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THE COLLEGE OF BUSINESS EDUCATION ACT,
(CAP. 315)

RULES

(Made under section 14(1))

THE COLLEGE OF BUSINESS EDUCATION (EXAMINATIONS)
RULES, 2022

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THE COLLEGE OF BUSINESS EDUCATION ACT,
(CAP. 315)

RULES

(Made under section 14(1))

THE COLLEGE OF BUSINESS EDUCATION (EXAMINATIONS) RULES, 2022

PART I
PRELIMINARY PROVISIONS

Citation
and
objective

1.-(1) These Rules may be cited as the College of Business Education (Examinations) Rules, 2022.

(2) The objective of these Rules shall be to provide for a framework of Rules governing, *inter alia*, all conducts of continuous assessment, College examinations, grading systems and organs responsible in enforcing these Rules.

Application
and
commence
ment

2.-(1) These Rules shall apply in respect of all persons and bodies dealing with matters relating to continuous assessments, College examinations and all incidental matters thereto.

(2) These Rules shall come into force after approval by the Governing Body and publication in the Government *Gazette*.

Interpreta-
tion

3. In these Rules, unless the context requires otherwise-

"academic programme" means a programme of study which leads to the National Technical Award; any prescribed postgraduate award or any other programme of study established by the College Academic Board;

"abscondment" means not sitting for scheduled examination, or failure to attend scheduled classes to the required percentage or being absent from the College without prior permission;

“academic certificate” means a document duly signed by relevant authority of the College classifying an award to a student upon successful completion of his programme of study;

“academic transcript” means a document duly signed by relevant authority of the College listing grades for all modules in all semesters and indicating a cumulative GPA for all semesters assessed in the course of a period of studies issued after successful completion of studies in a particular programme;

“assessment” means any mode or combination of modes of testing a candidate’s performance in a particular module;

“award” means a conferment upon a candidate who has successfully completed a given programme of study;

“Campus Director” means any person in-charge of the campus other than the main campus;

“candidate” means a student duly registered in any programme of study and eligible for examination;

“College” means the College of Business Education established by the College of Business Education Act;

“coursework” means a combination of modes of assessment used to test a candidate’s academic performance in a module during the semester excluding end of semester examination;

“discontinuation” means a declaration by relevant authority of the College that a particular student is no longer qualified to continue with his studies;

“end of semester examination” means an examination to be undertaken by a candidate at the end of the respective semester;

“examination irregularity” means an act or conduct prohibited under PART VII of these Rules;

“examination” includes coursework, end of semester examination, supplementary examination, field reports, project or research reports, dissertations, and thesis assessments;

“external examiner” means an academic staff from

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higher learning institution appointed by the College to conduct pre or post moderation of examination or as an external marker of the examination;

“Grade Points Average” (GPA) means the weighted arithmetic mean of the weighted scores points;

“grade” means a letter assigned to range of scores or marks;

“he” means male or female;

“Invigilator” means a person given the responsibility of supervising candidates sitting for examination;

“module” means an independent package of learning related to an academic programme undertaken by a student for a fixed number of hours during the semester;

“postgraduate programme” includes Postgraduate Diploma, Master’s Degree and Doctor of Philosophy;

“semester” means an academic period in which a set of modules are examined;

“special examination” means an examination which a candidate is allowed to sit for after postponing the end of semester examination;

“student” means a person dully registered by the College to pursue any academic programme;

“studentship” means the duration of an academic programme and addition of two academic years undertaken by a student;

“supplementary examination” means an examination administered to candidate who fail to obtain a pass in a module during end of semester examination;

“DR-ARC” means the Deputy Rector-Academic, Research and Consultancy;

“unauthorised material” means any object, written or printed material that is generally or specifically prohibited from being brought into the examination room; and

“undergraduate programme” includes bachelor degrees, ordinary diploma and certificate programmes.

PART II
ELIGIBILITY FOR EXAMINATIONS

Students
eligible to
sit for end
of semester
examina-
tion

4. A registered student shall be allowed to sit for end of semester examination provided that he meets the following conditions:

- a. the student does not owe the College any prescribed fee or any other financial dues;
- b. the student has attended not less than eighty percent of lectures or seminars in a particular module within a particular semester;
- c. the student has done continuous assessment of all modules that he is required to study in a given semester and has attained a minimum mark required;
- d. the student is not barred by any relevant authority from sitting for the examination in question;
- e. a student has registered for all modules that he is supposed to study in a particular semester.

Postpone-
ment of
studies

5.-(1) A student may request in writing for postponement of studies through the Director of Undergraduate or Postgraduate Studies or Campus Director through the respective Head of Department.

(2) The reasons that may be considered for postponement of studies includes:

- a. illness supported by a medical certificate from any recognised medical institution;
- b. sponsorship related problems; or
- c. any other reasonable ground which is supported by sufficient evidence provided that each case is considered on its own merit.

(3) Where the request is granted, it shall be shown in the form the time for which the student is supposed to resume studies.

(4) The permission for postponement of studies shall not be granted for two consecutive academic years.

(5) A student who will postpone studies in the first

semester shall be deemed to have postponed the whole academic year.

(6) Notwithstanding the provisions of rule 5(4), the DR-ARC may grant permission for further postponement of studies.

(7) A student shall not be allowed to sit for any supplementary examination during the academic year in which he has postponed studies.

(8) In the event that the permission for postponement of studies is granted, any continuous assessment done by the student in the respective semester shall be nullified and the student shall be required to start afresh upon resuming studies.

(9) A student who has postponed studies and his request is duly granted, shall not be required to repay the tuition fee for the postponed period if already paid to that effect.

Postponement of examinations

6.-(1) A student may request in writing for postponement of examination to the Director of Undergraduate or Postgraduate Studies or Campus Director via the respective Head of Department.

(2) Rule 5(2)(a), (b) and (c) shall apply regarding reasons for postponement of examination.

