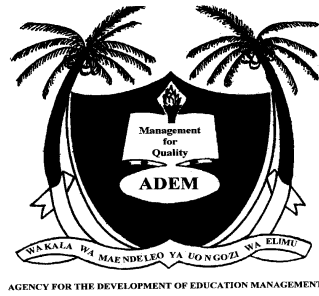


THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM)



ADEM (EXAMINATIONS) REGULATIONS, 2020

Revised Edition

ADEM
May, 2020

TABLE OF CONTENTS

ORGANISATION OF REGULATIONS	iii
PART I.....	iii
PRELIMINARY PROVISIONS.....	iii
Regulation Title.....	iii
PART II.....	iii
CONDUCT OF EXAMINATIONS	iii
PART III	iii
CONFIDENTIALITY, SAFETY AND SECURITY	iii
OF EXAMINATIONS.....	iii
PART IV	iv
EXAMINATION OFFENCES AND PENALTIES	iv
PART V	iv
CERTIFICATION AND AWARDS	iv
PART VI.....	iv
APPEALS, CHECKING AND REMARKING.....	iv
PART VII.....	iv
MISCELLANEOUS PROVISIONS.....	iv
SCHEDULES	1
PART I.....	1
PRELIMINARY PROVISIONS.....	1
(1) Interpretation	1
PART II.....	3
(2) Dates and Timing of Examinations	3
(3) Examinable Modules	3
(4) Mode of Examinations and Continuous Assessments	4
(5) Admissions into Examinations and postponement	4
(6) Examination Management Authority	6
(7) Requirement of Attendance in Modules of Continuous Assessment	8
(8) Rules for Condonation of Shortage of Attendance	8
(9) Admission to Examination of Candidate with Disabilities	8
(10) Use and Appointment of Amanuensis	9
(11) Admission to Supplementary Examinations	9
(12) Conditions for Repeating a Module	9
(13) Conditions for Discontinuation from Studies	10
(14) Conditions for Re-admission	10
(15) Special Examinations	10
(16) Transfer of Candidate	10
(17) Power of the Agency to exclude a Candidate from Examinations	11
PART III	11
CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS	11
(18) Paper Setting	11
(19) Moderation	11
(20) Provision of Answer Books	11
(21) Marking	12
(22) Appointment and duties of markers	12
(23) Checking of Marking	12
(24) Score Lists	12
(25) Examination Results	13

(26)	Publication of Results	13
(27)	Maintenance of Answer Booklets	13
(28)	Maintenance of Confidentiality	13
	PART IV	13
	EXAMINATION OFFENCES AND PENALTIES	13
(29)	Examination Offences and Penalties	14
(30)	Penalties in the Case of Markers and Checkers.....	14
	PART V	14
	CERTIFICATION AND AWARDS	14
(31)	Certification and Transcript	14
(32)	Transfer Transcript	14
(33)	Duplicate Certificate	14
(34)	Rejection of Certificate	15
	PART VI	15
	APPEALS, CHECKING AND REMARKING OF EXAMINATIONS	15
(35)	Examinations Appeals	15
(36)	Amendment of Results	16
(37)	Examination Irregularities.....	16
(38)	Assessment Procedures	17
(39)	Academic Awards	18
(40)	Change of Regulations	18
(41)	Miscellaneous.....	18
(42)	Conclusion	18
	FIRST SCHEDULE.....	19
	FEES AND REMUNERATION PAYABLE FOR EXAMINATION SERVICES OF THE AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM).....	19
	SECOND SCHEDULE.....	20
	[Under Regulations 38].....	20
	GRADING OF EXAMINATION RESULTS AND CONDITIONS OF AWARD FOR NTA LEVELS 4, 5 AND 6.....	20
	EXAMINATION RESULTS FOR NTA LEVELS 4 AND 5 SHALL BE GRADED AS FOLLOWS:.....	20
	Grade.....	20
	EXAMINATION RESULTS FOR THE NTA LEVEL 6 SHALL BE GRADED AS FOLLOWS:.....	20
	THIRD SCHEDULE	22
	(Under Regulations 29).....	22
	EXAMINATION OFFENCES AND PENALTIES	22

ORGANISATION OF REGULATIONS

PART I PRELIMINARY PROVISIONS

Regulation	Title
1.	Interpretation

PART II CONDUCT OF EXAMINATIONS

2.	Dates and Timing of Examinations
3.	Examinable Modules
4.	Mode of Examination and Continuous Assessments
5.	Admissions into Examinations and postponement
6.	Examination Management Authority
7.	Requirements of Attendance in Modules of Continuous Assessment
8.	Rules for Condonation of Shortage of Attendance
9.	Admission to Examination of Candidate with Disabilities
10.	Use and Appointment of Amanuensis
11.	Admission to Supplementary Examinations
12.	Conditions for Repeating a Module
13.	Conditions for Discontinuation from Studies
14.	Condition for Re-admission
15.	Special Examinations
16.	Transfer of Candidate
17.	Power of the Agency to exclude a Candidate from Examinations

PART III CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS

18.	Paper setting
19.	Moderation
20.	Provision of Answer Books
21.	Marking
22.	Appointment and duties of markers
23.	Checking of Marking
24.	Score Lists
25.	Examination Results
26.	Publication of Results
27.	Maintenance of Answer Booklets

