from the Council.
- (c) The size of ZECs shall depend on the number of HAS institutions within the zone.
- (d) The ZEC shall be composed of the following:
  - (i) All Principals from within the Zone
  - (ii) Zonal Academic Committee Chairperson;
  - (iii) 1 representative of the Council; and
  - (iv) 1 representative of the Ministry of Health
- (e) The Council shall appoint the Chairperson of the Committee from among the serving Principals who are members of the Committee.
- (f) The appointed Chairperson of the Zonal Examinations Committee shall concurrently serve as the Zonal Examination Coordinator.
- (g) Upon convening, the Committee members shall elect a Vice-Chairperson from among themselves.
- (h) The Chairperson of the ZAC shall serve as Secretary to the ZEC and shall not exercise any voting rights.
- (i) The ZEC shall discharge its functions strictly within the framework of the established ZECC for each designated geographical region.

#### 2.3.1.2 Establishment of Zonal Examination Coordination Centres (ZECCs)

- (a) The Council shall establish ZECCs.
- (b) The ZECC shall be a designated institution or facility within a specific geographical zone as shall be determined by the Council.
- (c) The ZECC shall open and manage a joint bank account for collecting and disbursing examination fees and expenditures, respectively.
- (d) To be suitable as a ZECC, a facility shall have adequate and secure infrastructure for examination setting, moderation, storage, and distribution.  
The ZECCs shall have:
  - (i) Adequate and secure facilities, infrastructure, and support necessary for examination activities.
  - (ii) Adequate storage of examination papers and examination scripts.
  - (iii) Adequate staff to monitor the conduct of examinations in training institutions; and
  - (iv) Proper means of transportation of examination material to the centre.

### 2.3.2 Functions of the Zonal Examination Committee (ZEC)

The ZEC shall:

- (a) Supervise and ensure integrity in all examination processes within the zone.
- (b) Approve budgets, candidate lists, provisional results, and ensure adherence to Council standards and guidelines.
- (c) Appoint supervisors, invigilators, markers, the Zonal Examination Coordinator, and designate members of the Appeal Committee.
- (d) Submit examination reports to the Council and investigate irregularities with remedial measures.

## 2.4 Zonal Assessment Committee (ZAC)

### 2.4.1 Establishment of the Zonal Academic Committee

- (a) The Council shall establish ZAC for each to serve a tenure of three-year term. .
- (b) Members of the Committee shall be full-time employees and have served at least three years as Academic or quality assurance officers in the HAS institutions.
  - (i) Nominated academic or quality assurance officers from HAS institutions.
  - (ii) 1 representative from a practicum site.
- (c) Composition shall be representative of all the HAS programs offered within the Zone, balancing public and private institutions.
- (d) The Chairperson of each ZAC shall be nominated by the Chairperson of the ZEC from among the academic staff serving on the Committee.
- (e) The vice chairperson shall be elected from among the academic staff in the committee.

### 2.4.2 Functions of Zonal Assessment Committee (ZAC)

The ZAC shall:

- (a) Advise the ZEC on academic quality, technical matters, and continuous improvement of examination processes.
- (b) Review, moderate, and standardise assessment instruments to ensure competence-based compliance.
- (c) Coordinate the setting, moderation, marking, validation, and distribution of examinations across institutions.
- (d) Prepare and submit technical reports and recommendations to the ZEC for consideration

## **2.5 Zonal Appeals Committee (ZApC)**

There shall be established in each zone a Zonal Appeals Committee responsible for receiving, reviewing, and determining appeals arising from examination matters.

### **2.5.1 Composition of Zonal Appeals Committee**

The Zonal Appeal Committee shall consist of at least five (5) members appointed by the ZEC. They shall include:

- (a) Chairperson-A senior academic officer appointed by the ZEC.
- (b) Members from Relevant Departments: Two representatives drawn from departments directly associated with the programmes under appeal.
- (c) Regulatory Expert-One representative possessing expertise in examination regulations and standards.
- (d) Compliance Officer- An officer responsible for ensuring adherence to examination standards and safeguarding the integrity of the process.
- (e) Independent Member- An impartial representative not directly affiliated with zonal institutions. He/she shall be appointed from among professional associations, accredited external institutions, regulatory or standards agencies, or other recognised bodies with expertise in education or examination integrity.
- (f) Secretary-Appointed by the Zonal Examination Committee, tasked with recording proceedings and maintaining official documentation.
- (g) Tenure- The tenure of the Zonal Academic Panel (ZAP) shall be three years.
- (h) The Committee shall be established in any examination zone where assessment or examination-related appeals arise.

### **2.5.2 Functions of the Zonal Appeal Committee**

The Zonal Appeal Committee shall:

- (a) To receive and review appeals related to examination results, procedures, or decisions within the zone.
- (b) To evaluate whether examinations and related processes complied with Council-approved Standards, Regulations, and Guidelines.
- (c) To determine and recommend appropriate remedies, including confirmation, amendment, or annulment of results or decisions where irregularities are established.
- (d) To submit detailed reports of appeal proceedings, findings, and recommendations to the Council for final approval.
- (e) To maintain impartiality, integrity, and secure records of all appeals for accountability and future reference.

## **2.6 Health and Allied Sciences (HAS) institutions**

### **2.6.1 Functions**

Accredited institutions shall implement assessments and examinations in accordance with Regulations, Guidelines, and approved procedures.

2.6.2 Without prejudice to sub-guidelines 2.5.1, institutions shall:

- (a) Register candidates and administer examinations
- (b) Ensure secure handling of examination materials and digital credentials.
- (c) Facilitate invigilation, supervision, and reporting; and
- (d) Submit examination results and reports within prescribed timelines.

### **2.7 General Provisions for the Committees**

- (a) Quorum: A minimum of three (3) members shall constitute a quorum for any committee meeting.
- (b) Conflict of Interest: Members must declare any conflict of interest before deliberations.
- (c) Exclusion from Decisions: No member shall participate in determining a matter if they are involved in the original assessment, marking, moderation, or decision under review.
- (d) Documentation: All meetings and decisions must be recorded and submitted to the ZEC for oversight.

## CHAPTER THREE

### FINANCIAL ADMINISTRATION OF EXAMINATIONS

#### 3.1 Overview

This chapter provides the framework for mobilising, allocating, and administering resources required for examinations within designated zones. It ensures transparency, accountability, and compliance with national financial regulations while supporting the efficient delivery of examination services. By standardising financial practices across zones, the system safeguards integrity, prevents mismanagement, and sustains the credibility of Technical and Vocational Education and Training (TVET) qualifications.

#### 3.2 Guiding Principles

The budget for examination activities shall be prepared and implemented strictly within the limits of approved Examination Fees as determined by the Council from time to time. No Zonal Examination Committee (ZEC) shall vary the approved fee without prior written authorisation from the Council. All financial estimates, transactions, and reports under these Guidelines shall be prepared and recorded in Tanzanian Shillings (TZS).

To ensure sound financial governance, the following strategic principles shall guide all examination-related financial administration:

- (i) Transparency and Accountability- All financial transactions and reports must be clear, traceable, and subject to audit.
- (ii) Compliance with Council Regulations- Budgets and fees shall strictly follow approved limits and national financial guidelines.
- (iii) Efficiency and Prudence - Resources must be used economically, with priority given to examination delivery, security, and quality.
- (iv) Standardisation- Financial records and reports shall be prepared uniformly in Tanzanian Shillings (TZS).
- (v) Oversight and Integrity-Continuous monitoring by the Council ensures integrity, prevents mismanagement, and sustains credibility.

#### 3.3 Sources and Collection of Funds

Examinations conducted at the zonal level shall be financed primarily through examination fees collected from candidates enrolled in accredited TVET institutions offering Health and Allied Sciences programmes.

- (a) Examination fees shall be collected in accordance with the approved fee structure issued by the Council.
- (b) Accredited institutions shall collect examination fees from candidates and remit the prescribed portion to the designated zonal examination accounts within the specified period by the Council.

- (c) All remittances must be accompanied by verified candidate registration data and supporting documentation.
- (d) No candidate shall be registered for examinations without proof of payment of the prescribed examination fee.

### **3.4 Budgeting and Expenditure Estimates**

Each ZECC, in collaboration with Health and Allied Sciences Institutions within its zone, shall prepare an annual examination budget before the conduct of Semester Examinations. The proposed budget must be submitted to the Zonal Examination Committee (ZEC) for review and approval before implementation.

The budget shall be based on verified student registration data and projected examination activities, with estimates reflecting realistic cost assumptions and remaining strictly within approved financial ceilings. No expenditure shall be incurred unless it is provided for in the approved budget, and any reallocation or variation of budget lines shall require prior approval of the ZEC.