(3) A student wishing to postpone examination should be eligible to sit for end of semester examination.

(4) A student shall not be allowed to postpone all examinations if he had postponed all examinations in the previous semester unless approved in writing by DR-ARC.

(5) A students shall not be allowed to proceed to the next academic year unless he has sat for examination postponed in the previous academic year.

Time to request for postponement of studies and

7.-(1) A student wishing to postpone studies may lodge his request at any time prior to the start of the end of semester examinations.

examina-
tion

(2) A student wishing to postpone examination may lodge his request at any time prior to the start of the respective examination.

(3) Notwithstanding the provisions of subrules (1) and (2), the Director of Undergraduate or Postgraduate Studies or Campus Director may, at his discretion, approve the request of the student to postpone studies or examination out of time on sufficient grounds.

Transfer of
students
and grades

8.-(1) In accordance with NACTE and TCU Students' Credits Transfers guidelines, a student may be transferred from any recognised institution to the College and *vice versa* to proceed with the study of any program provided that-

- a. the contents of programme of study between the institution and the College are compatible;
- b. grading and assessment criteria of the programme of study are compatible and accepted by the College;
- c. the student has successfully completed the prior academic year;
- d. the College may request a confidential report from a recognised institution to verify if the student has not been involved in any form of misconduct; and
- e. prescribed fee and other financial dues are duly paid to the College.

(2) A student who wishes to be transferred from one campus of the College to another shall apply in writing to the DR-ARC through the Director of Undergraduate or Postgraduate Studies or Campus Director to which he is being transferred.

(3) The DR-ARC shall regulate all matters related to the transfer of grades.

PART III
STUDENTS' ASSESSMENT

Administra-
tion of
assessment

9.-(1) Each module shall be assessed through coursework and end of semester examination except for fieldwork, research report, project report and dissertation.

(2) Fieldwork, research report, project report or dissertation shall form part of the assessment of the student and shall contribute to the final cumulative GPA.

Course-
work
assessment
and
evaluation

10.-(1) Distribution of coursework marks in each module for all undergraduate programmes shall include test (25 marks), individual assignment (10 marks) and group assignment (5 marks) making a total of 40 marks.

(2) Distribution of coursework marks in each module for postgraduate programmes shall include test (20 marks), individual assignment or term paper (20 marks) and group assignment (10 marks), making a total of 50 marks.

(3) The instructor shall administer a minimum of two tests in a semester whereby, at least one test shall be administered in each half of a semester.

(4) End of semester examination in each module shall carry 60 marks and 50 marks for undergraduate and postgraduate programmes respectively.

(5) The pass mark for each module per NTA Level shall be as follows:

- a. NTA Levels 4-5=50%;
- b. NTA Level 6=45%;
- c. NTA Level 7 and 8 =40%;
- d. NTA Level 9 and 10=50%.

(6) The pass mark for undergraduate programme in each module shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum score as follows:

Levels	Coursework	End of Semester
NTA Levels 4 and 5	20 Marks	30 Marks

NTA Level 6	18 Marks	27 Marks
NTA Level 7 and 8	16 Marks	24 Marks

(7) The pass mark for postgraduate programmes shall be a combination of both course work and end of semester examination in a respective semester provided that a student has scored a minimum of 25 marks out of 50 for both coursework and end of semester examination.

(8) A student who fails to attain a minimum score of the respective coursework shall repeat the module.

(9) A student shall sign coursework results in each module during the preparation week before the start of the end of semester examination.

(10) A student shall ensure that all matters related to his coursework results are addressed and resolved during the preparation week.

(11) Each instructor shall be readily available and accessible to students during preparation week to resolve coursework matters.

(12) Teaching or administering coursework shall not be allowed during the preparation week unless approved in writing by DR-ARC.

Marking
and
submission
of
coursework
assessment
scores

11.-(1) Marking and uploading of coursework shall be done by the module instructor.

(2) A module instructor shall submit to the respective head of department a signed hardcopy and softcopy of coursework assessment scores during preparation week.

(3) A module instructor shall be required to keep a copy of a record of all assessment scores submitted to the head of department for a period of at least two academic years.

(4) The head of department in which the module originates may take necessary administrative measures which he deems necessary on any issue that may arise relating to coursework submission.

Marking

12.-(1) Marking and uploading of end of semester

and
uploading
of end of
semester
examina-
tion results

examination results shall be done by the module instructor unless directed otherwise by DR-ARC.

(2) A module instructor shall submit to the examination unit a hard copy of end of semester examination marked scripts, pre moderated examination paper, marking scheme, and a duly signed mark sheet containing a list of all students examined and their respective scores.

(3) A module instructor shall be required to keep a copy of record of all end of semester mark sheet submitted to the examination unit for a period of at least two academic years.

Fieldwork

13.-(1) There shall be fieldwork for Diploma and Bachelor Degree Programmes depending on curriculum requirements.

(2) The head of department shall appoint instructor to supervise fieldwork.

(3) A student shall be required to submit his field report within the time as may be prescribed in writing by the Head of Department.

(4) The assessment or marking of the final field report shall be done by a supervisor or an instructor appointed by the head of department.

(5) The field work shall be marked out of 100 marks of which thirty percent shall be awarded by immediate supervisor at the field placement and seventy percent shall be awarded from the field report.

(6) A student who fails in the field work report shall be allowed to repeat his filed work until he clears within two consecutive academic years.

Disserta-
tion,
research
and project
report

14.-(1) A student shall be allocated a supervisor who will guide him throughout the dissertation, research or project report process.

(2) The assessment of the final dissertation, research or project report shall include oral presentation and constitute an average of scores awarded by a major supervisor and another independent instructor appointed by the head of department.

(3) The panel for oral presentation shall constitute the major supervisor, independent instructor and any other instructor appointed by the head of department.

(4) The chairperson of the panel in oral presentation shall be appointed by the head of department.