28. Maintenance of Confidentiality

**PART IV
EXAMINATION OFFENCES AND PENALTIES**

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

**PART V
CERTIFICATION AND AWARDS**

31. Certification and Transcript
32. Transfer Transcript
33. Duplicate Certificate
34. Rejection of Certificate

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

35. Examination Appeals
36. Amendment of Results
37. Examination Irregularities
38. Assessment Procedures
39. Academic Awards
40. Change of Regulations

**PART VII
MISCELLANEOUS PROVISIONS**

41. Miscellaneous
42. Conclusion

SCHEDULES

PART I PRELIMINARY PROVISIONS

(1) Interpretation “Academic Committee” means the committee vested with authority to oversee and advise the Chief Executive on academic matters of the Agency;

“Academic Registration Information System also known in its acronym as ARIS” means the system used processing, storing and displaying students’ academic information;

“Agency” means the Agency for the Development of Educational Management, known in her acronym as ‘ADEM’;

“Candidate with Disability” means any candidate such as blind, partially blind, deaf or a candidate with any other disability who needs special facilities during examinations;

“Candidate” means a student who has been registered by the Agency to sit for a particular test and/or examination after meeting the necessary requirements;

“Chief Executive” means Head of the Agency Appointed by Minister responsible for Education under Executive Agencies Act Cap.245;

“Continuous Assessment” means any form of evaluation made during the course of the academic year such as classroom test, homework, project, and field attachment, which contributes to the final score in examinations;

“Cumulative Grade Point Average” also known in its acronym as (Cum GPA) means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his admission till the last examination held;

“End of Semester Examination” means a measurement of academic or professional achievement attempted at the end of an academic semester;

“Examination Irregularity” means an unauthorized absence from the examination room, causing disturbances in or near any examination room and any form of dishonest, destruction of falsification of evidence or violation of all or part of these regulations.

“Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate, staff or any other person in relation to examinations, which the Agency desires to

prevent by a threat of punishment;

“Examination room” a place designated for conduct of test or examination;

“Examination” means a measurement of academic or professional achievement attempted at the end of an academic phase or professional training phase, which helps to provide accurate predictions for future academic success or future professional competence of a Candidate;

“Examinations Officer” means a person employed on such terms and conditions, as considered necessary for the performance of examinations related functions;

“Gender and Number” In these Examination Regulations, unless otherwise provided, the words importing singular include plural and vice versa, and the words importing masculine gender shall include feminine gender but words importing natural person shall not include body corporate.

“Grade Point” means number of points representing letter grades scored by a student in a module examination;

“Immoral Act” means misbehaviour done by a particular student, staff or any person relating to tests or examinations i.e. communicating during exams, exchanging question papers, and any conduct of such kind;

“Invigilator” means an officer in charge of candidates in an examination room to ensure that the test or examination is properly conducted;

“Module” means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;

“Open and Distance Learning” as known by its acronym (ODL) means any programme of the Agency offered through open and distance learning modality.

“Penalty” means punishment given to a candidate or any other person entrusted to handle tests or examinations of the Agency found guilty of an examination offence;

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

“Semester” means an academic period, in which one set of course

modules in a given programme, is offered and examined;

“Special Examination” means an Examination administered to candidates who did not attempt the specified number of modules during regular examinations with acceptable reasons agreed by the Chief Executive;

“Supplementary Examination” means an Examination administered to candidates who scored “D” grade in the first sitting examination in a particular module

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

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

“Tutor” means a qualified person who has been assigned to facilitate learners in a particular module or perform any other duty assigned by the Chief Executive;

“Unauthorized materials” means but not limited to plain paper, hand bags, briefcases, or any other similar material written or printed, cell-phone and other communication gadgets, radio cassette, or other types of cassette/CD/flash players and any other material as may be specified.

PART II CONDUCT OF EXAMINATIONS

(2) Dates and Timing of Examinations

- 2.-(1) Examination for National Technical Award Levels 4, 5 and 6 shall be held at the end of each semester on such dates as the Chief Executive may determine.
- (2) Timetables in respect of the dates and times of examinations shall be displayed to the public at least 14 days before the commencement of such examinations.
- (3) Final examinations timetable shall be displayed through the Academic Registration Information System (ARIS) or website and/or notice boards.
- (4) Misreading the examinations timetable shall not be accepted as an excuse for absence from examinations.

(3) Examinable Modules

- 3.-(1) The Agency shall prescribe the examinable modules from time to time. The Chief Executive may order a special examination or re-examination in one or more modules any time as may be decided by him, according to the exigencies of the situation that may arise due to any examination

malpractices or for any other reason or emergency and report the matter to the Ministerial Advisory Board (MAB).

