



RUKWA INSTITUTE OF BUSINESS MANAGEMENT EXAMINATION REGULATIONS AND GUIDELINES 2025

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CITATION, INTERPRETATIONS AND APPLICATION

CITATION

- I. These Regulations may be cited as Rukwa Institute of Business Management Examination Guidelines and Regulations 2025.

INTERPRETATIONS;

In these Regulations unless the context otherwise requires-

- I. **“Academic Program”** means a program of study, which leads to the issuance of National Vocational Awards (NVA) or National Technical Awards (NTA) to students, after successful completion of the program requirements.
- II. **“Assessment”** means any form of gathering students’ learning information or evidence used to evaluate and measure the achievement attained. Assessment in this regard shall imply either Continuous Assessment (CA) or Semester Examination (SE) or Final Examinations (FE) or both CA and SE.
- III. **“Abscondment”** includes not reporting for any scheduled examination at the time, day and place specified without prior permission or failure to attend scheduled classes to the required percentage during a particular semester.
- IV. **“Award”** means conferment upon a candidate who has successfully completed a given program of study.
- V. **“Candidate”** means any person duly registered in any program of study of the institute and who is eligible for examination.
- VI. **“Candidate for Semester Examination”** means the student who qualifies to sit for the semester examination in line with the requirements of these Regulations.
- VII. **“Continuous Assessment”** means any form of evaluation throughout the course of the study such as classroom tests, assignments, homework, projects or industrial practical attachments, which contribute to the final score in examinations.
- VIII. **“Cumulative Grade Point Average also known in its acronym as (Cum GPA)”** means the summation of each grade point times the number of credits of each module divided by the total number of credits taken by a candidate during a program of study.
- IX. **“Disqualification (Q)”** means Grade of “Failure” offered to a candidate for being involved in examination offence or malpractice or for obtaining Sem GPA below 2.0.
- X. **“Examination Offence”** means any act that contravenes these Regulations by the candidate or any other person involved in examination before, during or after the examination.
- XI. **“Grade Point”** means number of points which indicate the scores that the candidate obtained in both continuous assessment and end of semester examinations.
- XII. **“Grade Points of a Credit Module”** means the total number of points scored by a student in the examined credit module representing the letter grade scored times the number of credits of the module.
- XIII. **“Incomplete (I)”** means a provisional grade granted to a candidate who did not complete the required work or did not sit for the examination in any module for justifiable reasons.
- XIV. **“Invigilator”** means an officer appointed to supervise candidates in the examination session to ensure that the examination instructions are adhered to.
- XV. **“Major Supervisor”** means a member of academic staff involved in the supervision or guiding of a candidate in his/her field work or research.
- XVI. **“Invigilation”** means the act of supervising candidate(s) sitting for examinations.

- XVII. “**Misconduct**” means any form of cheating, non-conformity to directives, aiding or avoiding certain procedures and directives issued by the academic committee or relevant authority and committed by a student or examiner for the purpose of gaining advantages whatsoever on any matters related to examinations.
- XVIII. “**Module**” means an independent package of learning related to an academic program 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.
- XIX. “**Notional Hours**” means the estimated learning time taken by the ‘average’ student to achieve the specified learning outcomes of the module.
- XX. “**Penalty**” means punishment given to a candidate or any other person for contravening part or all conditions stipulated in these Regulations
- XXI. “**Recognition of Prior Learning acronym as RPL**” means evaluation process that involves assessment of an individual’s relevant prior learning (formal, informal and non-formal learning) to determine the equivalence of learning outcomes at relevant NVA or NTA Level.
- XXII. “**Semester Examination**” means an examination administered at the end of a semester.
- XXIII. “**Semester Grade Point Average (Sem GPA)**” means the summation of each grade point times the number of credits of each module divided by the total number of credits taken by a candidate at particular semester
- XXIV. “**Semester**” means an academic period of during which a set of modules are taught and assessed
- XXV. “**Supervisor**” means an officer in charge of Examination Centre to ensure that a candidate(s) or invigilator(s) adheres to examination conditions.
- XXVI. “**Supplementary Examination**” means an examination administered to candidates with GPA of 2.0 or above who fail to obtain a pass in the specified number of modules during the first sitting of examinations.
- XXVII. “**Special Examination**” means an examination taken by a student who missed the examination for reasons acceptable as per these Regulations.
- XXVIII. “**Withheld**” means hiding examination results for reasons accepted by relevant authority.

Application

- I. These By-Laws shall apply in respect of all persons and/or bodies dealing with matters relating to Rukwa Institute of Business Management examinations.

SECTION: I

1. PURPOSE OF THE EXAMINATION GUIDELINES AND REGULATIONS:

1.1 Purpose

The purpose of this examination Guidelines and Regulations is to establish comprehensive Guidelines for the administration, conduct, and evaluation of examinations at Rukwa Institute of Business Management. These Guidelines are designed to uphold principles of fairness, integrity, and academic excellence, ensuring that examinations serve as valid and reliable measures of student learning and achievement. By adhering to this Guidelines, Rukwa Institute of Business Management seeks to achieve the following objectives:

- I. **Ensure Fairness and Equity:** The examination Guidelines and Regulations aim to ensure that all students have equal opportunities to demonstrate their knowledge, understanding, and skills in examination settings. Fairness is maintained through transparent procedures, clear expectations, and unbiased evaluation criteria.
- II. **Uphold Academic Integrity:** Rukwa Institute of Business Management is committed to fostering a culture of academic integrity and honesty. The examination Regulations establishes Guidelines for the prevention and detection of academic misconduct, including cheating, plagiarism, and unauthorized collaboration, thereby preserving the credibility and validity of examination outcomes.
- III. **Promote Learning and Assessment:** Examinations are integral components of the assessment process, providing valuable feedback to students and instructors on learning progress and achievement of learning outcomes. The examination Regulations and Guidelines emphasize the importance of aligning examination tasks with course objectives and curriculum standards to facilitate meaningful assessment of student performance.
- IV. **Ensure Compliance with Standards and Regulations:** Rukwa Institute of Business Management recognizes the importance of compliance with relevant laws, Regulations, and accreditation standards governing examination administration and academic integrity. The examination Guidelines align with institutional policies, accreditation requirements, and industry best practices to maintain the quality and credibility of academic program.
- V. **Provide Guidance and Support:** The examination Guidelines serve as a resource for academic staff, administrators, and students, providing clear guidance and procedures for the administration, conduct, and evaluation of examinations. Support mechanisms are established to assist stakeholders in understanding and implementing the Regulations effectively.
- VI. **Enhance Accountability and Transparency:** Transparent examination procedures and evaluation criteria promote accountability and trust within the college community. The examination Guidelines and Regulations ensure transparency in examination administration, grading practices, and communication of results, fostering a culture of openness and integrity.
- VII. **Facilitate Continuous Improvement:** Rukwa Institute of Business Management is committed to continuous improvement in examination practices and procedures. The examination Guidelines and Regulations provide a framework for regular review, evaluation, and enhancement of

examination processes based on feedback, best practices, and emerging trends in assessment and education.

- VIII. Safeguard the Reputation of Rukwa Institute of Business Management: Upholding high standards of examination integrity and academic rigor enhances the reputation and standing of Rukwa Institute of Business Management within the academic community and among stakeholders. The examination Regulations reinforces the college's commitment to excellence, professionalism, and ethical conduct in all aspects of education.



SECTION II

2. REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS

2.1 Registration for Examinations

- I. There shall be registration of candidates for all types of examinations, such as the end of semester examination, supplementary examinations, special examinations and supplementary examinations for the finalist candidates.
- II. Such registrations must be done at every academic department within two weeks before the commencement of any examination mentioned.
- III. Any candidate who fails to register within the prescribed time frame shall be barred from sitting for the relevant examination (s).
- IV. Any candidate sitting for any examination mentioned in paragraph 2.1(I-III) above other than the end of semester examination shall be required to pay full college fees.

