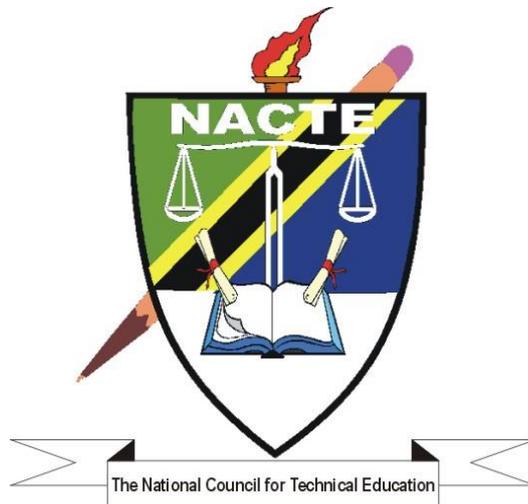


**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**



**General Policy Framework for Administration of
Examinations Conducted by NACTE and
Autonomous Technical Institutions**

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General Policy Framework for Administration of Examinations Conducted by NACTE and Autonomous Technical Institutions

1 General Provisions

1.1 Preamble

- 1.1.1 This document is a General Policy Framework for Administration of Examinations Conducted by NACTE and Autonomous Technical Institutions.
- 1.1.2 The framework sets principles to be followed in the administration of examinations conducted by NACTE and autonomous technical institutions, which shall be translated into Policy Document by NACTE Committees.
- 1.1.3 The framework is not intended to be prescriptive or exhaustive, but provides guidance which will constitute good practice. NACTE may wish to use and adapt or modify depending on its own needs.
- 1.1.4 In this framework, unless the subject or context otherwise requires words importing the masculine gender shall be taken to include feminine and those in singular shall include the plural and vice versa.

1.2 Power to Amend

Where the Council is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, recommend to the Minister responsible for Science, Technology and Higher Education to amend any of the provisions of these policy framework items with respect to any case or category of cases.

1.3 Interpretation of the Policy Framework

If any question arises as to the interpretation of the policy framework, the decision of the Council shall be final.

1.4 Handling of Disputes or Interpretation of Rules

Any dispute arising out of the interpretation of the rules and regulations of the Council, entries made in the examination registration forms and other matters relating to use of unfair means by the candidate or any other decision or order of the Council will be subject to NACTE appealing procedures.

2 Administration of Examinations

- 2.1 The Council shall prescribe from time to time the examinations to be conducted by it. Further it will approve those to be conducted by autonomous technical institutions.
- 2.2 The Executive Secretary may, however, order a special examination or re-examination in one or more subjects 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.
- 2.3 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.

3 Mode of Examination and Course Outlines

- 3.1 Candidates for the examination shall be examined by way of:
 - (a) Written question papers which they shall be required to answer in writing;
 - (b) Practical/Oral examinations as provided for in the syllabus/curriculum for the respective subjects.
 - (c) Project reports, dissertations and theses
- 3.2 Practical and Oral examination, unless otherwise specified, shall be carried out by the examiners appointed by the Council or any other authority approved by the Council in such manner as the Council from time to time, determine.
- 3.3 Wherever, practical work has been prescribed in the syllabus/curriculum in any subject/module for the examination, a record of such work done by each candidate offering the subject/module in the form prescribed by the Council shall be duly maintained and attested by the technical institution concerned and the same shall be produced or forwarded for purposes of evaluation in such manner and according to such directions as may be issued by the Council from time to time.
- 3.4 Written examination in a subject shall be, by means of question paper and the question paper in the subject shall be given to candidates simultaneously at every centre at which the examination is being held.
- 3.5 The examination shall be held in the subjects approved by the Council from time to time.
- 3.6 Medium for all other than specific linguistic subjects shall be English.
- 3.7 The Syllabus/Curriculum in each subject for the examination setting out the detailed courses of study and scheme of examination shall be prescribed by the Council from time to time and shall be shown in the Course Outline.

- 3.8 Documents that are not confidential such as “Course Outline and Assessment Procedure” for various examinations shall be made available by the Council for sale at such price and at such places as may be decided by the Executive Secretary and shall also be available at the office of the Council for reference.

4 Admissions to Examinations

- 4.1 The examination shall be open to a candidate who has completed the prescribed continuous assessment examinations, and met minimum attendance requirements and other eligibility conditions, as prescribed from time to time.
- 4.2 Technical institutions shall not detain eligible candidates from appearing in the examination of the Council except for very grave reasons and with the previous permission of the Executive Secretary of the Council.
- 4.3 Notwithstanding anything contained in these regulations no candidate who has been expelled or is still undergoing rustication or who has been barred from taking an examination for having used unfair means or for any other reason shall be admitted to any examination of the Council.

