



BANK OF TANZANIA ACADEMY

EXAMINATION REGULATIONS AND GUIDELINES

2021

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1.0 Preamble

The Bank of Tanzania Academy Examination Regulations and Guidelines are provided herewith to regulate the conduct of the examinations at the Academy. These should be applicable together with other relevant legislation, NACTVET guidelines and Academy regulations.

2.0 Forms of Examinations

- 2.1** Examinations shall include continuous assessments and end of semester examinations. Continuous assessments include: tests, quizzes, case study, assignments, seminar presentations and oral examinations where applicable. Specific assessment methods shall be determined by relevant curriculum.
- 2.2** There shall be written Academy examinations at the end of each semester for each course taught. There shall also be practical and/or oral examinations where applicable.
- 2.3** There shall be supplementary and special examinations before the beginning of the academic year for the courses which a student has failed and adjourned, respectively.

3.0 Conduct of Examinations

- 3.1** The Academy written examinations at the end of each semester, supplementary and special examinations for each course taught shall be conducted under Deputy Principal Academic, Research and Consultancy Office.
- 3.2** All end of semester, supplementary and special examinations shall be conducted for a duration not exceeding three hours, but not less than two hours.
- 3.3** As far as possible no end of semester examination shall have a sole internal examiner
- 3.4** The Academy continuous assessment including tests, quizzes, case study, assignments and seminar presentations shall be conducted under the course instructor(s), or where necessary such other instructor(s) of the Academy as may be appointed.
- 3.5** The Deputy Principal shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of Academy examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 3.6** The instruction notes or guidelines issued by the Deputy Principal under regulation 3.5 shall form part of and be as binding as these Regulations.

4.0 Dates of Examinations

- 4.1** Dates and times of conducting continuous assessments shall be indicated by the respective instructor(s) in the course schedules, and shall, as far as possible, be respected by both parties (instructors and students).

- 4.2 All course assessments shall be carried out in time to allow results to be known to candidates at least one week before the study break preceding the end of semester examinations.
- 4.3 Dates for the end of semester, supplementary and special examination shall be published in the Academy Almanac.
- 4.4 Examinations shall take place any day of the week (Monday to Friday) as scheduled in the time table excluding Public Holidays.
- 4.5 Deputy Principal Academic, Research and Consultancy shall have power to suspend examinations at any day of the week as the case may be and prescribe a day which the activities shall resume.

5.0 Eligibility for Examinations

- 5.1 No candidate shall be eligible for any examination in any subject unless the Instructor and the Programme Coordinator have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each lecture /seminar/ field practical training shall be maintained by the instructor for each course.
- 5.2 A candidate shall only be allowed to sit for scheduled Academy examination(s) if he/she has attained at least 75% of attendance of the course through lectures, seminars, tutorials and practical sessions. A candidate who fails to attain at least 75% attendance rate for lectures, seminars, tutorials and practical sessions shall be required to repeat the whole course during the next academic year.
- 5.3 A candidate shall be required to attend all sessions of Field Practical Training (FPT) and a candidate who misses any session with and without the permission of the Programme Coordinator or his appointee (i.e. FPT supervisor) shall be required to retake the FPT in the next academic year.

6.0 Absence from Examination

- 6.1 A candidate who absents oneself from an end of semester examination including supplementary examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies
- 6.2 A candidate who absents oneself from any continuous assessment element or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be required to make up the unfinished portion of the module during the re-sit period and shall be given a grade "I".
- 6.3 A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor(s).

- 6.4** A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.
- 6.5** A candidate allowed to be absent from the end of semester examination(s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent supplementary and special examination session.
- 6.6** Permission for postponement of end of semester examination(s) shall be granted by the Deputy Principal Academic, Research and Consultancy after consultation with the Head of Academic Programmes and where applicable Head of Students Affairs.
- 6.7** Special examinations shall be given to students who have genuine reasons or requests for delayed consideration in relation to examinations and shall only be considered on the following grounds:
- 6.7.1 Serious health problems, confirmed by a certificate or letter from a registered medical doctor;
 - 6.7.2 Compassionate circumstances;
 - 6.7.3 Unpaid Academy fees, as approved by Deputy Principal Planning, Finance and Administration;
 - 6.7.4 Selection in national or international sporting events, or any related events; and
 - 6.7.5 Participating in any recognized events.
- 6.8** A request for special examination must be made at least one week before the examination(s), save for, unforeseen circumstances.
- 6.9** Special examinations shall be given at the time of supplementary examinations and will be treated as first sitting and graded as such.
- 6.10** Postponement of course assessment tests shall be granted by the course instructor and reported to the Programme Coordinator in writing.
- 6.11** Request for postponement of end of semester examination(s) or course work assessment tests shall be made by submitting a written letter by addressing to the Head of Academic Programs.

