

# **INSTITUTE OF ADULT EDUCATION**



## **EXAMINATION REGULATIONS**

**Revised Edition 2020**

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## LIST OF ABBREVIATIONS

BACE:	Bachelor Degree in Adult and Continuing Education
CA:	Continuous Assessment
CBET:	Competence Based Education and Training
GPA:	Grade Point Average
IAE:	Institute of Adult Education
NTA:	National Technical Award
ODE:	On Demand Examinations
ODL:	Open and Distance Learning
SE:	Semester Examinations

## FOREWORD

Assessment is among the key activities in an educational process as it forms means of detecting the achievement of teaching and learning objectives. Assessment is important and useful to learners, facilitators, educational programme implementers as well as the society at large. Learners use assessment results to detect their progress, and they get motivated through assessments. Facilitators use assessment to ascertain whether their teaching objectives are successfully achieved or not, and to verify the extent to which learners have acquired the necessary knowledge, skills and understanding; determine problems in teaching and learning, and determine additional learning activities to be undertaken to consolidate learning. To the programme administrators, assessment is used to determine certification and to make an evaluation. Society uses assessment results to determine graduates' knowledge, skills and understanding in addressing community challenges. Basing on their importance, educational institutions need to clearly establish assessment procedures and guidelines in order to have assessment tools (examinations, tests and other kinds of assignments) prepared, administered and processed in a well-established standardized manner.

The Institute of Adult Education (IAE) offers a variety of educational services to the public, ranging from literacy, secondary education through open and distance learning to technical education and training programmes under the National Technical Awards (NTA) system. It has her Examination Regulations, which have been subjected to reviews whenever necessary. The IAE Examination Regulations have been revised to accommodate recent technological and institutional structural changes adopted by the IAE, as well as changes in educational

programmes' implementation. These regulations have been prepared to guide the assessment of the IAE educational programmes under NTA framework; the other IAE's education programmes have their respective assessment guidelines and have been well documented.

*KOatunzi*


Dr. Naomi Katunzi

**CHAIRPERSON OF THE IAE COUNCIL**

## ACKNOWLEDGEMENTS

Preparation of the IAE Examination Regulations is a result of the efforts from different experts within the institute. The IAE management profoundly acknowledges them for the valuable devotion of their time and energy which brought inputs for preparation of these regulations..

It is not possible to mention all individuals and therefore we extend profound acknowledgements to the IAE experts, management, academic committees, NACTE and governing council for their engagement at different levels of development of this important document.



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Dr. Michael Ng'umbi

**RECTOR**

# PART I

## PRELIMINARY PROVISIONS

1. These regulations shall be cited as the Institute of Adult Education Examination Regulations. Citation
  
2. In these regulations, unless the context otherwise requires:- Definition of Terms
  - a) Abscond means absenting on self from studies or from sitting the examinations without official notification.
  - b) "Academic Committee of the Council" means a body established under Part II in this document;
  - c) "Appeal" means an action whereby a candidate aggrieved by the decision of the examiners lodges his/her complaints to the Institute;
  - d) "Candidate" means a student who is taking examinations administered by the Institute;
  - e) "Combined results" means a combination of the results of the academic year's First and Second semesters aggregated together;
  - f) "Continuous Assessment" means any form of learning assessment such as classroom tests, projects, and assignments done before sitting for Semester/Final Examinations;
  - g) "Council," means the highest organ of the Institute of Adult Education established by Section 5(1) of the Institute of Adult Education, Act No.12 of 1975;
  - h) "Discontinuation" means stoppage of a student from continuing with studies at the Institute;
  - i) "Examinations Board" means an organ established by the Director/Rector on behalf of the Council and entrusted with the task of scrutinizing and advising on Institute's examinations matters;



- j) "Examination Offence" means an attempt to cheat or an action of a candidate that indicates that he/she is not academically honest in examinations matters;
- k) "Examinations Officer" refers to a person employed on terms and conditions as considered necessary for the performance of examinations-related functions at the Institute;
- l) "Examinations Secretariat" refers to a body of Institute's officials appointed to work on examinations matters at preliminary levels;
- m) "External Examiner" means an expert from outside the Institute who is appointed by the Institute to moderate examinations questions and candidates' scripts after being worked on by the internal examiner(s);
- n) "Internal Examiner" means a module expert from within the institute, who sets examination questions and mark their answers;
- o) "Institute" means Institute of Adult Education established under section 3 (1) of Institute of Adult Education Act of 1975;
- p) "Internal Examiners Meeting" means a body of internal examiners, normally those who have participated in the teaching process, which shall scrutinize examinations results prior to tabling them before the Examinations Board;
- q) "Invigilator" means a person given the responsibility of supervising candidates sitting for examinations;
- r) "Module" means a self-contained package of learning related to an academic programme studied by a student during a semester; "Semester examination" means an examination administered at the end of the module;

- s) "Special Examination" means an examination, which is done by a candidate who missed the regular examination, be it first sitting or supplementary;
- t) "Supplementary Examination" means an examination done as a second chance by a candidate who fails his/her first sitting examinations.
- u) "Unauthorized material" means any written or printed material or object that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to notes, books, handkerchiefs in which information is written or information written on any part of the body, cellular/mobile phones, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, recording apparatus, annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her in cheating in the examination.