5 Requirement of Attendance in Subjects of Continuous Assessment

- 5.1 No candidate from any technical institution recognized by the Council shall be eligible to take the examination of the Council in subjects requiring continuous assessment unless he/she has completed 75% of attendance, unless otherwise allowed by the institution for reasons approved by the Council.
- 5.2 Exemption from the above may be granted to a candidate on medical grounds, provided the application is supported by a certificate given by a Medical Officer recognized by the technical institution and forwarded by the Head or Principal of that institution. The Executive Secretary shall have powers to condone shortage of attendance in the subjects of continuous assessment.

6 Rules for Condonation of Shortage of Attendance

- 6.1 The Head/Principal of the technical institution shall be the competent authority to condone a deficiency of attendance up to 30% attendance and the Executive Secretary of the Council up to 40 % attendance.
- 6.2 The Head/Principal of the institution shall refer a case of shortage of attendance to the Executive Secretary, with his recommendation failing which valid reasons for not recommending the case shall have to be stated.
- 6.3 The following may be considered valid reasons for recommending the cases.
- (a) Prolonged illness;
 - (b) Loss of parent/guardian or some other such incident leading to absence from school which merits special consideration; and

(c) Any other reason of serious nature.

- 6.4 In case a candidate participates in sports and cultural activities/tournaments conducted by the Ministry/Government or appears in a competitive examination conducted by the Government or Public Service Commission, the actual days spent in sports and cultural activities /tournaments/examination and the travelling days connected therewith shall be counted, on the production of satisfactory evidence, towards the attendance of the candidate.

7 Private Candidates for Examinations Conducted by NACTE

- 7.1 Candidates who have previously sat and failed can again sit as private candidates at the Examination of the Council. Unless otherwise notified such candidates shall sit in the examination as prescribed for the curriculum of the year in which they will re-sit.
- 7.2 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/Principal of the institution in which he was a candidate.
- 7.3 No candidate who has been barred by any recognized Council/autonomous institution/any other competent authority from appearing in the examination shall be eligible to sit as a private candidate of the examination of the Council.

8 Power of the Council to Exclude Any Candidate from Examination

- 8.1 The Council shall have the power to exclude any candidate from examination 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.
- 8.2 If 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/ her result may not be declared; and /or
 - (b) disqualify him permanently or for a specified period from appearing at examination.
- 8.3 If a candidate, subsequent to the issue of examination number slip or card in line with the NACTE examination regulations, is found to be ineligible to take the examination, his candidature shall be cancelled.

9 Chances to Appear at the Examination

- 9.1 Where the chances of a candidate to clear an examination are limited and he is disqualified from appearing at it for a fixed period, he may be allowed by the Executive Secretary 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.
- 9.2 Where the chances of a candidate to clear an examination are limited, the Executive Secretary shall have the authority to grant an extra chance, for valid reasons in lieu of one more chance missed by a candidate provided that the extra chance shall be immediately admissible next to the last admissible chance.
- 9.3 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 Secretary of the Council within 30 days of the commencement of the Council examination of inability to appear at the examination on account of illness along with a medical certificate of a recognized Hospital, provided that the additional chance or chances shall be immediately next to the last admissible chance.
- 9.4 In case a candidate is admitted in a recognized hospital due to sudden illness or injury during the course of examination, a chance may be awarded to him for appearing in missed written/practical examination provided the medical certificate of the candidate is countersigned by the Medical Officer.

10 Admission to Examination of Persons with Physical Disabilities

Notwithstanding anything contained in any other regulation, the Council shall have power, in the case of permanently physically disabled person to;

- (a) admit him as a private candidate i.e. without attending a recognized technical institution;
- (b) provide services of a competent amanuensis free of cost for writing out the answers at the examination;
- (c) permit the answers to be typewritten by himself if the examinee so desires;
- (d) 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/her permanent disability is such that he/she deserves to be considered for the above facilities.

11 Improvement of Performance.

- 11.1 If a candidate fails in one or two subject/module(s), he may re-sit in the next examination session for the failed subject/module(s) for improvement of his performance.
- 11.2 A candidate who has passed a subject/module and obtained a lower grade may re-sit in the next examination session for the subject/module(s) for improvement of his performance.
- 11.3 A candidate may re-sit for improvement of performance in a given subject or module only **once** provided he has not passed higher examination by the Council in the meantime, as follows:
- (a) For improvement in one subject in the examination to be held in the same year or in the annual examination following year.
 - (b) For improvement in more than one subject at the annual examination next year.
- 11.4 A candidate sitting for improvement in the subject(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.
- 11.5 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/certificate.
- 11.6 If a candidate obtains lower aggregate in improvement examination than what he had attained at the earlier examination of the Council, his better aggregate will stand.
- 11.7 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.

12 Exemption from Practical Examination

- 12.1 If a candidate 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, he shall have the liberty to appear in theory paper only in which case the marks obtained by him in practical at the main examination shall be taken into account.
- 12.2 If a candidate fails in practical examination but qualifies in the theory examination he shall have to appear in both theory and practical examinations.