- (2) The Agency shall from time to time provide Examination guidelines for supervisors, invigilators and candidates and issue rules relating to the duties of supervisors and invigilators.
- (3) Subject to the Regulations, Rules and Directions given by the Agency, the Chief Executive shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

(4) Mode of Examinations and Continuous Assessments

4.-(1) Candidates for the Agency's Examinations shall be examined by way of:-

- (a) written question papers which they shall be required to answer in writing;
- (b) practical and oral examinations as provided for in the curriculum for the respective modules; and
- (c) independent study report, project reports and field assessment. Provided that the management of practical and oral examinations, unless otherwise specified, shall be assessed by examiners appointed by the Agency or any other authority approved by the Agency

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

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

(4) All examination answers shall be written in blue or black ink ballpoint pen unless instructed otherwise

(5) The Medium of instruction shall be English, except for Kiswahili Module.

(6) The External Examiners shall evaluate End of Semester Examinations.

(5) Admissions into Examinations and postponement

5.-(1) Every person registered as the Agency student shall be deemed to have registered for the examinations in all modules studied in the relevant programme of study.

(2) A student shall be admitted to sit for examination on meeting the following conditions:

- (a) Admission requirements of the Agency in a particular year of study as shall be prescribed by the Agency in the Joining Instructions.
 - (b) the overall attendance of the students in every module is not less than 80% of the time allocated for the module,
 - (c) has scored not below 25 marks of his/her coursework in each module registered for,
 - (d) has paid all fees/deposits and any other charges of respective semester due to semester examinations,
 - (e) fulfillment of the curriculum requirements of the particular course module,
 - (f) has a valid identity card of the Agency, and
 - (g) has valid examination number of the Agency.
- (3) No eligible candidates shall be prohibited from appearing in the examination of the Agency except for good reasons and with the previous permission of the Chief Executive.
- (4) A candidate who needs to postpone end of the semester examination either in part or in its entirety, due to valid reasons, shall be allowed (in writing) to postpone such examinations provided that such reasons shall have been communicated and approved by the Chief Executive prior to the commencement of the examination.

The candidate may postpone examinations on the following grounds:

- (a) a student is sick and the state of illness must be certified by a recognized hospital, health centre or dispensary. A student who is sick and decides to take an examination does so at his own risk, and must abide by the results of the examinations,
 - (b) a student failed to pay tuition fees/deposits and/or other charges of the Agency,
 - (c) with the exception of emergency cases with supporting evidence, and
 - (d) there exists any other cause acceptable to the management.
- (5) A candidate who was allowed to postpone the end of the semester examination(s) shall sit for special examinations as first sitting during the supplementary examination session of the same academic year.
- (6) A candidate who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the supplementary examination session of the following academic year.
- (7) If the candidate did not sit for such postponed examination during the required supplementary sessions, he should sit for the postponed examination(s) during supplementary sessions in the

following academic year before continuing with studies.

- (8) A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the Chief Executive.
 - (a) a student who postpones a semester shall be allowed to resume studies on the next year of study on the similar semester and not otherwise. Such a student shall redo all the Continuous Assessment,
 - (b) a student who is eligible to repeat a year may be allowed by the Chief Executive to postpone the year of study by only one (1) academic year on acceptable grounds.
 - (c) a student who postponed and failed to resume studies as per 5 (a) shall be terminated from studies.

**(6) Examination
Management
Authority**

6. (1) The Examination Authority of the Agency is vested on the Academic Committee. The Committee shall oversee all necessary requirements and arrangements for proper conduct of examinations.

a) Composition of the Academic Committee

The Academic Committee of the Agency shall consist of the:

- i) Deputy Principal Academics, Research and Consultancy (DP-ARC);
- ii) Training Programme Manager (TPM);
- iii) Research and Consultancy Manager (RCM);
- iv) Campus Manager(s) (CM);
- v) Quality Assurance Officer (QAO);
- vi) Long Course Coordinator (LCC);
- vii) Short Course Coordinator (SCC);
- viii) Open and Distance Learning Coordinator (ODLC);
- ix) Examination Officer (EO);
- x) Admission Officer; and
- xi) Two other academic staff appointed by the Chief Executive.

Deputy Principal Academics, Research and Consultancy shall be the Chairperson of the Academic Committee and the Secretary of the Committee shall be the Training Programme Manager (TPM).

b) Functions of the Academic Committee

The Academic Committee shall;

- i) Design and supervise all examination activities including scheduling of the examinations timetable, venue, and required materials.
- ii) Appoint Examination Setters, Moderators, Invigilators, External Examiners and Markers.
- iii) Record performance of candidates.
- iv) Prepare provisional examination results and submit to the Chief Executive for approval.
- v) Recommend to qualify and/or disqualify a candidate from the studies

vi) Deal with cases of examination irregularities.

(2) Markers Committee

There shall be a markers committee that comprises all module tutors involved in facilitating in the respective academic year as appointed by the Chief Executive. This committee will be chaired by Training Programme Manager (TPM), the Long Course Coordinator should be the secretary.

The committee shall have the following functions:

- (a) assessing accuracy of the submitted Continuous Assessment
- (b) harmonizing the prepared Marking Schemes
- (c) verifying number of submitted scripts versus candidate's attendance form
- (d) marking of examination scripts
- (e) cross checking of marked scripts
- (f) recording of examination scores
- (g) analysing examination results
- (h) producing a report of the examination results to the academic committee

(3) Examination Moderation Committee

There shall be an examination moderation committee comprising of all module tutors involved in facilitating in the respective academic year. This committee will be led by Training Programme Manager (TPM) and the Long Course Coordinator should be the secretary.