Examination budgets shall comprehensively cover:

- (a) Setting and moderation of examinations.
- (b) Conduct and supervision of examinations.
- (c) Marking and compilation of results.
- (d) Invigilation and coordination costs.
- (e) Appeals, checking, and remarking.
- (f) Stationery, printing, and consumables.
- (g) Other approved administrative costs.

### **3.5 Handling and Control of Funds**

The ZEC shall establish and maintain a dedicated bank account for all examination funds. All examination fees shall be deposited directly into this account. No funds shall be collected, retained, or expended outside approved banking arrangements:

- (a) The account shall be operated by not less than three (3) authorized signatories appointed by the ZEC, drawn from two distinct categories to ensure segregation of duties.
- (b) Any two (2) signatories representing different categories shall jointly authorize transactions.
- (c) The Zonal Examination Coordinator shall be a mandatory signatory.

### **3.6 Use of Examination Funds**

Examination funds shall be used strictly for activities directly related to the planning, administration, and conduct of examinations, including:

- (a) Setting, moderation, and printing of examination materials.
- (b) Secure transportation and storage of examination papers.
- (c) Payment of supervision and invigilation costs.
- (d) Marking and processing of results.
- (e) Logistical and administrative expenses necessary for the smooth conduct of examinations.

### **3.7 Accountability and Reporting**

- (a) The ZEC shall maintain detailed records of all examination revenues and expenditures.
- (b) Periodic financial reports shall be submitted to the Council in the prescribed format and within specified timelines.
- (c) Examination accounts shall be subject to audit in accordance with national financial regulations and Council requirements.

### **3.8 Roles and Responsibilities**

#### **3.8.1 Institutions**

- (a) Mobilise local resources necessary for the administration of examinations.
- (b) Implement examination budgets in accordance with approved guidelines.
- (c) Prepare and submit financial reports to the respective ZEC for consolidation.

#### **3.8.2 ZECs**

- (a) Consolidate institutional resource needs and prepare zonal budget frameworks.
- (b) Oversee the implementation of examination budgets within their zones.
- (c) Ensure compliance with financial procedures at the zonal level.
- (d) Submit consolidated financial reports and expenditure statements to the NACTVET Secretariat.
- (e) Receive technical support and advice from Zonal Academic Committees in resource planning and budget execution.

#### **3.8.3 NACTVET Secretariat**

- (a) Monitor zonal expenditure and financial performance.
- (b) Review consolidated reports submitted by ZECs.
- (c) Ensure compliance with national financial regulations and examination policies.

- (d) Provide technical guidance and capacity building support to ZECs and institutions.

#### 3.8.4 The Council

- (a) Approve financial policies governing examination administration.
- (b) Exercise oversight over resource mobilization, budget allocation, and expenditure management; and
- (c) Ensure accountability and transparency in financial governance across all zones.

### 3.9 Audit and Financial Oversight

The financial records and accounts of each ZECC shall be subject to periodic internal audit and may be subject to external audit as determined by the Council. ZECCs shall maintain proper books of accounts, supporting documentation, bank reconciliation statements, approved budget records, and remittance records for audit purposes. Audit findings and recommendations shall be presented to the ZEC and submitted to the Council for review. Any identified financial irregularities shall be addressed promptly in accordance with applicable financial regulations and disciplinary procedures.

### 3.10 Accountability and Transparency

- (a) All institutions and zonal organs shall maintain clear reporting lines for financial expenditure.
- (b) Regular audits shall be conducted at the institutional, zonal, and national levels.
- (c) Examination related financial reports shall be disclosed in accordance with established transparency requirements.
- (d) Mechanisms should be established for addressing financial irregularities and enforcing corrective measures.

### 3.11 Risk Management and Sustainability

- (a) Financial risks, including underfunding, misallocation, and fraud, shall be identified and mitigated through appropriate measures.
- (b) Resource optimisation strategies, including shared use of facilities and digitalisation of processes, shall be adopted.
- (c) Sustainability of examination administration shall be ensured through long term planning and efficient resource utilisation.

## CHAPTER FOUR

### CONDUCTING ASSESSMENTS AND EXAMINATIONS

#### 4.1 General Condition

An institution shall be approved to conduct its own assessments and examinations if it meets the requirements and complies with the existing Standards, Examination Regulations, and Guidelines.

#### 4.2 Minimum Requirements

To qualify as an assessment and examination centre, an institution shall:

- (a) Be duly registered, recognised, and offer accredited programmes by the Council;
- (b) Have a functioning Advisory/Governing Board
- (c) Possess adequate and appropriate physical, digital, and human resources to offer training and conduct assessments and examinations in accordance with approved standards;
- (d) Maintain secure examination facilities, including controlled-access rooms, secure storage, and approved digital examination infrastructure;
- (e) Comply with all Council guidelines on assessment, examination conduct, data protection, and quality assurance;
- (f) Maintain functional ICT infrastructure to support examination operations.
- (g) Have a NACTVET-approved assessment and examination guidelines aligned to national examination regulations;
- (h) Have Internal QA processes & external examiners in place; and
- (i) Systems for secure exam administration and reporting.

#### 4.3 Designation and Approval of Examination Centres

The designation and approval of an Examination Centre shall be undertaken in accordance with the following procedure:

- (a) Institutions seeking designation as Examination Centres shall submit a formal application to the Zonal Examination Committee (ZEC), accompanied by all required documentation and evidence of capacity.
- (b) The ZEC shall inspect the applicant institution to verify the adequacy of facilities, security arrangements, staffing, and compliance with Council-approved Standards, Regulations, and Guidelines.
- (c) The ZEC shall assess whether the institution meets minimum requirements for examination administration, including infrastructure, confidentiality measures, and integrity safeguards.
- (d) Upon satisfactory inspection and compliance assessment, the ZEC shall prepare a recommendation report for submission to the Council.

- (e) The Council shall review the recommendation and, where satisfied, formally approve the institution as an Examination Centre.
- (f) Approved institutions shall be notified in writing and entered into the official register of Examination Centres.
- (g) All Examination Centres shall be subject to periodic review and re-approval to ensure continued compliance with established standards.

#### **4.4 Responsibilities of Approved Examination Centres**

An approved examination centre shall:

- (a) Conduct assessments and examinations strictly in accordance with approved curricula, schedules, and procedures;
- (b) Ensure the security, confidentiality, and integrity of assessment and examination materials;
- (c) Facilitate online setting, moderation, approval, and controlled printing of examination papers where digital systems are used;
- (d) Submit assessment and examination results, reports, and records to the Council through approved systems and within prescribed timelines.

#### **4.5 Suspension or Withdrawal as an Examination Centre**

The Council shall suspend an institution from conducting assessments and examinations where it:

- (a) Fails to comply with the Standards, Examination Regulations, and Guidelines or Council directives;
- (b) Is involved in examination offences or persistent irregularities; or
- (c) Loses its accreditation status.
- (d) The suspended Examination Centre shall be notified in writing and may be provided with an opportunity to respond in accordance with applicable procedures.

## CHAPTER FIVE

### ASSESSMENT FRAMEWORK AND EXAMINATION MODALITIES

#### 5.1 Assessment and Examination Structure

5.1.1 Each module shall be assessed through Continuous Assessment (CA) and Semester Examination (SE), as required by the respective curricula.

5.1.2 CA shall include:

- (a) Theory tests;
- (b) Oral, practical, or clinical tests;
- (c) Assignments;
- (d) Field/Project work or operational research; and
- (e) Field attachments.

5.1.3 SE shall include:

- (a) Theory papers;
- (b) Oral, practical, or clinical examinations.

5.1.4 Each training institution shall ensure CA and SE are implemented according to the following:

- (a) For CA, the number of tests, assignments, project reports, and field work reports shall follow the respective curricula;
- (b) Where the curriculum is silent on the number of tests, there shall be at least two CATs,
- (c) CA and SE content shall be based on the Assessment Plan for each module;
- (d) Field/Project work shall be conducted and assessed as stipulated in the respective curriculum; and
- (e) Realised and tested items shall not be reassessed.

#### 5.2 Administration of Assessment and Semester Examinations

5.2.1 Continuous Assessment:

- (a) Students shall be assessed continuously during the learning process;
- (b) During CA tests, candidates shall use their registration number and/or examination number issued by the examining authority;
- (c) Marked CA scripts for each module shall be disclosed to students within fourteen (14) days after the assessment;
- (d) All CA (tests, assignments, projects, etc.) shall be completed, and results declared at least two (2) weeks before the semester examination.