- 12.3 Candidates with certain physical 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 subject in place of practical examinations and marks obtained in the optional subject be substituted for practical examination on proportionate basis.

13 Transfer of Candidature

- 13.1 Candidates applying for transfer of candidature and who have passed their examinations from any other recognized examining body/autonomous technical institution, will be required to submit transcript from the concerned examining body along with the examination registration form for any examination of this Council for evaluation.
- 13.2 Such a transcript shall be used to evaluate the award of the candidate who has applied for transfer of candidature.
- 13.3 In case the transcript is not received from the examining body before the declaration of the award, the Council may not publish his final results.
- 13.4 If a transcript is not received within six months from the date of declaration of result, the transfer of the candidature may be cancelled

14 Use and Appointment of Amanuensis.

- 14.1 Amanuensis may be allowed in the following cases:
- (a) A blind or physically handicapped or spastic candidate;
 - (b) Sudden illness rendering the candidate unable to write, if so certified by a Medical Officer of acceptable rank;
 - (c) In the case of an accident rendering the candidate unable to write at the examination if certified by a Medical Officer of acceptable rank.
- 14.2 The amanuensis must be a student of class lower than the one for which the candidate is taking the examination.
- 14.3 The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward immediately to the Executive Secretary, a report giving full particulars of the candidate and of the amanuensis for his consideration and approval.
- 14.4 The Superintendent shall arrange a suitable room for the disabled candidate and appoint one special invigilator to supervise his examination.
- 14.5 The candidate shall pay the prescribed fee per paper of examination for the use of an amanuensis.

- 14.6 A blind or physically handicapped or spastic candidate will be provided service of an amanuensis free of charge. The cost shall be borne by NACTE.

15 Application, Fee and Refunds

15.1 Mode of Application.

- 15.1.1 Any candidate seeking admission to any examination of the Council shall make an application on the prescribed examination registration form. The Council may from time to time prescribe a proforma for the submission of names of regular candidates instead of individual admission forms.
- 15.1.2 The examination registration forms duly filled in shall be submitted to the Executive Secretary through the prescribed agency, if any, before the date prescribed for the receipt of the form along with the non-refundable fee prescribed for the concerned examination.
- 15.1.3 A candidate, whether regular or private, shall also enclose along with his examination registration form three copies of his photograph, certified on the back by the authority countersigning the application form that the photograph is of the candidate submitting the form. The photographs shall be affixed to the examination registration form, examination card, and the book record, respectively.
- 15.1.4 The Council may prescribe date by which examination registration may be received with late registration fee.
- 15.1.5 The Executive Secretary may when he considers it appropriate, sanction acceptance of any examination registration form/fee after the expiry of the last date with late fee, on such terms and conditions as he may deem fit.
- 15.1.6 In any disputed case the Executive Secretary shall have power to decide whether or not any late fee is due and the amount thereof. He may also sanction remission of late fee up to a prescribed amount in cases of extreme hardship.
- 15.1.7 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. In case, however, the fee and forms are sent by post, the date of registration may be taken as the date of receipt thereof by the Council. No examination registration form shall be accepted by the Council if not accompanied by the prescribed registration fees. However, if a candidate sends his examination registration form with less than the prescribed fee, he shall be charged late fee as fixed by the Council from time to time in addition to the normal prescribed admission fee for the concerned examination.
- 15.1.8 In case the last date fixed for receipt of fee and form of application/list of candidates with or without late fee is notified by the Government as a holiday, the next working day will be considered as the last date for the purpose.

15.2 Examination Registration Fee and Mode of Payment

- 15.2.1 A candidate shall pay fee as prescribed by the Council from time to time.
- 15.2.2 All fees shall be payable at the prescribed places and shall not be negotiable or refunded or transferred.
- 15.2.3 The examination registration fee of all the candidates of technical institutions shall be deposited/remitted by the Head/Principal of the institution in one lump sum to the Council. The charges for depositing/remitting the same shall be borne by the respective institution.
- 15.2.4 Fee shall be paid through Bank Draft Crossed Payee's account only and drawn in favour of the Executive Secretary, NACTE, payable at any Bank in Tanzania or in any other manner prescribed by the Council. Institutions and private candidates may also deposit their fees in cash against a proper receipt at the cash counter of the Council at its Headquarters or at such places as may be prescribed by the Council.

