

NDANDA COLLEGE OF HEALTH AND ALLIED SCIENCES



Examination Regulations and Guidelines 2022

Second Edition

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Ndanda College of Health and Allied Sciences

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TABLE OF CONTENT

1. PREAMBLE	4
2. CONDUCT OF EXAMINATIONS	4
2. SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES	21
4. GUIDANCE FOR INVIGILATORS	24
5. EXAMINATION IRREGULARITIES	27
6. LEAKAGE OF EXAMINATIONS	29
7. PROCEEDINGS OF THE EXAMINATION IRREGULARITIES	30
8. PLAGIARISM	31
9. NDANDA COHAS ACADEMIC ACTIVITIES	38
10. GRADUATIONS	38
11. AWARDS TO BEST CANDIDATES	38

LIST OF ABBREVIATION

CA	Continuous Assessment
CBET	Competence Based Education Training
DACUM	Develop A Curriculum
GPA	Grade Point Average
HTIs	Health Training Institutions
MLT	Medical Laboratory Technician
MoH	Ministry of Health
NACTVET	National Council for Technical and Vocation Education Training
NECTA	National Examination Council of Tanzania
NMT	Nursing and Midwifery Technician
NTA	National Technical Awards
OSCE	Objective Structured Clinical Examination
OSPE	Objective Structured Practical Examination
RPT	Repeat
SE	Semester Examination
TNMC	Tanzania Nurses and Midwifery Council

1. PREAMBLE

These guidelines regulate the Conduct of Examinations at Ndanda COHAS and other provisions may be added from time to time since its approval by the Governing Board (council) in 2022/2023 academic year.

2. CONDUCT OF EXAMINATIONS

- 2.1 The College examinations shall be conducted under the Vice Principal Academic Office or such other officer of the College as may be appointed.
- 2.2 The Vice Principal Academic shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 2.3 The instruction notes or guidelines issued by the Vice Principal Academic, under regulation 2.1 shall form part of and be as binding as these Regulations.
- 2.4 To be eligible to sit for an Examination, a student must have attempted the required number of Continuous Assessment Tests (CATs) on the course being examined.
- 2.5 Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

2.4. Modes of Examinations

Examinations will be conducted in a combination of any of the following modes, depending on the specific requirements of the course, year of study and in accordance with the Examination schedule

- a) Written Examination
- b) Viva Voce (Oral) Examination
- c) Practical Examination
- d) Clinical Examination
- e) Logbook
- f) Fieldwork attachment report

Setting of Examination

There shall be assessment in form of Continuous Assessment (CA) and Semester Examination (SE) for each module as per requirement of the respective curricula. The CA will be achieved through theory tests, oral/practical/clinical tests, assignments, Project work/Operational research and field attachment and SE will comprise of theory, oral/practical/clinical and Project work/Operational research as per respective module.

Ndanda COHAS shall ensure the CA and SE has been achieved by observing the following:

- a. For CA, The number of theory tests, oral/practical/clinical tests, assignments, project reports and field work reports, shall be as stipulated in the assessment plan of respective curricula.
- b. For SE, the number of theory paper and oral/practical/clinical paper shall be as stipulated in the assessment plan of respective curricula.
- c. The CA and SE shall be administered based on the assessment plan for each module.
- d. All CA shall be completed two weeks before the start of SE.

Theory Test/Examination

- a. Tests/examination shall be set by tutor (s) competent to the specific module(s).
- b. The content of the test/examination shall adhere to the respective Assessment plan.
- c. Tests/examination questions shall cover competences from simple to complex.
- d. Each test/examination paper shall have a marking scheme (answer guide and marks distribution).
- e. The setting of question shall consider duration of test/examination conduction. The minimum duration for NTA level 4 to 5 is two hours and two and half hours for NTA level 6.
- f. The test/examination set shall be submitted to the examining authority at least one (1) week before the date of moderation.
- g. Number of theory tests/examination administered shall be as stipulated in the respective Assessment plan.

Oral test/examination

- a. There shall be not less than 50 questions.
- b. Choice of questions shall adhere with the curricula.
- c. The setting of questions shall consider duration of tests/examination conduction.
- d. The maximum duration for NTA level 4 to 6 is fifteen minutes.