## PART II

### BODIES RESPONSIBLE FOR EXAMINATIONS

#### ADMINISTRATION

3. There shall be an Examinations Section, which will be responsible for day-to-day activities of the Institute's Examinations. The Section shall have examinations officers, and it will be under the Office of the Registrar. The section shall have the following duties:
- Examinations Section*
- a) To coordinate all Examination Affairs;
  - b) To collaborate with responsible heads of academic departments, campuses principals and resident tutors to plan and prepare examinations time tables;
  - c) To keep examination papers, answer booklets and records in safe custody; and
  - d) To assist in preparing transcripts and provisional results.
4. There shall be Examinations Secretariat. The secretariat will be composed of the Examinations Officers and at least three members of academic staff appointed by the Deputy Rector- Academics. The Registrar will be the Chairperson of the Examinations Secretariat and the Head of Examinations Section shall serve as a Secretary to the secretariat. The Examinations Secretariat shall perform the following duties:
- Examinations Secretariat*
- a) To participate in examinations preparation;
  - b) To process examinations results for tabling;
  - c) To table examination result to the Internal Examinations' Meeting;

- d) To administer the implementation of examination procedures and regulations;
- e) To oversee submission of examination results to other government entities as may be directed from time to time;
- f) To deal with arrangements for all sensitive matters about examinations such as appeals and examinations irregularities; and
- g) To burn or otherwise stated by the institute such as recycling and for selling, the used answer booklets and other examinations materials.

5. There shall be an Internal Examinations' Meeting, whose members shall consist of the following:

Internal  
Examiners  
Meeting

- a) Deputy Rector-Academics, who will also be the Chairperson;
  - b) Registrar;
  - c) All members of Examinations Secretariat;
  - d) Heads of academic departments;
  - e) Campuses principals;
  - f) At least three representation of resident tutors; and
  - g) Module facilitators in a particular semester.
6. The functions of the Internal Examinations Meeting shall be:
- a) To receive, discuss, and recommend examination results to the Examinations Board
  - b) To receive and discuss examination irregularities and make recommendations on appropriate actions to the Examinations Board

7. There shall be the Examinations Board, whose members shall be appointed by the Rector, on behalf of the Council Chairperson the Board members shall comprise of:
- a) The Rector who shall be the Chairperson of the Board;
  - b) The Deputy Rector-Academics who shall be the Secretary;
  - c) The registrar;
  - d) Head of Examinations Section;
  - e) Heads of Academic Departments;
  - f) One representative from the students' organization;
  - g) Three members from other technical institutions accredited by NACTE; and
  - h) One member from among the academic staff.
8. The functions of the Examinations Board shall be:
- a) To receive, discuss and recommend examination results for the awards of the Institute of Adult Education;
  - b) To advise on academic activities of the Institute especially those pertaining to examinations;
  - c) To receive and scrutinize examinations irregularities and recommend appropriate actions; and
  - d) To recommend for release of provisional examination results of a semester
9. There shall be two meetings of the Examinations Board in every academic year: one for tabling the First Semester Examinations Results and the other for tabling the Second Semesters Examinations or combined results of the First and Second Semesters Examinations.

10. There shall be an Academic Committee of the Council, which shall monitor and make decisions on all academic matters of the Institute. Academic Committee members shall be appointed by the Council, and their meeting shall include a representative from students' organization, head of quality assurance unit, and academic staff association chairperson by invitation.

Academic  
Committee of  
the Council

## PART III

# EXAMINATIONS SETTING, MODERATION AND PROCESSING

11. The examinations setting, moderation and processing will be performed in the manner that:

Examinations  
Processing

- a) Examinations setting, moderation and processing shall be conducted under the control of the Deputy Rector-Academics or such other officer of the Institute as the Deputy Rector-Academics in charge of academics may appoint.
- b) Deputy Rector-Academics shall have the power to issue such instructions, notes or guidelines to candidates, invigilators and moderators of the Institute's Examinations as it is deemed appropriate for the proper, efficient and effective conduct of such examinations.
- c) Deputy Rector-Academics shall issue a notice for submission of the draft of examinations to all internal examiners.
- d) The internal examiner shall be required to submit the draft of examination questions together with marking schemes and assessment plans to the head of Examinations Section.
- e) The examination officers shall be responsible to store the examinations in strong room or any other safe place to avoid leakages before the date of examinations.
- f) The resident tutor(s) or lecturers, Head of ACES and principals at campuses and centres shall also be responsible to store the examinations in strong room or any other safe place to avoid leakages before and during the date of examinations.

