



MINISTRY OF AGRICULTURE
AGRICULTURAL TRAINING INSTITUTIONS
(ATIS)

ACADEMIC AND EXAMINATIONS REGULATIONS

(REVISED DEC 2015)

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Terms

Assignment – specific method used to assess student’s academic performance during a semester

Continuous assessment – general methods used to assess student’s academic performance during a semester; they include assignments and continuous assessment tests (CAT)

Continuous assessment test – specific method used to assess student’s academic performance during a semester

Course – a programme composed of a set of subjects for students aspiring to attain a given qualification

Deferred examination – an examination used to examine a student who has missed the main examination. It is given at a prescribed time, usually after the main examination

Examination – specific method used to assess student’s academic performance at a prescribed time, usually at the end of a semester

Subject – set of topics in a given area of study deemed suitable for students pursuing a particular course

Supplementary examination – an examination used to re-examine a student who has failed less than three subjects, and three for Cooperative College, but meets other criteria. It is given at a prescribed time, usually after the publication of the results of the main examination

Abbreviations

ATIs – Agricultural training institutions

CATS – Continues Assessment Tests

CBU – Copperbelt University

GPA – Grade Point Average

HRA – Human Resource and Administration

KCAM – Katete Centre for Agricultural Marketing

MA – Ministry of Agriculture

MU - Mulungushi University

NRDC – Natural Resources Development College

ODL – Open and Distance Learning

PACO – Popota Agriculture College

TEVETA- Technical Education Vocational and Entrepreneurship Training Authority

UNZA – University of Zambia

ZCA – Zambia College of Agriculture

ZCHT – Zambia Centre for Horticulture Training

ZNFU – Zambia National Farmers’ Union

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SECTION I

1.1 Administration of Academic and Examination Regulations

The Academic Regulations herein shall guide and regulate the academic conduct and administration of examinations at all Agricultural Training Institutions (ATIs) in Zambia. The ATIs at which these regulations shall apply include:

- Katete Centre for Agricultural Marketing (KCAM)
- Natural Resources Development College (NRDC)
- Popota Agricultural College (PACO)
- Zambia College of Agriculture (ZCA) – Monze
- Zambia College of Agriculture (ZCA) – Mpika
- Zambia Centre for Horticultural Training (ZCHT)

The Academic Regulations herein shall replace any such regulations previously published at these institutions. Any proposed alterations to these regulations must be put before the Academic Board of each Institution. There shall be eight bodies governing the academic activities and administration of examinations at each ATI. The six bodies shall be:

- The Departmental Examination Committee
- The Examinations (Examiners) Board and
- The Academic Boards
- NRDC – UNZA Professional Committee
- ZCA- Mpika/CBU Professional Committee
- ZCA-Monze/UNZA Professional Committee

The **Departmental Examination Committee** shall be made up of two members for any particular subject. The members will consist of:-

- Head of Department (Chairperson)
- Examiner for the particular subject
- Vice Principal (Ex officio)

NB: Where the Head of Department is the examiner, the Senior Training Officer in the section will chair the meeting

Duties of the Departmental Examination Committee:

- Ensuring that examinations in each subject covers the syllabus adequately
- Ensuring that examination questions are clear and grammatically correct
- Ensuring that the time allocated for the examination is adequate
- Proofread the final examination paper and make corrections to any typographic errors
- Scrutinize the allocation of marks

The **Examinations Board** shall be composed of:-

- Vice Principal (Chairperson)
- One appointed Head of Department
- All teaching staff (including part time lecturers)
- Registrar

Duties of the Examination Board and its members:

- Ratification of students' enrolment
- Each examiner shall compile their subject results
- Ensure the security of results collectively and singularly
- Shall compile the end of semester results from subject results
- Shall prepare and publish the examinations timetable
- Enforcement of examinations regulations
- Shall summarise and publish end of semester results
- Scrutinising the end of semester results before publication
- Moderation of the end of semester results where applicable

