

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(EXAMINATIONS) REGULATIONS, 2004**

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SCHEDULES

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION ACT, 1997

(No. 9 of 1997)

REGULATIONS

Made under Section 24(1) (h) and (i)

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(EXAMINATIONS) REGULATIONS, 2004**

**PART I
PRELIMINARY PROVISIONS**

- Citation **1.** These regulations may be cited as the National Council for Technical Education (Examinations) Regulations, 2004;
- Interpretation **2.** In these regulations unless the context otherwise requires: -
- Act No.9 of 1997 “Act” means the National Council for Technical Education Act, 1997;
- “Academic Programme” means a programme of studies, which leads to the National Technical Award (NTA) to students, after successful completion of the programme requirements;
- “Autonomous Institution” means an institution accredited by the National Council for Technical Education to deliver courses leading to intermediate and/or full technical or professional qualifications and competence and declared to be so in accordance with Section 6 of the Act;
- “Council” means the National Council for Technical Education (NACTE) established under the Act;
- “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;
- “Credit Module” means a module of study, successful completion of which shall count towards earning of the award;

“Credit Hour” means a lecture of one-hour duration per week per semester or two or three contact hours in case of seminars, tutorials and laboratory work for a module countable towards a student's Cumulative Grade Point Average;

“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;

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

“Examination Centre” means an Examination Centre established by the Council under Regulation 19 of these Regulations;

“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;

“Examination Year” means the period between the beginning of registration of candidates and the end of sitting for the said examinations;

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

“Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate in relation to examinations, which the Council desires to prevent by a threat of punishment;

“Executive Secretary” means the Executive Secretary appointed by the Council under Section 13 of the Act;

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

“Grade Points of a Credit Module” means total number of points scored by a student in the examined credit module representing the

letter grade scored times the number of credit hours of the module;

“Improvement of Performance” means re-sitting of examinations for the candidate who has passed the subject/module (s) at a lower grade in order to improve performance;

“Instructor” means teacher, tutor, lecturer or professor;

“Invigilator” means an officer in charge of candidates in an examination room to ensure that the examination is properly conducted and no candidate cheats;

“Minister” means the Minister responsible for Science and Technology;

“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;

“Non-Credit Module” means a module of study, successful completion of which shall not count towards classification of the award (GPA);

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

“Private Candidate” means any candidate attending supplementary or performance improvement examinations;

“Regular Candidate” means any candidate who is a current student at any registered technical institution attending examinations at the first sitting;

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

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

“Superintendent” means a person responsible for the overall supervision of the examination centre;

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

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

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

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

PART II CONDUCT OF EXAMINATIONS

Dates and
Timing of
Examinations

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

Provided that unless otherwise decided by the Executive Secretary: -

- (a) examinations for various National Technical Award Levels conducted by both Autonomous and Non-Autonomous Institutions shall be held at the end of each semester or term as the case may be; and
- (b) examinations for various National Technical Award Levels offered by the Council to Non-Autonomous Institutions shall be held from July to September of every calendar year.

(2) Timetables in respect of the dates and times of examinations shall be sent to the centres and to private candidates at least one month before the commencement of such examinations.

Mode of
Application

4.-(1) Any candidate seeking admission to any examination of the Council shall make an application in the prescribed examination registration form within such period as may be prescribed by the council;

Provided that the Executive Secretary shall have power if he considers it appropriate to accept any examination registration form/fee after the deadline with late fee, on such terms and conditions as he may deem fit.

(2) Where the last date fixed for receipt of fee and form of application or list of candidates with or without late fee is a public holiday, the next working day shall be considered as the last date for the purpose.

(3) The examination registration forms duly filled in shall be submitted to the Executive Secretary through the prescribed agency (if any), before the deadline for receipt of the form together with the non-refundable fee for the concerned examination as prescribed in the First Schedule to these Regulations:

Provided that no Examination Registration Form shall be accepted by the Council if not accompanied by the registration fee as prescribed.

(4) Each candidate shall together with the duly filled registration form enclose: -

(a) three copies of his passport size photograph, certified on the back by the authority counter signing the application form and affixed to the examination registration form;

(b) examination card; and

(c) the book record.

(5) A candidate's name appearing on the entry form shall be the same as the name appearing on the Continuous Assessment record form.

Payment of fees

5.-(1) The fees referred to in regulation 4 (2) shall not be negotiable or refunded or transferred and shall be deposited or remitted by the head of the institution in one lump sum through Bank Draft Crossed Payee's account only and drawn in favour of the Executive Secretary payable at any Bank in Tanzania or in any other manner as may be prescribed by the Council.