2.2 Eligibility for Examinations

- I. No candidate shall be eligible for any examination in any subject unless the instructor and the head of department have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each tutor /seminar/ field practical training shall be maintained by the instructor for each course.
- II. A candidate shall only be allowed to sit for scheduled academy examination(s) if he/she has attained at least 75% of attendance of the course through seminars, tutorials and practical sessions. A candidate who fails to attain at least a 75% attendance rate for seminars, tutorials and practical sessions shall be required to repeat the whole course during the next academic year.
- III. Registered student who has sat and successfully passed the continuous assessment of the respective module as per the approved curriculum and/or assessment Guidelines.
- IV. Registered student who is not barred by any lawful order from any relevant authority or any other law from sitting for a given examination.
- V. A candidate shall be required to attend all sessions of Field Practical Training (FPT) and candidate who misses any session with and without the permission of the Program Coordinator or his appointee (i.e. FPT supervisor) shall be required to retake the FPT in the next academic year.

2.3 Absence from examination

- I. Every candidate registered for the examination shall be required to appear and sit for examination on the day fixed for such examinations.
- II. Every candidate who is unable to appear and sit for examinations shall, before the commencement of a respective examination(s), seek and obtain permission in writing to the head of department giving sufficient reasons with evidence for not being able to sit for the examination(s). Upon receipt of the request from the candidate, the head of department will immediately process the request and give feedback in writing accepting or refusing to grant permission.
- III. A candidate who absents oneself from an end of semester examination including supplementary examination(s) and special examination without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- IV. A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.

- V. A candidate allowed to be absent from the end of semester examination(s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent supplementary and special examination session.
- VI. Permission for postponement of end of semester examination(s) shall be granted by the deputy principal academic, research and consultancy after consultation with the head of respective department.
- VII. Special examinations shall be given to students who have genuine reasons or requests for delayed consideration in relation to examinations and shall only be considered on the following grounds:
 - a) Serious health problems, confirmed by a certificate or letter from a registered medical doctor.
 - b) Compassionate circumstances.
 - c) Unpaid college fees.
 - d) Selection in national or international sporting events, or any related events; and Participating in any recognized events.
- VIII. A request for a special examination must be made at least one week before the examination(s).
- IX. Special examinations shall be given at the time of supplementary examinations and will be treated as first sitting and graded as such.
- X. Postponement of course assessment tests shall be granted by the course instructor and reported to the head of department in writing.
- XI. Request for postponement of end of semester examination(s) shall be made by submitting a written letter addressed to the head of respective department.

2.4 Date of examination

- I. Dates for the end of semester, supplementary and special examination shall be published in the academy almanac, college website and college noticeboard.
- II. Examinations shall take place any day of the week (Monday to Friday) as scheduled in the timetable excluding public holidays.

2.5 Duration of Examination

- I. The duration for theory tests for continuous assessment or semester examinations shall be at **least two hours for NVA Levels 1- 3 and NTA Levels 4-5, two and a half hours for NTA Level 6.**
- II. Subject to sub-Regulations 2.5(1), additional time beyond the normal duration shall be provided to students with special needs, with the specific additional time determined by the examination committee based on the nature of disability.
- III. The duration for practical examinations shall be dictated by the practical skill being assessed as per approved curriculum.

SECTION: III

3. FORMATIVE AND SUMMATIVE ASSESSMENTS WITHIN THE EXAMINATION GUIDELINES:

3.1 Formative Assessments

Formative assessments are evaluations conducted during the course of instruction with the primary purpose of providing feedback to students and guiding their learning progress. These assessments are designed to monitor student understanding, identify areas of strength and weakness, and inform instructional adjustments to enhance learning outcomes. The following principles guide the implementation of formative assessments at Rukwa Institute of Business Management:

3.2 Purpose and Objectives:

- I. Feedback and guidance: Formative assessments are intended to provide timely and constructive feedback to students on their performance, enabling them to identify areas for improvement and take proactive steps to enhance their learning.
- II. Learning progress monitoring: Formative assessments serve as tools for monitoring student progress towards achieving course objectives and learning outcomes. They help instructors gauge the effectiveness of their teaching strategies and make informed decisions about instructional modifications.

3.3 Types of Formative Assessments:

- I. Quizzes and homework assignments: short quizzes, homework assignments, and in-class exercises are common forms of formative assessments used to gauge student comprehension and retention of course material.
- II. Classroom discussions and peer feedback: interactive classroom discussions, peer review activities, and group projects provide opportunities for formative assessment by eliciting student responses, encouraging critical thinking, and facilitating peer-to-peer feedback.
- III. Diagnostic assessments: pre-tests, diagnostic quizzes, and concept inventories are diagnostic tools used to assess students' prior knowledge and misconceptions at the beginning of a course or instructional unit, informing instructional planning and differentiation.

3.4 Characteristics of Effective Formative Assessments:

- I. Timeliness: Feedback provided through formative assessments should be timely, actionable, and relevant to students' ongoing learning experiences, enabling them to make immediate adjustments and improvements.
- II. Specificity: Feedback should be specific and targeted, highlighting areas of strength and weakness and providing clear guidance on how students can enhance their performance and understanding.
- III. Constructive nature: Formative feedback should be constructive and supportive, focusing on strengths as well as areas for improvement, and encouraging students to reflect on their learning process and set goals for future progress.

3.5 Integration with Instructional Practices:

- I. Alignment with curriculum: Formative assessments should be closely aligned with course objectives, instructional content, and assessment criteria to ensure coherence and relevance to students' learning experiences.

- II. Regular implementation: Formative assessments should be integrated into the instructional process on a regular basis, providing ongoing opportunities for feedback and reflection throughout the course.

3.6 Academic staff Responsibilities:

- I. Design and implementation: Academic staff are responsible for designing and implementing formative assessments that align with course objectives, promote active learning, and facilitate student engagement.
- II. Feedback provision: academic staff should provide timely and constructive feedback to students based on the results of formative assessments, guiding their learning and informing instructional decisions.

3.7 Student Expectations:

- I. Engagement: Students are expected to actively participate in formative assessment activities, engage with feedback provided by instructors and peers, and use this feedback to enhance their learning and academic performance.
- II. Reflection and revision: Students should reflect on their performance in formative assessments, identify areas for improvement, and take proactive steps to address any deficiencies through additional study, practice, or seeking assistance from instructors.

4. SUMMATIVE ASSESSMENTS WITHIN THE EXAMINATION GUIDELINES:

4.1 Summative Assessments.

Summative assessments are evaluations conducted at the end of a course or instructional unit to measure students' understanding, knowledge, and proficiency in relation to established learning objectives and standards. These assessments serve as a formal measure of student achievement and are used to determine the extent to which students have mastered the content and skills covered in the course. The following principles guide the implementation of summative assessments at Rukwa Institute of Business Management:

4.2 Purpose and Objectives:

- I. Evaluation of learning outcomes: Summative assessments are designed to evaluate students' overall achievement of course objectives, learning outcomes, and competency standards established by the curriculum.
- II. Demonstration of proficiency: Summative assessments provide opportunities for students to demonstrate their mastery of subject matter, critical thinking skills, problem-solving abilities, and application of knowledge in real-world contexts.

4.3 Types of Summative Assessments:

- I. Examinations: Final examinations, comprehensive tests, and standardized assessments are common forms of summative assessments used to evaluate students' knowledge and understanding across a range of topics and concepts covered in the course.
- II. Projects, research and presentations: Projects, research papers and oral presentations are performance-based summative assessments that require students to integrate and apply their learning in a tangible and meaningful way.
- III. Portfolios and performance assessments: Student portfolios, performance assessments, and portfolios of student work are collections of student artifacts and reflections used to demonstrate achievement of learning outcomes and proficiency in specific skills or competencies.

4.4 Characteristics of Effective Summative Assessments:

- I. Validity and reliability: Summative assessments should be valid and reliable measures of student achievement, accurately reflecting the content, scope, and complexity of the course curriculum and providing consistent results over time.
- II. Alignment with learning objectives: Summative assessments should be closely aligned with course objectives, learning outcomes, and instructional content to ensure that they assess the intended knowledge, skills, and competencies.

4.5 Integration with Instructional Practices:

- I. Assessment design: Summative assessments should be designed and implemented in conjunction with instructional practices throughout the course, ensuring that they reflect the content, format, and expectations communicated to students during instruction.
- II. Feedback and revision: Summative assessments should provide opportunities for feedback and reflection to students, allowing them to review their performance, identify areas for improvement, and make revisions as needed before final submission.

4.6 Academic staff Responsibilities:

- I. Assessment design and administration: Teaching members are responsible for designing, administering, and evaluating summative assessments in a fair, transparent, and consistent manner, ensuring alignment with course objectives and assessment criteria.
- II. Grading and evaluation: Responsible members should provide timely and constructive feedback to students on their performance in summative assessments, including clear explanations of grading criteria, expectations, and areas for improvement.