### 5.2.2 Semester Examinations

- (a) Examination administration shall cover all activities necessary for smooth conduct, including preparation, supervision, invigilation, and examination of candidates;
- (b) SE will comprise theory, oral/practical/clinical module, and Project work/Operational research as per the respective.
- (c) During SE, candidates shall use their examination number issued by the examining authority;
- (d) Examination centres shall prepare venues and provide all required tools and logistics;
- (e) Examination supervision shall be conducted by tutors competent in the curriculum, examination regulations, and procedures;
- (f) There shall not be fewer than two invigilators in each examination room.
- (g) Two examiners form a panel and score a candidate independently during clinical examination.
- (h) The principal/head of the institution shall serve as assistant supervisor.

### 5.3 Marking and Submission of Continuous Assessment Scores

5.3.1 Students' CA scripts for each module shall be disclosed for viewing by the students at most fourteen days after the conduction of the assessment;

5.3.2 Institutions shall ensure that all CA scripts are complete for verification.

5.3.3 Examiners shall verify CA scripts at least two (2) days before the start of SE;

5.3.4 Institutions should not submit an incomplete CA.

5.3.5 Submission of an incomplete CA shall render the candidate ineligible for the Semester Examination.

### 5.4 Continuous Assessment and Evaluation

5.4.1 A student who fails to achieve the minimum score in CA or any of its components shall repeat the module.

5.4.2 A student shall:

- (a) Sign CA results for each module during the preparation week before the semester examination; and
- (b) Ensure that any issues related to CA results are addressed and resolved during the preparation week.

## CHAPTER SIX

### PLANNING AND PREPARATION OF ASSESSMENTS AND EXAMINATIONS

#### 6.1 Almanac Examination and Timetable

6.1.1 The Zonal Academic Committee shall prepare an Almanac which shall:

- (a) Be approved by the Zonal Examination Committee; and
- (b) Specify dates for important academic, assessment, and examination activities in accordance with these Guidelines.

6.1.2 An examination timetable shall be prepared for each examination session, indicating specific dates for each module.

6.1.3 The approved examination timetable shall be published at least six (6) weeks before the commencement of examinations.

#### 6.2 Human Resource Planning and Capacity Building

6.2.1 The Institute's Principal shall propose the names of the examiners as it may be required by the Zonal Examination Coordinator

6.2.2 The Zonal Examination Coordinator shall appoint qualified teachers and clinical practitioners to serve as examiners (supervisors, invigilators, and markers).

6.2.3 Before examinations, all examiners shall undergo orientation on examination procedures, ethical conduct, and confidentiality obligations.

#### 6.3 Logistics for Assessment and Examination Venues

6.3.1 Institutions shall ensure the availability of suitable examination venues, laboratories, and clinical sites.

6.3.2 For clinical and practical examinations, institutions shall coordinate with affiliated facilities in advance to confirm schedules, assessors, and patient safety arrangements.

#### 6.4 Candidate Preparation and Eligibility Verification

6.4.1 Institutions shall verify the eligibility of candidates before examinations, including confirmation of:

- (a) Attendance requirements;
- (b) Completion of prescribed clinical hours;
- (c) Submission of required logbooks; and
- (d) Fulfilment of Continuous Assessment requirements.

6.4.2 The Supervisor shall verify the eligibility of the students at least two days before the commencement of the examination, which will include examination numbers and those in 6.5.1

6.4.3 Eligible candidates shall be formally informed by the Principal after obtaining the verified list from the supervisor.

## **6.5 Examination Security and Risk Management**

6.5.1 Institutions shall plan and implement security and risk-management measures for all assessments and examinations.

6.5.2 Examination materials shall be handled confidentially and stored securely under restricted access, including use of strong rooms.

6.5.3 Potential risks, such as equipment failure, examiner unavailability, power outages, or clinical site disruptions, shall be identified in advance, and contingency measures shall be established.

## CHAPTER SEVEN

### STUDENT ELIGIBILITY, ACADEMIC STATUS, AND PROGRESSION

#### 7.1 Eligibility for Continuous Assessment

7.1.1 A student shall be eligible for Continuous Assessment if he or she:

- (a) Is duly registered for the module; and
- (b) Has attended the minimum number of sessions as prescribed in the module guide;

7.1.2 A student who fails to meet these requirements shall not be allowed to participate in Continuous Assessment and shall be required to repeat the module.

#### 7.2 Eligibility for Semester Examination

7.2.1 A student shall be eligible to sit for a Semester Examination if he or she meets the criteria as provided in Section 6.5 of these guidelines.

7.2.2 A student who does not meet these conditions shall not be permitted to sit for the examination.

7.2.3 Such a student on 7.2.2 shall repeat the module.

#### 7.3 Shortage of Attendance and Condonation

7.3.1 Cases of shortage of attendance shall be recommended by the Head of Department to the Principal.

7.3.2 Grounds for consideration shall include:

- (a) Prolonged illness supported by a recognised medical report;
- (b) Bereavement or serious personal circumstances; or
- (c) Any other serious reason as the Principal may determine.

7.3.3 The Principal may condone a deficiency of attendance of up to fifteen percent (15%).

7.3.4 The evidence and substantive conditions that led the principal to condonation shall be formally submitted to the Zonal Examination Coordinator for consideration and noting.

7.3.5 Where the condonation is short of 7.3.4, the matter shall be submitted to the Zonal Examination Committee Meeting for determination and necessary measures that include:

- (a) Taking measures against the principal for not executing his roles as per these guidelines, or
- (b) Recommend to the Council the nullification of Examination Results of the students and be given a chance to sit for special examinations when next offered.

#### **7.4 Supplementary Examinations**

7.4.1 A student shall be eligible for a supplementary examination if he or she:

- (a) Has attained a minimum Semester GPA of 2.0;
- (b) Has failed the first sitting of the examination;
- (c) Has no incomplete modules; and
- (d) Has paid the prescribed supplementary examination fee.

7.4.2 Supplementary examinations shall be administered within four (4) weeks after the release of the examination results.

7.4.3 A candidate who passes a supplementary examination shall be awarded a pass grade only.

7.4.4 A candidate who fails a supplementary examination shall repeat the module when next offered.

7.4.5 A candidate who will not appear in the supplementary examination shall be considered ABSCONDED.

7.4.6 A candidate who fails a supplementary examination for a repeated module shall be discontinued in that respective semester.

#### **7.5 Special Examinations**

7.5.1 A student who postpones a semester examination for approved reasons shall be eligible to sit for a special examination.

7.5.2 Special examinations shall be administered concurrently with supplementary examinations.

7.5.3 A candidate who fails to appear for a special examination as scheduled without valid reasons shall be regarded as having absconded.

## **7.6 Postponement of Studies and Examinations**

7.6.1 A student may apply in writing for postponement of studies to the Principal through the Head of Department.

7.6.2 Once the examination numbers have been issued to students (i.e., registration for examination), no postponement of studies is acceptable.

7.6.3 Grounds for postponement of studies may include:

- (a) Illness supported by medical evidence;
- (b) Sponsorship challenges; or
- (c) Any other reasonable ground supported by sufficient evidence.

7.6.4 Postponement shall not exceed one academic year at a time and shall not be granted for two consecutive academic years, except with special approval.

7.6.5 Continuous Assessment completed before postponement shall be nullified upon resumption.

7.6.6 Postponement of examinations is acceptable only when:

- (a) A student fell sick and was hospitalized, and shall produce the evidence.
- (b) There is a natural calamity, and
- (c) Loss of Parent, a sister /brother, spouse, or children.

## **7.7 Repeating a Module**

7.7.1 A candidate who fails a module in a supplementary examination shall repeat the module in the next academic year.

7.7.2 A candidate shall be permitted to repeat a module only once per academic year and shall pay the prescribed fee.

## **7.8 Transfer of Students and Transfer of Grades**

7.8.1 Student transfers shall be governed by NACTVET Credit Transfer Guidelines.

7.8.2 Transfers shall be affected at the beginning of a semester or academic year, subject to the approved Almanac.

7.8.3 The Principal shall regulate all matters relating to the transfer and recognition of grades.

## **7.9 Progression**

7.9.1 A student shall not be allowed to proceed to the next semester unless he has sat and passed the examination in the previous semester.

## CHAPTER EIGHT

### SETTING AND MODERATION OF ASSESSMENTS AND EXAMINATIONS

#### 8.1 Setting of Examinations

8.1.1 The Zonal Examination Committee shall coordinate the setting and administration of semester examinations for both semesters for all institutions within the respective zone.