Practical test/examination

a. Laboratory Practical Test/examination and Objective Structured Clinical Examination (OSCE)/Objective Structured Practical Examination (OSPE)

- i. Practical Tests/examination shall be set by tutor (s) competent to the specific module (s).
- ii. Setters shall consider the number of stations and minimum duration of the test/examination as specified in the assessment plan.
- iii. The setter shall prepare advance instruction to facilitate the conduct of the test/examination which shall include but not limited to chemicals, reagents, instruments and equipment.
- iv. Advance instructions shall consist of destructing items to blind both the supervisor and laboratory/clinical instructor before the conduct of examination.
- v. Specific advance instructions shall be given to respective programs as it shall be determined by the examination authority.

b. Clinical test/examination

Setting of clinical test/examination shall ensure, module content, competence level descriptor and the test/examination shall have a proper tools of assessment. Tutors responsible for a particular module shall prepare Clinical test/examination. The preparation shall include the following:

- i. Clinical settings (outpatient and inpatient departments)
- ii. Adequate structured rating scales/checklists
- iii. Adequate number of patients/clients relevant for candidates as per curricula.
- iv. Equipment and supplies as per number of students.

Assignments

- a. Setter shall prepare an assignment in a form of complex integrated learning outcome that will be given to a learner in a form of written work or practical exercises depending on nature and requirement of respective module.
- b. Assignment shall be set by tutor(s) teaching the specific module(s). When circumstances dictate otherwise, the Principal may appoint a competent tutor to set the assignment.
- c. The content of the assignment shall adhere to the respective Assessment plan.
- d. Assignment question(s) shall be set based on the competence level descriptor and cover competences from simple to complex.
- e. Each assignment shall have a marking scheme (answer guide and marks distribution).
- f. Assignments shall not contain objective type questions.

Project work/ Operational research

- a. Tutors responsible for particular module(s) shall prepare project work/research guide based on the competences to be covered by a student as stipulated in respective curricula.
- b. The preparation shall include the project work/research report guidelines.

Field work

Tutors responsible for particular module/curriculum shall prepare practicum site based on the competences to be covered by a student. The preparation shall include the following:

- a. Practicum site.
- b. Field work guidelines.
- c. Preparation of assessment tools e.g log books

2.5. Modes of Assessment

The National Technical Award (NTA) Level 4 - 6

Continuous Assessment	-	40%
End of Semester Examination	-	60%

Grading System

After completion of marking process during CA and Semester examination phases, the awarding of candidates performance shall be based on approved grading system specified in the curriculum information report. The grading system shall ensure credit system established by NACTE for NTA level 4 to 6 as shown in Table 1 is maintained.

Table 1: Credit system

NTA level	Qualifications title	Minimum overall credits	Minimum credits from current NTA level	Maximum credit from the lowest NTA level	Lowest NTA level	Competence level descriptors (short /indicative version)
4	Basic Technician Certificate	120 (<i>from NTA 4</i>)	120	0		Ability to apply skills and knowledge at routine level
5	Technician Certificate	120 (<i>from NTA 5</i>)	120	0	4	Ability to apply skills and knowledge in a range of activities some of which are non-routine and be able to assume operational responsibilities

6	Ordinary Diploma	240 (from NTA 6&5)	120	30	5	Ability to apply skills and knowledge in a broad range of work activities, most of which are non-routine
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These guidelines specifies various components of grading system used to grant NTA as specified here.

Grading System for NTA Levels 4, 5 and 6

Grade of each module shall be assigned with reference to the grade definitions and range of scores as provided in the Table 4 and the classification of award in terms of Grade Point Average (GPA) is as provided in the Table 3

Table 2 **Grade definitions and range of scores**

NTA LEVEL 4 to 5			NTA LEVEL 6			
SCORE RANGE	GRADE	GRADE POINT	SCORE RANGE	GRADE	GRADE POINT	DEFINITION
80 - 100	A	4	75 - 100	A	5	Excellent
			70 - 74	B+	4	Very Good
65 - 79	B	3	65 - 69	B	3	Good
50 - 64	C	2	50 - 64	C	2	Satisfactory
40 - 49	D	1	40 - 49	D	1	Poor
0.0 - 39	F	0	0.0 - 39	F	0	Failure
-	I	-	-	I	-	Incomplete
0	Q	0	0	Q	0	Disqualification

Table 3 classification of award

NTA LEVEL 4 and 5		NTA LEVEL 6	
CLASS OF AWARD	CUMMULATIVE GPA	CLASS OF AWARD	CUMMULATIVE GPA
First class	3.5 - 4.0	First class	4.4 - 5.0
Second class	3.0 – 3.4	Upper Second class	3.5 - 4.3
Pass	2.0 – 2.9	Lower Second class	2.7 - 3.4
		Pass	2.0 - 2.6

Note: A student with a semester GPA less than 2.0 shall be declared failed without being given a chance to supplement the failed module.

2.5 Examinations and Registration for Courses

2.5.1 **Examinations:** It includes continuous assessment (tests, quiz, assignments, seminar presentations, practical etc) and end of Semester/ Special/ Supplementary examinations. There shall be a written and, where the course demands, a practical examination during each semester for each course taught.