4.7 Student Expectations:

- I. Preparation and engagement: Students are expected to prepare thoroughly for summative assessments by reviewing course materials, completing assigned readings and assignments, and actively participating in class discussions and activities.
- II. Academic integrity: Students are expected to uphold principles of academic integrity during summative assessments, refraining from cheating, plagiarism, or other forms of academic misconduct that undermine the integrity and validity of assessment results.

4.8 OTHER TYPES OF EXAMINATIONS

In addition to formative and summative assessments, Rukwa Institute of Business Management may employ other specific types of examinations tailored to the unique needs and requirements of the curriculum. These examinations are designed to assess specific skills, competencies, or areas of knowledge relevant to the academic program. The following are examples of other types of examinations that may be utilized.

4.8.1 Practical Examinations:

- I. Purpose: Practical examinations assess students' ability to apply theoretical knowledge and practical skills in real-world settings. These examinations may include laboratory experiments, on farm practical, performance assessments, or hands-on demonstrations of technical skills.
- II. Assessment criteria: Practical examinations evaluate students' proficiency in executing tasks, following procedures, troubleshooting problems, and demonstrating competency in specialized techniques or procedures relevant to their field of study.

4.8.2 Portfolio Reviews:

- I. Purpose: Portfolio reviews involve the assessment of student portfolios containing samples of their work, achievements, and reflections compiled over a specified period. Portfolios may include written assignments, projects, creative works, research papers, and other artifacts that demonstrate learning and achievement.
- II. Assessment criteria: Portfolio reviews assess students' depth of understanding, creativity, critical thinking skills, and ability to document and present their work effectively. Evaluation criteria may include originality, coherence, organization, depth of analysis, and evidence of growth and development over time.

4.8.3 Oral Examinations:

- I. Purpose: Oral examinations, also known as viva voce or oral defenses, involve students presenting and defending their research, projects, or findings orally before a panel of examiners. These examinations assess students' ability to communicate effectively, articulate complex ideas, and respond to questions and feedback in real-time.
- II. Assessment criteria: Oral examinations evaluate students' knowledge of the subject matter, clarity of presentation, coherence of arguments, ability to think critically under pressure, and responsiveness to feedback and questioning from examiners.

4.8.4 Case Studies and Simulations:

- I. Purpose: Case studies and simulations present students with authentic, real-world scenarios or problems to analyze, interpret, and solve using their knowledge and skills. These examinations assess students' ability to apply theoretical concepts to practical situations, make informed decisions, and justify their actions.
- II. Assessment criteria: Case studies and simulations evaluate students' problem-solving abilities, analytical skills, decision-making processes, and ability to work collaboratively in teams. Assessment criteria may include the accuracy of analysis, relevance of solutions, and effectiveness of communication.

SECTION IV

5. SETTING, MODERATION AND PROCESSING OF EXAMINATION

5.1 Examination Setting

- I. Members of academic staff who taught the subject(s) shall set relevant examinations in question.
- II. Where a member of academic staff is unable to set the relevant examination for any reason, the head of respective department after consultation with deputy principal academic, research and consultancy shall appoint another person of requisite expertise to set the examination for the subject.
- III. The examination officer shall issue notice for submission of draft examination questions to the office of examination officer/coordinator of studies. The notice shall also indicate the deadline for submission.
- IV. Members of academic staff who taught the subject(s) or any appointed person as provided under paragraph 5.1.(I) shall be required to submit soft copies of the draft examination questions to the examination officer/coordinator of studies within the time prescribed by the examination committee.
- V. All examination papers submitted shall comply with the examination question paper format issued by the respective academic committee.
- VI. All members of academic staff appointed to set examinations must abide by deadlines and format. Any examiner who fails to meet the deadline or the format and hence causes any delay in the processing of examinations will be dealt with under the relevant disciplinary procedure.
- VII. Approved Submission Methods: Academic staff may use one of the following approved channels to submit their exams to examination officer: **(a) Email Submission.**

5.2 Examination Moderation

- I. There shall be an examination moderation committee(s) which include the internal examination moderation committee and external moderation committee.
- II. Upon receipt of draft examination questions, examination officer shall submit them to the internal examination/external moderation committee(s).

5.3 External Examination Moderation

- I. External moderation of examination shall be conducted twice per year of the academic calendar.
- II. An external moderator shall be a competent academician/professional in a discipline approved by the academic committee.

5.4 The Examination Moderation Committee Shall be Composed of:

- I. There shall be internal and external moderation committee.
- II. External supervisor shall be the chairperson in case of external moderation, in case of internal moderation, the principal shall be the chairperson,
- III. Examination officer shall be the secretary in case of internal moderation, in case of external moderation coordinator of studies shall be the secretary.
- IV. Other external members who shall be appointed by the academic committee.
- V. Other Internal Members shall include the head of departments, chief maker, assistant coordinator, and any other appointed academic staff.

5.5 Functions of the Examination Moderation Committee shall be to assure and ascertain the following:

- I. Instructions to examination paper are correct and clear.
- II. The rubric of every question is clearly worded.
- III. Marks are distributed fairly and equitably to reflect the weight of every question.
- IV. The examination is neither too short nor too long within the prescribed time.
- V. The examination is error-free, and it addresses the learning outcomes for the program and subject.
- VI. The examination is set in the required format as provided by the academic committee/examination committee.
- VII. Where the examination has shortfalls indicated in 5.4(I) - (VII) or any other observations, the head of department shall inform the examination setter to address the shortfalls within a prescribed time.

5.5.1 Any member of academic staff who unreasonably fails to comply with the directive of the head of department as specified in 5.4(VII) shall be liable for disciplinary action.

5.5.2 Any examination moderator committee member will be required to observe utmost confidentiality before, during and after the moderation exercise. Failure to observe this rule will make him/her liable for disciplinary measures including immediate termination and legal consequence.

5.5.3 All examinations offered by the college should bear instructions stating categorically which materials are authorized to be brought and used in the examination. These instructions shall be read together with the instructions in the examination answer booklets/exams, which are to be provided during examinations.

5.5.4 Any examination having no provision for aid materials shall be strictly construed.

5.6 Examination Processing

5.6.1 The processing of examination processing somehow should observe the following parameters.

- I. The processing of examination questions in terms of typesetting printing/ photocopying, packing and sealing shall be done by the examination officer assisted by head of departments to the examination processing room.
- II. The processing of examination shall be made under maximum confidentiality and integrity.
- III. The examination officer shall be the custodian of the examination questions and written examination scripts.

5.7 Examination Leakage

5.7.1 All examination papers and questions shall be handled with a great degree of care. No mishandling shall be entertained.

- I. Any act which results in a student having access to or knowledge of the examination or class test questions, or of any material relating to the examination before the scheduled date and time of examination or test shall amount to leakage of examination.
- II. Any person suspecting leakage of test or examination shall immediately report the matter in confidence to the Principal or Deputy Principal Academic, Research and Consultancy.

- III. Where there are strong indications that an examination leakage has taken place, the Deputy Principal in consultation with the principal shall cancel or withdraw the examination and order a fresh examination to be set and administered.
- IV. The Deputy Principal Academic, Research and Consultancy with directive of Principal shall set up a committee to investigate the circumstance surrounding the suspected leakage.
- V. The investigating committee shall submit its findings to the Deputy Principal who shall in turn table them before the Academic Committee.
- VI. The Academic Committee shall then take appropriate action, and if need be, make an appropriate recommendation to the terminate an employee who found guilty.
- VII. Where it is established that a leakage examination has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage including legal action.
- VIII. Leakage of examinations by any person shall be punishable by the relevant disciplinary authority.



SECTION V

6. CONDUCT OF EXAMINATIONS

6.1 Instructions for Handling Examinations

- I. All examinations offered by the college shall be administered in accordance with these By-Laws, and any instructions, which may be issued by the Institute Principal in consultation with the heads of academic departments and deputies as long as they do not breach the By-Laws.

6.2 Venue of Examinations

- I. All examinations offered by shall be administered at the institute areas or such other place as may be determined by the examination committee after consultation with the principal.
- II. Other government ministry examination shall be conducted and allocated by relevant authorities in specific areas. Example VET examination.
- III. Before commencement of the examination, the head of departments, coordinator of studies and the examination officer shall ensure the readiness of the examination venues.