7.0 Specific Examination Regulations for Candidates

- 7.1** Candidates should make sure that they have been issued examination numbers and identity card before examinations begin.
- 7.2** Candidates shall be responsible for consulting the Examination Time Tables for any changes.

- 7.3** Candidates shall be required to show examination identity card at the entry point of the examination room to the Invigilator.
- 7.4** Candidates shall be seated 15 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason.
- 7.5** Candidates must not begin writing before they are told to do so by the Invigilator.
- 7.6** Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions.
- 7.7** Candidates are not allowed to enter the examination room with written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal Academic, Research and Consultancy. They may use their own calculators, or use logarithmic tables as instructed.
- 7.8** In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.
- 7.9** Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklet.
- 7.10** All candidates shall observe silence in the examination room.
- 7.11** Candidates are not allowed to write anything in their question papers.
- 7.12** No food or drink shall be allowed into the examination room.
- 7.13** Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorized material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Head of Academic Programmes.
- 7.14** If an invigilator detects that a student has committed an examination offence, he/she shall impound any relevant material(s) and call a witness to this. The invigilator and witness will receive and document the material in detail, and hold it securely and intact. Anything that may prevent a student legitimately completing the exam shall not be impounded until the exam has been completed. The invigilator and the

student will be required to sign-in an Examination Incident form and immediately the invigilator shall inform the student that an investigative interview will take place after the end of the examination assessment period.

- 7.15** Candidates are strongly warned that cheating or being in possession of unauthorized material contravenes the Academy Examination Regulations and leads to discontinuation from studies.
- 7.16** All candidates shall sign the Attendance Form at the beginning and end of every examination.
- 7.17** No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination.
- 7.18** No candidate shall be allowed to leave the examination room until one hour after commencement and no candidate will be allowed to leave the examination room during the last thirty minutes before the end of the examination.
- 7.19** A candidate wishing to attend a call of nature may by permission of the invigilator and under escort leave the examination room for a reasonable period.
- 7.20** A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- 7.21** At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 7.22** Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
- 7.23** Students who are required to do supplementary or special examinations will be officially notified using their respective examination numbers on the Academy's notice board and other means of communication, where necessary.
- 7.24** Students must be responsible to take special or supplementary examinations when they are given, even when other students are on leave.

8.0 Examination Setting and Format

- 8.1** All Academy examinations shall be set by members of academic staff who taught the course(s) in question or such other persons appointed by the head of academic programmes in accordance with the objectives and learning outcomes of the programme and course.
- 8.2** With recommendation from relevant Department, the Deputy Principal Academic, Research and Consultancy shall formulate guidelines and format of the examinations, and table it to

Academic Planning Committee for approval.

- 8.3** The examination paper to be set should meet the following criteria:
- 8.3.1 Be compatible with the learning outcomes of a particular course or module;
 - 8.3.2 Questions to offer a good coverage of the curriculum;
 - 8.3.3 Observe external examiner's comments of the course/module for the previous year(s);
 - 8.3.4 Contain testing material that enables differentiation of students' qualities; and
 - 8.3.5 If there is a choice of questions, then such questions should be of even standard, well balanced and of comparable length.
- 8.4** The Deputy Principal shall issue notice for submission of draft examination questions. The notice must also indicate the deadline for submission.

9.0 Examination Processing

- 9.1** The Deputy Principal Academic, Research and Consultancy through the Head of Academic Programme shall facilitate the setting of examinations.
- 9.2** The main role of the examination setter is to make sure the examination paper is set together with model solutions and a suggested marking scheme.
- 9.3** In accordance with the provision of the Academy examination regulations, every lecturer or course instructor shall be responsible for the control of initial examination processes.
- 9.4** The processing of examination questions in terms of typesetting, printing/photocopying, packing and sealing shall be done by the members of academic staff who taught the course(s) in question or such other persons appointed by the Head of Academic Programmes in consultation with the Deputy Principal Academic, Research and Consultancy.
- 9.5** The processing of examination shall be made under maximum confidentiality and integrity.
- 9.6** The members of academic staff who taught the course(s) shall be required to submit sealed envelopes containing question papers to the examination office one hour before commencement of the examination in question or submit the same in the examination room as the case may be.
- 9.7** Course instructors shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.
- 9.8** The Deputy Principal Academic, Research and Consultancy in consultation with Coordinator of Examination and Registration and Heads of Academic Programmes shall formulate general guideline on the examination processing.

10.0 Examination Moderation

- 10.1** All Academy examinations shall be moderated by both external and/or internal moderators who shall be appointed by the Academic Planning Committee upon recommendations from relevant department.
- 10.2** Internal moderators shall be academic staff of the Academy and external moderator(s) shall be an Academic Staff from outside the Academy whose field of expertise falls in the subject area of the examination paper.
- 10.3** The Academy through Academic Planning Committee shall from time to time formulate the Academy regulations on external and internal examinations moderation.