(5) A candidate who fails in his dissertation, research or project report in the first attempt shall be allowed to repeat within two academic years.

(6) A student who fails to submit his dissertation, research or project report on time shall be considered to have been absconded from studies.

(7) A student may apply to the DR-ARC through the head of department for the extension of time to submit his dissertation, research or project report prior to the expiry of the initial period.

(8) The Governing Body shall prescribe fees for each month requested for extension of dissertation, research or project report submission.

Modality
for
supervision
of
fieldwork
and
research

15. The DR-ARC may issue directives from time to time on the modality for supervision of fieldwork and research or project.

PART IV

SETTING, PRE AND POST-MODERATION OF EXAMINATION

Types of
examina-
tions

16.-(1) There shall be pre-moderation of the following examinations:

- a. end of semester,
- b. supplementary; and
- c. special examinations.

(2) The examination sessions for each type of examination shall be duly indicated in the College's Almanac.

(3) The end of semester examination shall be administered at the end of the respective semester in which a particular module is taught.

(4) Supplementary examination shall be administered to all eligible students subject to the provisions of these Rules.

(5) Supplementary examination session shall be administered after the declaration of the end of second semester examination results for each academic year.

(6) A candidate who will pass supplementary examination shall be awarded a “C” grade for NTA level 4 to NTA level 8 and “B” grade for NTA level 9 and 10.

(7) A candidate who postpones supplementary examination shall sit for the same during the supplementary examination session of the following academic year.

(8) A candidate who fails to sit for special examination shall carry forward or repeat the module in the following academic year.

(9) A candidate shall not be allowed to progress to the next NTA Level unless he has cleared supplementary of core module.

(10) Special examination shall be administered at the same session with supplementary examination for students who duly postponed their end of semester examination.

(11) A student who fails special examination shall carry forward or repeat the module in the next academic year.

Setting of
examina-
tion papers

17.-(1) The College shall set and administer its own examination.

(2) In the case of collaboration with other institutions, the examination setting will depend on the terms of the agreement.

(3) The following procedures shall govern the setting of the College examination:

- a. the module instructor shall set examination for the module he has taught;

- b. in the event a module has been taught by more than one instructor, the instructor in-charge appointed by the head of department shall set the examination in consultation with co-instructors;
- c. the setting of the examination shall take into account the extent of coverage in teaching the contents of the module;
- d. the module instructor shall be the internal examiner (IE) for module examination;
- e. the internal examiner shall be responsible for setting model solutions and suggested marking scheme.

(4) The DR-ARC may issue guidelines and criteria of setting examination from time to time.

Procedures
of pre and
post-
moderation
of
examina-
tion

18.-(1) The DR-ARC in consultation with the Director of Undergraduate Studies, Director of Postgraduate Studies or Campus Director shall nominate a competent external examiner from public institution for conducting pre and post-moderation of examination.

(2) The external examiner shall be responsible for ensuring that the setting of the examination is fair, clear, relevant and that the level of questions set are commensurate with the time allocated and are in accordance with the syllabus.

(3) The external examiner shall be responsible for advising the DR – ARC in writing on matters related to anomalies of examination results and recommend appropriate measures to be taken.

(4) The examination officer shall coordinate the pre and post moderation exercise.

(5) The DR-ARC may, from time to time, issue the mode for which the moderation process shall be executed.

Repeating
module

19.-(1) A candidate who fails a core module in supplementary examination shall repeat the module failed in the next academic year upon payment of the prescribed fee.

(2) A candidate who fails more than two non-core modules in the supplementary examination shall repeat the module failed upon payment of the prescribed fee.

(3) A candidate who fails a maximum of two non-core modules in the supplementary examination shall carry forward such module to the next NTA Level.

(4) A student in a final year who fails core or non-core module during supplementary examination shall repeat the module failed in the next academic year upon payment of the prescribed fee.

(5) A candidate can carry forward non-core module or repeat a module for a maximum of two consecutive academic years from when he first failed the particular module.

(6) The student shall pay a fee of repeating a failed module as may be prescribed from time to time.

Power to
set
examina-
tion dates

20.-(1) The DR-ARC shall appoint a team to prepare the College Almanac which shall include specific dates for examination session stipulated under these Rules.

(2) There shall be a master timetable for each examination indicating a specific date for each module examination to be undertaken.

PART V

PRODUCTION, HANDLING AND CONDUCT OF EXAMINATION

Production
and
handling of
examina-
tion

21.-(1) The module instructor upon completion of setting examination shall keep it in a confidential manner.

(2) The printing unit shall be responsible for preparing printing and photocopy facilities for the module instructor to produce the adequate number of examination papers on time.

(3) Printing and handling of examination shall ensure, *inter alia*, the following:

- a. all materials for examination are handled and kept in a secure and confidential place;
- b. the College may use various safe printing options depending on prevailing circumstances;

- c. a person entrusted with the task of printing and handling examination shall be trustworthy and observe the highest degree of confidentiality; and
- d. all defective printed pages or discarded examination materials shall be kept intact and confidentially disposed.

Supervi-
sion of
examina-
tion

22.-(1) The head of department shall be the overall overseer of all administrative matters relating to examination conducts in his respective department.

(2) An invigilator shall be accountable to the immediate head of department in all matters related to examination.

(3) The module instructor shall be responsible for the custody of examination papers of the respective module before the examination.

(4) The module instructor shall submit a sealed envelope of examination papers to the examination office forty-five minutes before commencement of examination.

(5) Examination officer shall be responsible for the safe custody of scripts or booklets before and after examination session.

(6) Examination officer shall be responsible for issuing sealed envelope of examination papers and scripts or booklets to invigilator in a prescribed manner.

(7) The module instructor shall collect the examination scripts or booklets from examination officer immediately after the examination session.

(8) The module instructor shall keep the examination scripts or booklets after the examination session while marking and thereafter submit in a prescribed manner to the examination officer for moderation.