(2) The charges for depositing or remitting the fees shall be borne by the respective institution.

(3) Notwithstanding sub regulation (1), Institutions and private candidates may deposit their fees in cash against a proper receipt at the cash counter of the Council at its headquarters or at such other places as may be prescribed by the Council.

Payment of late fees

6.-(1) Where a person fails to submit the registration form within the time prescribed as per regulation 4, the Executive Secretary shall require that person to pay such amount of late fee as he may deem appropriate:

Provided that where the last date fixed for receipt of fee and form of application/list of candidates with or without late fee is a public holiday, the next working day will be considered as the last date for the purpose.

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

(3) For the purpose of calculating late fee, the date of receipt of examination registration fee and form in the Council office may be taken as the date of receipt thereof by the Council:

Provided that where the fee and forms are sent by post, the date of registration may be taken as the date of receipt thereof by the Council.

Registration for examination

7.-(1) After due consideration of the application forms and other requirements as submitted by the candidate, the Executive Secretary shall within a prescribed time cause the registration of the candidate for examination.

(2) A candidate registered in a Centre under Quarantine that has been exposed to any infectious disease shall not be allowed to sit for the examination at the centre until the quarantine has been lifted.

Examinable Subjects

8.-(1) The Council shall prescribe from time to time the examinations to be conducted by it and approve those to be conducted by autonomous technical institutions.

Provided that the Executive Secretary 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 Council.

(2) The Council 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 Council, the Executive Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

(4) Every registered technical institution shall contribute from the institution concerned at least one instructor for every 40 candidates or part thereof appearing at such examination for invigilation of the examination in that centre.

Mode of
Examination and
Course Outlines

9.(1) Candidates for the Council 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 syllabus for the respective modules; and
- (c) project reports, dissertations and theses.

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

(2) Whenever practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested by the technical institution concerned and produced or forwarded for evaluation in such manner and according to such directions as may be issued by the Council 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 at which the examination is being held.

(4) The Curriculum of each National Technical Award Level and the Syllabus of each examinable module setting out the detailed courses of study and scheme of examination shall be prescribed by the Council from time to time and shown in the Course Outline.

(5) The Medium for all modules other than specific linguistic modules shall be English.

Admissions into Examinations

10. No eligible candidates shall be prohibited from appearing in the examination of the Council except for good reasons and with the previous permission of the Executive Secretary.

Requirement of Attendance in Subjects of Continuous Assessment

11.-(1) Notwithstanding the provisions of regulation (10), no candidate from any technical institution registered by the Council shall be admitted into examinations unless he has completed the prescribed continuous assessment, 75% of class attendance, and other eligibility conditions, as prescribed in the Council Guidelines on the Conduct of Continuous Assessment in respect of both Autonomous and Non-Autonomous Technical Institutions or otherwise allowed by the institution for reasons approved by the Council.

(2) The Executive Secretary may on medical ground and upon application supported by a certificate given by a Medical Officer recognized by the technical institution and forwarded by the Head or Principal of that institution, exempt a candidate from the above requirements.

Rules for Condonation of Shortage of Attendance

12.-(1) The Head or Principal of a technical institution shall be the competent authority to condone a deficiency of class attendance up to 30% and the Executive Secretary up to 40%.

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

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

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

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

the production of satisfactory evidence as to the attendance of the candidate.

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

Admission to
Examination of
Candidate with
Disabilities

13.-(1) Notwithstanding anything contained in any other regulation, the Council shall have power, in the case of a Candidate with disabilities: -

- (a) to admit as a private candidate without attending a registered technical institution;
- (b) to provide services of a competent amanuensis free of charge for writing out the answers at the examination;
- (c) to permit the answers to be typewritten by himself if the examinee so desires;
- (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 Council as it may consider necessary, in proof of the statement that his disability is such that he deserves to be considered for the above facilities.

Use and
Appointment of
Amanuensis

14.-(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 Council may allow the use of amanuensis.

(2) The Superintendent of the examination centre concerned shall choose a suitable amanuensis from among students in a class lower than the candidate and forward immediately to the Executive Secretary, a report giving full particulars of the candidate and of the amanuensis for his consideration and approval, arrange a suitable room for the disabled candidate and appoint one special invigilator to supervise his examinations.