12. Where moderation of examinations is conducted, there shall be:

a) The examinations moderation committee(s) whose members will be appointed by the Deputy Rector (Academics) in consultation with the Rector.

Examinations  
Moderation  
Committee

b) The examinations moderation committee shall comprise the following members:

i) The Registrar who shall be the Chairperson;

ii) Head of Examinations section who shall be the Secretary;

iii) Module experts based on an area of specialization appointed by the Deputy Rector (Academics);

c) The moderation committee shall moderate questions and produce two to three different sets of question papers, all with similar structure and quality

d) The choice of which set of paper will be used during a certain session will lie in the hands of the Deputy Rector (Academics)

e) Functions of the moderation committee shall be the following:

i) To ensure the linkage between assessment plan and examinations questions;

ii) To ensure that the instructions on examinations papers are correct;

iii) To ensure that the rubric of every question is clearly worded and unambiguous.

iv) To ensure that marks are distributed fairly and equitably to reflect the weight of each question.

v) Checking the linkage between examination questions and marking scheme.



- vi) Checking the correctness of the assessment plan.
  - vii) Checking the fairness of the marking scheme.
- f) The moderation shall be conducted in the manner that:
- i) Any examination moderator will be required to observe confidentiality before, during and after the moderation exercise. Failure to observe this rule will make him/her liable for disciplinary measures.
  - ii) Whereupon a moderator of an examination in question has recommended alteration in any way, the recommendations shall be availed to the internal examiner for his/her comments before production of the respective examination.
13. The processing of examinations questions in terms of typesetting, printing, photocopying, packing and sealing shall be made under maximum confidentiality and integrity.
14. Examinations questions processing shall be done by the Examinations Secretariat
15. The Head of Examination Section shall be the custodian of the examination affairs.
16. The following are regulations on examinations leakage:
- a) Where there is satisfactory evidence of the leakage of examinations, the Rector on behalf of the council, shall nullify the examination(s) and provide other examination(s) from among the examination papers as prepared by the moderation committee or from bank of examinations or announce another date for the examination(s).
  - b) Disclosure or leakage of examinations by any person shall be punishable by the relevant disciplinary authority.

Examinations  
Leakages

## PART IV

### EXAMINATIONS ELIGIBILITY AND CONDUCT OF CANDIDATES

17. A candidate shall be eligible for an examination of the Institute after fulfilling the following conditions:

Registration  
&  
Examinations  
Eligibility

- a) Having been registered for a module/course in question;
- b) Completion of all exercises in continuous assessment and he/she has passed;
- c) Evidence-based attendance of at least 75% of classroom sessions;
- d) Payment of required fees;

18. The following are regulations for postponement:

- a) No students will be allowed to postpone examination except under special circumstances.
- b) Permission to postpone examinations will only be considered after producing satisfactory evidence of the reasons for the postponement.
- c) Cases of postponement due to illness or any other genuine reasons must be reported before the time of sitting for the examination in question, and approval of the Institute through the Head of Department and Registrar should be sought by filling in the special forms
- d) In case a candidate falls sick or gets an accident during the examination, the matter should be reported to the Registrar.
- e) A student who is sick and decides to take an examination does so at his/her own risk, and must abide by the results of the examinations;

Postponement  
of students/  
Examinations

- f) The maximum period for a student to postpone his/her studies will be two academic years.
  - g) Any candidate sitting for any examination other than the regular Semester Examination shall be required to pay fees as the cost for processing and handling the examinations.
19. Each candidate shall be required to observe the following examination regulations:
- a) Candidates should make sure they have been issued Clearance Card and own a valid students ID card before Examinations **begin**;
  - b) Candidates should be responsible for consulting Examinations' time tables regularly;
  - c) All candidates will assemble outside the examination room and will only enter if and when allowed to do so by the invigilator or examination officer;
  - d) Before entering the examination room, each candidate shall be inspected by the invigilator to ensure that s/he is not carrying with him/her any unauthorized material(s);
  - e) No foodstuff or drink is allowed in the examination room;
  - f) Candidates must not start to read the paper or start writing until told to do so by the invigilator
  - g) Silence shall be observed at all times in the examination room;
  - h) Borrowing of working tools from another candidate in the examination room is prohibited;
  - i) Candidates will start writing after they are allowed to do so by the invigilator and they will stop writing when they are told to do so;

- j) All rough work(s) must be written on the last page of the answer booklet or script and cancelled through before submitting to the invigilator;
- k) A Candidate is prohibited from writing or annotating in the question papers
- l) A Candidate is not allowed to distract other examinees' attention by actions such as smoking, commotions, telephone noises and related disturbances in the examination room.