(a) The committee shall have the following functions:

- (i) To ensure the linkage between assessment plan and examinations questions;
 - (ii) To ensure that the instructions on examinations papers are correct;
 - (iii) To ensure that the rubric of every question is clearly worded and unambiguous;
 - (iv) To ensure that marks are distributed fairly and equitably to reflect the weight of each question;
 - (v) To check the fairness of the marking scheme
 - (vi) To check the appropriateness of the level, length and balance of questions.
- (b) Any examination moderator shall be required to observe confidentiality before, during and after the moderation exercise. Failure to observe this rule shall make him/her liable for disciplinary measures.
- (c) Whereupon a moderator of an examination in question has recommended alteration in any way, the recommendations shall be availed to the internal examiner for his/her comments before production of the respective examination.

(4) Examination Compilation Committee

There shall be a compilation committee which shall be appointed by the Chief Executive from time to time. The committee shall consist of not more than five and not less than three members.

- (a) The committee shall have the following functions:
 - (i) Sorting examination questions and compiling into two sets of papers per each module,
 - (ii) Printing, packing and sealing examination questions papers.
- (b) The Agency shall from time to time exchange examination lead invigilators among its campuses.

(7) Requirement of Attendance in Modules of Continuous Assessment 7. - Notwithstanding the provisions of regulation (6), no candidate registered by the Agency shall be admitted into examinations unless he has completed the prescribed continuous assessment, 80% of class attendance for residential students and upon fulfilment of portfolio requirements for ODL Students, and other eligibility conditions, as prescribed in the Agency Guidelines on the Conduct of examinations.

(8) Rules for Condonation of Shortage of Attendance 8. - (1) All cases of shortage of attendance shall be referred by the Academic Committee to the Chief Executive of the Agency with recommendations.

(2) The following may be considered as valid reasons for recommending the cases:

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

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

(9) Admission to Examination of Candidate with Disabilities 9.-Notwithstanding anything contained in any other regulation, the Agency shall have power, in the case of a Candidate with disabilities:

- a) to provide services of a competent amanuensis free of charge for writing out the answers at the examination;
- b) to permit the answers to be typewritten by himself if the examinee so desires;
- c) to allow a candidate with disability to use his own assistive device(s), the agency shall appoint an invigilator whenever necessary to assist him. The agency shall not be responsible for provision of student's assistive device(s); and
- d) to lay down any other method for assessing the examinee's academic ability and declare his result.

Provided that in each case, the examinee shall produce such evidence to the satisfaction of the Agency as it may consider necessary, in proof of the statement that his disability is such that he

deserves to be considered for the above facilities.

(10) Use and Appointment of Amanuensis

- 10.**-(1) Where it is certified by a Medical Officer of acceptable rank that a candidate is blind or physically handicapped or spastic or suffers from sudden illness rendering the candidate unable to write, or that the candidate is unable to write the examination as a result of an accident, the Agency may allow the use of amanuensis.
- (2) The Academic Committee shall search for a suitable amanuensis and forward his name immediately to the Chief Executive. There should be a report giving full particulars of the candidate and of the amanuensis for his consideration and approval, arrange a suitable room for the disabled candidate and appoint one special invigilator to supervise his examinations.
- (3) Notwithstanding the cost of the services of an amanuensis for a blind or handicapped or spastic candidate shall be borne by the Agency.
- (4) Additional examination time may be given to candidates with disability at a rate to be prescribed by the Agency depending on the type of disability.

(11) Admission to Supplementary Examinations

- 11.**-(1) A candidate who has previously sat and failed can re-sit a failed module(s) as a supplementary candidate during the prescribed examinations in the given academic year.
- (2) No candidate who has been barred by Academic Committee from appearing in the examination shall be eligible to sit as a supplementary candidate.
- (3) Conditions governing Supplementary Examinations:
- a) A candidate who does not pass in the first attempt shall be allowed to take supplementary examination(s) provided that his overall average in the module taken is "D" grade.
 - b) A pass in the supplementary examination shall be awarded a "C" grade.
 - c) Supplementary examinations of the previous semester shall be held one week before the opening of the following semester.
 - d) Supplementary examinations shall be taken only once. No candidate shall be allowed to re-sit for supplementary examination in the same module.

Conduct of Supplementary examinations shall observe all requirements necessary for eligibility of examinations.

(12) Conditions for Repeating a Module

- 12.** (1) A candidate shall be required to repeat a module in the following academic year in the similar semester if he:
- (a) fails to pass the supplementary examination

(b) scores 'F' grade in a particular module(s)

(2) A candidate who repeats a module shall be required to pay tuition fee of a particular semester.

A candidate who repeats a particular course module shall adhere to all necessary conditions for admission and academic requirements of that academic year.

(13) Conditions for Discontinuation from Studies

13.- (1) A candidate shall be discontinued from studies for all, or any of the following reasons:

- a. If a candidate absents himself/herself from examinations without compelling reasons.
- b. Failure to sit for the supplementary examinations without compelling reasons.
- c. Cheating in any part of the examination. This also applies to Continuous Assessment.