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

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

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

Admission of
Private
Candidates for
Examinations
Conducted by
the Council

15.-(1) Candidates who have previously sat and failed can again sit as private candidates at the Examination of the Council as prescribed for in the curriculum of the year in which they will re-sit.

(2) No candidate who has been earlier enrolled to an institution at any time during the academic year shall be eligible to sit as a private candidate without recommendation from the Head or Principal of the institution in which he was a candidate.

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

Transfer of
Candidature

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, along with the examination registration form for any examination of the Council for evaluation.

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

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

Power of the
Council to
exclude a
Candidate from
Examinations

17.-(1) The Council 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 Council is such that had it come to their knowledge in time they would have excluded him from the examination, the Council shall: -

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

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

Exemption from
Practical
Examination

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

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

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

Examinations
Centres

19.-(1) The examination shall be conducted at such Centres as may be approved by the Council from time to time and on such dates and at such time as the Executive Secretary may determine.

(2) A candidate shall sit for examinations at the Centre approved by the Council unless he obtains prior written permission of the Council for the change.

(3) The Council reserves the right to allot any examination centre to a candidate for his theory or practical examination or both. No institution or candidate shall as a matter of right ask for any particular centre or challenge the centre allotted by the Council in any Court of Law.

(4) The Council shall in approving Centres for the regular or private candidates consider the seating capacity of an examination centre, the object of fair conduct of examination and other administrative considerations.

(5) Regular students of a technical institution which itself is an approved Examination Centre for relevant examinations shall ordinarily be allotted Centre in their own institution: Provided that candidates may be allotted examination centre requested by them or any other centre as may be determined by the Council.

Allotment of centres

20.-(1) A private candidate shall be obliged to name in his admission form three approved Examination Centres, which are nearest to his place of residence or hometown out of which the Council may at its discretion allot him any centre.

(2) The Council may, where a private candidate has not named any Centre in his admission form or has named one centre or two centres, allot him any Centre whether named by him in his admission form or not.

(3) The Council may, upon request and subject to payment of prescribed fee, allow change of centre in any of the following cases:-

- (a) where candidate or his parent or guardian is transferred and the fact of transfer is certified by the Head of the Office in which he or his parent or guardian is employed;
- (b) where regular student has joined an institution at some other place and his application for change of Centre has been received and duly forwarded by the Head or Principal of the institution where the candidate has been admitted with the date of admission indicated; and
- (c) Where a regular Centre allotted to a candidate is under quarantine.

(4) Notwithstanding the provisions of sub regulation (3), no change of examination centre shall be allowed if: -

- (a) Change of centre is within the same city/town; and
- (b) Change of centre is requested within two months prior to commencement of the examination.

(5) Deputy Secretary for Examinations and Awards Division shall be competent authority to order change of Examination Centre: Provided that the Executive Secretary may approve change of Centre by written order justifying special circumstances 15 days before the commencement of an examination.

(6) Any candidate, who sits for examination at the centre not allotted to him without prior approval of the Council, shall forfeit his eligibility for an examination and shall have his results cancelled.

PART III CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS

Paper Setting

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

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

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

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

Moderation

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

Provided that no person who has written any help book or guide on a module shall be appointed as moderator on the concerned module unless he has declared that his position as an author will not conflict with his appointment as moderator.

(2) A person appointed as moderator shall declare the name(s) of his close relative(s) appearing in the concerned

examination/module.

(3) The procedure for moderation in respect of Autonomous Institutions shall be as prescribed by the Council in the guidelines for moderating examinations conducted by Autonomous Technical Institutions issued from time to time.

Receipt of
Answer Books

23.-(1) The Council may decide the modules of various examinations for which fictitious numbers may be assigned and modules whose answer-books are to be received at the NACTE headquarters.

(2) All answer books on which fictitious numbers are assigned shall be received at NACTE headquarters by an officer designated by the Council, and shall be deemed to be confidential documents and no person except those authorized by the Council shall be permitted to handle them.

(3) The conversion of real examination numbers to fictitious numbers shall be carried out by a team of Secrecy Officers constituted by the Council from year to year.

(4) The team of Secrecy Officers referred to in Sub regulation (4) hereinabove, shall undertake to maintain the confidentiality of the assignment given to them.

(5) A person appointed as a Secrecy Officer or a member of such team shall declare the name(s) of his close relative(s) appearing in the examination(s) of the Council.

(6) The handling and Management of Answer Books in respect of Autonomous Institutions shall be as prescribed in the guidelines for marking of examinations conducted by Autonomous Technical Institutions issued by the Council from time to time.