16 Examinations Centres

- 16.1 The Council reserves the right to allot any examination centre to a candidate for his theory or practical examination or both. No institution/candidate can as a matter of right ask for any particular centre or challenge the centre allotted by the Council in any Court of Law.
- 16.2 Centres for the regular or private candidates will be fixed keeping in view the seating capacity of an examination centre, the object of fair conduct of examination or other administrative reasons.
- 16.3 Ordinarily the regular students of a technical institution which itself is an approved Examination centre for relevant examinations will be allotted Centre in their own institution. Other regular candidates may be allotted examination centre requested by them or any other centre determined by the Council.
- 16.4 It will be obligatory for a private candidate to name in his admission form three approved Examination Centres, which are nearest to his place of residence or hometown and the Council may allot him any centre out of the three at its discretion. In case he cannot be allotted any of the three centres due to some reasons, the Council may allot him any other centre.
- 16.5 Where a private candidate does not name any Centre in his admission form or names only one centre or two centres, the Council may allot him any centre whether named by him in his admission form or not.
- 16.6 A candidate shall take the examination at the Centre fixed by the Council unless he obtains prior written permission of the Council for the change.
- 16.7 The Council shall not allow change of examination centre in the following cases:

- (a) Change of centre within the same city/town and
 - (b) Change of centre within two months prior to commencement of the examination.
- 16.8 The Council may allow change of centre in the following cases on payment of prescribed fee and form:
- (a) If a 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) If a regular student has joined a school at some other place and his application has been received duly forwarded by the Head/Principal of the institution where the candidate has been admitted with date of admission.
- 16.9 Concerned Deputy Secretary for Examinations and Awards Division shall be competent authority to order change of Examination centre.
- 16.10 The Council shall allow for application and fee for change of centre but not later than two months before the date of the commencement of the examination concerned.
- 16.11 Notwithstanding the provisions in sections 16.7 and 16.10 the Executive Secretary may approve change by written order justifying special circumstances for change of centre 15 days before the commencement of an examination.
- 16.12 A candidate who has appeared at an examination centre not allotted to him without prior approval of the Council, will have forfeited his eligibility for examination and the Council reserves the right to declare him 'Not Eligible' for the concerned examination and cancel his result.

17 Conduct of Examinations

- 17.1 Subject to the regulations and rules and directions framed by the Council, the Executive Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- 17.2 Every recognized technical institution shall contribute at least one instructor for every 40 candidates or part thereof appearing at such examination from the institution concerned, for invigilation of the examination in that centre.
- 17.3 The rules relating to the duties of supervisors and invigilators shall be issued from time to time.
- 17.4 The Council shall provide Examination guidelines for supervisors, invigilators and candidates.

- 17.5 Additional examination time may be given to candidates with physical disability at a rate to be prescribed by the Council depending on the type of disability.

18 Identification and Reporting of Cheating and Misconduct Cases

- 18.1 As soon as it is brought to the notice of the Supervisor of examination centre that a candidate during the course of examination, has been detected using or attempting to use unfair means as detailed in the NACTE examination regulations, he shall take possession of the answer book of the candidate along with the papers or other materials found with him and provide the candidate with a second answer-book immediately. The candidate is not to be expelled from the examination centre in the paper. The invigilator shall record on the first answer book, the time when it was taken away from the candidate and on the second answer book, the time when it was issued. While issuing the second answer book, the candidate shall be asked by the invigilator to submit his/her explanation on the charges leveled against him.
- 18.2 If a candidate who has been barred to appear to the Council examination due to the use of unfair means sits for examination during the barred period, his examination results shall be cancelled.
- 18.3 If the candidate refuses to give an explanatory statement he should not be forced to do so only the fact of the refusal should be recorded by the invigilator(s) and attested by the Centre Supervisor on duty at the time of the occurrence. The Supervisor shall call for the statement(s) of the invigilator(s) concerned and forward to the Executive Secretary, in a separate sealed cover, the two answer books used by the candidate, the incriminating material duly signed along with the explanation of the candidate or the attested statement of refusal, the statement(s) of the invigilator(s) and his own note on the case for further action by the Council.
- 18.4 As soon as it is brought to the notice of the Centre Supervisor that a candidate has smuggled out an answer book, he should call for the student directly or through the Head/Principal of the institution concerned and try to secure the answer book. In case of non-availability of the answer book, the supervisor should report the matter to the Executive Secretary along with the statements of the invigilators present in the room and also the candidate. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book. Efforts made to recover the answer book should also be stated.
- 18.5 In case of impersonation, the Centre Supervisor should send to the Executive Secretary, the statement of the person found to be impersonating the real candidate. He may also report the matter to the police, if necessary.
- 18.6 In case of misconduct of a serious nature, the matter should be reported to the Police. If necessary, statements of the invigilator(s) and that of the policeman concerned may be obtained and sent to the office of the Executive Secretary for further action.

- 18.7 If any Marker notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she should mark the relevant portion(s) of the answer(s) and send the cases immediately, along with his report on the same to his Chief Marker. The Chief Marker will scrutinize the case and forward it along with his own remarks, to the Panel Team Leader, who will send it to the head of marking centre before onward submission to the Executive Secretary for necessary action by the Council. If such a case comes to the notice of the Chief Marker himself, he should also mark the relevant portion(s) in the answer(s), consult the Panel Team Leader who will then forward the same immediately to head of the marking centre for onward transmission to the Executive Secretary along with his remarks for further action.