11.0 Examination Leakage

- 11.1** Any act which results in a student having access to or knowledge of the examination or class test questions, or of any material relating to the examination before the scheduled date and time of examination or test shall amount to leakage of examination.
- 11.2** Any person suspecting leakage of test or examination shall immediately report in confidence the matter to the Deputy Principal Academic, Research and Consultancy.
- 11.3** Where there are strong indications that an examination leakage has taken place, the Deputy Principal in consultation with the Principal shall cancel or withdraw the examination and order a fresh examination to be set and administered.
- 11.4** The Deputy Principal Academic, Research and Consultancy shall set up a committee to investigate the circumstance surrounding the suspected leakage.
- 11.5** The investigating committee shall submit its findings to the Deputy Principal who shall in turn table them before the Academic Planning Committee.
- 11.6** The Academic Planning Committee shall then take appropriate action, and if need be, make appropriate recommendation to the Advisory Board.
- 11.7** Where it is established that an examination leakage has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage.
- 11.8** Leakage of examinations by any person shall be punishable by the relevant disciplinary authority.

12.0 Guidance for Invigilators Before the Examination

- 12.1** Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.

12.2 Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.

12.3 Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.

12.3.1 During these fifteen minutes the invigilator should: Make an announcement to the effect that unauthorized materials are not allowed in the examination room;

12.3.2 Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;

12.3.3 Tell the students to note any special rubric at the head of the paper; and

12.3.4 Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

13.0 Guidance for Invigilators During the Examination

13.1 Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one-hour has expired.

13.2 By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.

13.3 Invigilators should ensure that only one answer-book is provided for each candidate.

13.4 Candidates may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.

13.5 Invigilators shall report immediately after the examination to the Head of Academic Programmes any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices.

13.6 In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Form and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the Head of Academic Programmes the Examination Incident Form, together with the candidate's

examination booklet and all pertinent materials.

13.7 A candidate caught contravening the Examination Regulations shall be allowed to continue with the examination for which he/she is sitting, and will not be barred from other examinations for which he/she is scheduled.

14.0 Guidance for Invigilators at the End of Examination

14.1 Invigilators shall tell the candidates to stop writing and assemble their examination scripts.

14.2 Invigilators shall not permit the candidates to leave their places before their scripts have been collected

14.3 Candidates shall sign the Examination Attendance Sheet when they turn in their script.

14.4 Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.

15.0 Examination Irregularities

15.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination lead to discontinuation from studies. More specifically:

15.2 "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal Academic, Research and Consultancy;

15.3 "Unauthorized absence from examination" includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;

15.4 "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

16.0 Proceedings of the Examination Irregularities

16.1 Head of Academic Programmes is required to file and present report any reported examination irregularity to the Deputy Principal Academic, Research and Consultancy within one week after the end of examinations (last date of the scheduled examination).

- 16.2** Deputy Principal Academic, Research and Consultancy will then forward the report and evidence if any to the Director of Legal Services with recommendations if any within one week after receiving the report.
- 16.3** The Director of Legal Services shall prepare a summary of charges against each candidate and summon Academic Planning Committee within ten days after receiving the report from the Deputy Principal Academic, Research and Consultancy.
- 16.4** The Director of Legal Services shall summon all candidates in writing to appear before Academic Planning Committee in person to present their defense.
- 16.5** The Academic Planning Committee shall forward recommendations and their decisions to the Advisory Board.
- 16.6** The Advisory Board may empower the Chairman to endorse or overrule the decision of the Academic
- 16.7** Planning Committee as the case may be and communicate his decision to the members.
- 16.8** Students shall be informed in writing the decision of the Advisory Board within two weeks after the Board's decision.

17.0 Appeals Against Examination Results

- 17.1** Any Student who feels aggrieved has right for appeal against examination results while observing the following procedures
- 17.2** No appeal shall be lodged against course work results that were communicated to students prior to the start of the examinations.
- 17.3** All examination appeals shall lie with the Examination Appeals Committee established under these rules.
- 17.4** Except where unfair marking, wrongful computation of marks or grades is alleged, no appeal shall be in respect of any such examination on any other ground.
- 17.5** No student can be allowed to appeal on the ground (s) of sickness, social problem or any socio-economic distress, for any examination results which he voluntarily opted to

sit for instead of applying for postponement.

17.6 All appeals against examination results shall be lodged within Ten (10) working days from the date results were published.

17.7 All decisions made on examination results appeals shall be presented to the next APC meeting for noting.

17.8 All appeals shall be filed to the examination office upon payment of appeal fee of TZS 20,000 per Module.

17.9 There shall be Examination Appeals Committee which shall meet after completion of External Examiners work to compile a report of Examination Appeals Results and publish such results thereafter.