2.5.2 **Tests and Examinations:** A student shall be required to do all tests and examinations prescribed to qualify him/her for the Diploma award. Any reason that may prevent a student from sitting any examination shall be reported in writing by the student to the Academic Officer, notified to the Examination Officer, and permission granted in writing by Principal prior to the time of the examination.

2.5.3 **Student Cards:** A student who forges or holds a fake student's Identity Card, Examination Card or any College document contravenes (disobey) Students By-Laws or Examination Regulations and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action. A candidate shall be issued with a Student Identity Card after completing Registration and Examination card from Examination Office at least 5 days before the commencement of the examinations.

2.5.4 Registration for the Course: First year candidates shall register in the course during the orientation week while continuing students shall register for courses for the subsequent (following) semesters during the registration for the new semester (within two weeks after the start of the semester).

2.5.5 A student shall be examined in all and only course registered for.

2.5.6 No student will be allowed to attend classes if she/he is not registered. A student shall be allowed to register after paying the required fees as per Fee structure instruction.

2.6 Eligibility and Postponement of Studies

2.6.1. (i) No candidate shall be eligible for any examination in any programme/subject unless the Academic Officer in consultation with the instructor that the candidate has undertaken the course by attendance of not less than 75% and passed the continuous assessment by 50% (20/40).

(ii) During classes no student shall be allowed to expose/hold on hands or place on the bench or use cellular/mobile phone. Otherwise, the student subjected for disciplinary action including suspension from studies.

2.6.2. Permission to be absent from class will be granted by the Academic Officer after consultation with Course Instructor and notification to Dean of Students (Warden) to Students with genuine reasons to absent themselves from class.

2.6.3. Such a candidate shall be required to complete the course before being allowed to sit for examination. Bona fide (valid) students shall be entitled to sit for the College Examinations for the courses in which they are registered or fulfilled the course requirements unless otherwise advised in writing by a College Authority.

2.6.4. (i) Permission for postponement of End of Semester Examination will be granted in writing by the Principal, in consultation with the Vice Principal Academic, Academic Officer, Examination Officer and Dean of Students (Warden) after receiving an application letter by the candidate.

(ii) Postponement of continuous assessment will be granted by the instructor in consultation with the Academic Officer upon application by the student.

- 2.6.5 Postponement of studies shall be for the duration of one academic year. Under special circumstances, the postponement of studies can be extended for only one additional academic unit only after submitting supportive relevant documents. A student staying out of the College beyond two years or without permission after the first postponement of studies shall cease to be a bona fide (valid) Ndanda COHAS student.
- 2.6.6. A student who postponed studies shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Principal in consultation with the Vice Principal (Academic), Academic Officer, Examination Officer and Dean of Students (Warden).

2.7 Dates of Examinations and Time Table

- 2.7.1. Dates and times of conducting continuous assessments shall be indicated by the respective instructor(s) in the course schedules.
- 2.7.2. Dates for the end of semester examinations shall be published in the College Almanac/College notice board or Ndanda COHAS website.
- 2.7.3 Candidates shall be responsible for consulting the Examination Time Tables as published on the notice board and/or Ndanda COHAS website. Examinations shall take place any day of the week (Monday to Friday) as scheduled in the timetable even if it falls on a Public Holiday.

2.8. Absence from Examinations/Special Examinations

- 2.8.1 A student who absents himself/herself from end of semester examination including Special or Supplementary Examination(s) without compelling (convincing) reasons shall be deemed to have absconded from examinations and shall be discontinued from studies/College.
- 2.8.2 If the Academic Committee accepts a compelling reason following an appeal by the student, a written permission will be issued to the affected student allowing

him/her to sit for special examinations at the time for the next scheduled Examinations.

- 2.8.3 A student upon writing a request letter to be absent from the End of Semester Examination (with compelling reasons) and following approval by the Academic Committee, a written permission will be granted to the student to sit for Special Examination(s) at the time for the next scheduled Examinations.
- 2.8.4 A student who fails a Special Examination shall carry over that course when next offered, provided the course is not the requirement for a subsequent specific course and that the student fulfill the requirement to continue with the studies.
- 2.8.5 A student who absents oneself from any continuous assessment test, quiz, tutorial(s) or fails to submit practical or assignment(s) given as part of the Continuous Assessment without compelling reasons shall be considered to have attempted such examinations or practical or assignment(s) and shall be awarded a zero mark.
- 2.8.6 A student who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.

2.9. Falling sick immediately before or during an Examination

- 2.9.1 If a candidate falls sick immediately before or during the examination period and is medically unable to attend any examination (as certified by the Medical Officer), she/he will be advised by the Academic Officer to postpone the examination until an appropriate time to be arranged.
- 2.9.2 Any student who is sick and decides to take an examination, does so at her/his own risk, and must abide by the result of the examination.
- 2.9.2 Any student who is sick and decides not to take an examination without certified report of the Medical Officer and reporting to the Vice Principal Academic during the day of examination and instead she/he reports the incidence a day(s) after, such

students shall be deemed to have absconded from examination and shall be discontinued from studies.