#### 8.2 Setting of Theory Tests / Examinations

The setting of theory examinations shall be governed by the following procedures:

- (a) The Zonal Coordinator shall appoint a qualified tutor to set the examination for the respective module;
- (b) Examination setting shall strictly adhere to the approved Assessment Plan for the module;
- (c) The examination setter shall prepare the question paper, model answers, and marking scheme;
- (d) The duration of the theory examination shall be two and a half (2½) hours.

#### 8.3 Setting of Oral Tests / Examinations

Oral examinations shall adhere to the following requirements:

- (a) The examination shall consist of not fewer than fifty (50) questions;
- (b) Selection of questions shall comply with the approved curriculum;
- (c) The design of questions shall take into account the duration of the examination;
- (d) The maximum duration for NTA Levels 4–6 shall be fifteen (15) minutes per candidate.

#### 8.4 Laboratory Practical Tests / OSCE / OSPE

Laboratory practical examinations, including OSCE and OSPE, shall be conducted in accordance with the following:

- (a) Practical tests shall be set by tutors competent in the relevant module(s);
- (b) The number of stations and duration shall comply with the Assessment Plan;
- (c) Examination formats shall be appropriate to the nature of the programme;
- (d) Setters shall prepare detailed instructions in advance, including required chemicals, reagents, instruments, and equipment;
- (e) Instructions may include distractors to ensure objectivity and impartiality;
- (f) Programme-specific instructions shall be disclosed only to authorised personnel as determined by the Zonal Examination Authority.

## **8.5 Clinical Tests and Case Studies**

8.5.1 Clinical examinations and case studies shall align with module content and competence level descriptors.

8.5.2 Tutors responsible for the module shall ensure availability of:

- (a) Appropriate clinical settings, including outpatient and inpatient departments;
- (b) Structured rating scales or checklists;
- (c) An adequate number of patients or clients relevant to the curriculum; and
- (d) Sufficient equipment and supplies proportional to the number of candidates.

## **8.6 Assignments**

Assignments shall be prepared and administered in accordance with the following principles:

- (a) Assignments shall be complex, integrated learning tasks presented as written or practical exercises, as appropriate to the module;
- (b) Assignments shall be set by the tutor(s) teaching the module, or by a competent tutor appointed by the Principal/Head of Institution;
- (c) Assignments shall align with the Assessment Plan and competence level descriptors, progressing from simple to complex;
- (d) Assignments shall consist solely of subjective questions;
- (e) A marking scheme indicating answer guides and marks allocation shall be provided.

## **8.7 Project Work / Operational Research**

8.7.1 Tutors responsible for the module shall prepare project work or operational research guides aligned with curriculum-specified competences.

8.7.2 Clear guidelines for project or research report preparation shall be provided to candidates.

## **8.8 Practicum / Fieldwork**

Practicum and fieldwork shall be prepared in accordance with the following:

- (a) Activities shall be based on prescribed competences and duration specified in the curriculum;
- (b) Fieldwork guidelines shall be provided to candidates.
- (c) Appropriate assessment tools, including logbooks and report templates, shall be prepared.

## **8.9 Moderation of Examination Papers**

8.9.1 The Zonal Examination Coordinator shall appoint competent tutors to moderate examination papers.

8.9.2 All examiners, including setters, moderators, and supervisors, shall meet the following minimum criteria:

- (a) Be tutors teaching the relevant module;
- (b) Possess a minimum of three (3) years of teaching experience;
- (c) For new programmes, moderators shall have at least three (3) years of relevant professional experience in the field.

8.9.3 Moderators shall ensure that examination papers:

- (a) Align with the approved curriculum and Assessment Plan;
- (b) Progress from simple to complex in accordance with competence level descriptors;
- (c) Are accurate, grammatically correct, and free from typographical errors;
- (d) Are valid, reliable, fair, and meaningful;
- (e) Have an appropriate allocation of marks and examination time;
- (f) Meet required examination standards through modification, addition, or removal of questions where necessary; and
- (g) Are accompanied by marking schemes with correct answers and fair mark distribution.

## CHAPTER NINE

### CONDUCT OF EXAMINATIONS

#### 9.1 General Conduct of Examinations

9.1.1 All assessments and examinations shall be conducted in accordance with the Academic Calendar and approved examination timetable.

9.1.2 Before the examination session, an invigilator shall collect sealed envelopes containing examination papers from the examination office and ensure that all examination materials are ready thirty minutes before commencement of the examination.

9.1.3 Be present in the examination room at least twenty minutes before the commencement of the examination.

9.1.4 Ensure that each student possesses a valid student identity card and is reminded of not possessing anything or doing anything that may amount to examination irregularity.

9.1.5 Ensure students adhere to all regulations and guidelines for conducting the examination.

9.1.6 Students shall report to the examination venue at least 30 minutes before the scheduled start time.

9.1.7 Silence shall be maintained in all examination areas.

9.1.8 Any form of cheating, collusion, or misconduct shall be treated as a disciplinary offence and shall be dealt with according to the institutional regulations.

9.1.9 Mobile phones, electronic devices, and unauthorised materials shall not be brought into the examination room unless specifically permitted.

9.1.10 Examination envelopes shall be opened in front of candidates, with two candidate representatives signing to confirm the envelope is unopened.

9.1.11 All answers must be written in the examination materials provided; scripts are collected by invigilators before candidates leave.

9.1.12 Candidates must sign the attendance register; scripts and attendance records shall be verified against the register at the end of the examination.

9.1.13 Scripts, attendance registers, seating plans, and witness forms shall be packed and sealed in front of two candidate representatives.

9.1.14 Candidates shall not remove examination materials.

9.1.15 Any time lost due to unusual interruptions shall be compensated.

## **9.2 Conduct of Theory Examinations**

9.2.1 Theory examinations shall be conducted in designated examination halls under the supervision of invigilators.

9.2.2 Students shall be seated according to the seating plan issued by the Examination Office.

9.2.3 Examination papers shall be distributed only after the official start time.

9.2.4 Students shall write their answers in the prescribed answer books or sheets provided by the institution.

9.2.5 Students shall not leave the examination hall within the first 30 minutes of the start time and the last 30 minutes before the end of the examination.

## **9.3 Conduct of Oral Examinations**

9.3.1 Oral examinations shall be conducted by at least two examiners, one of whom shall act as the chairperson.

9.3.2 Question papers for oral examinations shall be opened following the same procedure as for theory examinations.

9.3.3 Students shall be evaluated based on clarity, accuracy, and application of knowledge.

9.3.4 Oral examinations shall be recorded or documented for reference and verification.

9.3.5 Students shall attend at the scheduled time, and late arrivals may be considered for rescheduling at the discretion of the examiners.

9.3.6 Two markers shall independently assess each candidate using the provided checklist.

9.3.7 The final oral examination score shall be the average of the two markers' scores, provided the difference does not exceed five (5) marks out of 100.

9.3.8 Completed checklists should be securely packed in accordance with standard packaging procedures and stored in the strong room.

#### **9.4 Conduct of Practical and Clinical Examinations**

9.4.1 Practical and clinical examinations shall be conducted in the designated laboratories, workshops, or clinical settings.

9.4.2 Practicum sites shall be prepared at least three (3) days before the examination, with a conducive environment, adequate tools, supplies, and equipment in good working condition.

9.4.3 Students shall follow all safety rules and procedures.

9.4.4 The training institution shall ensure that all equipment and materials are in proper working condition.

9.4.5 Students shall be assessed on technical skills, accuracy, adherence to procedures, and professional conduct.

9.4.6 Any breach of safety or professional misconduct shall result in disqualification from the examination.

9.4.7 The assessment of the candidate shall be done independently by two examiners, scoring each candidate using rating scales/checklists.

9.4.8 The final score shall be the average, provided the difference does not exceed five (5) marks.

9.4.9 If the difference exceeds five (5) marks, the markers shall review the checklist to reconcile the discrepancy and calculate the adjusted average.

9.4.10 If disagreement persists, the supervisor shall make the final decision before the next candidate is assessed.

9.4.11 Examiners shall submit all completed rating scales/checklists and attendance lists to the supervisor immediately after the examination.

9.4.12 Scores shall be entered in prepared score sheets and verified by the supervisor.

9.4.13 The supervisor shall verify practical/clinical scripts against attendance registers and score sheets to ensure completeness and accuracy before final packing.

9.4.14 Completed checklists should be securely packed in accordance with standard packaging procedures and stored in the strong room.

## **9.5 Duties of Supervisors**

9.5.1 Supervisors should ensure that the examination environment is safe, secure, and properly prepared.

9.5.2 Supervisors shall verify the attendance of students and ensure that examination materials are distributed according to regulations.