The **Academic Board** shall be composed of:-

- Principal (Chairperson)
- Affiliating University representative
- Vice Principal
- Registrar
- Heads of Departments
- Farm Manager
- Two Student Representatives
- Three Stakeholders (as and where applicable)

Duties of the Academic Board shall include:

- Student enrolment
- Develop and ensure implementation of policy concerning student training
- Deliberate and deliver verdict on all cases of examination malpractice by candidates
- Consider students' appeals pertaining to rejoining the institution after discontinuation, externalisation or expulsion
- Ratification of end of semester results
- Awarding of certificates to deserving students

NB: The college shall bear the cost of students' participation in Academic Board Meetings during recess

The **NRDC-UNZA Professional Committee** shall be composed of:-

- The Dean - School of Agricultural Sciences UNZA (Chairperson)
- The Principal NRDC (Secretary)
- The Dean – School of Education UNZA
- The Dean – School of Engineering UNZA
- All HODs from School of Agriculture UNZA
- The Dean – School of Natural Sciences UNZA

Academic and Examinations Regulations

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|------------------------------|--------|
| - The Director | HRA-MA |
| - One Representative | ZNFU |
| - The Vice Principal | NRDC |
| - The Registrar | NRDC |
| - Three Heads of Departments | NRDC |

Duties of the NRDC-UNZA Professional Committee:

- Approve end of semester results for NRDC students and forwarding such results to the UNZA senate for final approval
- Ensure reviews or redesign of the NRDC curriculum
- Staff recruitment
- Students enrolment

NON AFFILIATED PROGRAMMES (CERTIFICATES)

The academic board shall comprise;

- | | |
|------------------------------------|-------------|
| 1. The Principal | Chairperson |
| 2. Vice Principal | Secretary |
| 3. Registrar | |
| 4. Heads of Departments | |
| 5. ATIs Coordination Unit. rep | |
| 6. Diploma offering college (Rep) | |
| 7. Farm Manager | |
| 8. Two Student Representatives | |
| 9. Three Stakeholders | |

SECTION II

2.1 Entry Requirements

Entry requirements at the ATIs are at least 5 O' levels, full Form V or Grade 12 Certificate with Credit in English, Mathematics and any Science subject or equivalent. For *NRDC, ZCA Mpika and ZCA, Monze, two Science subjects will be an added requirement.* For the list of pre-service and in-service entry requirements, refer to the Institutional handbooks

SECTION III

3.1 Classification of the Certificate

- a) Diploma certification and grading will be dependent on the respective affiliating university.
- b) The certificate awarded to the student after successful completion of the course shall be classified based on the certificate GPA. The certificate GPA shall be the average of all semester GPAs
- c) The certificate classes shall be the following:

GPA	Class
4.00 – 5.00	Distinction
3.00 – 3.99	Merit
2.00 – 2.99	Credit
0.00 – 1.99	Pass

- d) All students shall spend a minimum period of the required academic years learning at the institution and satisfy the academic requirements before being eligible for the award of a certificate. All students shall be on full time basis except those externalised or granted official permission by the Institution authority.

3.1.1 The General Point Average

- a) Each student's academic performance shall be assessed and classified at the end of every semester. The classification of the student's end of semester academic performance shall be based on the end of semester General Points Average (GPA)
- b) The end of semester GPA shall be calculated using the formula below:

$$\text{GPA} = \frac{(\text{points}_1 \times \text{weighting}_1) + (\text{points}_2 \times \text{weighting}_2) + \dots + \text{points}_n \times \text{weighting}_n}{\text{weighting}_1 + \text{weighting}_2 + \dots + \text{weighting}_n}$$

Where:

Points_{1, 2...n} are the points obtained by the student in subjects 1, 2 up to n

Weightings_{1, 2...n} are the weightings of subjects 1, 2 up to n

- c) The classification of the student's end of semester academic performance shall be as follows:

GPA	Class
4.00 – 5.00	Distinction
3.00 – 3.99	Merit
2.00 – 2.99	Credit
0.00 – 1.99	Pass

- d) The weighting of each subject shall be determined by the number of teaching hours for that particular subject as indicated below:

No. of teaching hours	Weighting (Credit factor)
1 – 15 hours	1
16 – 30 hours	2
31 – 45 hours	3
46 – 60 hours	4
61 – 75 hours	5

3.2 Student Academic Performance Assessment Regulations

3.2.1 Award of Marks

- a) A student's performance in each subject shall be graded and awarded points using a subject mark. A student's grade shall be verified by the Academic and Examinations Boards at the end of each semester
- b) The subject grades and points at the Natural Resources Development College and Popota Agriculture College shall be as follows:

Subject Mark	Grade	Points
90 - 100	A+	5.00
80 - 89.9	A	4.00
70 - 79.9	B+	3.00
60 - 69.9	B	2.00
50 - 59.9	C+	1.00
40 - 49.9	C	0.00
30 - 39.9	D	0.00
0 - 29.9	E	0.00

- c) The subject grades and points at all ATIs except NRDC and Popota shall be awarded as follows:-

Subject Mark	Grade	Points
80 – 100	A+	5.00
75 – 79	A	4.00
70 – 74	B+	3.00
60 – 69	B	2.00
50 – 59	C+	1.00
40 – 49	C	0.00
0 – 39	D	0.00

- d) A subject mark shall be composed of component marks. Components shall include theory and practical as far as practicable
- e) Each component mark shall be composed of subcomponent marks. Subcomponents shall include assignments, continuous assessment tests (CAT) and examination as far as practicable.
- f) Assignments and CATs shall be conducted at any time by such written, oral or practical demonstrations as the Examiner sees fit.
- g) Examinations shall be conducted at a prescribed time, preferably at the end of the semester, by such written, oral or practical demonstrations as the Departmental Examination Committee sees fit.

3.2.2 Aggregation of subject marks

- a) The process of aggregation of subcomponent marks into component marks and component marks into subject mark is illustrated in figure 1.
- b) Each subcomponent mark shall be multiplied by a weighting factor before being added to other subcomponent marks to aggregate into a component mark. The subcomponent mark must be the percentage of a single test or average percentage of several tests. The weighting factors for subcomponents shall be as follows:

Subcomponent	Weighting factor
Practical assignment	0.1
Practical CAT	0.3
Practical examination	0.6
Theory assignment	0.1
Theory CAT	0.3
Theory examination	0.6

- c) If the assignment subcomponent is not administered, its weighting factor shall be added to that of the CAT subcomponent's weighting factor

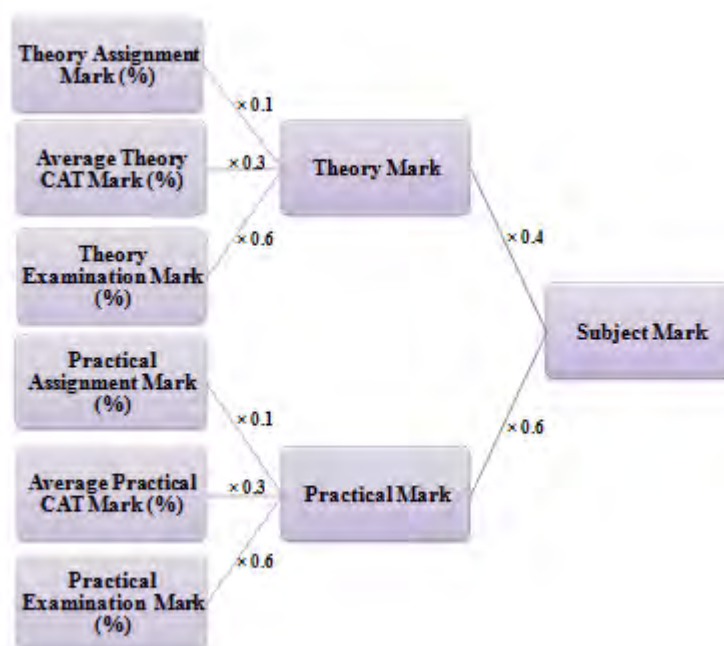


Fig. 1 Schematic presentation of the process of aggregation of a Subject Mark

- d) Each component mark shall be multiplied by a weighting factor before being added to the other component mark to aggregate into a subject mark. The weighting factors for components shall be as follows:

Component	Weighting factor
Practical	0.6
Theory	0.4

- e) If one of the subject components does not exist in a particular subject, its weighting factor shall be added to the other components' weighting factor
- f) A subject may have a project component. The project shall be assessed and graded either as *satisfactory* or *unsatisfactory*.
- g) If a *satisfactory grade* is scored in a project component the subject mark (obtained through the process outlined above) shall stand.

- h) In an event that an *unsatisfactory grade* is obtained in the project component, the student shall be deemed to have scored **D grade** for that particular subject. The original subject mark (obtained through the process outlined above) shall be restored if the student repeats the project and obtains a *satisfactory grade*. A student who obtains an *unsatisfactory grade* in a project shall be given only one chance to repeat the project and the student shall bear all the costs of the repeated project
- i) All students shall undergo a field attachment programme for a period of not shorter than one month. The students shall present a field attachment report to the department concerned upon returning to the institution.
- j) The students' field attachment report shall be assessed and graded either as *satisfactory* or *unsatisfactory*. In an event that an *unsatisfactory grade* is obtained, the student shall be deemed to have failed all the subjects of that particular semester/year and shall be **Discontinued**
- k) The original subject marks of the semester in which the student failed the field attachment programme shall be restored only if he or she obtains a *satisfactory grade* in a repeat field attachment programme
- l) A student who obtains such an *unsatisfactory grade* shall be given one chance only to repeat the field attachment programme at their own cost

3.3 *Extra Methods of Assessing Students*

3.3.1 **Supplementary and deferred assessment**

- a) A student who obtains a **D grade** but obtains at least 30% in a subject shall be eligible for a supplementary examination. The supplementary examination shall be for both practical and theory components of that particular subject
- b) Whatever mark above a passing mark obtained in a supplementary examination, the subject grade awarded shall be C.
- c) A student who obtains **D grade** in a supplementary examination shall be deemed to have failed the subject and shall be **put on part time**. . Students in first semester of first year shall not be eligible for externalisation, they shall be **Discontinued**.
- d) A student who obtains **D grades** in three or more subjects shall not be eligible for supplementary examination and shall be **Discontinued**
- e) A student who fails a deferred examination shall not be eligible for a supplementary examination
- f) A student who misses any CAT or examination without permission or valid reason shall not be eligible for deferred CAT or examination. Such student shall be deemed to have scored **zero marks** for that particular CAT or examination
- g) A grade obtained through a deferred CAT or examination shall have equal weighting as that of the main CAT or examination for the purpose of classifying the Certificate or awarding prizes.

3.3.2 Number of assessments

- a) A student shall have not less than two continuous assessment tests in each component of every subject
- b) A student shall have one examination in each component of every subject per semester
- c) A student may be allowed only one supplementary examination in each component of a subject per semester. No supplementary examination shall be offered for deferred examination
- d) A student may be allowed only one deferred examination in each component of a subject per semester
- e) A student put on part time may be examined two more times only in one particular subject as an external candidate at his or her own cost
- f) A discontinued student may apply to be enrolled as first year students in later academic years. A student who fails in second semester of first year or above may apply to start where they left from.
- g) ODL students shall be allowed to re write as many times as possible while the regular students shall only be allowed to twice.