2.10. Examination Committee

2.10.1. There shall be Examination Committee.

2.10.2. College examinations (end of semester exams) shall be conducted by Examiners which shall consist of one or more examiners appointed by the Ministry from outside the College, in conjunction with one or more of the instructors of the candidate in the subjects under examination; except that, in the case of the re-examination of candidates who have failed in the ordinary End of Semester Examination, all the examiners may be appointed from within the College, provided that at least one of them had no part in teaching the candidates' course/subject under examination.

2.10.3. **Appointment of Examiners:** The examiners for College examinations shall be appointed by the Academic Committee.

- (a) One or more external examiners appointed from outside the College by the Ministry, together with academic staff who participated in teaching the candidates in the subject(s) under examination.
- (b) For this purpose, where the practice requires that graded papers should be sent to external examiners for moderation and thereafter returned, the departmental meeting for evaluating the grades constitutes an Examiners meeting, even in the absence of the external examiner(s).
- (c) Examiners may be appointed from within the College for supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subject(s) under examination.

2.11. Publication of Examination Results

2.11.1. The Vice Principal (Academic) may, after the Governing Board and/or Academic Committee meeting, publish provisional examination results subject to confirmation

of the same by the Governing Board upon the recommendation of the Academic Committee.

- 2.11.2. Except for final semester examination, tests and course work assessment results shall be under the mandate of the respective tutors within reasonable time. The student is responsible to consult the course instructor or Academic Officer for complain if any on continuous assessments results before the deadline for displaying on notice board.
- 2.11.3. End of Semester Examination results must be released and published on the College notice board and/or website within three weeks from date of completion of exams. Students are not allowed to seek Semester Examination results from any academic or non-academic staff member by telephone, letter or any other way before the prescribed date shown on the almanac or that notified to students.
- 2.11.4. End of Semester Examination shall be conducted under the control and supervision of Ministry of Health Community Development, Gender, Elderly and Children (MoHCDGEC) and National Council for Technical Education (NACTE).

2.12. Withholding Examination Results

The Ndanda COHAS Governing Board may, where a student has failed to fulfill a fundamental contractual or legal obligation with Ndanda COHAS or a breach of the same e.g. not paying fees or outstanding dues, or where there is dishonesty or fraud, bar him or her from examinations or withhold examination results until he or she discharges the obligation or is exonerated (clear) from the wrong.

Setting and Moderation of Examination

- a) An Internal Examiner is normally an academic member of staff who has taught the course being examined.
- b) Supplementary and Special Examination papers shall be set simultaneously with the Regular College Examination papers.

- c) Examination papers shall be internally moderated by the Faculty/ Departmental Moderation Committee and External Examiners shall be involved after the examination.
- d) The moderated and sealed examination paper shall be sent to the Principal for safe keeping before the start of the examinations.
- e) Strict precautions shall be taken to ensure that there are no examination leakages.

2.13. Special Examinations

- 2.13.1 A special examination is one which is taken at a time other than the regular examination period as the result of extenuating (justifying) circumstances.
- 2.13.2 A student may, in extenuating circumstance, be allowed to postpone sitting for an examination, provided he or she reports the matter in writing, before the examination to the Vice Principal Academic and the Examination Officer.
- 2.13.3 Such a report shall be accompanied by authentic (genuine) supporting documents.
- 2.13.4 With the exception of emergency cases such requests must be submitted to the office of the Vice Principal Academic at least 48 hours before a given exam is due to start.
- 2.13.5 A student shall be deemed to be eligible for special examinations after receiving a letter of authorization to take special examinations from the Vice Principal Academic.
- 2.13.6 Special examinations shall be conducted at such time, coincident with supplementary examinations and internal examinations at agreed time.
- 2.13.7 When a student is allowed to sit for a special examination, he/ she shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided for in the examination regulations.
- 2.13.8 Special examinations shall not be availed (benefit) to students who have absented themselves from regular examinations without written permission. Such students shall receive "0" marks and a grade "E"

2.14. Supplementary Examinations

- 2.14.1 A supplementary examination is one which is taken by a student after he/she fails a paper in a regular or in a special examination.
- 2.14.2 A student shall be allowed to sit for a supplementary examination only if he/she has failed in less than 50% of the prescribed examination papers.
- 2.14.3 The supplementary examination must be taken only in the failed paper(s) at a time to be determined by the Governing Body/ Academic Committee or NACTE.
- 2.14.2 If a supplementary Examination is taken, the highest grade awarded for that course is Grade C, even if one scores a higher grade. Continuous assessment is not counted/considered with supplementary examination.
- 2.14.3 A student who fails a supplementary examination shall be allowed to carry over that course once, provided the course is not the requirement for a subsequent specific course. Specific regulations for specific programmes shall also be applied.