17.9.1 The Committee shall be the principal organ vested with all powers related to scrutiny and processing of all appeals related to examination results.

17.9.2 The Committee shall scrutinize all examination results appeals formssubmitted by students and forward qualified appeals to Competent External Examiners for re-marking.

17.9.3 There shall be no room for further appeal against results published by the Examination Appeals Committee.

17.9.4 There shall be no room for further appeal against results published by the Examination Appeals Committee.

17.10 The Academy Examination Appeals Committee shall consist of the following;

17.10.1 The Deputy Principal who shall be the Chairperson to the Committee

17.10.2 Head Academic Programmes who shall be a member

17.10.3 Examination Officer-in-charge who shall be a secretary

17.10.4 Coordinator Long Term Programmes who shall be a member

17.10.5 Quality Assurance Manager who shall be a member

17.10.6 Head of Human Resource and Students Affairs who shall be a member.

17.10.7 Any other Staff who may be invited by the Chairperson.

17.10.8 One students' representative appointed by the Students Organization who shall be a member.

18.0 Repeating a Module

18.1 A candidate failing any module(s) in Supplementary Examinations shall repeat themodule(s) failed before qualifying to enter into NTA level 6.

18.2 A candidate shall be required to pay repeat module fee, which is equivalent to 15% of the annual tuition fee for every module he/she is required to repeat.

18.3 A candidate who is repeating a Module (s), shall be required to attend classes, do all

continuous assessment, and attain the required coursework to allow him/her to seat for end of semester examinations for a module repeated.

19.0 Assessment Criteria and Weights for Components of Examinations

19.1 Assessment of courses which are examinable during coursework and at end of semester but has no field practical training shall be done as follows:

- (i) Take-home case studies or/and assignments which will be given at appropriate stages during the semester session will carry 20% of the assessment;
- (ii) Tests or/and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weighting of individual assessment tool will be proportional to time allocated to it; and
- (iii) The end of semester written examination shall carry 60% of the assessment.
- (iv) For a student to qualify to seat for end of semester examination, pass mark coursework for all modules except Practical Field Attachment shall be 16 out of 40 below which a student shall be required to seat for supplementary examination (Technical Supplementary).

19.2 Assessment of courses which have only field practical training during the course but no end of semester examination shall carry 100% of the assessed student's reports.

19.3 The grading for the repeat module(s) shall be the same as for first seating.

20.0 Grading System

20.1 Marks will be awarded out of 100 percent. For programmes without B+(as determined by the curriculum), the marks so obtained from different assessment components will be graded as per **Table 18.1**:

Table 18.1: Grading System without B+ Programme

S/N	Score Range	Grade	Definition
1	80 – 100	A	Excellent
2	65 – 79	B	Good
3	50 – 64	C	Average
4	40 – 49	D	Poor
5	0 – 39	F	Failure
6	–	I	Incomplete
7	0	Q	Disqualification

20.2 Marks will be awarded out of 100 percent. For programmes with B+, the marks so obtained from different assessment components will be graded as per **Table 18.2**:

Table 18.2: Grading System with B+ Programme

S / N	Score Range	Grade	Definition
1	75 – 100	A	Excellent
2	65 – 74	B+	Very Good
3	55 – 64	B	Good
4	45 – 54	C	Average
5	35 – 44	D	Poor
6	0 – 34	F	Failure
7	–	I	Incomplete
8	0	Q	Disqualification

21.0 Classification of Award for programmes without B+

21.1 Grades for the different score ranges for programmes without B+ are assigned points as follows:

A	4
B	3
C	2
D	1
F	0

21.2 The Grade Point Average (GPA) for programmes without B+ shall be computed from credits and grade weights and classified as shown below:

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

22.0 Classification of Award for programmes with B+

22.1 Grades for the different score ranges for programmes with B+ are assigned points as follows;

A	5
B+	4
B	3
C	2
D	1
F	0

22.2 The Grade Point Average (GPA) for programmes with B+ shall be computed from credits and grade weights and classified as shown below:

Class of Award	Cumulative GPA
First class	4.4 – 5.0
Upper second class	3.5 – 4.3
Lower second class	2.7 – 3.4
Pass	2.0 – 2.6

23.0 Computation of Grade Point Average (GPA)

23.1 Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours assigned to that course. Student's overall performance is then found by dividing the total number of course credit hours into the weighted total number of credit points of all courses taken. In this regard, the final GPA will be calculated as follows:

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

24.0 Monitoring and Review

This policy will be reviewed after every five years by the Office of Head of Academic Programmes in light of changes in legislation, Academy regulations and strategic objectives or earlier as may be determined by NACTEVET guidelines.

Bank of Tanzania Academy

P. O. Box 131

Mwanza – Tanzania