(2) A candidate proven to have violated examination regulations or to have committed any act of dishonest or gross indiscipline even if unrelated to academic matters shall be discontinued from studies.

(14) Conditions for Re-admission

14.- (1) A candidate who has been discontinued from studies shall be considered for readmission after a lapse of two academic years. The candidate under this will be re-admitted as a fresh candidate.

(15) Special Examinations

15.- (1) A candidate who fails to sit for regular examination papers either in part or in total on account of compelling reasons determined by the Chief Executive, and without a breach of any of these examination regulations shall be allowed to sit for a special examination.

(2) A candidate who is allowed to sit for a special examination shall be deemed to be attempting the examination for the first time.

- (3) (a) Special examinations of the previous semester shall be held one week before the opening of the following semester,
- (b) Supplementary examinations of the special examinations shall be held two weeks after the release of special examinations results.

(16) Transfer of Candidate

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

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

shall not be published.

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

(17) Power of the Agency to exclude a Candidate from Examinations

- 17.-**(1) The Agency shall have the power to exclude any candidate from examinations permanently or for a specified period for reasons to be recorded in writing, if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.
- (2) Where a candidate, after admission to an examination, commits an immoral act or is discovered to have committed an immoral act, which, in the opinion of the Agency is such that had it come to their knowledge in time they would have excluded him from the examination, the Agency shall:
 - a) Cancel his candidature from that examination and order that his result may not be declared; and/or
 - b) Disqualify him permanently or for a specified period from appearing at examinations.
 - (3) Where a candidate, subsequent to the issue of examinations number slip or card in line with these Regulations, is found to be ineligible to take the examination, his candidature shall be cancelled by the Chief Executive.

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

(18) Paper Setting

- 18.-**(1) For the purpose of paper setting, every tutor of the Agency shall set examination paper(s) for the particular module(s) he has facilitated.
- (2) The Agency in modules where setters from within the Agency are not available may appoint any other competent person as paper setter.

(19) Moderation

- 19.-**(1) Question papers shall be moderated by the Examination Moderation Committee as per article 6(3) of these regulations.

(20) Provision of Answer Books

- 20.-**(1) The Agency shall provide Examination Answer Booklets to each candidate in each module assessed during the Semester Examinations.
- (2) Candidates shall be provided with answer sheets during the conduct of Continuous Assessment tests.
 - (3) Detaching sheet(s) from answer booklet or sheet will be

considered as an attempt to cheating.

(21) Marking

- 21.**-(1) No answer booklets may be marked outside the specified marking centres.
- (2) All answer booklets shall be marked by tutors who facilitated the modules or by markers approved by the Agency from time to time.
- (3) Each examination paper shall have its own detailed marking scheme, indicating value points in respect of each answer which should be revisited by markers before marking starts.
- (4) For calculating Continuous Assessment and Examination marks shall be rounded to the nearest whole number.

(22) Appointment and duties of markers

- 22.**-(1) The Chief Executive shall appoint Chief Markers for various modules from amongst the serving tutors of the Agency.
- (2) It shall be the responsibility of the Chief Marker to: -
- a) ensure uniformity in marking as per the norms prescribed by the Agency;
 - b) bring to the notice of the Agency, discrepancies, anomalies and suspected use of unfair means identified during the course of marking; and
 - c) recommend to the Chief Executive in writing the names of such markers who have not carried out instructions of the Agency and have not been punctual or have not observed the code of conduct as may be deemed fit by the Agency.
- (3) The Chief Executive shall appoint other markers to mark the answer booklets in accordance with the approved marking scheme.

(23) Checking of Marking

- 23.**-(1) The Chief Marker(s) shall have power to appoint a number of Checkers as per the guidelines provided by the Agency.
- (2) The responsibilities of the Checkers shall be to:
- a) check the correctness of the scores summation;
 - b) compare the score lists with the answer scripts to ensure accuracy in the work; and
 - c) ensure that no portion of the answer booklet has remained unmarked.
- (3) Marking of examinations of the Agency shall be as prescribed in the guidelines for marking examinations conducted by the Agency from time to time.

(24) Score Lists

- 24.**-(1) All score lists shall be treated as confidential documents of the Agency and no person except those authorised by the Chief Executive shall be permitted to handle the score lists.

- (2) No person shall be authorised to change the marks already in the score lists save that discrepancies, if any, identified during verification shall be communicated to the Chief Executive.
- (3) No person other than the Chief Executive or any officer authorised by him shall be competent to communicate any change in the score list.
- (4) All score lists of the Agency shall be destroyed two years after the declaration of results in the presence of the Academic Committee members.

(25) Examination Results

- 25.**-(1) After the approval of examination results by the Academic Committee, the DP-ARC shall submit the examination results to the Chief Executive for approval.
- (2) The published results will indicate the grades obtained by the candidate while the marks obtained by him shall be kept in the office of the Chief Executive for record.
 - (3) The guidelines governing schemes of grading and conditions of awards for NTA Levels, 4, 5 and 6 shall be as prescribed in the Second Schedule.