20. The following shall be regarded as Examinations offences and therefore punishable by these regulations:

Examinations  
Offences and  
dishonesty

- a) Talking to another candidate or any person inside or outside the examinations room during the examinations' session without the permission of the invigilator, whose penalty shall be Cancellation of the examination in question and sit for supplementary examination, subject to payment of the examination costs and being confirmed by the Examinations Board and approved by the Council;
- b) Possession or access of unauthorized materials that could be of assistance to a candidate whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;
- c) Copying or indulging in copying from any paper or notes or allowing any other student to copy any matter from his answer book or render in any manner any assistance to another candidate in solving a question or part of question set in the question paper, whose penalty shall

- be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;
- d) Consulting books, notebooks, papers, or any other prohibited source of information, either outside the examination room or inside the examination room, while the examination is on progress, and before he/she hands over his/her answer book to the invigilator whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;
  - e) Swallowing a paper or attempting to swallow it or running away with it or causing its disappearance or destroying it while the examination is on progress, shall be deemed to be a decisive disciplinary offence whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - f) Misconduct or misbehaving towards the invigilator or refusal to sign the invigilator's report of facts in any irregularity discovered, whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - g) Forging or using another person's signature or student identity card or registration/examination number or using a forged document with a view of seeking for admission

- whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
- h) Smuggling in an answer book or continuation sheet or taking out part or arranging to send out answer book or continuation sheet during or after the examination with or without the help of any person connected with the examination centre or any agency within or outside the examination centre shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - i) Impersonating a candidate or any member of the Institute community before, during or after examination session, whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - j) Using force or violence against or assaulting fellow candidate, an officer or any member of the Institute community or conduct which does or is likely to cause damage, defacement or violence to any person or property within the examination room provided that such conduct is that of a candidate towards another candidate or member of the Institute whose penalty shall be to suspend a candidate for not more than one academic year and pay compensation to the value of the damaged property, subject to confirmation by the Examinations Board and approved by the Council;

- k) In no circumstance must answer books stamped or not, used or unused, be removed or brought from the examination room by a candidate whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council.

## PART V

### INVIGILATION

21. Invigilation of examinations shall be effected in the following manner:

- (1) Before the examination:
  - a) Academic staff will be appointed by the Deputy Rector (Academic) to invigilate examinations;
  - b) Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination;
  - c) Before the start of the examination the invigilator should announce that unauthorized materials are not allowed in the examination room followed by thorough inspection;
  - d) Invigilators shall personally collect from the Examinations office sealed envelopes containing question papers and any other prescribed material at least 30 minutes before the examinations and shall sign a special form according to the given instructions;
  - e) Each examination room shall have a reasonable number of invigilators depending on the number of candidates and the size of the room;
  - f) Before the start of the examination the invigilator should: -

*Regulations  
pertaining to  
invigilation*



- i) Announce that unauthorized materials are not allowed in the examination room;
- ii) Announce that candidates should check if they have the correct paper;
- iii) Tell candidates to carefully read instructions on the answer booklets and the particular examination paper;
- iv) Tell candidates regarding commencement and finishing time of the examination;
- v) Tell candidates when they may begin to write. Candidates will usually be given 5 minutes to read the paper;

- (2) During examination:
- a) Invigilator should not admit candidates to the examination room after 30 minutes have elapsed from the start of the examination. Candidates must not leave the examination room during the first hour;
  - b) Before the end of the examination the invigilator should announce that there are 30 minutes left and no candidate can leave the examination room;
  - c) Invigilator shall have the power to specify or change sitting arrangements in the examination room or to require inspection of a candidate, or confiscate any unauthorized material;
  - d) Candidates can do rough work in the examination booklet provided that all rough work is crossed out;
  - e) The invigilator shall report immediately to the Registrar any irregularity case detected during the examinations as set out in Regulations section 20;
  - f) In the event of alleged examination irregularity, the invigilator shall require the candidate to sign an examination irregularity form and any other materials related to the incident and confirm they are his/hers. The candidate can proceed with the examination after signing the required forms;
  - g) The invigilator shall sign and submit to the Registrar examination irregularity form, together with the candidate's answer booklet and all other pertinent materials at the end of the examination session

- h) The processing of an alleged case of cheating or any other examination irregularity shall be carried out as soon as possible after the event.