3.4 End of semester results

- a) The Examinations Board shall scrutinise the end of semester results before submitting to the Academic board. -
- b) The Examination Board shall have the powers to moderate subject mark borderline cases. Subject mark borderline cases shall be those that are 0.5 or less below the next upper grade. A maximum of two subject marks may be moderated per student per semester.
- c) Subject mark borderline cases are illustrated below, respectively:
 - 89.5 or greater may be upgraded to 90.0%
 - 79.5 or greater may be upgraded to 80.0% i.e. from A to A+
 - 74.5 or greater may be upgraded to 75.0% i.e. from B+ to A
 - 69.5 or greater may be upgraded to 70.0% i.e. from B to B+
 - 59.5 or greater may be upgraded to 60.0% i.e. from C+ to B
 - 49.5 or greater may be upgraded to 50.0% i.e. from C to C+
 - 39.5 or greater may be upgraded to 40.0% i.e. from D to C
 - 79.5 or greater may be upgraded to 80.0% i.e. from A to A+
 - 74.5 or greater may be upgraded to 75.0% i.e. from B+ to A
 - 69.5 or greater may be upgraded to 70.0% i.e. from B to B+
 - 64.5 or greater may be upgraded to 65.0% i.e. from C+ to B
 - 59.5 or greater may be upgraded to 60.0% i.e. from C to C+
 - 49.5 or greater may be upgraded to 50.0% i.e. from D to C
- d) The Examination Board shall have the powers to moderate students' end of semester and certificate GPA borderline cases. GPA cases shall be those that are 0.05 or less below the next upper grade as illustrated below:
 - 3.95 or greater may be upgraded to 4.00 i.e. from Merit to Distinction
 - 2.95 or greater may be upgraded to 3.00 i.e. from Credit to Merit
 - 1.95 or greater may be upgraded to 2.00 i.e. from Pass to Credit

3.5 *Casus omissus (Cases omitted)*

- a) Individual cases not covered in these Regulations shall be at the discretion of the Academic Board of the institution.

SECTION IV

4.1 Examination Procedures

- a) Examinations shall be administered at a prescribed time, published one month or more in advance
- b) Examinations shall be conducted in prescribed examination rooms or places, as far as practicable. The examination room or place shall be secured (where possible) and declared out of bounds to all candidates 48 hours or more before the published time of examinations
- c) The methodology of examining subjects shall be through practical demonstration, writing or oral, as far as applicable
- d) -
- e) Any student who absents himself/herself from any college examinations or continuous assessment without any medical evidence, valid reason or written permission from College authority will be deemed to have scored *zero marks* in that/those particular examination(s) or continuous assessment.
- f) The results of the examinations as presented by the Vice Principal shall be subjected to moderation by the Examination Board and ratification by the Academic Board/ Professional board
- g) Examinations scripts shall be retained for a period of one year after the examinations and will then be destroyed. No appeal in connection with an examination shall be entertained after 14 days of publication.
- h) All appeals for remarking shall be charged by respective college and shall be at the student's cost.

SECTION V

5.1 Instruction to Candidates

5.1.1 Attendance for examination

- a) Candidates shall be at the examinations centre 15 minutes before the published time of the examination.
 - Students shall not be allowed to enter the examination room 30minutes after the examination has started. **Immediate Action:** Any candidate who enters the examination room 30 minutes or later after the published time - shall not be allowed to sit for the examination and will be sent away. The invigilator shall make a note of such a candidate in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board

- **Penalty:** - The candidate shall be deemed to have scored *zero marks* in that particular examination
- b) No candidate shall be allowed to leave the examination room during the first 30 minutes of the examination.
- **Immediate Action:** Any candidate who leaves the examination room during the first minutes shall not be allowed back into the examination room. The invigilator shall make a note of such a candidate in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have scored *zero marks* in that particular examination
- c) No candidate shall leave the examination room during the last 30 minutes of the examination
- **Immediate Action:** The invigilator shall make note of any candidate who leaves the examination room during the last minutes in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, such a candidate shall be deemed to have scored *zero marks* in that particular examination
- d) Candidates who wish to leave the examination room and return later must be accompanied by an appointed member of staff
- **Immediate Action:** Candidates who leave the examination room and are un-supervised by an appointed member of staff while outside the examination room shall not be permitted back into the examination. The invigilator shall make note of any candidate who leaves the examination room and is un-supervised by an appointed member of staff in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have scored *zero marks* in that particular examination