6.3. Invigilation

Invigilation of college examinations shall be affected in the following manner:

- I. The tutor of the respective subjects shall be the main invigilators of the examinations.
- II. In the event the tutor is unable to invigilate for any reason, the head of department shall appoint another member of academic staff to invigilate the subject.
- III. The examination committee shall appoint other invigilators to assist the main invigilator when required depending on the number of candidates and size of rooms.
- IV. It shall be the duty of the head of department in coordination with the examination officer to notify the invigilators and their respective subjects at least one week before commencement of the examinations.
- V. The main invigilator shall collect examination papers, scripts or other materials from the examination officer as the case may be, a sealed envelope of question papers, answer booklets and attendance registers and shall sign a special form according to the given instructions. He/she shall sign again on returning the booklets at the end of the examination.
- VI. Invigilator(s) shall enter the examination room at least half an hour before the time for commencement of examination.
- VII. It is responsibility of invigilator to observe the schedule and time of examination.

6.4 Time of entering to the examination Room

- I. Candidates shall be required to enter the examination room at least half an hour before commencement of examination.
- II. A candidate admitted into the examination room shall have and possess the following clean and un-annotated items:
 - (a) Rukwa institute of business management student identity card
 - (b) An authorized examination card issued for that particular sitting
- III. Authorized working tools relevant to the examination in question such as calculators, statutes, tables, and any other tool, as may be stipulated in a particular examination;
- IV. Forgery of an examination card or any other document like bank pay-in-slip shall amount to de-registration from studies.

6.5 Security

- I. There shall be a security guard located at a reasonable distance from the examination venue, or at a place where he/she can reasonably be accessed to ensure maximum security during the conduct of examination.

6.6 Before the commencement of an examination, the invigilator, shall make the following announcements to candidates:

- I. That, they have an obligation to sign the attendance register.
- II. To check and confirm that they are in possession of the right examination question paper scheduled in the examination timetable.
- III. To carefully read instructions on the answer booklets and on the examination paper.
- IV. To note the commencement and finishing time of the examination.
- V. Abstinence from examination irregularities.
- VI. Removal of all unauthorized materials from the examination room.

6.7 During the examination, invigilators, shall ensure that:

- I. No candidate enters the examination room after the first half an hour from the start of the examination.
- II. No candidate is allowed to enter the examination while is dressed suspiciously or indecently, and where necessary enforce a search, or expel, or order the candidate to dress decently before entering the examination room.
- III. The sitting arrangement is in such a way that each candidate occupies one desk and there is a reasonable distance between one candidate and another.
- IV. Students adhere to the sitting arrangements made by the college.
- V. Candidates do not borrow working tools from one another.
- VI. No candidate leaves the examination room before half an hour has elapsed from the beginning of the examination unless it is deemed necessary.
- VII. Any candidate who fails to comply with the requirements set out in sub-paragraph 6.8(I-VI) above shall be removed from the examination room and be barred from continuing with the examination in question followed by other appropriate disciplinary action(s);
- VIII. A candidate who is barred to continue with the examination pursuant to the provisions of sub paragraph (VII) above shall be deemed to have failed in the examination in question and shall, therefore, be allowed to sit for special examination in the respective course of study subject to fulfilling conditions set out.
- IX. A candidate who fails to appear for the examination in the first hour after the examination has commenced shall be considered to have absconded from the examination and such candidate shall be dealt with under the relevant provision of these By- Laws.

6.8 During the conduct of the examination, the invigilator shall:

- I. Not leave the examination room without a replacement.
- II. Record attendance by circulating an attendance sheet on which each candidate shall sign his/her examination number, thirty minutes after the commencement of the examination.

6.9 At the end of the examination, the invigilator shall ensure that the candidate;

- I. Hands in the used and unused answer booklet (s).
- II. Signs the attendance sheet upon submission of the answer booklet(s).

6.10. Upon completion of examination all invigilators shall fill in the invigilator's report and sign a special examination form upon returning all examination materials, used and unused, to the respective supervisor.

6.11. Any invigilator who fails to appear for invigilation at the appropriate time without permission will be liable for disciplinary measures.

6.12 Conduct of candidates in examinations

6.12.1 Academic Integrity

- I. Cheating: Cheating is strictly prohibited during examinations. This includes but is not limited to
 - a) Copying from another student's work.
 - b) Using unauthorized materials or resources.
 - c) Communicating with others during the examination without permission.
- II. Plagiarism: Plagiarism, the act of presenting someone else's work as one's own without proper acknowledgment, is a violation of academic integrity. This includes:
 - a) Using someone else's work without permission or proper attribution.
 - b) Unauthorized collaboration:
 - c) Sharing answers or solutions with others.
 - d) Allowing others to complete one's work or a portion of an examination.

6.12.2 Consequences of academic misconduct:

Violations of academic integrity will result in academic disciplinary actions, which may include but are not limited to:

- I. Receiving a failing grade for the examination.
- II. Receiving a failing grade for the course.
- III. Discontinuation from studies.
- IV. Expulsion from the college.

6.12.3 Reporting Violations:

- I. Any suspected violations of academic integrity should be reported to the instructor or relevant academic authorities. Students are encouraged to report instances of academic misconduct in accordance with college Guidelines and procedures.

6.12.4 Identification

- I. Verification of Identity: Prior to participating in any examination, students are required to present valid identification to verify their identity. acceptable forms of identification may include:
 - (a) College ID card
 - (c) Any other identification documents approved by the institution

6.12.5 Verification Procedures:

The following procedures will be implemented to ensure the accurate verification of students' identities:

- I. Examination proctors or invigilators will visually inspect the student's identification document to confirm its validity and match it with the student's appearance.

6.12.6 Adherence to Guidelines:

- I. Failure to present valid identification may result in the student being denied entry to the examination or other appropriate actions as determined by the instructor or examination supervisor.

6.12.7 Exceptions:

- I. In exceptional circumstances where a student is unable to provide valid identification, alternative arrangements may be made in consultation with the instructor or relevant academic authorities. Such exceptions will be granted on a case-by-case basis and documented appropriately.

6.12.8 Communication:

- I. Students will be informed of the identification requirements for examinations through examination instructions, and other relevant communications to ensure compliance with the examination Guidelines and Regulations.

6.13 Electronic device

6.13.1 Electronic Devices: The use of electronic devices during examinations is subject to the following rules:

- I. All electronic devices, including but not limited to mobile phones, tablets, smartwatches, and laptops, must be switched off or placed in silent mode and stored out of reach during the examination.
- II. Any unauthorized use of electronic devices, including accessing the internet, messaging, or using apps not approved by the instructor, is strictly prohibited.
- III. Students may be permitted to use specific electronic devices or software applications as part of the examination if explicitly authorized by the instructor. In such cases, clear instructions will be provided regarding their usage.

6.13.2 Prohibited Items:

The following items are prohibited from the examination room unless explicitly permitted by the instructor:

- I. Books, notes, or any unauthorized materials.
- II. Calculators or other electronic aids not specified by the instructor.
- III. Food or beverages, unless for medical reasons and with prior approval.

6.13.3 Consequences of Non-Compliance:

Violations of conduct Guidelines may result in disciplinary actions, including but not limited to:

- I. Warning or dismissal from the examination.
- II. Invalidation of examination results.

6.14 General Conduct of a Candidate in the Examination shall be in the Following Manner:

- I. No candidate shall be allowed to communicate with another candidate in the examination room once the examination has commenced.
- II. No candidate shall take into the examination room/hall in person or by agent any unauthorized material(s). It shall not be a defense to argue that one did not intend to use the unauthorized materials.

- III. No candidate shall omit, neglect or in any way fail to follow lawful instructions or orders issued by the invigilator.
- IV. No candidate shall take out of examination room/hall answer booklet(s), used or unused.
- V. No candidate shall copy from any other candidate or exchange answers with another candidate in the examination room/hall.
- VI. No candidate shall aid and/or abet another candidate to copy from a script/booklet of another person.
- VII. No candidate shall intimidate, coerce, scare, terrorize, bully, assault, beat or do any other act to embarrass or mortify or humiliate the invigilator(s) or any college official involved in the conduct of examination during the examination process.
- VIII. No candidate shall scribble in the examination question paper, body parts, or any other tools allowed in the examination room. Where the question paper has been scribbled, an Examination Committee will determine the seriousness of the matter and the extent with which it could be used in assisting one in cheating in an examination.
- IX. No candidate shall indulge in any disruptive conduct including, but not limited to shouting, assault of another student/ candidate, using abusive language and/or threatening language, destruction of college property or the property of another student/candidate around examination premises during examinations.
- X. Any candidate who is found guilty of the acts prohibited under paragraphs **6.14.4 (I-X)** shall be disqualified from continuing with the examinations and shall be discontinued from studies forthwith, subject to the approval by the academic committee.