19 Dealing with Cheating and Misconduct

- 19.1 Before the examination session begins, the Supervisor shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. When a latecomer is admitted into the examination room, this warning shall be repeated to him at the entrance to the room.
- 19.2 The Supervisor shall sign a declaration daily witnessed by all the invigilators on duty to the effect that he did it as a matter of fact, call upon the candidates to search their pockets, and to surrender all papers, books or notes in their possession and that all the latecomers were also given this warning and send such declaration to the Executive Secretary at the closure of the examination.
- 19.3 The Supervisor of the examination shall report to the Council without delay and on the day of occurrence if possible each case where use of unfair means in the examination is suspected or discovered with full details of evidence and explanation of the candidate concerned on the forms supplied by the Council for the purpose. The cheating cases may be sent by registered post. In case of delay in sending the cheating cases, the centre Supervisor shall give detailed reasons for the delay.
- 19.4 If during an examination, a candidate is found having in his possession or accessible to him papers, books or notes due to inadvertence but which papers, books or notes could be of assistance to him, a disciplinary measure such as nullification of his results for that paper may be instituted.
- 19.5 If during an examination, a candidate is found having in his possession papers, books or notes on clothes worn by him or any part of his body or table or desk or is found in possession of foot-rule and /or instruments like set squares, protractors, slide rules etc., with notes on them and which notes, papers or books or the material written on foot-rules or instruments etc., could be helpful to him during the examination and if his possession of such material is found to be malafide he may be disqualified from appearing in the examination in which he is found guilty.

- 19.6 If during an examination, a candidate is found talking to another candidate or any person inside or outside the examination room, during the examination sessions, without the permission of a member of supervisory staff, unless he has handed over his answer book, his result for that particular paper may be cancelled.
- 19.7 If the answer book of an examinee shows or if it is otherwise established that he has received or attempted to receive help from or given help or attempted to give help to another candidate, he may be disqualified in the examination in which he is found guilty.
- 19.8 If during an examination, a candidate is found having copied or indulging in copying from any paper or notes or if he has allowed or is found allowing any other candidate to copy any matter from his answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper, he may be disqualified for a period up to three years.
- 19.9 If a candidate during an examination of the Council is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material, he may be disqualified from appearing in any Council examination for a period up to three years.
- 19.10 If a candidate during an examination of the Council is found consulting books, note books or papers or any other matter found with him while outside the examination room but during the examination hours and before he has handed over his answer book to the invigilator or any other member of the supervisory staff, he may be disqualified from appearing in any Council examination for a period up to three years.
- 19.11 If a candidate who during the course of the examination writes 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, his examination in that paper may be cancelled.
- 19.12 If a candidate is found guilty of 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, his examination in that paper may be cancelled.
- 19.13 A candidate found guilty of possession of a solution to a question set in the paper in connivance with any member of a supervisory or any other staff or some outside agency may be disqualified from appearing in any Council examination for a period up to three years and shall be liable to such other punishment as the Council may decide.
- 19.14 A candidate found guilty of having made previous arrangements to obtain help in connection with the question paper may be disqualified from appearing in any Council Examination for a period up to three years. The person with whom previous arrangement has been made by the candidate may be disqualified from

appearing in any Council examination for a period up to two years and /or also be liable to such other punishment as may be decided by Council.

- 19.15 A candidate found guilty of 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, may be disqualified from appearing in any Council Examination for a period up to five years. He shall also be liable to such other punishment as may be decided by Council.
- 19.16 A person found guilty of having written outside the examination hall, an answer book or a continuation sheet for a candidate which the latter smuggled into the examination hall or of having managed otherwise to replace the answer book of the candidate after the examination may be disqualified from appearing in any Council examination for a period up to five years and shall be liable to such other punishment as may be decided by the Council.
- 19.17 A candidate found guilty of serious misconduct in the examination hall or misbehaviour towards the invigilator or any member of the supervisory staff outside the examination hall may be disqualified from appearing in Council examination for a period up to three years depending on the nature of misconduct.
- 19.18 If a candidate is found guilty of using abusive or obscene language in the answer book his examination in that paper may be cancelled.
- 19.19 Any person who impersonates a candidate may be disqualified from appearing in any Council Examination for a period up to three years if that person is a student enrolled in a recognized technical institution. If that person is not on the rolls of a recognized technical institution, he may be declared as not a fit and proper person to be admitted to any future examination of the Council and the case, if necessary, 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 up to three years.
- 19.20 A person who commits an offence under Regulation 19.19, but is not a candidate for any Council examination may be dealt with as under:
- (a) The Council may, if it so desires, handover the case to the Police.
 - (b) In the case of a teacher or a person connected with a technical institution, 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.
- 19.21 A candidate obtaining admission to the examination on a false representation made by him in his examination registration form may be disqualified as under:
- (a) A candidate for any examination who is discovered before the commencement of the examination, to have made a mis-statement in his admission form, regarding the name of the institution in which that candidate is studying or on

the date on which he had left that institution may be declared ineligible to appear in the examination.