5.1.2 Materials not permitted in the examination room

- a) No book, printed or written document, picture or any unauthorised aid may be taken into the examination by any candidate nor any candidate receive such material from any person while he/she is in the examination room except that a candidate may, while he/she is in the examination room bring in or receive from the Invigilator such books or paper as may be authorised by the Examiner.
- **Immediate Action:** Any unauthorised material found with a candidate shall be confiscated and labelled and such a candidate shall be sent away from the examination room immediately. - The invigilator shall make note of any candidate violating this regulation in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately.**
- b) Candidates shall not answer examination questions on any paper other than the examination answer paper provided in the examination room. -
- **Immediate Action:** Any unauthorised answer paper found with a candidate should be confiscated and labelled and such a candidate shall be sent away from the examination room immediately - The invigilator shall make note of any candidate

violating this regulation in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board

- **Penalty:** If found guilty, the candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately.**
- c) No unauthorised electronic devices shall be permitted in the examination room. -
- **Immediate Action:** Any unauthorised electronic devices found with a candidate should be confiscated and labelled and such a candidate shall be sent away from the examination room immediately - The invigilator shall make note of any candidate in possession such devices in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately**
- d) Materials that may be authorised in the examination room upon scrutiny by the Invigilator or other appointed members of staff include; -, mathematical sets, calculators and others that may be recommended by the examiner
- e) Candidates shall not remove any examination material from the examination room without permission
- **Immediate Action:** Examination material shall be confiscated from a candidate violating this regulation and labelled. The case shall be reported to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have scored *zero marks* in that particular examination.

5.1.3 Communication in the examination room

- a) A candidate shall not directly or indirectly give assistance to any other candidate or permit any other candidate to copy from or otherwise use his/her paper.
- **Immediate Action:** The invigilator shall send away such a candidate immediately and - make a note in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately.**
- b) A candidate must not directly or indirectly accept/offer assistance from any other candidates or use any other candidates papers
- **Immediate Action:** - Such a candidate shall be sent away from the examination room immediately and the invigilator shall - - make a note in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have cheated, all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately.**
- c) During practical examinations only one person shall be at a given station at a time
- **Immediate Action:** The invigilator shall caution a candidate violating this regulation, remove the extra candidate from the station but allow him or her to undertake the examination and make a note in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board

- **Penalty:** If found guilty the candidate shall be deemed to have scored *zero marks* in that particular examination

5.1.4 Conduct in the examination room

- a) Candidates shall follow carefully the instructions set out on the examination answer paper
 - **Penalty:** Failure to follow instructions may result in loss of marks
- b) Candidates requiring anything of any description shall request the Invigilator and will not leave their places without the Invigilator's permission
 - **Immediate Action:** The invigilator shall send away such a candidate immediately - and make a note in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate shall be deemed to have cheated all the candidate's end of semester results shall be nullified. Such a candidate shall be **Expelled immediately.**
- c) Candidates shall remain silent during their entire period in the examination room
- d) Any candidate requiring attention shall gain the attention of the Invigilator by raising their hand
- e) All candidates shall stop writing at the end of the examination on instruct from the Invigilator
 - **Immediate Action:** The invigilator shall caution a candidate violating this regulation and make a note in the invigilator's report to the Vice Principal who shall refer the case to the Academic Board
 - **Penalty:** If found guilty, the candidate's answer to the last question shall be cancelled
- f) At the end of the examination e candidates shall leave their answer sheets on their desks and the invigilator will immediately collect them.-
- g) Candidates who are unable to write examinations and assessments due to illness shall be required to produce medical reports from a Practicing Medical Doctor or Practicing Clinical Officer.
- h) Plagiarism- all documents written and submitted by students shall be "turned in" and if found guilty the student shall be given a ZERO grade for that document and repeat the course.
- i) All the above rules apply to the Continuous Assessment Tests (CAT).
- j) Candidates shall not engage in any form of cheating. If found cheating, such a candidate will be expelled immediately.
- k) Any candidate caught cheating in a CAT shall score a zero in that particular test.