6.15 Examination Irregularity

- I. Where a candidate commits any examination irregularity, as defined by these By-Laws, the invigilator shall stop the candidate from continuing with the respective examination and ask the candidate to go out of the examination room/hall.
- II. Examination malpractice procedure: If a student is found with any unauthorized material such as a piece of paper, book extract, or body markings containing notes (commonly referred to as "notice"), the invigilator is authorized to confiscate and attach the materials to the student's exam script as evidence, take photos of the materials, including body markings if applicable. The student will be allowed to complete the current exam but will not be allowed to continue with any subsequent exams.
- III. Upon completion of the examination, the invigilator shall immediately report in writing to the head of the respective department or responsible authority for disciplinary action.
- IV. The Invigilators report shall be detailed enough, explaining the nature of the irregularity in full. The invigilator shall also attach any material, if available, to clarify the issue, where necessary.
- V. Upon receipt of the irregularity report, the deputy principal academic, research and consultancy in coordination with examination officer shall convene a meeting of the examination committee to determine the matter within one/two weeks.

6.16 Proceedings of the Examination Irregularities

- I. Head of department is required to file and present any reported examination irregularity to the deputy principal academic, research and consultancy within one week after the end of examinations (last date of the scheduled examination).
- II. Deputy principal academic, research and consultancy will then forward the report and evidence if any to the examination committee with recommendations if any within one week after receiving the report.

- III. The examination committee shall prepare a summary of charges against each candidate and summon the academic committee within seven days after receiving the report from the deputy principal academic, research and consultancy.
- IV. The examination committee shall summon all candidates in writing to appear before academic committee in person to present their defense.
- V. The academic committee shall punish those who found guilty for examination irregularities.
- VI. Students shall be informed in writing of the decision of the academic committee within one week after the committee decision.

6.17 Examination Committee:

6.17.1 The Examination Committee shall comprise the following:

- I. Deputy principal academic research and consultancy who shall be the chairperson.
- II. Examination officer who shall be the secretary.
- III. Head of the respective departments.
- IV. VET coordinator.
- V. Quality assurance.
- VI. Dean of students.
- VII. Any other appointed Academic staff.
- VIII. Two members from student government.

6.18 Powers of the Committee

The Examination Committee shall have the following powers:

- I. To summon any invigilator, candidate or any person or officer in relation to an alleged examination irregularity that took place during examinations.
- II. To question or interrogate any candidate, invigilator or any person in relation to the examination irregularity.
- III. To impose a sanction on the candidate(s) found responsible for or guilty of such irregularity.

6.19 Functions of the Committee

6.19.1 The Examination Committee shall have the following functions:

- I. To prepare the tentative examination timetable and make same available to the students at least three weeks before the date of the examination.
- II. To correct the tentative timetable in line with the observed corrections as may be raised by the students and/or examiners before the final timetable.
- III. To release the final timetable for the examination at least two weeks before the date of the examination.
- IV. To ensure sanity and integrity of the examination by preparing the sitting arrangement of students in a manner that will not compromise the examination.
- V. To prepare the attendance sheets for each venue to be used for the examination.
- VI. To prepare the attendance sheets for the invigilators and attendants and ensure that all officers on duty endorse the attendance sheets.
- VII. To prepare a schedule of invigilation for chief invigilators, invigilators and attendants.
- VIII. To document all cases of examination malpractices and forward same to the office of the dean for onward transmission to the disciplinary committee on examination and other academic related Matters.

- IX. To ensure the overall sanity of the examination by moving round the venues allocated for the examinations in order to monitor the processes and conducts of the invigilators and/or the students.
- X. To oversee the preparation of the examination reports which is to be prepared by the examination officer for onward presentation at the College Board/academic committee.
- XI. To deliberate, make findings and provisional decisions on any examination irregularity reported in the Institute.
- XII. To prepare a detailed report of the proceedings and submit the report containing the Committee's findings.
- XIII. To recommend a disciplinary action to be taken against any person or official responsible for or involved in such irregularity.

6.20 Rights of the Candidate(s)

- I. A candidate accused of examination irregularity may request permission from the examination committee chairperson to be accompanied by a person of his/her choice or official student representative during the determination of the matter.
- II. A candidate shall have a right to express his/her opinion against any member of the committee and the chairperson shall decide on that opinion.



SECTION VI

7. MARKING OF EXAMINATIONS, COMPILATION OF MARKS AND RELEASING OF EXAMINATION RESULTS

7.1 Marking of College Examinations

7.1.1 The marking of college examinations shall be done by the internal examiner/external examiner of the respective course of study in accordance with the academic almanac approved by the academic committee.

7.1.2 Notwithstanding the generality of paragraph 7.1.1 above, the marking process shall operate as stated below:

(a) The examination script(s) shall be marked by the internal examiner and external examiner or someone else appointed by the relevant head of the department in case the former is unable to discharge that responsibility;

(b) Any anomaly/irregularity or any matter raising a reasonable suspicion noted in the course of marking shall be reported in writing to the respective examiner supervisor without undue delay;

(c) After marking the college examination(s) the internal examiner supervisor shall prepare and submit to his/her respective examination officer/coordinator of studies marked scripts together with copies of the following documents:

1. Coursework results.
2. college examination results (mark sheets).
3. Question paper.
4. An elaborate marking guide showing the detailed distribution of marks for each part of each question.

7.2 Score Lists:

- I. No other person except those authorized by the relevant authorities shall be permitted to handle the score lists.
- II. No person shall be authorized to change the marks already in the score lists. any discrepancies, if any, identified during verification shall be communicated to the head of the institution or relevant authority through a separate communication.

7.3 Compilation of Examination Results

- I. The examination officer assisted by the coordinator of studies and head of departments shall do a compilation of examination results through the college notice board/ NactVet IT System.

7.4 There Shall be an Academic Committee Which Shall Deliberate on College Examination Results. Its Members Shall be as Follows;

- I. Principal, who shall be the chairperson.
- II. Deputy principal academic, research and consultancy who shall be the secretary.
- III. All heads of academic departments.
- IV. Vet coordinator.
- V. Quality assurance.
- VI. Examination officer.
- VII. Dean of students
- VIII. Two members of academic staff.
- IX. Two students elected amongst themselves, at least one of whom must be females.
- X. Not more than two members external to the college appointed by the academic committee from the list of stakeholders recommended by the relevant authority.

7.5 The Grading System

7.5.1 Examination results for NTA level 4-5 shall be graded as follows

I. For each module the following grades and grade points shall hold

S/N	Score Range	Grade	Definition	Grade Point
1	80-100	A	Excellent	4.0
2	65-79	B	Good	3.0
3	50-64	C	Average	2.0
4	40-49	D	Poor	1.0
5	0-39	F	Failure	0.0
6	-	I	Incomplete	-
7	0	Q	Disqualification	-
8	-	W	Withheld	***
9	-	ABS	Absent	-
10	-	ABSC	Absconded	-

- II. Grades A, B, and C shall be regarded as pass in ascending order of merit where A shall be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.
- III. Grade Q shall be granted to a candidate who is guilty of examinations offences as per second schedule.
- IV. A candidate who, because of illness or other acceptable reasons approved by relevant authority, fails to complete the required work or sit for the examination in any module, shall be given “I” as a provisional grade, and the candidate receiving such a grade shall be required to make up the unfinished portion of the module when such examination for the module is offered.

7.5.2: Conditions for the award of the NTA Levels 4 to 5

The awards for the NTA Levels 4 to 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 (GPA) average as follows:

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

Computation of Cumulative GPA

A Cumulative grade point average (GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined as shown below:-

$$\text{Cumulative GPA} = \frac{\text{Sum of (P x N)}}{\text{Sum of N}}$$

Where P represents a Grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module

The grade Point Average (GPA) shall be computed and truncated to single decimal point.

7.7.3 Marks will be awarded out of 100 percent. For program with B+, the marks so obtained from different assessment components will be graded as per Table 7.7.3

7.6: Grading System for NTA level 6.