- (b) If the false representation relates to a previous examination not actually passed by the candidate, he may be disqualified from appearing in any examination of the Council for a period, which may extend to three years as the Council may determine in each case.
 - (c) If the false representation pertains to his eligibility to appear in the examination as a private candidate or any other matter not covered by, (b) above, he may be disqualified from appearing in any examination of the Council for a period up to three years as the Council may determine in each case.
 - (d) If it is found that a candidate or his guardian or parent has deliberately given a false information in the examination registration form, or in the affidavit accompanying the form, the Council shall have the power to declare the candidate ineligible to appear in the examination or if the fact is found after the candidate has appeared in the examination to cancel his examination results.
- 19.22 A candidate forging another person's signature on his examination registration form or using a forged document knowing it to be forged and with a view to seeking admission may be disqualified by the Council from appearing in the examination of the Council.
- 19.23 If a candidate leaves the examination room without delivering the answer book to the invigilator concerned and takes away the same with him or intentionally tears off or otherwise disposes off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room, he may be disqualified from appearing in any Council examination for a period of up to three years.
- 19.24 If a candidate is found guilty of deliberately disclosing his identity or making distinctive marks in his answer book for that purpose, his examination results in the paper/papers concerned may be cancelled.
- 19.25 If a candidate is found guilty of 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, his examination results concerned may be cancelled.
- 19.26 If a candidate is found guilty of approaching or influencing directly or indirectly regarding his cheating case a Member of the NACTE Secretariat or any Council official, he may be disqualified for one more year in addition to the punishment awarded to him under the Regulations for his offence of using unfair means.
- 19.27 A candidate who refuses to obey the invigilator of the examination or any other member of the supervisory staff or misbehaves in or around the examination hall,

shall be liable to expulsion by the Superintendent and may be subjected to any of the following punishments depending on the seriousness of the offence:

(a) Cancellation of the answer book of the paper concerned.

(b) Disqualification from appearing in any Council Examination, which may extend to three years.

19.28 If 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, besides taking action under Regulations relating to unfair means and may also abolish the examination centre for future or for a specified period.

19.29 For cases of unfair means not covered by these Regulations, the Examinations and Awards Committee may impose punishment according to the nature of the offence.

20 Confidentiality, Safety and Security of Examinations

20.1 Paper Setting

20.1.1 For the purpose of paper setting, the Council shall from time to time, approve instructors of proven integrity from which paper setters will be appointed.

20.1.2 No paper setter shall be engaged for the same type of work for more than 3 years continuously.

20.1.3 The persons appointed as paper setters shall possess the minimum qualifications set by the Council from time to time.

20.1.4 In case teachers with the prescribed qualifications are not available, the Council may relax the qualification. Similarly in subjects where academicians are not available, professionals may be appointed paper setters.

20.2 Moderation

20.2.1 Most of the question papers shall be moderated by a team of moderators consisting of eminent scholars having at least five years experience in the concerned subject to see their correctness and consistency with curriculum.

20.2.2 The moderators shall be appointed by the Council.

20.2.3 A person shall not be appointed moderator if he has written any help book or a guide on the concerned subject.

20.2.4 A person shall not be appointed moderator if his close relative is appearing in the concerned examination/subject.

20.3 Receipt of Answer Books

- 20.3.1 All the answer books on which fictitious dummy numbers are to be given shall be received at the NACTE headquarters by an officer designated by the Council.
- 20.3.2 All answer books shall be deemed as confidential document and no person except those authorized by the Council shall be permitted to handle the same.
- 20.3.3 The Council may decide the subjects of various examinations for which fictitious roll numbers are to be marked on the answer-books and also the subjects whose answer-books are to be received at the NACTE headquarters.
- 20.3.4 The conversion of real examination numbers to dummy numbers will be carried out by a team of Secrecy Officers constituted by the Council from year to year.
- 20.3.5 The team of Secrecy Officers shall undertake to maintain the confidentiality of the assignment given to them.
- 20.3.6 A person, who is in knowledge that his close acquaintance or near relative is appearing in the examination of the Council, shall work as a Secrecy Officer or a member of such team.

21 Marking

- 21.1 All answer books shall be marked by the approved markers.
- 21.2 The answer books shall be marked centrally at such centres as approved by the Council from time to time.
- 21.3 No answer books may be marked outside the specified marking centres.
- 21.4 Each examination paper shall be accompanied by detailed marking scheme, which should be revisited by markers before starting marking.
- 21.5 The marking scheme will indicate value points in respect of each answer.
- 21.6 The Council shall appoint Chief Markers for various subjects from amongst the serving instructors of recognized technical institutions.
- 21.7 The Chief Marker shall be responsible for ensuring uniformity in marking as per the norms prescribed by the Council.
- 21.8 The Chief marker shall bring to the notice of the Council, discrepancies, anomalies and suspected use of unfair means identified during the course of marking.
- 21.9 The Chief Marker shall recommend to the Council in writing the names of such markers who have not carried out the instructions of the Council and have not

been punctual or have not observed code of conduct for such action as may be deemed fit by the Council.