9.5.3 Supervisors shall report any irregularities or misconduct to the Examination Office immediately.

9.5.4 Supervisors shall always maintain the confidentiality of examination content.

## **9.6 Duties of Invigilators**

9.6.1 Invigilators will be present at the examination venue at least 30 minutes before the start time.

9.6.2 Invigilators should check student identification and seating arrangements before distributing examination papers.

9.6.3 Invigilators should monitor students continuously during the examination and ensure compliance with regulations.

9.6.4 Invigilators shall record and report any misconduct, late arrivals, or emergencies to the Supervisor.

9.6.5 Invigilators shall collect all examination materials at the end of the examination and hand them to the Supervisor.

9.6.6 An invigilator shall have power to inspect the candidate during the examination as may be deemed necessary.

9.6.7 Invigilators may arrange and re-arrange the sitting position of the candidate.

9.6.8 The invigilator shall confiscate any unauthorised material brought into the examination room.

9.6.9 An invigilator shall not, at any time, leave candidates in the examination room unattended while the examination is in progress.

9.6.10 An invigilator shall ensure that scripts submitted by the candidates match the number of candidates who have sat for the exam.

9.6.11 An invigilator shall submit in a prescribed manner all scripts, the invigilation report, signed attendance sheet, and irregularity form sealed in the envelope to the supervisor after completion of the examination.

## **9.7 Assessment and Examination Instructions for Students**

9.7.1 Students shall bring valid identification to all examinations.

9.7.2 Students shall observe the examination timetables and venue

9.7.3 Students shall be seated in the examination room thirty minutes before the start time.

9.7.4 Students shall inspect the surrounding environment for the presence of any unauthorised material and report or hand it over to the invigilator before the commencement of the examination.

9.7.5 Students shall listen to the invigilator and read carefully all instructions issued in the examination question paper and in the examination booklet in relation to the conduct of the examination before starting.

9.7.6 Students shall not communicate, exchange materials, or use unauthorised devices during the examination.

9.7.7 Students shall write only in the answer books provided and shall not remove any examination papers from the examination hall.

9.7.8 Students shall not write names or any mark anywhere in the examination booklet or scripts that may reveal their identity

9.7.9 Students shall raise their hands and seek the invigilator's assistance in case of emergencies or queries.

9.7.10 Students who violate examination rules shall face disciplinary action, which may include disqualification from the examination.

9.7.11 Students shall observe silence and order in the examination room

9.7.12 Students should not write or draw anything on the question paper

9.7.13 Students should sign in the attendance sheet at the commencement of the examination and sign out upon submitting the examination script

9.7.14 Students should not take the examination booklet or scripts, question paper, or any other examination-related material outside the examination room.

NOTE: The Supervisor shall have the power to issue instructions, notes or guidelines to students as may be deemed appropriate.

## CHAPTER TEN

### EXAMINATION MARKING

#### 10.1 Overview of the Marking Process

10.1.1 Where marking is centrally done, all assessments and examinations shall be marked using the Conveyor Belt Marking System (CBMS) to ensure transparency, fairness, and efficiency.

10.1.2 The CBMS shall allow examination scripts to circulate among multiple markers to maintain standardisation and reduce individual bias.

10.1.3 The marking process shall follow the approved marking scheme and guidelines issued by the Faculty/School Academic Committee.

10.1.4 The marking process shall include the following sequential steps:

- (a) Preparation for marking
- (b) Moderation and standardisation of the marking scheme
- (c) Trial marking for calibration
- (d) Full marking using CBMS
- (e) Checking by designated checkers
- (f) Entry of results into the system.

#### 10.2 Preparation for Marking

10.2.1 Examination scripts shall be collected and verified by the Chief Marker before the start of marking.

10.2.2 Scripts shall be anonymised to protect student identity.

10.2.3 Marker(s) shall receive the approved marking scheme and guidelines before commencement.

10.2.4 Any discrepancies in scripts or marking materials should be reported immediately to the Chief Examiner.

10.2.5 All marking personnel shall be oriented on the CBMS process, marking responsibilities, and confidentiality requirements.

### **10.3 Moderation and Standardisation of the Marking Scheme**

10.3.1 Before marking begins, the marking scheme shall be moderated and standardised.

10.3.2 Moderation and standardization shall ensure:

- (a) Clear allocation of marks for each question.
- (b) Consistent interpretation of answers.
- (c) Alignment with learning outcomes and assessment objectives.

10.3.3 Any adjustments or clarifications to the marking scheme shall be communicated to all markers before trial marking.

### **10.4 Trial Marking**

10.4.1 After the marking scheme has been moderated, a sample of scripts shall undergo trial marking to:

- (a) Test markers' understanding of the marking scheme.
- (b) Identify potential differences in interpretation among markers.
- (c) Calibrate marking standards to ensure consistency across all markers.

10.4.2 Trial marking shall be reviewed by the Chief Marker, and feedback shall be provided to all markers before full-scale marking begins.

### **10.5 Conveyor Belt Marking System Procedures**

10.5.1 Scripts shall be marked in modules as they circulate through the CBMS.

10.5.2 Each script shall be marked independently, and each marker shall mark only the assigned question(s) per script.

10.5.3 Checkers shall review marked scripts to verify arithmetic accuracy and adherence to the marking scheme.

10.5.4 Discrepancies exceeding allowable tolerance shall be referred to the Chief Examiner for resolution.

10.5.5 The CBMS shall maintain a record of all markers and checkers for each script to ensure accountability.

### **10.6 Duties of Markers**

10.6.1 Markers shall mark scripts honestly and in accordance with the approved marking scheme.

10.6.2 Markers should ensure that all answers are evaluated thoroughly and marks are recorded correctly on the marking sheet.

10.6.3 Markers shall maintain the confidentiality of all examination materials.

10.6.4 Any irregularities or unclear responses shall be referred to the Chief Examiner.

### **10.7 Duties of Checkers**

10.7.1 Checkers shall verify the arithmetic accuracy of marks awarded by markers.

10.7.2 Checkers should ensure that the marking scheme has been correctly applied to all scripts.

10.7.3 Checkers shall identify discrepancies, inconsistencies, or omissions and report them to the Chief Examiner for resolution.

10.7.4 Checkers shall maintain the confidentiality of all examination materials.

### **10.8 Results Entry in the System**

10.8.1 Final marks shall be entered into the institutional results management system by authorized personnel.

10.8.2 Marks shall be verified against marking sheets and checked for accuracy before submission.

10.8.3 Only authorized staff shall access the system to enter or modify marks.

10.8.4 Any discrepancies detected during results entry shall be reported immediately to the Chief Examiner or Examination Office for resolution.

### **10.9 Confidentiality and Security**

10.9.1 All scripts, marking schemes, trial marking records, and related documents shall be treated as confidential.

10.9.2 Unauthorised access, copying, or distribution of scripts or marking schemes shall be considered a serious offence and may result in disciplinary action.

## CHAPTER ELEVEN

### DECLARATION OF EXAMINATION RESULTS

#### 11.1 Management of Examination Results

11.1.1 A candidate with a semester GPA of 2.0 or above and who has passed all modules shall be declared as "PASS".

11.1.2 A candidate who has been declared "PASS" shall be allowed to proceed to the next semester/level.

11.1.3 A first sit candidate who has a semester GPA of 2.0 or above but has failed any module(s) during the semester examinations shall be declared as "SUPPLEMENTAL".

11.1.4 A candidate who has been declared "SUPPLEMENTARY" shall be allowed to sit for the supplementary examination of the failed module (s).

11.1.5 A candidate who has a semester GPA of 2.0 or above and fails more than 50% of the examinable module(s) in a semester examination shall be declared as "REPEAT MODULES" and allowed to repeat the failed modules in the next academic year.

11.1.6 A candidate who has a semester GPA below 2.0 shall be declared as "FAILED" that Semester.

11.1.7 The supplementary examination of the failed module(s) shall be done within four (4) weeks from the date of declaration of Semester Examination results

11.1.8 There shall be no more than one supplementary examination for a particular failed module.

11.1.9 A candidate who has a semester GPA of 2.0 or above but fails a supplementary examination shall be allowed to repeat the module(s) in the next academic year.

11.1.10 A candidate with a semester GPA of 2.0 or above who has failed repeated module(s) shall be declared as "SUPPLEMENTARY" and allowed to sit for supplementary examination of the failed module (s).

11.1.11 Any candidate who fails one component of a module but has a GPA of 2.0 or above shall sit for the supplement examination of all components of that module

11.1.12 A candidate who fails a supplementary examination of a repeated module shall be declared as “FAILED” for the Semester.