2.15. Carry Over Courses

- 2.15.1 Carryover of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year (when next offered) by fulfilling all the requirements of the course.
- 2.15.2 If a Carryover Examination is taken, it shall be considered as second (technical) supplementary and the highest grade awarded for that course shall be C grade, even if one scores a higher grade.
- 2.15.3 Students are normally required to pass all courses of examinations at the end of the academic year before proceeding to the following year of study. In special circumstances the Academic Committee may allow a candidate to carry forward to the following year of study failed course(s) provided the annual overall GPA ≥ 2 , otherwise the student is **discontinued from studies**.
- 2.15.4 A student shall be allowed to carrying the courses and shall clear within one academic year whereas a student carrying over one course shall clear within the allowable maximum period of registration; otherwise the student is **discontinued from studies**.

2.16. Appeals Against Academic Decisions

- 2.16.1. Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall be lodged with the appellant's Examination Officer using special appeal forms, who shall forward it to the Academic Committee with the Governing Body's Observations (scrutinize on the authenticity of the appeals) and Recommendations. The appeal by the student must be submitted within 7 days from the day the results were posted or the decision communicated to the affected student. Only academic reasons will be considered and the decision of the Academic Committee shall be final.
- 2.16.2. In the case of examinations, the Board of examiners' recommendation shall be final except where well-authenticated claims for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, the Governing Board shall investigate the matter and forward its recommendation to the Academic Committee, whose decision shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
- 2.16.3. No appeal with respect to the conduct of College Examinations and the marking of the scripts thereof shall be entertained unless such appeal is lodged with the appropriate College authority within 7 days of the date of publication of the results under the authority of the Academic Committee.
- 2.16.4. Except where unfair marking, wrong computation of marks or grades or others like irregularity committed in the conduct of any College examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- 2.16.5. No appeal will be considered where:
- (a) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (b) It raises for the first time issues concerning the teaching or Continuous Assessment or supervision. Such matters will only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.

- (c) A student alleges illness or other factors but where s/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.

2.16. Specific Examination Regulations

- (a) Each course will be assessed after its completion. Not all courses will have an end of course examination (e.g. Field Practical Training, and Research Project). A student who fails to complete field practical training or a research project and submit the report by the specified date may, with the approval of the Academic Committee be given not more than one additional year to complete it.
- (b) A student shall be required to attend all sessions of Field Practical Training and a student who misses any session without the permission of the Academic Officer or his appointee (i.e. supervisor) shall be discontinued from studies. In case permission of being absent from the station is granted, the student shall be required to complete/repeat the training session using own resources.
- (c) The pass mark for Continuous Assessment at Ndanda COHAS is 40%. A candidate shall be required to pass by 40% separately the Continuous Assessment (20/40) and the end of Semester Examination pass by 60% (30/60) otherwise the candidate shall carry and sit for supplementary, respectively.
- (d) No student shall be allowed to take the final examination for a course until all Continuous Assessment (CA) is completed and passed by 20/40. A student who fails Continuous Assessment shall be assigned a "CARRY" remark and shall be required to retake the course by taking Markup Test.
- (e) A candidate who invites him/herself to the End of Semester Examinations without passing the Continuous Assessment (20/40) shall be considered to have not attempted (sat for) such examinations. A student failing the CA shall carryover the failed course when next offered after fulfilling all the requirements to continue in the next academic year.

- (f) A student who fail end of Semester Examination (score below 30/60) even if one has scored above 20 in the Continuous Assessment shall be assigned a "SUPP" remark and shall be required to sit for supplementary examination.
- (g) In the case of supplementary examination, Continuous Assessment shall not be included in determining the final grade. Maximum grade allocated for a supplementary examination shall be C, with a mark of 50%.
- (h) In the case a Carryover Examination is taken, it shall be considered as second (technical) supplementary and the highest grade awarded for that course shall be C grade, even if one scores a higher grade.
- (i) All assessments in a course shall be subject to moderation by external examiners appointed by the Academic Committee.
- (j) All students shall be required to be assessed in all courses taken in a particular semester. All students shall be required to take/register a minimum of 60 credits per semester (120 credits per academic year).
- (k) A student shall be deemed to have passed the end of semester examination if has achieved a minimum of 50% of the set marks for both theory and practical examination for each module.
- (k) Students are required to pass all courses taken in order to proceed to the next year of the program. At the discretion of the Academic Committee, permission to carry over not more than two failed courses to the following year may be given.
- (l) Student whose year's overall grade point average (GPA) is less than 2.0 will be discontinued from studies.
- (m) A student who fails one or more course(s) after sitting a supplementary examination/special and with a cumulative GPA < 2.0 (below) shall be discontinued from studies.
- (n) Student failing more than two courses after sitting for supplementary and the GPA \geq 2 may at the discretion of the Academic Committee be given permission to repeat a year. In these circumstances full fees for that additional year will be payable.
- (o) A student discontinued from studies on the basis of examination irregularities or disciplinary ground at Ndanda COHAS or in any other institution shall not be

eligible to apply for re-admission at Ndanda COHAS until the expiration of a minimum of one year.