(3) The end of the **examination**:

- a) Invigilator shall tell the candidates to stop writing;
  - b) Invigilator shall not permit the candidates to leave their place before all scripts have been collected;
  - c) All candidates' examination scripts must be counted before the invigilator(s) leave the examination room;
  - d) The invigilator shall collect all the answer booklets, used and unused and other examinations materials, which are in the examination venue and return the same to the Exterminations office.
  - e) The invigilator shall ensure that the number of collected answer booklets tally with the number of candidates in the attendance sheet.
22. Invigilators employed by IAE who will be found to have violated these regulations will have disciplinary measures taken against him/her as it may be decided by relevant committee or terms of his/her services. Whereas invigilators who are not employed by IAE once commits an Examination offence under these Regulations, will have disciplinary measures taken against him/her in accordance to his/her contract of employment

## PART VI

# MARKING OF EXAMINATIONS, COMPILATION OF MARKS AND RELEASING OF EXAMINATION RESULTS

23. The following shall be the conduct in marking course work:

- a) The continuous assessment (coursework) shall be administered by module facilitators who shall then upload in SARIS and submit the results in hard copy and soft copy to the head of department one week before commencement of the Semester Examinations;
- b) It shall be the obligation of the student to verify his/her coursework results before commencement of the Examinations. A student who does not complete and pass coursework shall not be allowed to sit for semester examinations.
- c) It shall be the obligation of module facilitators to resolve coursework and semester examinations queries of his/her students and report to the Head of departments for further actions.
- d) Assessment of non-classroom-based modules such as field practice and research practice will be guided by fieldwork guideline; their assessment, moderation and compilation shall be done by the responsible section in the responsible department; and their results shall be uploaded in SARIS before semester examinations begin.

*Conducts  
pertaining to  
marking &  
realising of  
Examinations*

24. Candidates for the IAE Examinations shall be examined by way of: -

- a) Written question papers which they shall be required to answered in writing;
- b) Practical and oral examinations as provided for in the syllabus for the respective modules; and
- c) Project reports, dissertations and theses. Provided that the management of practical and oral examinations, unless otherwise specified, shall be assessed by examiners appointed by the Rector or any other authority approved by the Council in such manner as the Council shall from time to time determine.

(4) The following shall be the conduct in marking **Semester Examinations:**

- a) The marking of semester examinations shall be done by the internal examiner of the respective module of study per the schedule provided or otherwise as stated by Deputy Director Academic, Research and Consultancy;
- b) Marking will be done in a centralized venue;
- c) When marking, any anomalies noted by the internal examiner shall be reported;
- d) After marking the examination(s) the internal examiner shall prepare a summary report on candidates' performance, fill in an examination mark sheet, upload the results into the SARIS or any other system/database as may be required and submit them together with the marked scripts to the relevant examination coordinator within the time scheduled / provided

- e) All internal examiners are obliged to handle students' examinations queries within the schedule provided;
- f) Each internal examiner will be required to submit to the Examinations Officers copies of the following documents: coursework results, examination results and marking guide.

25. The following shall be the conduct in the external marking of scripts:

- a) An external examiner shall be a competent academician in the respective discipline appointed by the Deputy Rector-Academics;
- b) Examination scripts shall be externally moderated each
- c) Semester;
- d) Where the difference between the internal and external examiner exceeds five (5) marks in a given question or 10% in total marks the external examiner shall furnish a written report describing the basis/justification for the variation.
- e) An external examiner shall be obliged to write a detailed report of his/her task.

26. The following shall be the conduct in any change or alteration of marks already uploaded into SARIS or any other system/database:

- a) If a change of marks already uploaded into SARIS is necessary after the Council had already declared examination results, the permission of the Council Chairperson should be sought

- b) If it is before the approval of the Council the changes should be made under the directives of the Deputy Rector (Academics) and in case they involve alteration of marks of the candidate(s), the reason for such alteration must be documented after consultation and agreement in writing by the Internal Examiner concerned.