11.1.13 A candidate referred in 11.1.12 and who ABSCONDED from the examination will be allowed to re-register for that semester by adhering to NACTVET students’ admission procedures and requirements.

## **11.2 Approval of CA results**

11.2.1 There shall be an Institution Examination Committee at each institution that shall be responsible for the approval of CA results.

11.2.2 The Institution Examination Committee shall:

- i. Receive and register all CA results submitted by the Head of Departments.
- ii. Conduct technical checks for completeness, consistency, and compliance with approved curricula and assessment guidelines.
- iii. Verify candidates’ eligibility, registration status, and assessment records; and
- iv. Approve the CA results for publication to students at least a week before the commencement of Semester examinations and uploading into the system.

## **11.3 Processing and stages of approving examination results**

11.3.1 The following organs shall bear the approval of the Semester Examination Results:

- (a) The Zonal Examination Committee
- (b) The Council.

## **11.4 Zonal Examination Committee**

The Zonal Examination Committee, being the highest authority at the zonal level, shall:

- (a) Receive, discuss, and endorse the report on the conduct of the examinations
- (b) Deliberate on matters of examination integrity, fairness, and compliance.
- (c) Formally approve examination results at the zonal level.
- (d) The Committee may approve results in whole or in part and shall document all decisions and resolutions.
- (e) The Committee shall submit a report on the conduct of examinations, approved examination results, and its recommendations to the Council.

## **11.5 The Council**

- a) Approved zonal results shall be submitted to the Council (NACTVET) for endorsement and ratification.
- b) The Council shall:
  - (i) Ensure that zonal approvals comply with national examination regulations and standards.
  - (ii) Ratify the approved results; and
  - (iii) Authorise official release, certification, and archiving of results.,

## **11.6 Provisional Examination Results**

11.6.1 The publication of examination results as provisional examination results shall be immediately after the Council's Subject Board endorsement.

## **11.7 Publication of Results**

11.7.1 Upon ratification, the Council shall communicate approved results to:

- (a) Zonal Examination Committee; and
- (b) Respective institutions.

11.7.2 Institutions shall release results to candidates in accordance with Council directives and timelines.

## **11.8 Procedure to rectify errors in examination results after approval**

11.8.1 Any clerical, summation, or typographical error that is noted after examination results have been ratified by the Council shall be dealt with by the Zonal Academic Committee and shall be ratified by the Chairperson of the Council through the Executive Secretary.

11.8.2 For avoidance of doubt, any complaint relating to the marks awarded to a student shall be dealt with in accordance with the provisions relating to appeals against examination results.

11.8.3 It shall be gross misconduct for any person to cause, direct, aid, abet, or take part in tampering with examination results and shall attract disciplinary measures.

## **11.9 Disposal of used examination documents**

11.9.1 Used examination documents, such as booklets, marking guides or schemes, or attendance sheets, shall be kept in safe custody for a period of three years after the examination.

11.9.2 The disposal of examination documents shall be done according to the relevant laws.

## CHAPTER TWELVE

### APPEALS AGAINST EXAMINATION RESULTS

#### 12.1 Right to Appeal against Examination Results

12.1.1 An appeal shall not be lodged against the following categories of assessment, as they are continuous, competency-based, or qualitative in nature and are governed by separate academic regulations:

- (a) continuous assessment results; or
- (b) field or clinical practice and project reports.

12.1.2 An appeal against examination results shall be considered by the Zonal Appeals Committee established under these Guidelines. The Committee's recommendations shall be submitted to the Zonal Examination Committee and thereafter forwarded to the Council for final determination.

12.1.3 Except where unfair marking, wrongful computation of marks, or incorrect grading is alleged and supported by evidence, no appeal shall lie on any other ground

12.1.4 An appeal against examination results shall be lodged within ten (10) days after the publication of provisional results, unless sufficient cause for delay is demonstrated to the satisfaction of the Council.

12.1.5 An appeal shall be submitted to the Office of the Principal of the respective institution, upon payment of the prescribed appeal fee.

12.1.6 The principal shall conduct a preliminary review to determine the validity of the appeal and shall submit eligible appeals to the Zonal Academic Committee for further action in accordance with these Guidelines.

#### 12.2 Grounds for Appeal

An appeal against examination results may be lodged on one or more of the following grounds:

- (a) Errors in the computation or tabulation of marks.
- (b) Omission of marks or incorrect transfer of scores.
- (c) Alleged unfair or inconsistent marking; or
- (d) Procedural irregularities that may have materially affected the candidate's results.

#### 12.3 Appeal Procedures and Timelines

12.3.1 Upon receipt of an appeal, the principal shall forward it to the Zonal Academic Committee within five (5) working days.

12.3.2 The Zonal Appeal Committee shall review the appeal and submit its recommendations to the Zonal Examination Committee within fifteen (15) working days

12.3.3 The Zonal Examination Committee shall submit its decision to the Council for final approval.

#### **12.4 Appeal Fees**

The appeal fee shall be determined by the Zonal Examination Committee and approved by the Council, in the same manner as examination fees.

#### **12.5 Decision-Making Authority**

12.5.1 The Council shall be the final authority on all appeals against examination results.

12.5.2 The decision of the Council shall be final and binding, and no further appeal shall be made.

12.5.3 The decision of the Council shall be formally communicated to the appellant in writing through the Office of the Principal of the respective institution within a reasonable time after the decision has been made.

12.5.4 Where an appeal is upheld, the corrected results shall be affected and published in accordance with established examination procedures.

## CHAPTER THIRTEEN

### AWARDS AND CERTIFICATION

#### 13.1 Conferment of awards

13.1.1 The respective institution may confer a Diploma and Certificate to qualified students as approved by the Council.

13.1.2 The conferment of all Awards shall be done during the graduation ceremony as scheduled in the respective Institute's almanac.

#### 13.2 Authority to issue academic transcripts

13.2.1 A student may request an academic transcript after the approval of the semester examination results of the respective academic programme, provided that the student has passed all modules in the programme under consideration.

13.2.2 Training Institutions shall issue transcripts to students printed from the NACTVET system

13.2.3 The principal or any other person duly authorised by him shall have the authority to issue an academic transcript.

#### 13.3 Authority to issue an academic certificate

13.3.1 The Council shall issue the Academic certificate within 90 days after the publication of the examination results.

13.3.2 The students shall collect their certificates from the respective institution.

#### 13.4 Names on academic certificates and transcripts

13.4.1 An academic certificate and transcript shall be issued in the student's name as it appears in the NACTVET System and shall have the name of the programme of study.

#### 13.5 Power to revoke the issued academic transcript or academic certificate

13.5.1 In the event that an anomaly is discovered regarding the legitimacy of the transcript or academic certificate issued to a student, the Council may, on good cause, revoke it.

13.5.2 The Council shall investigate the anomaly referred under sub-guideline (13.5.1) regarding the legitimacy of the academic certificate or transcript and observe the rules of natural justice before revocation.

### **13.6 Application to re-issue academic certificate**

13.6.1 A student already issued with the academic certificate may apply to the Council for re-issue of the academic certificate in the following grounds:

- (a) loss, supported by a police loss report, an affidavit, and public notice in the newspaper for a period of not less than three months from the date of publication; or
- (b) damage or destruction to the extent that it cannot be used.

13.6.2 The Council chairperson shall have the authority to approve corrections of clerical, spelling, computational, or any other errors identified after the issuance of an academic certificate or transcript.

13.6.3 The Council may prescribe fees payable for the re-issue of an academic certificate.

### **13.7 Dealing with forged academic transcripts and certificates**

13.7.1 Any issue concerning forgery of an academic transcript or certificate shall be treated as a criminal offence, and the Institute or the Council shall report the matter to the relevant authority.

13.7.2 Where the Institute staff is alleged to have been involved in the forgery of an academic transcript or certificate, they shall face disciplinary measures and be reported to the responsible authority.

## CHAPTER FOURTEEN

### EXAMINATION OFFENCES, IRREGULARITIES, AND DISCIPLINARY MEASURES

#### 14.1 Examination Offences

14.1.1 An examination offence shall include any act or omission by a candidate, staff member, or any other person that compromises or attempts to compromise the integrity, fairness, security, or proper conduct of an examination.

14.1.2 Without prejudice to the generality of sub-regulation 14.1.1, examination offences shall include:

- (a) Possession or use of unauthorised materials during an examination.
- (b) Cheating, collusion, impersonation, or aiding and abetting another candidate.
- (c) Tampering with examination scripts, answer booklets, or assessment records.
- (d) Disruptive, abusive, or disorderly conduct during examinations.
- (e) Forgery, falsification, or misrepresentation of examination-related documents;  
or
- (f) Any other act declared by the Council or Examining Authority to constitute an examination offence.