- (p) A student who ceases to be a bona fide (real) student of Ndanda COHAS shall be required to fill in the clearance form and return all College properties including Identity and Examination Cards to relevant authorities. A student who fails to return College property shall be liable for legal action and shall not be eligible for admission at Ndanda COHAS.
- (q) A student who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be admitted, as a fresh student.

2.17. Preservation of Examination Scripts/answer book

The College shall preserve students' examination answer book for the purpose of reference, for a period of at least one academic year after the end of the respective examinations.

3. SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES

- 3.1 (i) Candidates who have completed paying their fees or outstanding dues shall make sure that have been issued Examination Numbers before the start date of end of respective Examinations.
- (ii) Candidates who for some compelling reason(s) fail to fulfill conditions for sitting end of Semester Examinations including failing to pay fees and/or any outstanding dues shall write a letter to request for postponement of studies or Semester Examinations five (5) working days before the start date of scheduled end of Semester Examination.
- 3.2 Candidates shall be responsible for consulting the Examination Time Tables for any changes. Failure to sit examination(s) for a reason of changes in timetable will not be entertained.
- 3.3 Candidates shall be seated 10 minutes before the starting time, and no student shall be allowed into the examination room 30 minutes after the starting time, except for a compelling reason.
- 3.4 Candidates must not begin writing before they are told to do so by the Invigilator.

- 3.5 Candidates are allowed to carry with them only pens, pencils or other materials explicitly prescribed by the particular examination instructions.
- 3.6 Candidates are not allowed to enter the examination room with unauthorised materials such as books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items.
- 3.7 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator at the main entrance.
- 3.8 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to write their names and registration numbers anywhere in the examination booklet.
- 3.9 All candidates shall observe silence in the examination room.
- 3.10 Candidates are not allowed to write anything in their examination question papers.
- 3.11 No food or drink shall be allowed into the examination room.
- 3.12 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate (take away) any unauthorised material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Academic Officer.
- 3.13 In case of alleged cheating or any other examination irregularity, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Academic Officer.
- 3.14 A candidate caught contravening (disobey) the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.

- 3.15 Candidates are strongly warned that cheating or being caught with unauthorized materials contravenes the College General Examination Regulations and leads to discontinuation from studies.
- 3.16 All candidates shall sign the Examination Attendance Form at the beginning and end of every examination.
- 3.17 No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below.
- 3.18 No candidate shall be allowed to leave the examination room until one hour after examination commencement and no candidate will be allowed to leave the examination room during the last one-half hour before the end of the examination.
- 3.19 A candidate wishing to answer a call of nature must do so by obtaining permission of the invigilator and under escort to leave the examination room for a reasonable period.
- 3.20 A candidate who walks out of an examination in protest (complain) shall be disqualified from that particular examination.
- 3.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 3.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
- 3.23 Candidates who are required to sit for supplementary examinations or special examinations will be officially notified on the College notice board and/or website at www.ndandahospital.org or through any public means of communication. Students should visit frequently the College website for effective communication.
- 3.24 Students must understand that the ultimate responsibility for taking the supplementary/special examinations precisely at the time when they are given rests with the students.

4. GUIDANCE FOR INVIGILATORS

Academic and Examination Officers shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

4.1 Before the Examination

- (a) Invigilators should personally collect from the Principal/Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics thirty (30) minutes before the examination.
- (b) Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
- (c) Invigilators should admit candidates to the examination room at least ten minutes before the commencement of the examination and ensure that students take their right places.
- (d) During these ten minutes the invigilator should:
 - i. Make an announcement to the effect that unauthorised materials are not allowed in the examination room.
 - ii. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper(s).
 - iii. Instruct students to note any special rubric at the head of the paper(s).
 - iv. Instruct students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
 - v. Ensure that there is reasonable space between one candidate and another;
 - vi. The invigilator(s) shall announce the **starting** and **ending time**.
 - vii. The invigilator(s) shall, at the end of the first 10 minutes in the examination room, tell the candidates to begin writing.