(9) Where examination script or booklet is lost for any reason, the student shall be allowed to sit for the respective examination as may be directed by DR-ARC.

(10) The DR-ARC may issue directives on any such matters which shall be taken into account in the supervision of examination.

Confidentiality in conduct of examinations

23.-(1) It shall be the overall responsibility of the DR-ARC to oversee those examinations are prepared and conducted in a strictly confidential manner.

(2) All College staff shall ensure that issues concerning examination are handled in a maximum degree of confidentiality and that no one steal or attempt to, aid, abet or causes leakage of examination or examination results.

(3) A breach of duty of confidentiality or leakage of examination or examination results by any College staff shall constitute gross-misconduct and shall be dealt with in accordance with the relevant Rules governing disciplinary matters.

(4) In the event the College staff tempers with examination results of any student, it shall amount to gross misconduct and shall be dealt with in accordance with relevant disciplinary laws.

PART VI

EXAMINATION INSTRUCTIONS AND GUIDELINES

General instructions and guidelines for invigilator

24.-(1) Prior to examination session, an invigilator shall-

- a. personally, collect sealed envelopes containing examination papers from examination officer and ensure that all materials for examination are ready thirty minutes before commencement of the examination;
- b. be present in the examination room at least twenty minutes before the commencement of the examination;
- c. ensure that each student possesses a valid students' identity card; and
- d. ensure that students are reminded of-
 - i. not possessing anything or do anything that may amount to examination irregularity;
 - ii. checking whether students are in possession of the correct examination paper; and

iii. adhering to all rules and guideline of conducting examination.

(2) During the examination the invigilator shall-

- a. ensure that all candidates sign-in the attendance sheet and sign-out upon submitting the examination booklet or script;
- b. in case of alleged examination irregularity, require the candidate to sign an examination irregularity report form;
- c. in the event that the student refuses to sign the examination irregularity report form or refuse to surrender to the invigilator any unauthorised material, the invigilator shall include in his report the fact that the candidate refused to do so and shall ask the co-invigilator to sign as a witness to that effect;
- d. stop and order out of the examination room the candidate alleged to have committed examination irregularity pending other necessary measures under these rules;
- e. ensure that all relevant evidence of examination irregularity are submitted to the relevant authority for further action; and
- f. ensure that the safety of examination in his custody and in the event he apprehends any danger or insecurity should take appropriate measures to inform relevant authorities for immediate help.

Specific
instructions
and
guidelines
for students

25.-(1) Students eligible to sit for any examination administered shall observe and comply with the following instructions and guidelines before or during the examination:

- a. to have an authentic identity card;
- b. to observe examination timetable and venue;
- c. be seated in the examination room 30 minutes before starting time;

- d. inspect the surrounding environment for presence of any unauthorised item or object and report or handle it to the invigilator prior to the commencement of the examination;
- e. listen and read carefully all instructions issued in relation to the conduct of examination;
- f. to observe silence and order in the examination room;
- g. no inter and intra-communication is allowed between candidates when the examination is in progress;
- h. not to write names or any mark anywhere in the examination booklet or scripts that may reveal the identity;
- i. not to write anything on the question paper;
- j. to sign the attendance form at the beginning and end of every examination; and
- k. not to take the examination booklet or scripts, question paper, or any other examination related material outside the examination room.

- (2) In the examination room, students are allowed to-
 - a. carry pens, pencils or other materials explicitly prescribed by the department or in the particular examination instructions;
 - b. use calculator or department's tools as may be instructed; and
 - c. request invigilator for any clarification in relation to the examination.

- (3) Students are not allowed to enter into the examination room with-
 - a. any unauthorised materials; and
 - b. any kind of drink and food stuffs.

- (4) No borrowing between candidates shall be allowed during the examination.

- (5) A candidate wishing to answer a call of nature may be allowed by invigilator to leave the examination room for a reasonable time.

(6) A candidate shall not be permitted to sit for the examination after a lapse of thirty minutes from the commencement of the examination.

(7) A candidate shall not be allowed to leave the examination room until a lapse of thirty minutes after commencement of the examination.

(8) A candidate shall not be allowed to leave the examination room in the last thirty minutes before end of the examination.

(9) Smoking is not permitted in the examination room.

(10) The DR-ARC shall have power to issue such instructions, notes or guidelines to students as may deem appropriate.

Specific
examina-
tion
guidelines
for
invigilators

26.-(1) An invigilator shall have power-

a. to inspect the candidate during the examination as may be necessary; and

b. to confiscate any unauthorized material brought into the examination room.

(2) An invigilator shall not, at any time, leave candidates in the examination room unattended while the examination is in progress.

(3) An invigilator shall ensure that booklets or scripts submitted by candidates match with the number of candidates that have attempted the examination.

(4) An invigilator shall submit in prescribed manner all booklets or scripts, invigilation report, and signed attendance sheet to the examination officer upon completion of the examination.

PART VII
EXAMINATION IRREGULARITIES

Examina-
tion
irregulari-
ties

27.-(1) Acts which shall constitute examination irregularity include but not be limited to-

a. possession of an unauthorised material in examination room which includes but not

limited to notes, magazine, book, any object with written information, or information written on any part of the body, cellular or mobile phone, smart watch, radio, radio cassette or other types of cassette/DVD/VCD players, computer, iPod, iPad, tablet, recording apparatus, annotated document, handbag, pouch, purse, and wallet;

- b. causing any form of disturbance or nuisance in or near any examination room without compelling reason;
- c. any form of dishonesty or falsification for the purpose of gaining unfair advantage in examination;
- d. any destruction of evidence of examination irregularity in examination;
- e. refusal to hand over any evidence of examination irregularity to the invigilator when ordered to do so;
- f. getting out of the examination room without prior permission from the invigilator;
- g. impersonation in the examination;
- h. stealing, aiding, abetting or causing leakage of examination;
- i. making false accusation against the invigilator in relation to an examination; and
- j. doing any act that is expressly prohibited in the conduct of examination in accordance with these Rules.