(26) Publication of Results

- 26.**-(1) The Chief Executive shall publish the examination results in ARIS as will be directed by the Ministerial Advisory Board.
- (2) The Chief Executive may withhold the result of the candidate(s) due to receipt of inadequate fee from the candidate or if there is any case concerned with Examination irregularities.
 - (3) The result of such candidate(s) shall normally be released by the Chief Executive after clearance of fee balance by the candidate or if the decision is made by the respective authority that examinations results should be released.

(27) Maintenance of Answer Booklets

- 27.** (1) The answer booklets shall be maintained for a period of at least five years from the date of publication of final results and shall thereafter be disposed off in the manner as may be determined by the Agency.
- (2) The Academic Committee shall recommend for disposal of the long stayed answer booklets.

(28) Maintenance of Confidentiality

- 28.** Every person appointed by the Chief Executive for confidential work shall maintain utmost secrecy under oath.

**PART IV
EXAMINATION OFFENCES AND PENALTIES**

(29) Examination Offences and Penalties

29.-(1) Any person who contravenes any of the requirements or conditions stipulated in the Third Schedule to these Regulations shall have committed an Examination offence. Such person will be liable for penalty as defined in the third schedule of these Regulations.

(2) Notwithstanding the provisions of examinations offences and penalties in the Third Schedule:

- a) Where a person who is not a student of the Agency commits an Examination and/or continuous assessment offence under these Regulations, the Chief Executive shall report the case to the Police;
- b) Where a Tutor or a person connected with the Agency commits an Examination offence under these Regulations, his conduct shall be reported to the Academic Committee; and
- c) Where the Chief Executive is satisfied after enquiry that the examination regulations of the Agency had been violated as a consequence of wholesale unfair assistance rendered to the examinees, the Chief Executive may order re-examination.

(30) Penalties in the Case of Markers and Checkers

30. The Agency shall prescribe penalties to be imposed on examination irregularities committed by markers and checkers.

**PART V
CERTIFICATION AND AWARDS**

(31) Certification and Transcript

31. (1) A candidate who has successfully met requirements of the programme and submitted a dully filled clearance form shall be given a transcript with a photo affixed on it and a certificate.

(2) The Agency shall issue an Academic transcript to a candidate upon payment of the prescribed fee.

(32) Transfer Transcript

32. The Agency may issue transfer transcript to a candidate wishing to migrate to any Board, Agency, University or Institute on payment of the prescribed fee.

(33) Duplicate Certificate

33. (1) In the event of loss or destruction of original certificate, the Agency may issue a duplicate certificate on condition that:

- a) The applicant produces a sworn affidavit;
- b) The replacement certificate shall be stamped "COPY" across it;
- c) The applicant must declare the loss in local newspapers and a copy of the advertisement be produced to the Agency;
- d) The applicant will have to wait for not less than 3 months after the declaration of the loss in newspapers;
- e) A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances; and

f) An appropriate fee as prescribed by the Agency shall be charged for duplicate certificate.

(2) In the event of recovery of the original certificate, the duplicate certificate shall be returned to the Agency.

(34) Rejection of Certificate

34.- The Chief Executive shall have power subject to the approval of the Ministerial Advisory Board of the Agency to nullify a certificate of person found guilty of irregularity or any other forms of fraud. Such cases may include:

- a) forging the Agency certificate by any means;
- b) tampering with certificate(s) for qualification during admission to Agency's programme; and
- c) obtaining or attempting to obtain a certificate to which he is not entitled.

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

(35) Examinations Appeals

35.(1) Any candidate who is dissatisfied with the published results may within sixty days from the date of releasing the provisional results appeal against the results to the Chief Executive.

(2) Any candidate has the right to appeal if he is not satisfied with continuous assessment and examination results and shall be obliged to adhere to the following guidelines.

- a) All examination appeals shall be lodged in writing to the Chief Executive,
- b) Students appealing for end of semester examination or supplementary examination shall pay non-refundable examination appeal fee as prescribed in the first schedule of these regulations,
- c) All appeals shall be accompanied by copy of original ADEM receipts payment of prescribed examination appeal fee
- d) All continuous assessment appeals shall be lodged in writing to the Academic Committee before sitting for a particular semester examination,

(3) The Chief Executive shall appoint appealing committee to handle the case. The committee shall have the following functions:

- a) Checking for the validity of the appeal,
- b) Appointing the second marker(s) for re-marking examination
- c) Discussing and make recommendations on the appeal results
- d) Reporting the appeal results to the Chief Executive

(4) The Agency shall communicate in writing the findings of the appeal to the candidate through reputable and reliable appellant's address,

- (5) No candidate shall be entitled to any retrospective benefit by way of admission to any class/course/programme or his eligibility for any scholarship, medal or such other benefit consequent upon any change in his result/marks.
- (6) In case of any increase in marks, the Agency shall revise the transcript/certificate of such candidate free of cost after he returns the previous transcript/certificate to the Agency.
- (7) If the appealing candidate is not satisfied with the decision made by the Chief Executive, a student shall appeal to the MAB and its decision shall be final and conclusive.

(36) Amendment of Results

- 36.** The Agency shall have the power to amend the result of a candidate at any time after it has been declared if: -
- a) a mistake is found in his result;
 - b) change of marks after appealing;
 - c) he is a person against whom action could have been taken, had the facts come to the notice of the Agency earlier.