Marking

24.-(1) No answer books may be marked outside the specified marking centres.

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

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

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

Appointment and duties of markers

25.-(1) The Council shall appoint Chief Markers for various modules from amongst the serving instructors of registered technical institutions.

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

- (a) ensure uniformity in marking as per the norms prescribed by the Council;
- (b) bring to the notice of the Council, discrepancies, anomalies and suspected use of unfair means identified during the course of marking; and
- (c) recommend to the Council in writing the names of such markers who have not carried out instructions of the Council and have not been punctual or have not observed the code of conduct as may be deemed fit by the Council.

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

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

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

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

(5) The panel of markers shall consist of serving instructors of registered technical institutions, with experience of teaching the module for at least 3 years, recommended by the Head or Principals of the institutions.

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

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

(8) A person appointed as Chief Marker or marker shall declare the name(s) of his close relative(s) appearing in the examination(s) of the Council.

Checking of
Marking

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

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

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

(3) The Council may appoint Spot Marking Coordinators in all marking centres to co-ordinate and facilitate the conduct of spot marking.

(4) The Spot Marking Coordinator shall bring to the notice of the Council, in writing, discrepancies in the answer books, if any, and any such matter that affects the validity or reliability of evaluation.

(5) The Council may appoint scrutinisers to scrutinise the computed result to ensure accuracy in posting scores and tabulation of result.

(6) Marking of examinations in respect of Autonomous Institutions, shall be as prescribed in the guidelines for marking examinations conducted by Autonomous Technical Institutions issued by the Council from time to time.

Remuneration

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

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

(3) Where a third marker is appointed by the Panel Leader in the event of a difference of opinion between the Chief Marker and ordinary markers, the remuneration fixed for examining the answer books shall be divided between the two and the distribution shall be determined by the Panel Leader after taking into account the nature of the work involved.

(4) The Chief Marker may with the approval of the Panel Leader, re-examine more than the prescribed percentage of answer books and claim remuneration for it at the rates prescribed in the First Schedule.

(5) Remunerations for Paper Setter, Moderator, Supervisor, Invigilator, Chief Marker, Marker, Checker, Secrecy Officer, Scrutiniser or any other person deployed by the Council for examination work in respect of Autonomous Technical Institutions, shall be as prescribed by the Council in the guidelines for determining payments.

Score Lists

28.-(1) All score lists shall be treated as confidential documents of the Council or Autonomous Technical Institutions as the case may be and no person except those authorised by the Council or Principal or Director of studies 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 Executive Secretary through a separate communication.

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

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

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

Examination
Results

29.(1) All examination results together with a statement of percentage of passes in the whole examination and in each subject for the current and the preceding year, shall be submitted to the Council for approval and publication.

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

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

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

(5) The published results will indicate the grades obtained by the candidate while the marks obtained by him shall be kept in the office of the Council for record.

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

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

Publication of
Results

30.-(1) The Secretariat shall publish the result of an examination in such manner as directed by the Council.

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

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

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

- (a) Such a candidate may be given an opportunity to settle the discrepancy or remit the balance fee, if any within a fixed time.
- (b) A candidate whose candidature is suspended shall if reinstated pay a prescribed fee per year as candidature re-instatement fee.

Maintenance of
Answer Books

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

Maintenance of
Confidentiality

32. Every person appointed by the Council for confidential work shall maintain utmost secrecy under oath.

PART IV EXAMINATION OFFENCES AND PENALTIES

Examination
Offences and
Penalties

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

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

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

Penalties in the
Case of Markers
and Checkers

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

**PART V
CERTIFICATION AND AWARDS**

Pass
Certification and
Transcript

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

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

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

(3) Candidates appearing for improvement of performance can appear as private candidates and certificate will be issued accordingly.

Transfer
Transcript

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

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

Duplicate
Certificate

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

Rejection of
Certificate

38.-(1) The Executive Secretary shall have power to disqualify a person who is found guilty of the following offences from appearing in any examination of the Council: -

(a) tampering with his own certificate; or

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

(2) The period of disqualification shall be determined by the Executive Secretary and the decision taken shall be reported to the Council.

PART VI IMPROVEMENT OF PERFORMANCE

Improvement of
Performance

39.-(1) A candidate who fails in one or two module(s) may re-sit in the next sitting for the failed module(s) for improvement of his performance.

(2) A candidate who has passed at a lower grade may re-sit in the next examination session for improvement of his performance in the module(s) unless has passed a higher examination by the Council in the meantime.