(2) A student who walks out of an examination room in protest shall be considered to have committed examination irregularity.

(3) A student who incites or instigates other students to protest or refuse to do an examination shall be considered to have committed examination irregularity.

(4) A student who takes part in any act of refusal or protest against examination, implicitly or explicitly, shall have committed examination irregularity.

(5) A student who detaches a part of examination booklet or script shall be considered to have committed examination irregularity.

Procedures
and organs
responsible
for
handling
examina-
tion
irregularity
cases

28.-(1) As soon as the invigilator finds a student to have committed examination irregularity, shall write and submit a report duly signed, accompanied with evidence if any, to the examination officer.

(2) A student alleged to have committed examination irregularity shall immediately report to the office of Registrar or examination officer for further directives.

(3) The examination officer shall, upon receiving the report from the invigilator, inform the Chairperson of Examination Irregularity Handling Committee who shall immediately convene a meeting to deliberate on the matter according to these Rules.

(4) The examination officer shall prepare a summary of allegation to be signed by the respective invigilator and serve to a candidate alleged to have committed examination irregularity.

(5) The examination officer shall summon the candidate alleged to have committed examination irregularity in writing to appear before Examination Irregularities Handling Committee in person or and with his witnesses if any to present his defence.

(6) There shall be Examination Irregularities Handling Committee at main campus which shall be composed of the following:

- a. the Director of Undergraduate Studies who shall be the Chairperson;
 - b. Registrar who shall be the Secretary;
 - c. Head of Department from which the accused student is registered;
 - d. Head of Department from which the module is originating;
 - e. a representative from the students' organisation;
 - f. a representative from the legal services unit;
- and

- g. any other person who may be invited by the chairperson.

(7) There shall be Examination Irregularities Handling Committee at the Campus level which shall be composed of the following:

- a. Campus Director who shall be the Chairperson;
- b. an examination officer who shall be the Secretary;
- c. Campus Manager - ARC;
- d. Head of department from which the accused student is registered;
- e. Head of department from which the module is originating;
- f. a representative from the students' organisation; and
- g. any other person who may be invited by the chairperson.

(8) The Quorum of the Examination Irregularities Handling Committee shall be at least three members.

(9) A student or staff of the College may be summoned by the Examination Irregularities Handling Committee as it may deem fit.

(10) The Examination Irregularities Handling Committee shall be the organ having original jurisdiction on all matters related to the examination irregularities under these Rules and shall in all circumstances act judiciously and ensure fairness in administration of justice.

(11) The Examination Irregularities Handling Committee shall convene a meeting to make final determination of the examination irregularity within 3 working days from the date of the incident unless there are special circumstances for convening a meeting after the prescribed period.

(12) The candidate alleged to have committed examination irregularity shall not vacate the College or Campus until when he receives directives or decision from the Examination Irregularities Handling Committee.

(13) The candidate alleged to have committed examination irregularity shall not be allowed to attempt any other examination until final determination of his allegation.

(14) The composition of the Examination Irregularities Handling Committee shall be by virtue of the office rather than in person.

(15) The Examination Irregularities Handling Committee shall make a decision on examination irregularity and immediately notify the student in writing.

(16) In the event the student fails to appear before the Examination Irregularities Handling Committee without a reasonable cause communicated in writing to the chairperson of the Committee, the Committee shall record the failure by the student to appear and proceed to determine the matter in his absence.

(17) In the event that a candidate alleged to have committed examination irregularity declines to receive summons, the matter shall be determined in his absence.

Penalty for
commi-
ssion of
examina-
tion
irregularity

29.-(1) The decision made by the Examination Irregularities Handling Committee shall base on the evidence on record.

(2) A student found guilty of the commission of any examination irregularity stipulated under these Rules shall, upon conviction, be discontinued from studies forthwith; unless the committee is of the opinion that there is no sufficient evidence, and the student shall be allowed to repeat the examination.

(3) The Examination Irregularities Handling Committee has power to refer or report the candidate's case to the appropriate authority if the act or offence so committed by the candidate during or outside the examination room is not an examination irregularity under rule 27(1)(a) to (j).

(4) For avoidance of doubt, all persons involved in the commission of impersonation shall both be liable under these Rules.

(5) The decision for discontinuation of student from studies under these Rules shall state expressly the reason for the decision made.

(6) Any examination results of the student found guilty of examination irregularity shall be nullified.

(7) In the event that academic dishonesty or falsification has been discovered after the student has been conferred any academic award, the provisions relating to revocation of award shall apply.

Appeals
against
decisions
on
examina-
tion
irregularity

30.-(1) A student who has been discontinued from studies due to any examination irregularity shall be informed in writing of his right to appeal against the decision to the Chairperson of the College Academic Board.

(2) The appeal shall be lodged within seven working days from the date of receiving the decision.

(3) The Chairperson of the College Academic Board shall determine the appeal within thirty working days from the date of receiving the appeal.

(4) No appeal shall be allowed in case of any student who has pleaded guilty by confession and has been convicted on such plea by the Examination Irregularities Handling Committee except as to the extent or legality of the punishment.

(5) Any appeal lodged under this part of these Rules may not be entertained unless it is on the basis of either of the following grounds:

- a. that the Examination Irregularity Handling Committee was not duly constituted;
- b. that there was insufficient evidence on record to incriminate the candidate;
- c. that there was a breach of rules of natural justice; and
- d. that the candidate, was intimidated or threatened during the examination irregularities proceedings resulting into a plea of guilty by confession.

(6) The College may issue public notice to media or public places names and photos of students who were found guilty of examination irregularity:

Provided that, the publication is done after expiration of the appeal period or after a dismissal of the appeal by the Chairperson of the College Academic Board.