(37) Examination Irregularities

- 37.(1)** Examination irregularities shall include, but are not limited to the following:
- a) A candidate who absents himself/herself from examinations without compelling reasons shall be disqualified from studies,
 - b) A candidate who is late for thirty minutes after the commencement of examinations shall be regarded as having failed in that examination and will be allowed to do supplementary examination,
 - c) A candidate who is late for fifteen minutes after the commencement of the test shall be regarded as having failed in that test and will be allowed to do special test with the deduction of five marks,
 - d) making unauthorized verbal communication with and/or gesturing to another candidate,
 - e) being in possession of and/or using any unauthorized materials,
 - f) exchanging documents or answer booklets and/or answer sheets,
 - g) assisting another candidate in writing his/her examination,
 - h) removing question paper from an examination room/hall or premises except by a permission from designated authority to do so,
 - i) tearing whole or any part of the answer books and/or answer sheets,
 - j) involved in unauthorized removal of an examination answer booklet(s) and/or answer sheet(s), any part of an examination answer booklet(s) and/or answer sheet(s) or blank examination stationery from the examination room/hall or premises except by a person with designated authority to do so,
 - k) entering into an examination room/hall or premises with unauthorized materials,

- l) borrowing materials from another candidate(s) in the course of examination, and
 - m) causing disturbance in or near an examination room/hall or premises.
- (2) Under normal circumstance no candidate shall be allowed to leave the examination room within the first/last thirty minutes,
- (3) Under normal circumstance no candidate shall be allowed to leave the room during the test within the first/last fifteen minutes.

(38) Assessment Procedures

38.- Each module shall be assessed on Continuous Assessment and End of Semester Examinations.

(1) Regular Programmes

- a) Continuous Assessment shall consist of three measurement instruments, namely:
 - i. Classroom Test One (15%)
 - ii. Classroom Test Two (15%)
 - iii. Assignments (20%)
- b) End of Semester Examinations shall constitute 50% of the overall course module performance.

(2) Open and Distance Learning

- a) Continuous Assessment shall consist of at least two measurement instruments, namely:
 - i. Classroom Test (30%)
 - ii. Assignments..... (20%)
- b) End of Semester Examination shall constitute 50% of the overall course module performance.

(3) A letter grade shall be awarded at the end of module completion after combining Continuous Assessment and End of Semester Examinations results.

(4) After combining marks for Continuous Assessment and End of Semester Examination the aggregate shall be 100 percent.

(5) The Pass Mark for NTA Levels 4 and 5 shall be 50 percent and 45 percent for NTA Level 6 for each module.

(6) There shall be two other instruments used in the conduct and assessment of NTA Levels 5 and 6 as determined by the curriculum requirements. The instruments are:

- i. Field Attachment (50%)
- ii. Independent Study Report (50%)

(7) All Continuous Assessment results shall be released to the candidates a week before the start of End of Semester Examination.

(8) End of Semester Examination answer scripts shall not be returned to

the candidate.

(39) Academic Awards

- 39.** (1) On successful completion of NTA Levels 4 the Agency shall award a Basic Technician Certificate
(2) On successful completion of NTA Levels 5 and 6 the Agency shall award an Ordinary Diploma.

(40) Change of Regulations

- 40.** These Regulations are subject to change as deemed necessary through the following procedures:
a) The teaching staff and/or students shall suggest changes on these regulations to the academic committee.
b) The academic committee shall discuss the proposed changes and suggest to the Chief Executive for presentation to the Ministerial Advisory Board and NACTE for endorsement.

**PART VII
MISCELLANEOUS PROVISIONS**

(41) Miscellaneous

- 41.** Application of other Agency subsidiary rules and regulations
(1) These Examinations regulations are not exhaustive of rules and regulations governing students examination conduct at ADEM and do not exclude the application of special regulations applicable in various settings like the library and student by laws.
(2) Notwithstanding the provisions of Examination regulations, all criminal offences shall be dealt with these Examination regulations and any other rules and regulations governing students conduct and, shall be reported to other relevant authorities for further legal actions.
(3) The penalties suggested are just guidelines; the Examination regulations authorities may give any other sanctions or penalties depending on circumstances or more severe punishment or penalties depending on the seriousness of the offence committed.

(42) Conclusion

- 42.** These Examinations Regulations shall apply to all ADEM Programmes in NTA Levels 4, 5 and 6.

FIRST SCHEDULE

FEES AND REMUNERATION PAYABLE FOR EXAMINATION SERVICES OF THE AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM)

No.	SERVICES	FEES	REMARKS
2.1	Appeals for remarking End of Semester Examination per module	50,000/=	Services rendered within sixty days after examination results release
2.2	Appeals for remarking Continuous Assessment per module	25,000/=	Services rendered within fourteen days after results release
2.3	Academic Transcripts	5,000/=	Service rendered after certificates are issued
2.4	Statement of Results	5,000/=	Services rendered before certificates are issued.
2.5	Correction of names on Certificates when the owner of the name commits an error.	50,000/=	Service rendered whenever requested.
2.7	Renewal of Lost/damaged Certificate/Transcripts	50,000/=	Service rendered whenever requested. A copy will be provided after completion of legal procedures.