- 21.10 A person to be appointed as Chief Marker should possess the following qualifications:
- (a) He should have a teaching experience of not less than five years.
 - (b) He should be conversant with the subject curriculum by being engaged in teaching the concerned subject to the classes.
- 21.11 No person whose close acquaintance or near relative is appearing in the examination/subject shall be appointed as Chief Marker.
- 21.12 Other markers shall be appointed by the Council. They will mark the answer books in accordance with the approved marking scheme.
- 21.13 The panel of markers shall consist of serving instructors of recognized technical institutions. The names should be recommended by the Head/Principals of the institutions. They should have experience of teaching the subject for at least 3 years.
- 21.14 The Council shall enlist the markers and the list of such markers shall be maintained by the Council at its headquarters.
- 21.15 No person who is not in the approved list of markers shall normally be appointed marker.
- 21.16 No person whose close acquaintance or near relative is appearing in the examination shall be appointed as a marker for that examination.
- 21.17 No person shall be appointed as a marker for two or more marking panels or for two examinations simultaneously.
- 21.18 No person even if he is fully qualified shall be appointed as marker for a subject, if he is not engaged in teaching the same.

22 Checking of Marking

- 22.1 The Chief Markers will appoint Checking Assistants as per the guidelines of the Council who will assist them in summing marks, comparing the score lists with the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unmarked.
- 22.2 The Council may appoint Spot Marking Coordinators in all marking centres to co-ordinate and facilitate the conduct of spot marking.
- 22.3 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.

23 Score Lists

- 23.1 All award lists are confidential documents of the Council.
- 23.2 No other person except those authorised by the Council shall be permitted to handle the score lists.
- 23.3 No person shall be authorised to change the marks already in the score lists. Discrepancies, if any, identified during verification shall be communicated to the Executive Secretary through a separate communication.
- 23.4 No person other than the Executive Secretary or any officer authorised by him shall be competent to communicate any change in the scores. All such communications shall be sent in writing duly attested and signed by the concerned officer.
- 23.5 All score lists of the Council shall be destroyed two years after the declaration of results in the presence of the Examinations and Awards Committee.

24 Examination Results

- 24.1 The Council may appoint scrutinisers to scrutinise the computed result to ensure accuracy in posting scores and tabulation of result. They shall be paid remuneration as prescribed by the Council from time to time.
- 24.2 Before declaration, the result of an examination 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 NACTE Council.
- 24.3 The NACTE Council shall approve publication of the result unless on scrutiny of the figures submitted it considers that there has been a distinct change of standard on the whole examination or in a particular subject and in that case 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 may take any other action as considered necessary.
- 24.4 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.
- 24.5 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 the results.
- 24.6 The Council shall not be held responsible for any material or other loss incurred by a candidate, if the result of a candidate is delayed by the Council for justifiable reasons.

- 24.7 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 records.

25 Publication of Results

- 25.1 For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. And if a fraction is less than one-half, it shall be ignored.
- 25.2 The NACTE Secretariat shall publish the result of an examination in such manner as directed by the Council.
- 25.3 The Council may declare the result of the candidate(s) as 'Withheld' due to inadequacy of data, lack of information from the candidate/school/examination centre or receipt of inadequate fee from the candidate etc.
- 25.4 The result of such candidates shall normally be declared by the Council within a reasonable time from the date of normal publication of gazette of the examination concerned by the Council.
- 25.5 If a candidate, whose result is withheld by the Council for want of any dues or due to non-compliance of any instructions, 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 shall 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 pay a prescribed fee per year as candidature re-instatement fee.

26 Maintenance of Answer Books

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

27 Maintenance of Confidentiality

Every person appointed by the Council for confidential work like paper setting, printing, typing or otherwise producing the copies of the question papers, moderating the question papers, marking the answer books, coordinating the work of examiners, handling the answer books, putting-fictitious number on the answer books, computing, scrutinizing or moderating the results or assigned any other confidential work shall maintain utmost secrecy of the Council work under oath.

28 Remuneration

- 28.1 Every Paper Setter, Moderator, Supervisors, Invigilators, Chief Marker, Marker, Checker, Secrecy Officer, Scrutiniser or any other person deployed by the Council for examination work shall be paid remuneration at the rates approved by the Council, 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.
- 28.2 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.
- 28.3 When 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 markers. The distribution will be decided by the Panel Leader after taking into account the nature of the work involved.
- 28.4 Chief Marker may re-examine more answer books in theory as well as practical examinations to satisfy himself, but he shall not be paid for more than the prescribed percentage of answer books without obtaining the previous sanction of the Panel Leader.
- 28.5 If necessary, 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 by the Council for re-examination of answer books by Chief Marker.