PART VIII

APPROVAL OF EXAMINATION RESULTS

Institutional
framework

31.-(1) Notwithstanding any other office or organ that is vested with powers to deal with matters related to admissions and examinations, there shall be the following organs that shall be responsible for matters related to admissions and examination:

- a. Examination Results Appeal Committee (ERAC);
- b. Departmental Admission and Examination Committee (DAEC);
- c. Campus Admission and Examination Committee (CAEC);
- d. Joint Admission and Examination Committee (JAEC); and
- e. College Academic Board (CAB).

(2) All matters that relates to the examinations shall be dealt with the organs stipulated under these Rules or such person or persons expressly stated or appointed under these Rules.

Examination
Results
Appeal
Committee

32.-(1) There shall be Examination Results Appeal Committee-

- a. the Committee shall be the principal organ that is vested with all powers related to scrutiny and processing of all result appeals related to examination results;
- b. the Committee shall scrutinise all examination results appeals submitted by students and assign the external examiner for re-marking;
- c. the Committee shall meet after completion of

re-marking by external examiners to compile a report of examination results appeals and publish such results thereafter;

- d. there shall be no further appeal against examination results published by the Committee.

(2) The Composition of Examination Results Appeal Committee shall consist of the following:

- a. the Director of Undergraduate Studies or Campus Director who shall be the Chairperson;
- b. the Registrar or examination officer who shall be the Secretary;
- c. Director of Postgraduate Studies or Manager-ARC;
- d. a representative from Legal Services Unit or an academic staff who is qualified as a lawyer;
- e. Manager-Quality Assurance or Coordinator of Quality Assurance;
- f. a representative from Students Organisation; and
- g. any other staff who may be invited by the Chairperson.

(3) The Quorum of the Examination Results Appeal Committee shall be at least three members.

Composi-
tion and
functions
of
Departme-
ntal
Admission
and
Examina-
tion
Committee

33.-(1) The Departmental Admission and Examination Committee (DAEC) shall consist of the following:

- a. Head of department who shall be the Chairperson;
- b. the Secretary who shall be appointed by the respective head of department from amongst members of the department;
- c. all academic staff members in the respective department;
- d. all academic staff members from other departments involved in teaching the modules in the respective department; and

- e. any other person who may be invited by the head of department.

(2) The functions of the Departmental Admission and Examination Committee shall include the following:

- a. to deliberate and recommend to the CAEC on the general performance of students in their respective department;
- b. to discuss all matters related to admission and examination and provide recommendations to the CAEC; and
- c. to deliberate and recommend to the CAEC the names of qualified selected applicants.

(3) The Quorum of the Departmental Admission and Examination Committee shall be at least half of the members.

Composi-
tion and
functions
of Campus
Admission
and
Examina-
tion
Committee

34.-(1) The composition of the CAEC shall consist of the following:

- a. Director of Undergraduate Studies or Campus Director who shall be the chairperson;
- b. Director of Postgraduate Studies or Campus Coordinator of Postgraduate Studies;
- c. Registrar or Examination Officer who shall be the secretary;
- d. Head of Academic Department;
- e. Manager-Quality Assurance or Campus Coordinator of Quality Assurance; and
- f. any other person who may be invited by the Chairperson.

(2) The functions of the CAEC shall be to-

- a. to receive and deliberate on recommendations from DAEC;
- b. to discuss and recommend on any matters related to the admission, examinations or other policy related matters that can improve academic excellence at the College; and

- c. to receive and deliberate on the recommendations from DAEC in respect of the names of qualified selected applicants.

(3) The Quorum of the Campus Admission and Examination Committee shall be at least half of the members.

Composi-
tion and
functions
of Joint
Admission
and
Examina-
tion
Committee

35.-(1) The composition of the Joint Admission and Examination Committee (JAEC) shall consist of the following:

- a. DR-ARC who shall be the chairperson;
- b. the Director of Undergraduate Studies who shall be the secretary;
- c. the Director of Postgraduate Studies;
- d. Campus Director;
- e. the Registrar;
- f. the Quality Assurance Manager; and
- g. any other person who may be invited by the Chairperson.

(2) The functions of the JAEC shall include the following:

- a. to receive reports from CAEC for deliberation and recommendations to the CAB;
- b. to discuss and recommend to CAB on any matter related to admission and examination;
- c. to discuss and make recommendations to CAB on any other academic related matter that may be brought to its attention by CAEC; and
- d. to receive reports from CAEC for deliberation and recommendations to the CAB on matters related to admission of qualified applicants.

Composi-
tion and
functions
of College
Academic
Board

36.-(1) The Composition of the College Academic Board (CAB) shall be determined by the applicable Rules or the Board Charter approved by the Governing Body.

(2) Subject to the applicable Rules or the Board Charter, the functions of CAB shall include but not limited to-

- a. discuss and make final decision on any examination related matter;
- b. discuss and make final decision on all matters related to admission at the College;
- c. receive, deliberate and decide on recommendations from JAEC;
- d. discuss on any proposed academic rules and policies before presenting them to the Governing Body for approval; and
- e. make any other decision that is vested upon it by any applicable Rules, Board Charter, law or best practices.

Processing
and stages
of
approving
examina-
tion results

37.-(1) The College shall have powers to determine the best and appropriate system of processing, storing and retrieving examination result in accordance with the best practices.

(2) The DR-ARC may issue guidelines on acquisition and management of any system adopted by the College in the processing, storing and retrieving examination results.

(3) Any mishandling, dishonesty, breach of confidence or similar unethical acts done by any person through the system of processing, storing and retrieving examination results shall amount to gross misconduct and shall be dealt with in accordance with relevant disciplinary laws.

(4) In the event that a person involved in mishandling, dishonesty, breach of confidence or similar unethical acts through the system of processing, storing and retrieving examination results is not an employee or under the control of the College, the matter shall be reported to the police for further action.

(5) Processing and declaration of examination results shall start at the departmental level before compiled reports are tabled to higher organs for deliberation and other appropriate actions.

(6) The Head of Department shall have power to take appropriate action on any recommendations made by the DAEC before forwarding the report to the CAEC.