Provided that a candidate shall be required to re-sit the failed examination or for improvement of his performance only once within a period not exceeding two years from the time of first sitting.

(3) A candidate sitting for improvement in the module(s) involving practical examination which are reported separately, shall be allowed to appear in theory examination only if he has passed the practical examination and marks in practical obtained in the main examination shall be carried forward and accounted for.

(4) A candidate who sits for improvement of performance shall have to surrender the previous statement of results and certificates before the issuance of new statement of results or certificate.

(5) Where a candidate obtains lower aggregate in improvement examination than what he had attained at the earlier examination of the Council, his better aggregate shall prevail.

(6) The syllabi and courses of study for improvement shall be the same as are applicable to the regular candidates sitting with him in the concerned examination.

(7) Where the chances of a candidate to clear an examination are limited and he is disqualified from appearing at it for a fixed period, the Executive Secretary may allow the candidate one more chance to appear at the examination in the current curriculum after the period of disqualification, in lieu of the chance or chances missed by him during the period of disqualification.

(8) Where the chances of a candidate to clear an examination are limited, the Executive Secretary shall upon submission of valid reasons, have the authority to grant an extra chance in lieu of the one more chance referred in Sub regulation (8) hereinabove: provided that the extra chance shall be immediately admissible next to the last admissible chance.

(9) Where a candidate has missed one or more chances to clear an examination on account of illness, additional chance or chances in lieu thereof may be given by the Council provided the candidate had submitted his admission form and fees and had informed the Executive Secretary within 30 days of the commencement of the Council examination of his inability to appear at the examinations on account of illness along with a medical certificate from a recognized hospital:

Provided that the additional chance or chances shall be immediately next to the last admissible chance.

(10) Where a candidate is admitted in a recognized hospital due to sudden illness or injury during the course of examinations, a chance may be awarded to him for appearing in missed written or practical examination (s) provided the medical certificate of the Candidate is countersigned by the Medical Officer.

(11) No candidate shall be allowed to pursue a higher NTA level unless he has passed all credit modules at the level specified in the Second Schedule.

PART VII APPEALS, CHECKING AND REMARKING OF EXAMINATIONS

Appeals

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

Checking and
Remarking of
Examination in
Response to
Appeal

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

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

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

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

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

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

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

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

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

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

Amendment of
Results

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

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

FIRST SCHEDULE

(Under regulations 4 and 27)

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

EXAMINATION FEES:

			FEES AND DURATION OF PAYMENT (TO BE EFFECTED IN THE YEAR PRECEDING EXAMINATION CYCLE)		
No	EXAMINATION CYCLE	NAME OF EXAMINATION	NORMAL 01/09-30/11	WITH ONE PENALTY 01/12-31/01	WITH DOUBLE PENALTIES 01/02-28/02
1.	July - September Examinations	<ul style="list-style-type: none"> ▪ NTA Level 4-6 ▪ NTA Level 7-8 ▪ NTA Level 9-10 	50,000/=	60,000/=	70,000/=
			120,000/=	130,000/=	140,000/=
			150,000/=	160,000/=	170,000/=

FEES FOR OTHER TYPE OF SERVICES:

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

HONORARIA FOR SETTERS, MODERATORS AND MARKERS

Classification	Rate (Tshs.)			Remarks
	NTA Levels 4-6	NTA Levels 7-8	NTA Level 9-10	
SETTING AND MODERATING FEES				
Setting theory question paper and Preparing model solutions and marking scheme	45,000	55,000	65,000	Per question paper
Setting practical question papers paper and Preparing model solutions and marking scheme	25,000	35,000	45,000	Per question paper
Moderating theory question paper	30,000	40,000	50,000	Per question paper
Moderating theory question paper	30,000	40,000	50,000	Per question paper
Moderating practical question paper	15,000	25,000	35,000	Per question paper
MARKING FEES				
Marking scripts	1,000	1,500	2,000	Per script
Final Year Project Report (including attending a presentation if there is one)	100,000	150,000	200,000	Per man-day
Oral Examination (excluding project presentations)	75,000	85,000	95,000	Per man-day
HONORARIA FOR EXAMINATION SUPERVISION AND INVIGILATION				
Work Classification	No. of candidates		Tshs. Per Session	
Invigilator			10,000	
Supervisor in charge	1-100		15,000	
	101-200		20,000	
	201-300		25,000	
	301-400		30,000	
	400+		35,000	

SECOND SCHEDULE

(Under regulations 29 (6))

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

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

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

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

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

Conditions for the award of the NTA levels 4 to 5

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

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

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

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

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

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

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

Conditions for the Award of NTA Levels 6 to 8

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

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

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

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

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

Grade	Definition	Grade Point
A	Excellent	5.0
B+	Very Good	4.0
B	Good	3.0

C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0

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

Conditions for the Award of NTA Level 9

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

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

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

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

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

- (B) Conditions for the Award of NTA Level 10

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

- (a) Submits a satisfactory Thesis to the offering Institution and NACTE; and

- (b) Passed a *viva-voce* or oral presentation arranged by offering Institution and NACTE.