4.2 During the Examination

- (a) Invigilators should not admit candidates to the examination room after 30 minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.
- (b) By the end of 30 minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.
- (c) Invigilators should ensure that only one answer-book is provided for each candidate. However, a candidate may request additional sheet if the provided answer-book is full.
- (d) Candidates may be permitted to do rough work in the end of the examination booklet on the understanding that rough work is crossed out.
- (e) Invigilators shall report immediately after the examination to the Examination Officer any candidate who contravenes the Examination Regulations and Instructions.
- (f) In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Report and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the Examination Officer the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.
- (g) A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
- (h) The Examination Officer through the Academic Office will submit a full written report on the incident to the Principal.
- (i) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

4.3 At the End of Examination

- (a) Invigilators shall instruct the candidates to stop writing and assemble their examination scripts.
- (b) Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- (c) Candidates shall sign the Examination Attendance Sheet when they turn in their script.
- (d) Invigilators shall enter the number of candidates' scripts collected and/or received on the attendance sheet and sign it. The Invigilators shall fill the Examination Form and submit together with all other examination documents.
- (e) To forestall (prevent) illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the serial number of the answer book in the candidate signed examination attendance.
- (f) Invigilators shall have full responsibility for safe custody and care to forestall loss or handling of Examination scripts by unauthorized persons and any case of loss or mishandling of examination scripts shall be dealt with in accordance with Ndanda COHAS staff regulations or any other guidelines.

5. EXAMINATION IRREGULARITIES or ACADEMIC DISHONESTY *(This also applies to CAT)*

5.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Vice Principal (Academic) and sent to the Academic Committee which shall have power to summon the student(s) and member(s) of staff of the College, as it deems necessary and make decisions, subject to confirmation by Governing Body.

5.2 Absence from Examination

A candidate who absents oneself from an examination without compelling (convincing) reasons shall be deemed to have absconded (escape) the examination and shall be discontinued from studies.

5.3 No unauthorized material, absence and cheating shall be allowed into the examination room. In this regulation:

- a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Vice Principal Academic;
- b) "Unauthorized absence from examination" includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- c) "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

- 5.4 Subject to confirmation by Governing Body, any candidate found guilty of bringing unauthorized material, absence and cheating into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the College.
- 5.5 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Governing Body.
- 5.6 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Governing Body.
- 5.7 Any candidate found guilty of an examination irregularity by Commission and is aggrieved by the decision may appeal to the Governing Board in accordance with the provisions of Appeal Regulations.
- 5.8 Subject to confirmation by Governing Body, any Leakage of Examination shall be deemed to have committed an examination irregularity and such examinations should be changed.
- 5.9. Destroying or attempting to destroy evidence relating to any suspected irregularity.
- 5.10. Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator.
- 5.11. Starting to attempt the examination before being authorised to do so or continuing the examination after being ordered to stop.
- 5.12. A candidate with written or drawn examination related materials on his or her body, shoes and clothes.
- 5.13. A candidate requesting or buying or stealing examination questions from examiners or from examination office or fellow students, or attempting to do so. In clinical examinations, this includes getting to know cases or patients set for examination.

6. LEAKAGE OF EXAMINATIONS

Any act which results in a candidate or candidates having access to, or knowledge of examination questions or of any unauthorized materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

6.1. Procedure for dealing with leakage of Examinations

- a) Any person suspecting leakage of a test or examination shall immediately report to the Principal or Vice Principal Academic.
- b) Where there are strong indications that an examination leakage has taken place, the Vice Principal Academic, in consultation with the Principal shall cancel/ withdraw the examination and order a fresh examination to be set and administered.
- c) The Vice Principal Academic shall set up by a committee to investigate the circumstances surrounding the suspected leakage.
- d) Then investigating committee shall submit its findings to the Principal and Vice Principal Academic, who shall in turn table them before the Academic Committee and if necessary the Governing Body.
- e) The Academic Committee shall then take appropriate action, and if need be make appropriate recommendation to the Governing Body.
- f) Where it is established that an examination leakage has taken place appropriate and strong disciplinary action shall be taken against those found responsible (students or staff) for the leakage

7. PROCEDURE FOR DEALING WITH EXAMINATION IRREGULARITIES

7.1. Proceedings

Prior to the beginning of each examination, invigilators shall draw to the attention of candidates the seriousness of irregularities in examinations. If an invigilator suspects a student of examination irregularities the following steps shall be taken:

- a) The student shall be approached immediately.
- b) Any unauthorized material in the possession of the student, as well as his/her answer book and examination question paper shall be confiscated (removed).
- c) Ensure that the incidence is witnessed by another person to verify the matter.
- d) The student shall not be allowed to continue with that particular examination.
- e) The invigilator shall report in writing to the Vice Principal Academic within 24 hours;
- f) The Vice Principal Academic shall require the student to submit a written statement concerning the incidence within 24 hours or receiving the invigilator's report.
- g) The Vice Principal Academic shall set up an investigation committee which should complete the investigation within two weeks.
- h) The investigation committee shall submit the report to the Principal and Vice Principal Academic, who shall in turn table the matter before the Academic Committee.
- i) The Academic Committee shall take appropriate action, and if need be make appropriate recommendations to Governing Body.
- j) While the matter is under investigation, the candidate may attempt other papers
- k) An internal examiner, who in the course of marking examination scripts or research or assignment papers suspects that an academic irregularity has taken place, shall report in writing the matter to the Vice Principal Academic.
- l) The Vice Principal Academic will follow the procedures vii) to ix) above.
- m) If it is established that the student committed an examination irregularity, he or she shall be expelled from the College forthwith.