(7) The record of proceedings of the DAEC shall guide the Head of Department in making any improvements before forwarding the report to the CAEC.

(8) The record of proceedings of the CAEC shall guide the Director of Undergraduate Studies in making any improvements before forwarding the report to the JAEC.

(9) The DR-ARC may direct the Director of Undergraduate Studies or Campus Director to effect some improvements on the reports of the JAEC on the basis of the records of the proceedings of the JAEC before such reports are presented to the CAB for further action.

(10) Where necessary, the CAB may appoint a person or a special task force to inquire on any examination related matter and recommendations made thereof may be used for decision making.

Procedure
to rectify
errors in
examina-
tion results
after
approval

38.-(1) Any clerical, summation, typographical error that is noted after examination results have been approved and published by the CAB shall be dealt with head of department and shall be approved by the Chairperson of the CAB through the DR-ARC.

(2) For avoidance of doubt in these Rules, any complaint of the student as to the marks awarded to him in an examination shall be dealt with in accordance with provisions related to appeals against examination results.

(3) Any alteration of examination results shall be authorised and shall follow the procedures laid down in these Rules.

(4) It shall be a gross misconduct for any person to cause, direct, aid, abet or take part in tempering with examination results and shall be dealt with in accordance to relevant disciplinary laws.

PART IX DISCONTINUATION AND DEREGISTRATION

Factors for
student to

39.-(1) A student shall be discontinued from studies at the College if one of the following occurs:

be discontinued from studies

- a. a student has been found guilty of any examination irregularity in accordance with these Rules;
- b. a student who fails in eight or more modules cumulatively at any moment of his studies;
- c. a student fails in the module carried forward more than the time limit provided under these Rules;
- d. a student fails in the repeat module more than the time limit provided under these Rules;
- e. a student fails in a field work more than the time limit provided under these Rules;
- f. a student fails in research or project report more than the limit provided under these Rules;
- g. a student fails in dissertation or thesis more than the limit provided under these Rules;
- h. a student who absconds any module;
- i. a student absconds from studies without prior permission from the head of department;
- j. a student fails to attend classes for a percentage stipulated under these Rules;
- k. a student has been convicted of a criminal offence by a court of law; or
- l. expiry of studentship.

(2) A student discontinued from studies shall cease to be a student of the College at the date in which the relevant organ has declared him to be discontinued from studies subject to any appeal that may be lodged to that effect.

(3) A student discontinued from studies shall be deregistered from studies.

Re-registration for studies after discontinuation

40.-(1) A student who has been discontinued on academic grounds other than examination irregularity, shall be allowed to repeat studies at the same NTA Level provided that the student has studied and successfully completed the previous NTA Level.

(2) A student who has been discontinued from studies except for impersonation incident, shall have the right to

apply to be enrolled and start afresh in his former or other programmes offered by the College upon satisfaction of the applicable entry requirements.

(3) The College retains the right to accept or reject any application for re-admission for studies for any student who was previously discontinued from studies.

PART X

PUBLICATION OF EXAMINATION RESULTS

Authority
responsible
for
publication
of
provisional
examina-
tion results

41.-(1) DR-ARC may direct publication of provisional examination results immediately after the meeting of CAEC and the results shall exist for the period of two weeks.

(2) In case of errors in uploading examination results, the head of department upon permission of DR-ARC, shall have power to change the provisional examination results.

(3) A student who observe an anomaly in his provisional examination results shall, consult the head of department within seven days after release of provisional results for guidance.

Authority
responsible
for
publication
of final
examina-
tion results

42.-(1) The CAB shall, after deliberation and declaration direct publication of final examination results.

(2) The Chairperson of the CAB may nullify any examination results for sufficient reason.

Disposal of
used
examina-
tion
documents

43.-(1) Used examination documents such as booklets, marking guide or scheme, attendance sheets, shall be kept in safe custody for a period of three years after the examination.

(2) The disposal of examination documents shall be done according to the relevant laws.

PART XI

APPEALS AGAINST EXAMINATION RESULTS

Right to

44.-(1) Appeal shall not be lodged against coursework

- appeal against examination results
- results.
- (2) Appeal shall not be lodged against field work report, project report, and research report or dissertation results.
- (3) An appeal against examination results shall lie with the Examination Results Appeal Committee established under these Rules.
- (4) Except where unfair marking, wrongful computation of marks or grading is alleged, no appeal shall lie in respect of any other ground.
- (5) An appeal against examination results shall be lodged within ten working days after publication thereof.
- (6) Any decision made by Examination Results Appeal Committee shall be presented to the CAB for noting.

- Power to set appeal fee
45. All appeals shall be filed to the office of the Registrar upon payment of appeal fee as may be prescribed from time to time by the Governing Body.

PART XII
GRADING AND AWARD SYSTEM

- Grading system for NTA levels
- 46.-(1) The grading for NTA levels shall be as prescribed in the First Schedule to these Rules.
- (2) In case of decimal point, the score range shall be rounded off.

- Application of grading system
- 47.-(1) The College shall apply the grading system to students according to the programme they are registered for.
- (2) Where a student was registered for a particular programme but dropped prematurely, the grading system for the programme he qualifies shall be used and be entitled to get a statement of results at that level.

- Procedure for
- 48.-(1) The final GPA shall be used for the purpose of classifying an award.

computing
Grade
Points
Average

(2) The final GPA shall be calculated using the following procedures:

- a. the letter grades obtained shall be converted into “points” as stipulated in the grading system in accordance with these Rules;
- b. the credits for modules taken in each programme shall be used to determine the weight of each module;
- c. to get the score for the module, the points in (a) shall be multiplied by the credits of the module;
- d. the total score for the programme shall be the sum of scores for all modules taken as calculated in (c);
- e. to get the final GPA, the total score in (d) shall be divided by sum of credits for all modules undertaken;
- f. the final GPA shall be truncated to one decimal place.