#### 14.2 Examination Irregularities

14.2.1 Examination irregularities shall refer to procedural, administrative, or operational lapses occurring before, during, or after an examination, which may affect the conduct or credibility of the examination but do not necessarily involve misconduct by a candidate.

14.2.2 Examination irregularities may include, but are not limited to:

- (a) Errors in examination timetabling or venue allocation.
- (b) Improper handling, storage, or distribution of examination materials.
- (c) Delays or disruptions in the conduct of examinations; or
- (d) Failure to comply with approved examination procedures.

14.2.3 Where examination irregularities are identified, the Examining Authority shall take appropriate corrective measures to safeguard the integrity of the examination process.

### **14.3 Power of the Examination Authority**

14.3.1 The Examining Authority (Zonal Examination Committee or Council) shall have the power to:

- (a) Investigate alleged examination offences or irregularities.
- (b) Summon candidates or staff to provide explanations or evidence.
- (c) Withhold, cancel, or amend examination results pending investigation.
- (d) Impose disciplinary sanctions in accordance with these Regulations; and
- (e) Make recommendations to the Council on matters requiring Council determination.

14.3.2 In exercising its powers, the Examining Authority shall observe the principles of fairness, natural justice, and confidentiality.

### **14.4 Disqualification from Examinations**

14.4.1 A candidate found guilty of an examination offence may be disqualified from a particular examination, a series of examinations, or all examinations for a specified period, depending on the gravity of the offence.

14.4.2 Disqualification may be imposed in addition to, or instead of, other sanctions provided under these guidelines.

14.4.3 A candidate disqualified under this Part shall forfeit any results obtained in the affected examination.

### **14.5 Sanctions against Candidates**

14.5.1 Without prejudice to any other applicable law, sanctions against candidates found guilty of examination offences may include:

- (a) Warning or reprimand.
- (b) Cancellation of examination results.
- (c) Disqualification from examinations for a specified period.
- (d) Suspension or expulsion from the institution; or
- (e) Any other sanction is deemed appropriate by the Examining Authority or Council.

14.5.2 The sanction imposed shall be proportionate to the nature and seriousness of the offence.

## **14.6 Disciplinary Measures against Staff**

14.6.1 Any staff member involved in examination offences or irregularities shall be subject to disciplinary action in accordance with the institution's disciplinary procedures and applicable authorities' laws and or regulations.

14.6.2 Disciplinary measures against staff may include:

- i. Warning or reprimand.
- ii. Suspension from examination-related duties.
- iii. Termination of appointment; or
- iv. Referral to relevant authorities for further action.

14.6.3 Where staff misconduct affects the integrity of examinations, the matter shall be reported to the Council for appropriate action.

## CHAPTER FIFTEEN

### DIGITALISATION OF ASSESSMENT AND EXAMINATIONS

#### 15.1 Overview

This Chapter provides the framework for the use of Information and Communication Technology (ICT) in the planning, setting, moderation, approval, administration, conduct, processing, release, and archiving of assessments and examinations within the TVET IT system.

#### 15.2 Purpose and Scope of Digitalisation

15.2.1 The purpose of digitalisation is to guide the structured and secure use of ICT in all stages of assessment and examination management, including setting, moderation, approval, administration, printing, results processing, dissemination, and record keeping.

15.2.2 Digitalisation shall enhance efficiency, transparency, security, reliability, and accessibility of assessments and examinations while safeguarding the integrity, confidentiality, and credibility of TVET awards.

15.2.3 This Chapter applies to the Council, Examination Committees, TVET institutions, and all personnel involved in assessment and examination processes.

#### 15.3 Principles of Digital Assessment and Examination

15.3.1 Digital assessment and examination systems shall ensure the confidentiality, integrity, authenticity, availability, and security of examination materials throughout their lifecycle.

15.3.2 Access to digital examination systems shall be role-based and restricted to authorised personnel through secure authentication mechanisms.

15.3.3 All examination papers shall be set, moderated, and approved electronically using Council-approved digital platforms before administration.

15.3.4 Digital systems shall incorporate audit trails, version control, and access logs to ensure accountability and traceability of all examination-related actions.

15.3.5 Adequate backup systems and contingency measures shall be established to mitigate risks arising from system failures, cyber threats, or data loss.

## **15.4 Digital Examination Management Processes**

### **15.4.1 Setting and Moderation**

- (a) Examination setters and moderators shall prepare and review examination papers electronically using approved digital platforms.
- (b) Moderation shall be conducted online before final approval and locking of examination papers.

### **15.4.2 Approval and Authorisation**

- (a) Examination papers shall be approved electronically by designated officials in accordance with Council procedures.
- (b) No examination paper shall be released for printing or administration unless duly authorised through the digital system.

### **15.4.3 Administration and Conduct**

- (a) Candidate registration, scheduling, and examination administration shall be managed through approved digital systems.
- (b) Where computer-based examinations are conducted, institutions shall ensure the availability of adequate infrastructure, connectivity, and technical support

### **15.4.4 Printing and Distribution**

- (a) Printing of examination papers, where applicable, shall be controlled through system-based authorisation and tracking mechanisms.
- (b) The examination Papers shall be printed directly from the system by the three-tier authentication access to the examination paper.
- (c) Secure handling and distribution procedures shall be observed at all times.

### **15.4.5 Results Processing and Reporting**

- (a) Results entry, compilation, and submission shall be conducted using approved digital systems.
- (b) Examination results and reports shall be submitted electronically to the relevant authorities.

## **15.5 Roles and Responsibilities**

15.5.1 The Council shall:

- (a) Approve digital examination platforms, standards, and system requirements;
- (b) Issue policies, guidelines, and access protocols for digital assessments and examinations; and
- (c) Ensure compliance with national quality assurance, ICT, and data protection requirements.

15.5.2 Zonal Offices shall:

- (a) Coordinate and oversee the implementation of digital assessment and examination processes;
- (b) Monitor institutional compliance with approved digital procedures; and
- (c) Provide technical and operational support to TVET institutions.

15.5.3 TVET Institutions shall:

- (a) Implement digital assessment and examination processes in accordance with these Guidelines;
- (b) Ensure secure management of examination content, user credentials, and system access;
- (c) Facilitate digital examination administration and candidate management; and
- (d) Submit examination results and reports electronically.

15.5.4 Zonal Examination Committees shall:

- (a) Oversee online setting, moderation, and approval of examination papers;
- (b) Ensure adherence to quality assurance standards; and
- (c) Authorise the release , printing, or deployment of examinations in accordance with approved digital controls.

## **15.6 Quality Assurance, Monitoring, and Audit**

15.6.1 All digital examination platforms shall be tested, validated, and approved before deployment.

15.6.2 System audit trails, access logs, and activity records shall be maintained to support monitoring, verification, and investigation where necessary.

15.6.3 The Council and Zonal Offices shall conduct periodic audits of digital assessment and examination processes to ensure compliance, security, and integrity.

## **15.7 Data Protection and Records Management**

15.7.1 All digital assessment and examination data shall be managed in accordance with applicable data protection laws and Council data protection policies.

15.7.2 Secure storage, restricted access, encryption, and regular system backups of examination scripts, results, and records shall be mandatory.

15.7.3 Examination records shall be maintained in digital format and, where required by regulation, in certified physical format.

## **15.8 Review and Continuous Improvement**

15.8.1 The digital assessment and examination framework shall be reviewed periodically to address technological advancements, emerging risks, and operational challenges.

15.8.2 Feedback from institutions, staff, candidates, and other stakeholders shall inform continuous improvement of digital examination systems and practices.

## **15.9 Fees Charged to Institutions**

### **15.9.1 Rationale for Fees**

- (i) **Cost Recovery:** Digital platforms require investment in servers, software licensing, and cybersecurity.
- (ii) **Sustainability:** Fees ensure continuous upgrades and maintenance of examination systems.
- (iii) **Quality Assurance:** Institutions contribute to the funding of moderation, proctoring, and certification services.

### **15.9.2 Types of Fees**

- (i) **Registration Fees:** Charged per institution to access the digital examination system.
- (ii) **Examination Fees:** Based on the number of candidates or courses assessed digitally.
- (iii) **Service Fees:** Cover specialised services such as online proctoring and issuing digital certificates.
- (iv) **Penalty Fees:** Applied for late submission of exam data or non-compliance with digital protocols.

### 15.9.3 Payment Models

- (i) Annual Subscription: Institutions pay a fixed yearly fee for unlimited access.
- (ii) Pay-per-Use: Fees charged per examination session or per student.