29 Dereliction of Duty

- 29.1 If any person assigned any confidential work is found guilty of dereliction of duty or misuses of his position, or otherwise detrimental to the smooth and fair conduct of work, he may be forthwith relieved of his duties by the competent authority.
- 29.2 The Executive Secretary after satisfying himself that a person assigned any confidential work has not discharged the same to the satisfaction of the Council or has misused his position to the detriment of smooth and fair conduct of work, may impose any or all the following penalties on him:
- (a) Forfeit the whole or part of remuneration payable to him.
 - (b) Disqualify him permanently or for a specific period from assigning any duty of the Council.
 - (c) Initiate disciplinary action against him.
 - (d) Initiate legal action against him.

30 Penalties in the Case of Markers and Checkers

The Council shall prescribe the rates for imposing penalties on the markers for the delay in submission of scores to the Council and mistakes committed by the markers and checkers.

31 Certification and Awards

31.1 Pass Certification and Transcript

31.1.1 A candidate who has appeared in an examination of the Council and passed shall be given a transcript with a photo affixed on it.

31.1.2 A candidate who has appeared in the examination of the Council and has passed the examination shall be given a certificate. However, a candidate who has appeared for an additional subject in a subsequent examination shall not be given a separate certificate or a combined transcript. Such candidate shall be given only a statement of grade in that subject.

31.1.3 Candidates appearing as improvement of performance candidates can appear as private candidates and certificate will be issued accordingly.

31.2 Transfer Transcript

31.2.1 The Council may issue transfer transcript to a candidate wishing to migrate to any Board/Council/University/Institute after passing an examination of the Council on payment of the prescribed fee.

31.2.2 A candidate who is declared to “Fail” or placed under “Repeat” may also be given a transfer transcript on payment of the prescribed fee.

31.2.3 A duplicate copy of the transfer transcript, if required by a candidate, may be issued to him by the Council on payment of the prescribed fee.

31.3 Duplicate Certificate

In the event of loss of original certificate a candidate may, on making an application to that effect on the prescribed form and 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.

31.4 Rejection of Certificate

31.4.1 The Executive Secretary shall have power to disqualify a person from appearing in any examination of the Council who is found guilty of:

(a) tampering with his own certificate , or

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

31.4.2 The period of disqualification will be determined by the Executive Secretary and the decision taken shall be reported to the Council.

32 Right of Candidates to Appeal

32.1 Each candidate shall have a right to appeal against the published results. The appeals shall be lodged within six months from the date of releasing of the provisional results.

32.2 The Council shall establish, inform and charge a fee to a candidate who will wish to appeal.

33 Checking and Remarking of Examination in Response to Appeal

33.1 A candidate who has appeared in any examination conducted by the Council may apply along with prescribed rechecking fee to the Executive Secretary for the rechecking of his answer scripts.

33.2 The candidate may make the application within 6 months from the date of publication of result. Applications with late fee can also be entertained up to 15 days after the expiry of the date fixed for the receipt of applications.

33.3 All such applications must be accompanied with full fee (including late fee where ever applicable) as prescribed by the Council from time to time.

33.4 The work of scrutiny may include re-marking of answer scripts, if unmarked questions are discovered, otherwise should be confined to rechecking of marks awarded for each question in the answer book together with re-totalling of marks. The total is then compared with that of already given in the examiner's score list.

33.5 A candidate shall not be entitled to refund of fee under any circumstances.

33.6 In no case shall the scrutiny and rechecking, referred to above be done in the presence of the candidate or his representative nor will the answer book be shown to him or to his representative.

33.7 Rechecking will be done by the officials appointed for the purpose by the Executive Secretary and they shall be paid remuneration as approved by the Council.

- 33.8 If any mistake is discovered as a result of re-checking of answer scripts, the Council shall have the power to rectify the result.
- 33.9 The marks, on rechecking will be revised upward if the same stand increased as a result of rechecking. In case the marks obtained by the candidate are reduced on rechecking, no change will be made in his previous score.
- 33.10 The communication regarding the outcome of rechecking shall be sent to the candidate through a registered mail.
- 33.11 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. The Council shall not be liable for any loss caused to any candidate following his application for rechecking.
- 33.12 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.
- 33.13 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.
- 33.14 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.
- 33.15 The decision of the Council regarding the result of scrutiny and rechecking shall be final.

34 Amendment of Results

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.

35 Examination by Professional Bodies

- 35.1 In addition to NTA offered by NACTE the professional bodies such as NBAA, NBMM and ERB shall administer their professional examinations towards assessing professional competence in the relevant field.
- 35.2 Professional bodies shall prescribe the academic qualifications (NTA or degree level) including experience, where applicable, as a pre-requisite for their professional examinations.