SECOND SCHEDULE

[Under Regulations 38]

GRADING OF EXAMINATION RESULTS AND CONDITIONS OF AWARD FOR NTA LEVELS 4, 5 AND 6

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

a) Grading System

The grading systems for NTA Levels 4 and 5 shall be as follows:

Grade	Definition	Grade Points	Score Range (in %)
A	Excellent	4	80-100
B	Good	3	65-79
C	Satisfactory	2	50-64
D	Poor	1	40-49
F	Fail	0	0-39
I	<i>Incomplete</i>	-	-
Q	<i>Disqualification</i>	-	-

b) Conditions for the award of the NTA levels 4 and 5

The awards for the NTA levels 4 and 5 shall be granted to a candidate who:

(i) Passes all credit modules at grades A, B or C; and

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

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

EXAMINATION RESULTS FOR THE NTA LEVEL 6 SHALL BE GRADED AS FOLLOWS:

a) Grading System

The grading systems for NTA Levels 6 shall be as follows:

Grade	Definition	Grade Point	Score Range (in %)
A	Excellent	5.0	75 – 100
B+	Very Good	4.0	65 – 74
B	Good	3.0	55 – 64
C	Satisfactory	2.0	45 – 54
D	Poor	1.0	35 – 44
F	Failure	0.0	0 – 34
I	<i>Incomplete</i>	-	-
Q	<i>Disqualification</i>	-	-

b) Conditions for the Award of NTA Level 6

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

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

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

THIRD SCHEDULE

(Under Regulations 29)

EXAMINATION OFFENCES AND PENALTIES

S/N	OFFENCE	PENALTY
1.	Possession or access of any unauthorized materials including electronic devices, papers, books, writings, or notes that could be of assistance to a candidate.	i. Nullification of a candidate's examination results, and ii. Disqualification of a candidate from the Agency's academic programmes.
2.	Talking to another candidate or any person inside or outside the examination room, during the examination session, without the permission of invigilator or supervisory staff.	
3.	Receiving or attempting to receive or give help to another candidate in the examination room, during examination session.	Disqualification of a candidate from the Agency's Academic programmes
4.	Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer book or to render any assistance in any manner to another candidate in solving a question or a part of question set in the question paper.	i. Nullification of Candidate's examinations results. ii. Disqualification from the Agency's academic programmes
5.	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material.	
6.	Consulting books, note books or papers or any other matter found with him while outside the examination room but during the examination hours before he has handed over his answer booklet to the invigilator or any other member of the supervisory staff.	
7.	Writing on unauthorized piece of paper or question paper or any surface something connected with a question set in the examination/tests or solution thereof.	
8.	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution	

	of a question set in the question paper, to any other candidate.	
9.	Possession of solution to a question set in the paper in connivance with any member of a supervisory or any other staff in or outside the Agency.	
10.	Making previous arrangements to obtain help in connection with the question paper.	Disqualification from Agency academic programme.
11.	Smuggling in an answer booklet or a continuation sheet or taking out or arranging to send out an answer booklet or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre.	i. Nullification of Candidate's examinations results. ii. Disqualification from Agency academic programme.
12.	Writing outside the examination hall, an answer booklet or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer booklet of the candidate after the examination.	
13.	Misconduct or misbehaving towards the invigilator or any member of the supervisory staff.	
14.	Using abusive or obscene language in the answer book.	
15.	Impersonating a candidate	i. Nullification of Candidate's examinations results. ii. Disqualification from Agency academic programmes for persons involved in case both of them are students iii. That Person shall be reported to the Police.
16.	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	i. Nullification of Candidate's examinations results. ii. Declare a Candidate ineligible to appear in the examination. iii. Disqualification from the Agency's academic programmes
17.	Forging another person's registration form or using a forged document knowing it to be forged and with a view to seeking admission.	Disqualification from the Agency's academic programmes
18.	Leaving the examination room without submitting the answer booklet to the invigilator concerned and taking away	i. Nullification of Candidate's examinations results.

	the same with him or intentionally tearing off or otherwise disposing off his answer booklet or any part thereof or the continuation sheet or part thereof inside or outside the examination room.	ii. Disqualification from the Agency's academic programmes
19.	Deliberately disclosing his identity or making distinctive marks in his/her answer booklet for that purpose.	i. Cancellation of examination results. ii. Disqualification from the Agency's academic programmes
20.	Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner, or academic staff or any agency's employee with the objective of influencing him/her in the award or marks.	
21.	Approaching or influencing directly or indirectly a Member or Agency's employee regarding his cheating case.	i. Cancellation of examination results. ii. Disqualification from the Agency's academic programmes
22.	Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations.	Relieve of duties by the Chief Executive.
23.	Failure to discharge confidential work by the person assigned to the satisfaction of the Agency or misusing of position to the detriment of smooth and fair conduct of examinations.	i. Forfeiture of the whole or part of remuneration payable to him; and/or ii. Disqualification permanently or for a specific period from any duty of the Agency; and/or iii. Initiating disciplinary action against him; and/or iv. Initiating legal action against him.
24.	For cases of unfair means not covered by these Regulations, the Agency may impose punishment according to the nature of the offence. These offences and penalties shall apply to both Continuous Assessment and End of Semester Examination.	