27. The assignment, handling and cessation of SARIS access powers shall be as follows:

*Powers and  
cessation of  
SARIS Access*

- a) The SARIS Coordinator shall be responsible and accountable to the Rector in respect of access powers, administration and management of SARIS and s/he will be responsible for ensuring the security of the system, effecting changes as directed by the Rector;
- b) The Rector shall have the power to issue directive(s) to the SARIS Coordinator to assign or remove certain limited rights to various persons within the institute or centers to ensure smooth operation and administration of SARIS;
- c) Any person, who has been assigned certain access powers in SARIS, shall have the sole responsibility of preventing such powers from being exercised or abused by any unauthorized person;
- d) Any person, who intentionally or negligently allows unauthorized access to SARIS data, alteration of such data, unlawful disclosure or publication of such data commits misconduct and shall be subjected to disciplinary proceedings and, if found guilty, be punished in accordance with relevant Institutes Rules and Regulations;

28. Any student shall have the duty to observe the following in respect to records relating to examinations results:

- a) It is an offence for any student to solicit, induce, facilitate or request for forgery of examinations results;
- b) It is an examination irregularity for any students to supply, knowingly, information which is false or ought to have known that is false or for purposes of gaining unfair advantage of the change that may be made in examinations results;
- c) Any student who commits an examination irregularity under- paragraph (a) –(b) shall be subjected to proceedings similar to those relating to cheating in the examination and, if found guilty, shall be punished according to the Institute's rules and regulations;
- d) Any student shall have the duty to keep confidential his/her SARIS account and prevent unauthorized from accessing or making an alteration to any such details which are within the control of the account holder;
- e) Any student shall have the duty to report, with evidence attached, to the Registrar, through the respective Dean of students in the event the student discovers any anomaly in his or her examination results within Fourteen (14) days after the results have been approved by the Examinations Board.
- f) Any student, regardless of the status that is displayed in his or her SARIS Account, shall have the duty to make a follow up of his or her true studentship academic performance status throughout the periods of the studies.
- g) The terminologies, abbreviations, and meanings displayed on SARIS interface shall have the following meaning:

Definition of key terms on SARIS
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- i) DISCO: This shall mean a student has examinations irregularity case.
- ii) Examinations Irregularity (IRR): This means a student has examinations irregularity case and He/she is not allowed to continue with studies.
- iii) Incomplete (INC): This shall mean that a student has course work but did not sit for the semester examination(s) or has no both coursework and semester examinations.
- iv) Pass (PASS): This means a student has obtained the scores required such A, B, B+ or C.
- v) Postponed Examinations (PE): This shall mean that a student filled the special examinations form with genuine reasons.
- vi) Postponed Studies (PP): This means that a student has notified the Institute to adjourn/postpone academic year by filling postponement form and the same has been approved by relevant authority.
- vii) Repeater - Carry (RC): This means a student has failed to obtain the required minimum coursework. Hence has to repeat the module(s) before going to the next level.
- viii) Repeater - Carry (RCa): This shall mean that, A student has failed to obtain the scores required C after re-sitting for supplementary Examination. Hence has to repeat the module(s) before going to the next level.
- ix) Results Withheld (RWT): This means a student has failed to obey examinations regulations, not paid required fees and any other related issues.

x) Supp (SUPP): This means a student has failed to obtain the scores required such A, B, B+ & C. He/she shall be required to sit for supplementary examination until minimum pass 'C' Grade is obtained.

29. The following shall be the conduct in Compilation of Examination Results:

Compilation  
of Marks

- a) Compilation of examination results is the responsibility of the examinations secretariat;
- b) Compilation shall be based on grades/marks awarded by the module facilitators and moderators/ external examiners. Any arbitrary adding or reducing of marks shall be treated as a case of dishonesty and is strictly forbidden.

30. The following shall be the conduct in the endorsement of the results:

Endorsement  
of results

- a) The Internal Examiners' meeting will scrutinize the examination results and forward them to the Examinations Board;
- b) The Deputy Rector-Academics shall table the results before the Examinations Board of the Institute, which will decide on all cases of passes and failures;
- c) After the Examinations Board's recommendations, the results will be released as provision results;
- d) The Academic Committee of the Council shall scrutinize and endorse all the examination results. The results so endorsed shall be forwarded to the Chairperson of the Council for approval and ready to be used for certification.

31. Release of final examination results shall be in procedures prescribed below:

*Release of  
Final  
Examinations  
results*

- a) The final examination results shall be officially released by the Chairperson of the Council of the Institute on behalf of the Council;
- b) Examinations results will be posted in SARIS;
- c) Examinations officers will upload Examinations results released by the IAE Council in NACTE system and submission of examination results to NACTE with the key attachments.

32. Unless otherwise retained by the IAE library for archival purposes, all used examination answer books shall be destroyed after the elapse of 36 months by Examinations Secretariat.