SECTION VI

6.1 Guidelines for the Invigilators

- a) Depending on the numbers of students writing, there should be at least two Invigilators in the examination room at all times a man and female.
- b) The Invigilator shall deliver the question papers into the examination room in a sealed envelope. The Invigilator shall only open the sealed envelope in the examination room in presence of the candidates
- c) (1)The invigilator shall ensure that a clock is available in the examination room and be so sited that it is clearly visible to all candidates.

- d) The invigilator shall give adequate examination guidelines before the examination.
- e) The invigilator shall not answer the phone in the examination room.
- f) The invigilator shall not conduct any marking of scripts in the examination room, while invigilating.
- g) Thirty minutes before the end of the examination, the Invigilator shall warn the candidates that the examination ends after that time
- h) The Invigilator shall ensure that all candidates leaving the examination room and intending to return are accompanied by an appointed member of staff during their time outside
- i) The Invigilator shall take attendance of the candidates in the examination room fifteen minutes after the start of the examination
- j) Invigilators must familiarise themselves with the examination regulations
- k) Invigilators shall be in the examination room fifteen minutes before the published time for the start of the examination
- l) Invigilators shall satisfy themselves that, answer papers, attendance register and any other necessary examination requirements are in order and set out before the examination starts
- m) The Examiner must be present in the examination room for at least the first 30 minutes of the allotted examination time. He/she must then be available in his/her office for the remainder of the examination
- n) Candidates may be allowed into the examination room fifteen minutes before the time stated for the start of the examination.
- o) Invigilators shall take note of and write on the chalk/white board the actual time of the start and end of the examination
- p) Invigilators shall not discuss the question papers with candidates. In case of doubt, reference shall be made to the Examiner
- q) Invigilators shall remain alert and not occupy themselves in any way likely to distract candidates' attention from the examination
- r) Invigilators shall ensure that silence is maintained in the examination at all times. The Invigilator shall walk to the desk of a candidate who has raised their hand and converse in a low tone
- s) If cheating is observed, Invigilators shall ensure that Article 13 of the instructions to candidates for examinations is applied. Whenever possible confirmation of the misdemeanour shall be obtained
- t) Invigilators shall be directly responsible for collecting of all scripts, ascertaining that they correspond in number to the attendance sheet and enclosing them in an envelope which shall be sealed and handed in person to the Vice Principal. Under no circumstances should more time beyond the standard one be allowed for the examinations by the Invigilator.

SECTION VII

7.1 Guidelines for the Academic and Examination Boards

- a) The members of the Academic and Examination Boards must read and familiarise themselves with these Regulations.
- b) All proceedings of the Academic and Examinations Boards are to be regarded as **Strictly Confidential**. The Board shall recommend for **Disciplinary Action** to be taken against any member who fails to adhere to these regulations.
- c) Examiners are required to strictly preserve the secrecy of the examination papers. The contents must not be disclosed to any person other than those officials of the institution specially appointed to deal with examination papers.
- d) Each examiner shall prepare one copy of the examination paper as may be prescribed in the regulations and where applicable submit this to the Head of Department for approval. The agreed draft must then be sent under the sealed cover to the Vice Principal as such a time as he/she may require Examination scripts shall be retained for a period of one year after the examination and will then be disposed of. No appeal in connection with any examination can be entertained after 14 days of the publication of results.