### 15.9.4 Approval and Communication of Fees

- (i) All fees shall be approved by the Council before implementation.
- (ii) Approved fees must be formally communicated to institutions prior to implementation. .

## CHAPTER SIXTEEN

### MONITORING AND EVALUATION

#### 16.1 Overview

This Chapter presents a framework for systematic monitoring and evaluation of examination administration under the zonal arrangement. Specifically, the objective shall be to:

16.1.1 Track the implementation of examination management strategies under the zonal system.

16.1.2 Assess the efficiency and effectiveness of examination management structures and resource flows.

16.1.3 Ensure accountability and transparency in examination administration.

16.1.4 Provide evidence-based recommendations for continuous improvement.

#### 16.2 Rationale

16.2.1 Monitoring and evaluation are essential to safeguard the credibility of examinations and ensure that zonal arrangements operate in alignment with national education objectives.

16.2.2 Indicators and analytical tools shall be applied to measure inputs, processes, and outputs in examination management.

16.2.3 Responsibilities across institutional, zonal, and national levels shall be clearly defined to minimize duplication and operational overlap.

16.2.4 Training institutions shall be granted an appropriate level of autonomy in managing assessment and examinations within the limits established by NACTVET regulations to strengthen accountability and performance.

#### 16.3 Scope of Monitoring and Evaluation

Monitoring and evaluation shall cover the following areas:

- (a) Inputs- regulations, TVET standards, financial resources, leadership, human resources, infrastructure, and organisational structures necessary for the conduct of examinations.
- (b) Processes- implementation of approved curricula and assessment requirements; enforcement of examination regulations; planning and

budgeting; stakeholder engagement; communication; supervision of examination activities; quality assurance; and reporting.

- (c) Outputs- conduct of examinations in accordance with approved standards and regulations, timely processing and analysis of examination results, and publication or dissemination of examination results.

#### **16.4 Roles and Responsibilities**

To ensure effective implementation of the decentralization of Higher Academic Skills (HAS) examinations, the roles and responsibilities of each stakeholder shall be clearly defined, measurable, and aligned with the national quality assurance framework. Monitoring and evaluation responsibilities shall be implemented across institutional, zonal, and national levels.

##### **16.4.1 Training Institutions**

Training institutions shall be responsible for the effective administration of examinations at the institutional level. Specifically, institutions shall:

- (a) Register all eligible candidates in the NACTVET examination system within the prescribed timelines;
- (b) Prepare and submit complete examination data, including candidate lists, course registers, and assessment records, at least four (4) weeks prior to the examination period;
- (c) Ensure proper conduct of examinations by appointing qualified invigilators and maintaining examination security in accordance with approved guidelines;
- (d) Submit examination results and supporting documentation to the relevant Zonal Examination Committee within ten (10) working days after completion of examinations; and
- (e) Facilitate monitoring visits by providing access to examination venues, records, and staff when required.

##### **16.4.2 Zonal Examination Committees (ZECs)**

Zonal Examination Committees shall coordinate examination monitoring and quality assurance within their respective zones. Their responsibilities shall include:

- (a) Conduct monitoring visits to at least 30% of institutions within the zone during each examination cycle;
- (b) Verify compliance with examination regulations, including candidate registration, invigilation procedures, and examination security;
- (c) Consolidate examination monitoring reports from institutions within five (5) working days after completion of monitoring activities;

- (d) Submit zonal examination performance and compliance reports to the NACTVET Secretariat within two (2) weeks after the examination period.
- (e) In addition to monitoring functions, ZECs shall undertake technical review activities to improve examination quality. These shall include:
- (f) Reviewing examination results and identifying anomalies such as unusual pass rates, mass failures, or irregular grading patterns;
- (g) Conducting moderation or technical verification of assessment processes where necessary; and
- (h) Preparing zonal technical review reports after each examination cycle, including recommendations for corrective actions and quality improvement.

#### 16.4.3 NACTVET Secretariat

NACTVET shall provide national coordination, oversight, and quality assurance for the decentralised examination system. In fulfilling this role, NACTVET shall:

- (a) Develop and approve examination policies, guidelines, monitoring tools, and reporting templates for implementation across all zones;
- (b) Provide strategic oversight and policy direction for effective implementation of the decentralised examination framework;
- (c) Review and analyse consolidated examination reports submitted by Zonal Examination Committees within three (3) weeks after submission;
- (d) Conduct independent verification visits to selected institutions across zones to assess compliance with national examination standards;
- (e) Maintain the national examination database and ensure the integrity, security, and proper management of examination records and certification processes;
- (f) Review periodic national examination performance reports and guide continuous improvement;
- (g) Issue feedback, corrective directives, and policy guidance to institutions and Zonal Examination Committees where non-compliance or systemic weaknesses are identified; and
- (h) Ensure that examination systems remain aligned with national education standards and relevant international best practices.

### 16.5 Monitoring and Evaluation Mechanisms

Monitoring and evaluation shall be conducted through the following mechanisms:

- (a) Monitoring data shall be collected through routine reporting systems, inspections, and audits, and shared with relevant stakeholders.
- (b) Evaluations shall be conducted periodically through semester reports, annual reviews, and five-year strategic evaluations;

- (c) Standardized indicators and analytical tools shall be applied to measure compliance, efficiency, and effectiveness;
- (d) Information shall be collected through routine mechanisms and shared with relevant stakeholders, including government ministries, through physical or virtual meetings; and
- (e) Reports shall be prepared at the institutional, zonal, and national levels with clearly defined timelines for submission.

#### **16.6 Reporting and Feedback**

- (a) Training institutions shall prepare and submit monitoring and evaluation reports to the relevant Zonal Examination Committee every quarter.
- (b) ZECs shall consolidate institutional monitoring reports and submit zonal reports to the NACTVET Secretariat within the prescribed timelines;
- (c) The NACTVET Secretariat shall analyse consolidated zonal reports and prepare an annual national monitoring and evaluation report for submission to the Council.
- (d) Feedback mechanisms shall be established to ensure that monitoring findings and recommendations are communicated to institutions and ZECs, and that appropriate corrective actions are implemented.

#### **16.7 Accountability and Corrective Measures**

- (a) Any institution or zonal body found to be non-compliant with examination regulations shall be subject to corrective measures, including sanctions as prescribed by NACTVET;
- (b) Financial irregularities identified through monitoring shall be referred for audit and appropriate disciplinary action; and
- (c) Persistent non-compliance may result in suspension of examination privileges or other sanctions as determined by the Council.

#### **16.8 Continuous Improvement**

- (a) Monitoring and evaluation findings shall inform policy reviews, training programmes, and resource allocation;
- (b) Lessons learned shall be documented and shared across zones to promote best practices.
- (c) The framework shall be reviewed periodically to address emerging challenges and innovations in examination administration.

## **16.9 Performance Indicators**

For monitoring and evaluation purposes, the following Key Performance Indicators (KPIs) shall be applied across institutions, zonal committees, and the Secretariat.

### **16.9.1 Compliance Indicators**

- (a) Percentage of institutions submitting examination financial and operational reports on time;
- (b) Percentage of institutions compliant with examination regulations based on monitoring reports; and
- (c) Number of reported irregularities resolved within prescribed timelines.

### **16.9.2 Efficiency Indicators**

- (a) Average time taken to consolidate and submit zonal examination reports to the Secretariat;
- (b) Percentage of examination budgets utilised in accordance with approved plans; and
- (c) Cost per candidate for examination administration at the zonal level.

### **16.9.3 Transparency and Accountability Indicators**

- (a) Frequency of audits conducted at institutional and zonal levels;
- (b) Percentage of audit recommendations implemented within the required timeframe; and
- (c) Availability of examination financial reports for public disclosure in accordance with policy.

### **16.9.4 Quality Assurance Indicators**

- (a) Percentage of examinations moderated and verified according to national standards;
- (b) Stakeholder satisfaction levels (institutions, candidates, examiners) with examination administration processes; and
- (c) Number of appeals resolved satisfactorily at the zonal and national levels.

### **16.9.5 Risk Management Indicators**

- (a) Number of financial or operational risks identified and mitigated per examination cycle;
- (b) Percentage reduction in examination irregularities across successive examination cycles; and
- (c) Effectiveness of contingency measures applied during examination disruptions.

#### 16.9.6 Sustainability Indicators

- (a) Percentage of examination processes digitalized across zones;
- (b) Percentage of examination facilities and services shared across institutions within zones; and
- (c) Long-term financial viability measured by adequacy of funds against projected examination needs.

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