*Disposal used  
booklets*

33. Loss / Destruction of Scripts

- a) Where there is a loss or destruction of the script(s), the Institute shall call the affected candidate (s) who shall be required to re-sit the examination at the time set by the Institute;
- b) Any person whose negligence or misconduct cause inconvenience in the administration of examinations shall be subjected to disciplinary proceedings and punished in accordance with the relevant Institute rules and regulations

## PART VII

# CLASSIFICATION OF ASSESSMENT AND AWARDS

34. The following shall be the conduct in the classification of assessment and awards:

Classification  
and  
according of  
marks  
Assessment

- a) Continuous assessment will comprise 50% (conventional programmes) marks and 60% (ODL programmes) respectively. The pass mark in the continuous assessment shall be 25%, 22.5% and 20% for NTA Level 4 and 5, NTA Level 6 and NTA Level 7 and 8 (conventional programmes) and 20%, 18% and 16% for NTA Level 4 and 5, NTA Level 6 and NTA Level 7 and 8 (ODL programmes). (see Appendix 1).
- b) The Semester Examination shall be administered at the end of a semester or module.
  - i) For conventional programmes, it shall carry 50% marks, adding to the 50% from continuous assessment to make a total of 100%. The pass mark in the semester examination shall be 25%, 22.5% and 20% for NTA Level 4 and 5), NTA Level 6 and NTA Level 7 and 8 respectively. (see Appendix 1).
  - ii) For ODL programmes, it shall carry 60% marks, adding to the 40% from continuous assessment to make a total of 100%. The pass mark in the semester examination shall be 30%, 27% and 24% for NTA Level 4 and 5), NTA Level 6 and NTA Level 7 and 8 respectively. (see Appendix 1).

- c) The final marks shall be graded as indicated in Appendix 2, and failure will be claimed when a candidate scores below the pass mark.
- d) Cumulative Grade Point Average (GPA) shall be computed by considering summation of grade points

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Computation  
of GPA

times the number of credits in each module divided by the total number of credits stipulated within the modules taken by a student, that is:

Where P represents, a grade point assigned to a grade scored by the student in a module and N represents the number of credits associated with the module.

- 35. The following rules shall apply to the classification of an award:

Classification  
of Awards

- a) The classification of an award shall be as shown in Appendix 3.
- b) Certificate of an award shall only be issued to a student who shall have passed all modules registered for in the course or programme.

## PART VIII

### SPECIAL AND SUPPLEMENTARY EXAMINATIONS

36. The following are regulations for the conduct of supplementary examinations:

*Supplementary  
Examinations*

- a) A candidate who fails any modules in a Semester Examination shall be required to sit for supplementary examinations;
- b) The maximum score in a module for supplementary examinations will not go beyond the minimum pass mark of a module for semester examination or will not be beyond a C grade.

37. The following are regulations for the conduct of special examinations;

- i) A candidate, who fails to do an assignment or test in continuous assessment due to unavoidable circumstances, following approval by the head of department or campus principal, will be given special assignments or tests to complete coursework before sitting for regular semester examination.
- ii) A candidate with incomplete coursework due to genuine reported reasons will request for postponement of examinations; and, subject to completion of coursework, such a candidate will sit for special examinations as first sitting;
- iii) A candidate who fails to sit for semester examination due to unavoidable circumstances

*Regulations  
pertaining  
special  
Examinations*

such as sickness, following acceptance and approval by the Registrar, will sit for the special examination as first sitting;

- iv) A candidate who requests and gets permission for postponement of examinations will sit for the special examination as first sitting;
- v) A candidate who requests to sit for Semester Examination at any time of his or her convenience shall, depending on convenience to the Institute, sit for such on-demand examination (ODE) as special examination and as first sitting.

38. The following are regulations on failure in supplementary examinations;

- a) A candidate who fails in a supplementary examination shall be required to re-sit for supplementary examination and pass the module before sitting for Semester Examinations of the subsequent semester;
- b) A candidate who fails the examination stated in 38 (a) and those who did not re-sit for supplementary with genuine reason shall repeat the module and complete before next level;

Failure in  
Supplementary  
Examinations

39. A candidate who is eligible to sit or re-sit for any examination which is not first sitting will be required to meet the costs of pre-paring and administering the examination as stipulated in examinations cost guidelines.

## PART IX

### APPEALS

40. The Examinations Appeal Committee shall have the following functions:

- a) To receive and investigate any appeal regarding decisions on the conduct of examinations or examination results;
- b) To recommend to the Rector, with evidenced reasons, due actions to be taken;

41. The following are regulations on appeals:

- a) Appeals shall involve cases such as marking of examination, Appeals Examinations results, failure in examination (s) and a barrage from candidacy.
- b) A candidate, who feels that his/her examination paper was not fairly marked or has noticed problems in his/her examination results, has a right to appeal so that the work or results may be reviewed, rechecked or remarked.
- c) Where appeal involves remarking, students are advised to seek for such remarking as soon as the Institute releases provisional results.