7.6.1 Examination results for the NTA levels 6 shall be graded as follows:

I. For each module the following grades and grade points shall hold

S/N	Score Range	Grade	Definition	Grade Point
1	75-100	A	Excellent	5.0
2	65-74	B+	Very Good	4.0
3	55-64	B	Good	3.0
4	45-54	C	Satisfactory	2.0
5	35-44	D	Poor	1.0
6	0-34	F	Failure	0.0
7	-	I	Incomplete	-
8	0	Q	Disqualification	0.0
9	-	W	Withheld	***
10	-	ABS	Absent	-
11	-	ABSC	Absconded	-

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

III. Grade Q shall be granted to a candidate who is guilty of examinations offences as per second schedule.

II. A candidate who, because of illness or other acceptable reasons approved by relevant authority, fails to complete the required work or sit for the examination in any module, shall be given “I” as a provisional grade, and the candidate receiving such a grade shall be required to make up the unfinished portion of the module when such examination for the module is offered.

7.6.2: Conditions for the Award of NTA Levels 6:

The awards for the NTA Levels 6 shall be granted to a candidate who:

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

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

7.6.3: Computation of Grade Point Average (GPA)

Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours assigned to that course. A student's overall performance is then found by

dividing the total number of course credit hours into the weighted total number of credit points of all courses taken. In this regard, the final GPA will be calculated as follows:

$$\text{GPA} = \frac{\text{Cumulative Grade Points Attained}}{\text{Total Credit Points Taken}}$$

7.6.4 Examination results for NVA levels 1 – 3 shall be graded as follows:

GRADING SYSTEM

Score Range	Grade	Definition
80 - 100	A	Excellent
60 - 79	B	Very Good
50 - 59	C	Good
40 - 49	D	Poor
0 - 39	F	Fail
	I	Incomplete
	S	Supplementary
	Q	Disqualified

7.7 Coursework Compilation

- I. All tests, assignments, term papers and other forms of assessment made during the semester shall be marked by the internal examiner(s).
- II. The coursework answer papers shall be returned to candidates three/two weeks after assessment.
- III. Every member of academic staff teaching during the semester is obliged to give to each candidate his/her aggregate coursework marks two weeks before commencement of the Institute examination session.
- IV. It shall be the obligation of the candidate to verify the accuracy of his/her coursework results before commencement of the Institute examination session.
- V. If a candidate notices any error in coursework marks; he/she shall consult a member of academic staff who handled the subject during the semester for discussion and possible clarification or correction before the commencement of the Institute examination session.
- VI. Where before the declaration of institute examinations results by the academic committee /ministerial examination board meeting, there is proof that the candidate had no prior knowledge of the error due to reasonable circumstances, the candidate may appeal to the respective department. In case the error is noted after the declaration of the Institute examination results, the appeal shall be dealt with in accordance with provisions of paragraph 7.1 (VI).

7.8 Declaration of Examination Results

- I. Final examination results shall be approved and released to students by the academic committee/ministerial moderation board meeting within 2 hours after the internal/external examination board meeting.
- II. The results shall be published on notice boards, information systems or websites at the discretion of the academic committee or relevant authority.
- III. Publication of results shall ensure the anonymity of the students.

- IV. The published results shall indicate the grades and/or grade point averages (GPA) as the case may require, obtained by the candidate or other disposal information such as “Withheld” or ‘Incomplete’ or ‘Disqualification’ or ‘Supplementary’ or ‘Repeat’.
- V. The range of scores, grade and grade point per NVA or NTA Level shall be as provided by the First Schedule.

7.9 Amendment of Results:

The College Governing Board or academic committee shall have the power to amend the results of a candidate after being published, if it has been duly declared that:

- I. The candidate is disqualified for using unfair means at the examination.
- II. A mistake is found in his results.
- III. The candidate is found ineligible to appear at the examination.
- IV. The candidate is a person against whom action could have been taken had the facts come to the notice of the Governing Board or Academic Committee earlier.



SECTION VII

8. EXAMINATION REVIEW AND APPEALS

8.1 Review Procedures;

- I. Access to Examination Results: Rukwa Institute of Business Management recognizes the importance of providing students with the opportunity to review their examination results and seek clarification or resolution of any concerns.

8.2 Timely Release of Results:

- I. Examination results will be released to students within a reasonable timeframe following assessments. Efforts will be made to expedite the release of results for time-sensitive assessments or examinations with tight deadlines.

8.3 Communication of Results:

- I. Examination results will be communicated to students through official channels, such as the Institute website, college noticeboard. Students will be notified when examination results are available and provided with instructions on how to access them.
- II. It shall be the duty of students to verify their examination results on time when they are released.

8.4 Review Request Process:

Students who wish to review their examination results and seek clarification or resolution of any concerns may submit a review request following established procedures. Key aspects of the review request process include:

- I. Submission deadline: Students must submit review requests to the respective department within a specified timeframe, typically within one week of the release of examination results. Late requests may be considered on a case-by-case basis, subject to approval by the relevant academic authorities.
- II. Formal request: Review requests must be submitted in writing to the head of the respective department using a designated form or template provided by the college. The request should include the student's name, registration number, course details, examination date, and specific reasons for the review.
- III. Payment of non-refundable (31,000tsh) appeal fee per each appeal application.

8.5 Grounds for Review:

- I. Review requests may be based on grounds such as errors in grading, misinterpretation of examination questions, or procedural irregularities during the examination process.
- II. Students are encouraged to provide detailed explanations and evidence to support their requests.

8.6 Review Process:

Upon receipt of a review request, the head of department in coordination after consultation with principal or deputy principal academic and examination officer will initiate a formal review process to investigate the student's concerns and determine an appropriate resolution.

Key steps in the review process include:

- I. Assessment of request: Appeal committee will assess the validity and merit of the student's review request, considering the grounds for review, supporting evidence, and relevant and procedures.

- II. Examination review: If warranted, the examination officer will conduct a thorough review of the student's examination materials, including answer scripts, grading rubrics, and any other relevant documents.
- III. Communication of findings: Following the review, students will be informed of the outcome of their review request and provided with a detailed explanation of the findings. If errors or discrepancies are identified, appropriate corrective actions will be taken to address them.

8.7 Appeals Process:

Students who are dissatisfied with the outcome of the review process may have the right to appeal against the decision through established appeals procedures. The appeals process may include:

- I. Formal appeal submission: Students must submit formal appeals to the examination appeal committee in writing, specifying the grounds for appeal and providing any additional evidence or documentation to support their case.
- II. Student shall be required to use appeal form that will be provided by the respective department.

8.8. An appeals committee comprised of academic staff, administrators, and relevant students will review the student's appeal and make a final determination based on the available evidence.

- I. The Committee shall be the principal organ vested with all powers related to scrutiny and processing of all appeals related to examination results.
- II. The Committee shall scrutinize all examination results appeals forms submitted by students and forward qualified appeals to competent internal examiners for re-marking.
- III. There shall be no room for further appeal against results published by the examination appeals committee.

8.8.1. The examination appeals committee shall consist of the following;

- a) The Deputy Principal Academic, Research and consultancy who shall be the Chairperson.
- b) Examination Officer-in-charge who shall be a secretary.
- c) Head of respective department who shall be a member.
- d) Vet coordinator who shall be a member.
- e) Quality Assurance who shall be a member
- f) Dean of Students who shall be a member.
- g) Any other Staff who may be invited by the Chairperson.
- h) One students' representative appointed by the Students Organization who shall be a member.

8.9 Decision Notification:

- I. Students will be notified of the outcome of their appeal in writing, along with any relevant instructions or next steps. The decision of the appeals committee will be final and binding, with no further avenues for appeal within the college.

8.10 Confidentiality and Privacy:

- I. Rukwa Institute of Business Management is committed to maintaining the confidentiality and privacy of students' review requests and appeal proceedings. Information related to review requests and appeals will be handled in accordance with applicable data protection laws and college policies on confidentiality.