8.0 PLAGIARISM

- 8.1 A candidate who appropriates the writings or results of other persons, whatever the medium (text, written or electronic, computer programs, data sets, visual images whether still or moving) and then dishonestly presents them as his/her own shall be guilty of plagiarism (copying).
- 8.2 A candidate shall be deemed to have committed an act of Plagiarism if a supervisor, examiner, Academic Officer, Quality Officer members of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:
- (a) The candidate has submitted or presented the work of another person as his or her own.
 - (b) The candidate has submitted the same, or substantially the same work more than once at the same or another institution.
 - (c) The candidate has fabricated (made-up) or falsified results/data. The candidate has submitted false records, information or documents.
 - (d) The candidate has omitted due acknowledgement of the work of another person.
 - (e) There is collusion i.e. when two or more candidates collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.
 - (f) The candidate has used, by payment or otherwise, a third party to produce Research Project report or any assignment writeup in whole or in part.
- 8.3 All cases of alleged plagiarism shall be reported to the Vice Principal (Academic) who shall refer them to the Academic Committee for investigation.
- 8.4 Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:
- (a) Rejection of the Research Project proposal, report or part thereof and therefore the candidate being required to rewrite or re-take the research work.

- (b) Deprivation (withdrawal) of a diploma award or any other academic credentials (qualifications) already awarded by the College.
- (c) Discontinuation from studies.

MANAGEMENT OF EXAMINATION OFFENCES

There are various types of examination offences which need management. The examining authority shall prescribe penalties to be imposed on both candidates/students and examiners for mistakes committed. The major known examination offences and the recommended penalties are as shown in Table 4

Table 4: Examination Offences and Penalties

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

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

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

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

The following procedures shall be followed if an invigilator has witnessed a candidate(s) involved in examination malpractices

- a. The invigilator shall stop the cheating process, collect the evidence(s) and fill the examination malpractice form immediately.
- b. A candidate found cheating shall sign the filled malpractice form and two candidates sitting adjacent should witness by signing the same form appropriately.

- c. The candidate who was found cheating shall also write in brief declaring the committed offence, sign and put thumb print.
- d. It shall be an additional offence if the candidate responsible declines to sign the malpractice form.
- e. After collection of all evidence the invigilator shall allow the candidate to continue with the examination.
- f. The original copies of evidences of the malpractice shall be packaged and stored in the strong room and later submitted to the examining authority for final decision.

9. NDANDA COHAS ACADEMIC ACTIVITIES

- 9.1 Ndanda COHAS academic activities shall be carried out from Monday through Friday without prejudice to regulation 9.4 below.
- 9.2 Vice Principal Academics shall have power to suspend academic activities at any day of the week as the case may be and prescribe a day which the activities shall resume. The Vice Principal Academic shall make public the announcement to that effect to students and staff.
- 9.3 Public Holidays which fall on Ndanda COHAS working days shall be observed subject to prior arrangements or agreements between the lecturer/tutor and students where there shall be any academic activity to be conducted.
- 9.4 Where any academic activity has been planned on a Public Holiday, it shall be communicated to students and Academic Officer in writing within a minimum of two days prior to the said activity. However, if no such communication is made by Academic Officer or other College Authority, students shall note that examinations shall take place any day of the week (Monday to Friday) as scheduled in the Time Table of that particular examination even if it falls on a Public Holiday.

10. GRADUATIONS

- 10.1 With the approval of the Governing Body, students who complete and fulfill the requirements of the programme will graduate. Graduation attire will be hired.

11. AWARDS TO BEST CANDIDATES

These Awards are given to finalists and can change time to time. They are;

- 11.1 The **1st Council Prize**. Awarded annually to a candidate with the highest cumulative GPA in the examinations (Overall Best Academic Performance).
- 11.2 The **2nd Council Prize**. Awarded annually to a student with good discipline.
- 11.3 The **3rd Council Prize**. Awarded annually to the student mostly participated in Sports.
- 11.4 The **4th Council Prize**. Awarded annually to a student with Best Leadership practice.
- 11.5 The **5th Council Prize**. Awarded annually to a student with Best Cleanness Practice.