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THIRD SCHEDULE
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(Under Regulations 33)

EXAMINATION OFFENCES AND PENALTIES
—————

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

(viii)	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to any one.	
(ix)	Possession of solution to a question set in the paper in connivance with any member of a supervisory or any other staff or some outside agency.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in Council examination for a period of up to three years and liable to such other punishment as the Council may decide.
(x)	Making previous arrangements to obtain help in connection with the question paper.	<ul style="list-style-type: none"> • Disqualification from appearing in Council examination for a period of up to three years. • Disqualification of the person with whom the candidate has made previous arrangement from appearing in Council examination for a period up to two years. • A Candidate shall also be liable to such other punishment as the Council may decide.
(xi)	Smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results
(xii)	Writing outside the examination hall, an answer book or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer book of the candidate after the examination.	
(xiii)	Misconduct or misbehaving towards the invigilator or any member of the supervisory staff.	<ul style="list-style-type: none"> • Disqualification from appearing in Council Examination for a period of up to five years. A Candidate shall also be liable to such other punishment as may be decided by Council.
(xiv)	Using abusive or obscene language in the answer book.	

(xv)	Impersonating a candidate	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in any Council Examination for a period of up to three years if that person is a student enrolled in a registered technical institution. • If that person is not on the rolls of a registered technical institution, he may be declared as not a fit and proper person to be admitted to any future examination of the Council. • That Person may be reported to the Police. • The candidate for whom impersonation was attempted may also be disqualified from appearing in any examination of the Council for a period of up to three years.
(xvi)	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Declare a Candidate ineligible to appear in the examination.
(xvii)	Making a mis-statement in a Candidate's admission form before the commencement of the examination, regarding the name of the institution in which that candidate is studying or on the date on which he had left that institution.	<ul style="list-style-type: none"> • Disqualification from appearing in examination of the Council for a period, which may extend to three years, if the false representation relates to a previous examination, not actually passed by the Candidate. • Disqualification from appearing in examination of the Council for a period of up to three years, if the false representation pertains to his eligibility to appear in the examination as a private candidate.
(xviii)	Forging another person's signature on a Candidates examination registration form or using a forged document knowing it to be forged and with a view to seeking admission.	Disqualification from appearing in the examination of the Council.
(xix)	Leaving the examination room without delivering the answer book to the invigilator concerned and taking away the same with him or intentionally tearing off or otherwise disposing off his answer	<ul style="list-style-type: none"> • Nullification of Candidates examinations results

	book or any part thereof or the continuation sheet or part thereof inside or outside the examination room.	<ul style="list-style-type: none"> • Disqualification from appearing in Council examination for a period of up to three years.
(xx)	Deliberately disclose his identity or making distinctive marks in his answer book for that purpose.	Cancellation of examination results.
(xxi)	Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the NACTE Secretariat with the objective of influencing him in the award or marks.	Cancellation of examination results.
(xxii)	Approaching or influencing directly or indirectly a Member of the NACTE Secretariat or any Council official regarding his cheating case.	Disqualification for one more year in addition to the punishment imposed to him under the Regulations for his offence of using unfair means.
(xxiii)	Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations.	Relieve of duties by the competent authority.
(xxiv)	Failure to discharge confidential work by the person assigned to the satisfaction of the Council or misusing of position to the detriment of smooth and fair conduct of examinations.	<ul style="list-style-type: none"> • Forfeiture of the whole or part of remuneration payable to him; and/or • Disqualification permanently or for a specific period from any duty of the Council; and/or • Initiating disciplinary action against him; and/or • Initiating legal action against him.
(xxv)	For cases of unfair means not covered by these Regulations, the Council may impose punishment according to the nature of the offence.	

Dar es Salaam
16th February 2004

DR. PIUS Y. NG'WANDU
The Minister for Science,
Technology and Higher Education.