(3) The CAB shall have power to review the procedure for computing GPA whenever necessary but without affecting the continuing students.

Award
classifica-
tion

49.-(1) The CAB shall classify award to the student who satisfy the following conditions:

- a. have duly completed all modules; and
- b. have achieved a minimum final GPA equivalent to Pass.

(2) Award naming shall be in accordance with the programme of study for which the student was admitted.

(3) The classification of awards for NTA levels shall be as prescribed in the Second Schedule to these Rules.

Power to
establish
new
programme

50. The CAB may establish a new programme of study at any time upon receiving recommendations from the JAEC.

PART XIII

POWER TO ISSUE AWARDS, ACADEMIC CERTIFICATES AND TRANSCRIPTS

Confer-
ment of
awards

51.-(1) The College may confer Degrees, Diplomas, Certificates and other Awards to qualified students as may be recommended by the CAB.

(2) The CAB may recommend to the Governing Body for any person to be awarded an honorary degree as recognition for an outstanding contribution of such person to the College academic excellence and the development of the society at large.

(3) Honorary degree shall be awarded in accordance with the College honorary degree policy.

(4) The conferment of all awards shall be done during graduation ceremony as scheduled in the College Almanac.

(5) The CAB may recommend for award or recognition of best student per each programme of study, overall best student and female best student per each programme.

Authority
to issue
academic
transcripts

52.-(1) A student may request for academic transcript after the final declaration of the last semester examination results of the respective academic programme provided that the student has passed all modules in the programme under consideration.

(2) Notwithstanding subrule (1) a student may, upon request, be issued a statement of results after completing any NTA exit Level (i.e. NTA Level 5 and NTA Level 7).

(3) Academic transcript shall not be issued to a student unless the student has duly paid all fees or other relevant financial dues.

(4) The DR - ARC or any other person duly authorised by him shall have authority to issue academic transcript.

Authority
to issue
academic
certificate

53.-(1) A student may apply for his academic certificate after the graduation.

(2) The DR - ARC or any other person duly authorised by him shall have authority to issue academic certificate.

Names on
academic
certificates
and
transcripts

54.-(1) Academic certificates and transcripts shall be issued in the student's name as it appears in the letter of admission and shall have the name of the programme of study.

(2) Notwithstanding the provisions of subrule (1), a student may be allowed to change his name during the admission into the College upon submission of the original copy of the deed poll duly registered and published in the *Government Gazette*.

Power to
revoke
issued
academic
transcript
or
academic
certificate

55.-(1) In the event an anomaly is discovered on the legitimacy of the academic certificate or transcript issued to a student, the College may on good cause, revoke it.

(2) The College shall investigate the anomaly discovered on the legitimacy of the academic certificate or transcript and observe the rules of natural justice before revocation.

(3) The DR-ARC shall have power to approve corrections of clerical, spelling or computation errors that are noted after the issuance of academic certificate or transcript to a student.

Application
to re-issue
academic
certificate

56.-(1) A student who graduated at the College may apply to DR-ARC for re-issue of academic certificate in the following grounds:

- a. loss, supported by a police loss report, public notice in the newspaper, and an affidavit thereof; or
- b. damage or destruction to the extent of not being able to be used.

(2) The Governing Body may prescribe fees payable for re-issue of academic certificate.

Dealing
with forged
academic
transcripts
and
certificates

57.-(1) Any issue concerning forgery of academic transcripts or certificates shall be treated as a criminal case and the College shall report to the relevant authority.

(2) In the event that College staff is alleged to have been involved in the forgery of academic transcripts or certificates shall, in addition to steps taken by responsible authority, face disciplinary measures in accordance with relevant laws.

PART XIV
MISCELLANEOUS PROVISIONS

Amendmen
ts of Rules 58. These Rules may be amended at any time and approved by the Governing Body upon recommendations from the CAB.

Power to
prescribe
fees 59. Any fee required under these Rules shall be prescribed by the Governing Body upon recommendations from the CAB.

Revocation 60. The Examination and Procedures Rules, 2017 are hereby revoked.

SCHEDULES

FIRST SCHEDULE

(Made under rule 46(1))

GRADING SYSTEM FOR NTA LEVELS

(a) The grading system for a Basic Technician Certificate (NTA Level 4):

Grade	Definition	Grade Points	SCORE RANGE
A	Excellent	4	80%– 100%
B	Good	3	65%–79%
C	Average	2	50%–64%
F	Failure	0	0%–49%

(b) The grading system for Technician Certificate (NTA Level 5):

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	4	80%-100%
B	Good	3	65%-79%
C	Average	2	50%-64%
F	Failure	0	0%-49%

(c) The grading system for Ordinary Diploma (NTA Level 6):

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	75%-100%
B+	Very Good	4	65%-74/%
B	Good	3	55%-64/%
C	Average	2	45%-54%
F	Failure	0	0%-44%)

(d) The grading system for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8):

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	70%-100%
B+	Very Good	4	60%-69/%
B	Good	3	50%-59/%

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C	Average	2	40%-49%
F	Failure	0	0%-39%

(e) The grading system for Master's Degree:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	(70%-100%)
B+	Very Good	4	(60%-69%)
B	Good	3	(50%-59%)
F	Fail	0	(0%-49%)

(f) The grading system for Postgraduate Diploma:

GRADE	DEFINITION	SCORE RANGE
A	Excellent	(70%-100%)
B+	Very Good	(65%-69%)
B	Good	(55%-64%)
C	Average	(50%-54%)
F	Fail	(0%-49%)

SECOND SCHEDULE

(Made under rule 49(3))

AWARD CLASSIFICATION

(a) For NTA Levels 4-5:

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

(b) For NTA Levels 6-8:

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

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(c) For NTA Level 9 and NTA Level 10:

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

Dar es Salaam,
28th January, 2022

WINEASTER S. ANDERSON
Chairperson of the Governing Body