8.11 Supplementary Examination

- I. A candidate shall be eligible to sit for supplementary examination if he/she has failed module(s) in a particular semester and has attained a minimum semester GPA of 2.0.
- II. A candidate who meets the criteria referred in sub-Regulations (I) shall be automatically registered for supplementary examinations when they are next offered
- III. For a student who fails to sit for some modules or has an incomplete status, their eligibility to sit for supplementary examination or to be disqualified shall be determined after computing and obtaining at least a semester GPA of 2.0.
- IV. Supplementary examinations shall be conducted immediately and within a reasonable time after publication of the results.
- V. The maximum return grade for supplementary examination shall be C.
- VI. In case of technical supplementary, that involves re-sitting for a given component of the Semester examination, shall retain the very same grade that is to say no change of grade.

8.12 Special Examinations

- I. Where a candidate is unable to sit for regular examinations on justifiable grounds as provided in Regulations 2.3(VII) shall be allowed to sit for a special examination which shall be treated as first sit when such examination is next offered.
- II. A candidate who will not appear in the examinations without justifiable reasons shall have absconded him/herself from studies.

8.13 Repeating a Module

- I. A student who fails to attain minimum pass in continuous assessment (CA) or attain less than 75% of attendance in any given module shall repeat that module.
- II. A candidate failing any module(s) in supplementary examinations/special examination shall repeat the module(s) failed before qualifying to enter into new NTA level or next semester.
- III. A student whose module examination results have been nullified shall repeat the module.
- IV. A candidate who is repeating a module (s), shall be required to attend classes, do all 30/27 continuous assessment and attain the required coursework to allow him/her to seat for end of semester examinations for a module repeated.
- V. candidate shall be required to pay repeat module fee, which is equivalent to 50% of the annual tuition fee.
- VI. A student who fails the repeated module (s) shall be discontinued from the studies.

8.14 Discontinuation from Studies

- I. A student shall be discontinued from studies if one of the following occurs:
 - a) Failure to meet the minimum semester grade point average (GPA) of 2.0.
 - b) Found guilty of any examination offences in accordance with these Regulations.
 - c) Absconding from any examination without prior permission as prescribed by Regulations 2.3(VII).
- II. A student who has been discontinued from studies may apply for re-admission for studies in the failed Semester at a given NVA or NTA level.
- III. A student who fails to register for studies within the stipulated time and without prior request for extension of time from the head of institution shall not be recognised and the consequences shall be the same with discontinuation from studies.

SECTION VIII

9. POSTPONEMENT OF STUDIES AND EXAMINATIONS

9.1. Reasons for Postponement of Studies.

- I. A student may be allowed to postpone studies for reasons on such grounds as per Regulations 2.3(VII) of proven continued ill health supported by a doctor's medical certificate, financial problems supported with evidence from the sponsor, imprisonment supported by court order or for any other reason which is considered strong enough to prevent one from pursuing studies effectively. Postponement of studies may be allowed only if requested at least two weeks before the end of semester.
- II. Once a student has postponed his /her first semester of his/her studies, then he/she will deem to have postponed the whole academic year and if he/she has postponed his/her second semester of studies, then he/she will resume in the second semester of the next academic year.

9.2. Procedure for Postponement

- I. A student who intends to postpone studies shall apply in writing in his/her respective department.
- II. An applicant for postponement shall be deemed to have secured permission for postponement after receiving a written communication granting his/her application from the head of the respective department.
- III. A student may not apply for postponement of studies within three weeks before the end of teaching/learning date. Postponement shall be for a maximum of one academic year. If need be, a student may seek a second and final postponement afresh. Any postponement must be within the student's prescribed period of studentship.
- IV. Postponement of studies shall be approved by the academic committee.
- V. Students who fail to comply with approved postponement terms may be deregistered from the current academic year.

9.3. Reasons for Postponement of Examinations

A student may be allowed to postponed examinations for reasons of proven continued ill health supported by a doctor's medical certificate, financial problems supported with evidence from the sponsor, imprisonment/ under police custody supported by court order, death of close relative recognized under the Law or for any other reason which is considered strong enough to prevent one from pursuing studies effectively as per Regulations 2.3(VII).

- I. Students shall apply for postponement of examination if he/she has completed coursework assessment for the subject (s)
- II. If a student is required to sit for special examination during special/supplementary examinations, then, if he/she requests to postpone any of the special examination, he/ she will be deemed to have postponed studies for the next academic calendar year until when he/she sits for such incomplete special examinations.
- III. A student who intends to postpone examinations shall apply in writing to the respective head of department through.
- IV. An applicant for postponement shall be deemed to have secured permission for postponement after receiving a written communication granting his/her application from the respective head of department. Any postponement of examination must be within the student's candidature.
- V. All applications for postponement of examinations shall be lodged one week before the commencement of end semester examination save for unforeseeable cases.

- VI. A candidate is not allowed to sit for special examination and supplementary examination in the same sitting. Failure in any special examination shall result in repeating the module.

9.4 Postponement of tests and assignments within a semester.

- I. A student may be allowed to postpone tests and assignments under special circumstances such as medical conditions, family emergencies, or other valid reasons as determined by the institution.
- II. The request for postponement must be submitted in writing to the dean of students and supported by relevant documentation, such as a medical certificate or a formal letter explaining the circumstances.
- III. Candidates wishing to apply for postponement of tests or assignments shall submit their applications to the dean of students. The application must include a clear explanation of the reasons for the request and the proposed rescheduled date.
- IV. The approval of the postponement of test and assignment shall be done by deputy principal academic, research and consultancy after consultation with respective head of department.
- V. Postponed tests and assignments must be completed within the same semester before end of semester examination.



SECTION IX

10. EXAMINATION OFFENCES AND RELEVANT PENALTIES

10.1 Summary of examination offences and relevant penalties as per these Regulations

S/NO.	OFFENCE	PENALTY
I	Possession or access of unauthorized material, papers, books, or notes that could be of assistance to a candidate.	a) Nullification of a candidate's modules examination results.
II	Talking or any other form of communication to another candidate or any person inside or outside the examination room, during the examination session, without the permission of a member of supervisory staff or invigilator.	a) Nullification of candidate's module examination results.
III	Receiving or attempting to receive help or assist another candidate.	a) Nullification of a candidate module examination results in which he/she is found guilty.
IV	Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer book or to render in any manner any assistance to another candidate in solving a question or a part of question set in the question paper.	a) Nullification of Candidates module examinations results.
V	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material.	a) Nullification of Candidates module examinations results. b) Discontinuation from studies.
VI	Consulting books, notebooks or papers or any other matter found with him/her while outside the examination room but during the examination hours before he has handed over his answer book to the invigilator or any other member of the supervisory staff.	a) Nullification of Candidates module examinations results. b) Discontinuation from studies.
VII	Writing on any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof.	a) Nullification of Candidates module examinations results. b) Discontinuation from studies.
VIII	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to anyone.	a) Nullification of Candidates module examinations results. b) Discontinuation from studies.
IX	Possession of solution to a question set in the paper in connivance with any member of a supervisory or any other staff or some outside agency.	a) Nullification of Candidates examinations results and Discontinuation from studies. b) The member of the supervisory or any staff shall be liable to appropriate disciplinary actions.

X	Making previous arrangements to obtain help in connection with the question paper.	a) Discontinuation from studies. b) Discontinuation from studies of the person with whom the candidate has made previous arrangements. c) The member of the supervisory or any staff shall be liable to appropriate disciplinary actions.
XI	Smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination center or of any agency within or outside the examination center.	a) Nullification of Candidates examinations results. b) Discontinuation from studies.
XII	Writing outside the examination hall an answer book or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer book of the candidate after the examination.	a) Nullification of Candidates examinations results. b) Discontinuation from studies.
XIII	Misconduct or misbehaving towards the invigilator or any member of the supervisory staff.	a) Nullification of Candidates examinations results. b) Discontinuation from studies.
XIV	Using abusive or obscene language in the answer book.	a) Nullification of Candidates examinations results. b) Discontinuation from studies.
XV	Impersonating a candidate	a) Nullification of Candidate's examinations results. b) Discontinuation from studies if that person is a student enrolled in a registered institution. c) That impersonating person shall be reported to the police for further action.
XVI	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	a) Nullification of Candidate's examinations results b) Declaration of a Candidate ineligibility to appear in the College examination.
XVII	Forging another person's signature on a Candidate's examination registration form or using a forged document knowing it to be forged and with a view to seeking admission.	a) Discontinuation from appearing in the examinations.
XVIII	Leaving the examination room without delivering the answer book to the invigilator concerned and taking away the same with him or	a) Nullification of Candidates examinations results

	intentionally tearing off or otherwise disposing off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room.	b) Discontinuation from studies.
XIX	Deliberately disclose his identity or making distinctive marks in his answer book for that purpose.	a) Nullification of examination results.
XX	Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the NACTVET Secretariat with the objective of influencing him in the award or marks.	b) Nullification of examination results.
XXI	Approaching or influencing directly or indirectly a member of staff of a respective institution or a member of the NACTVET Secretariat or any Council official regarding his cheating case.	a) Nullification of Examination results b) Discontinuation from studies.
XXII	Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations.	a) Relieve duties by the competent authority.
XXIII	Failure to discharge confidential work by the person assigned to the satisfaction of the Governing Board or relevant authority; or misusing of position to the detriment of smooth and fair conduct of examinations.	a) Initiating disciplinary action against him; and/or b) Initiating legal action against him.
XXIV	Cause a leakage of examination	a) Initiating disciplinary action by the competent authority.

SECTION X

11. REVIEW OF EXAMINATION GUIDELINES AND REGULATIONS

11.1 Regular Review of Examination Guidelines and Regulations.

- I. Purpose: The regular review of the examination Regulations and Guidelines is essential to ensure that they remain current, relevant, and aligned with evolving academic standards, best practices, and regulatory requirements. By conducting periodic reviews, Rukwa Institute of Business Management can identify opportunities for improvement, address emerging challenges, and uphold the integrity and fairness of its examination processes.
- II. Review Process
 - a) Frequency: The examination Regulations and Guidelines will be subject to regular review on a predetermined schedule, typically each new academic year, to ensure that they remain up-to-date and reflective of current practices and expectations.
 - b) Constitution of Review Committee: A review committee will be formed to oversee the examination Regulations and Guidelines review process. The committee will comprise academic staff, administrators, assessment experts, students and other relevant stakeholders.
 - c) Scope of Review: The review committee will conduct a comprehensive examination of the examination Regulations and Guidelines, examining all aspects including but not limited to:
 - i. Examination administration procedures.
 - ii. Academic integrity principles and measures.
 - iii. Technology utilization for examinations.
 - iv. Grading criteria and assessment methods.
 - v. Appeals and review procedures.
 - vi. Compliance with regulatory requirements.
 - vii. Any other requirements based on recommendations from academic staff, students, stakeholder and government authority.
 - d) Stakeholder Engagement: The review process will involve soliciting input and feedback from various stakeholders, including academic staff, students, academic administrators, and external experts. Stakeholder feedback will be carefully considered in shaping revisions to the examination Regulations and Guidelines.
 - e) Comparative Analysis: The review committee will conduct a comparative analysis of the examination Regulations and Guidelines against benchmark standards, best practices in higher education, and relevant regulatory frameworks. This analysis will help identify areas where improvements or updates are needed.
- III. Revision and Implementation
 - a) Revision Proposals: Based on the findings of the review process, the review committee will develop revision proposals to update and enhance the examination Regulations and Guidelines. These proposals will be informed by stakeholder feedback, comparative analysis, and identified areas for improvement.
 - b) Consultation and Approval: The revision proposals will be presented to relevant governing bodies, such as academic councils or boards of trustees, for consultation and approval. Feedback from governing bodies will be incorporated into the final revisions.
 - c) Communication and Implementation: Once approved, the revised examination Regulations and Guidelines will be communicated to all stakeholders through official channels, such as college websites and academic handbooks. Training sessions or workshops may be conducted to familiarize Academic staff, administrators, and students with the updated policies and procedures.

- d) **Monitoring and Evaluation:** Rukwa Institute of Business Management will establish mechanisms for monitoring the implementation of the revised examination Regulations and Guidelines, as well as their effectiveness in achieving the desired outcomes. Feedback from stakeholders will be sought periodically to assess the impact of the revisions and identify any further areas for refinement.



SECTION XI

12. COMPLIANCE OF REGULATIONS AND GUIDELINES

12.1 Compliance with Examination Regulations and Guidelines

I. Expectations

- a) **Adherence Requirement:** Rukwa Institute of Business Management expects all members of the college community, including students, administrators, and staff, to adhere to the examination Regulations and Guidelines at all times. Compliance with these policies is essential to maintain the integrity, fairness, and credibility of the examination process.
- b) **Responsibility of Stakeholders:** Each member of the college community has a responsibility to familiarize themselves with the examination Regulations and Guidelines relevant to their role and to ensure that their conduct aligns with the expectations outlined therein.

II. Student Responsibilities

- a) **Understanding the Guidelines and Regulations:** Students are expected to read, understand, and abide by the examination Regulations and Guidelines established by Rukwa Institute of Business Management. It is the responsibility of each student to familiarize themselves with the rules, procedures, and expectations governing examinations.
- b) **Academic Integrity:** Students are required to uphold the principles of academic integrity during examinations, including prohibitions against cheating, plagiarism, unauthorized collaboration, and other forms of academic misconduct. Violations of academic integrity will be subject to disciplinary action in accordance with college disciplinary procedure.
- c) **Compliance with Examination Procedures:** Students must comply with all examination procedures and instructions provided by academic staff and examination administrators. This includes adherence to rules regarding examination conduct, use of materials, technology usage, and submission deadlines.

III. Academic staff and Administrator Responsibilities

- a) **Implementation and Enforcement:** Academic staff and administrators are responsible for implementing and enforcing the examination Regulations and Guidelines within their respective areas of authority. They must ensure that examination procedures are followed consistently and fairly.
- b) **Promotion of Academic Integrity:** Academic staff and administrators play a crucial role in promoting academic integrity among students and fostering a culture of honesty and ethical conduct. They should communicate clear expectations regarding academic integrity and take proactive measures to prevent misconduct.
- c) **Fair and Transparent Assessment:** Academic staff are responsible for conducting examinations in a fair, transparent, and impartial manner. This includes designing assessment tasks that are aligned with learning objectives, providing clear instructions, and evaluating student performance objectively.

IV. Consequences of Non-Compliance

- a) **Disciplinary Action:** Failure to comply with the examination Regulations and Guidelines may result in disciplinary action, which could include but is not limited to:
 - i. Academic penalties, such as grade deductions or failure of the examination.
 - ii. Referral to the college's disciplinary committee/academic committee for further investigation and sanctioning.
 - iii. Suspension or expulsion from the college in cases of serious or repeated violations.

- iv. Academic Consequences: Non-compliance with examination Guidelines may have academic consequences, including the invalidation of examination results, loss of academic credit, repeating the module, repeating previous semester or expulsion from academic pro.

V. Reporting and Resolution

- c) Reporting Violations: Any member of the college community who becomes aware of a violation of the examination Regulations and Guidelines is encouraged to report it to the appropriate authorities, such as principal, academic staff, department heads, academic deans, or any relevant authority.
- d) Investigation and Resolution: Reported violations will be investigated promptly and impartially, following established procedures for due process and fairness. The goal of the investigation is to determine the facts of the case, assess the severity of the violation, and implement appropriate measures to address the situation.



SECTION XII

13. APPROVAL OF EXAMINATION REGULATIONS AND GUIDELINES

(a) Approval Process

- I. Consultation with Stakeholders: Prior to formal approval, the draft of examination Regulations and Guidelines will be circulated for consultation and feedback from relevant stakeholders, including academic staff, administrators, student representatives, and other key stakeholders. Feedback received during the consultation process will be carefully considered in finalizing the process
- II. Approval Decision: Upon completion of the administrative review process, the college administration will make a formal decision regarding the approval of the examination and Guidelines. Approval may be granted with or without revisions, or the Regulations may be returned to the drafting committee or responsible authority for further revision based on feedback received during the review process.
- III. Notification of Approval: Once approved, the examination Regulations and Guidelines will be communicated to all relevant stakeholders through official channels, such as college websites, administrative memos, or academic handbooks. Stakeholders will be informed of the approved Regulations and provided with instructions on its implementation and enforcement.

(b) Approval Authority.

- I. **Academic committee:** the academic committee, responsible for academic matters and policies, will review and officially approve the examination Regulations and Guidelines.

(c). Approval and amendment.

- I. These Examination Regulations and Guidelines are endorsed and approved by the Academic Committee of the Institute and shall be amended from time to time by the Academy as deemed fit to do so.

(d) Commencement date

- I. These Examination Regulations and Guidelines shall be effect from the date signed and approved by academic committee.

"Approved this 25th day of March, 2025, by the Academic Committee."

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