Appeals  
cases

42. The appeals procedures shall be as follows:

- i) As soon as provisional examination results are released, a candidate who is discontented with the results may appeal.
- ii) The appeal must be forwarded to the Rector through the registrar or campus principal within 14 days from the date of release of the provisional results;

Appeals  
procedures



- iii) The appeal form shall be in written form accompanied by all relevant and substantive evidence
  - iv) Where the appeal involves remarking of scripts, a candidate will be required to pay an appeal fee for each module script to be re-marked; and the fee is non- refundable.
43. The processing of Appeals shall undergo the following steps:
- a) If the appeal is related to marking, the Deputy Rector- Academics, in consultation with the head of department or campus principal shall appoint a suitable expert(s) in the relevant module(s) to be a third marker(s),
  - b) The third marker(s) shall re-mark the relevant script using the same marking scheme, which was used by the first marker and external examiner,
  - c) The third marker shall briefly comment on results of the marking exercise to justify his/her award of marks, which shall be paramount;
  - d) Where a technical error is detected by the third marker, he/she shall provide a justified suggested remedy and award or remove any marks. Where this remedy involves other candidates' scripts, the third marker will call for such adjustments;
  - e) The results from the third marker will, nonetheless, be tabled at Academic Committee of the Council for affirmation;
  - f) The decision of the Academic Committee of the Council shall be forwarded to the Council for approval; and
  - g) The decision of the Council shall be final.

## PART X

### RESULTS SLIPS, TRANSCRIPTS AND CERTIFICATION

44. The following shall be the conduct in results slips, transcripts, certificates and certification

*Issuance of  
results slips,  
Transcripts  
& certificates*

- a) The Council shall issue certificates for degrees, diplomas, certificates or other awards of the Institute recommended;
- b) A candidate has the right to request for a provisional result slip two weeks after semester examinations results have been released. Such candidate will be required to pay a fee for a copy of the result slip according to examinations cost guideline;
- c) A student who has completed studies at the Institute will have a right to request for the academic transcript and certificate after graduation. Certificates and transcripts shall be issued in the names as they appear in the candidate's certificate of secondary education;
- d) Any student desirous of obtaining a transcript shall apply for a transcript, a clearance form and passport size photographs for the preparation of transcript;
- e) Upon application for a transcript, any extra certified copy of the transcript will be charged according to examinations cost guideline;
- f) The fees prescribed in this part shall be paid by the applicant to the Institute of Adult Education using control number before the issue or certification of the document in question;

- g) A student with an outstanding fee will not be issued with academic transcript, certificate or testimonial before completing payment of fees.

45. The following shall be the conduct regarding loss, destruction (partial or total) of the original certificate or a duplicate:

Loss,  
destruction of  
certificate

- a) The applicant shall produce an affidavit;
- b) A certificate so issued shall be marked "DUPLICATE" across it;
- c) The replacement certificate shall not be issued until a period of 12 months has elapsed from the date of such loss;
- d) The applicant must produce evidence that the loss has been reported to the police and adequately publicly announced with the view of its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place; and
- e) The replacement for a certificate will be charged as stipulated in the IAE examination cost guideline.
- f) All fees are subject to review by the council from time to time.

46. The following shall be the conduct on changes of names in the certificates;

Conducts  
regarding to  
changes of  
names

- a) Each student shall ensure that his/ her names are correctly written in accordance with his/ her Ordinary Level Certificate. All necessary corrections regarding incorrectly written names shall be effected one month before final semester examinations.

- b) A student who fails to correct his / her names after the specified period of changing names he / she shall be charged a late notification fee as stipulated in the examination cost guidelines.
- c) A students who wish to changes his/her name shall provide a deed pool during registration process.

## PART XI

### EXAMINATIONS IRREGULARITY COMMITTEE

47. There shall be Examinations Irregularity Committee (EIC), which shall comprise of the following members:

Examinations  
Irregularity  
Committee

- a) A senior staff appointed by the Rector a chairperson;
- b) Dean of Students who shall serve as a secretary;
- c) Two students appointed by their association; and
- d) A quality assurance officer who shall be a member by invitation.
- e) Legal Officer

48. The Examinations Irregularity Committee shall receive, investigate and recommend for actions cases of students' examinations irregularities. In determining irregularities, the following procedures will be observed:

- a) The complainant shall present the case to the committee;
- b) The committee shall give the alleged opportunity and time to defend his/her position;
- c) Where necessary further clarifications or evidence may be sought from the other parties.
- d) The committee shall investigate and determine any depute referred to the aggrieved party based on the examination regulations of the Institute
- e) The decision of the committee arrived at shall be communicated to the aggrieved party by the Deputy Rector-Academics; and where a decision involves changes or alteration of examination results approval should be sought from the Examinations Board.

49. Procedures pertaining Irregularity cases. The following shall be procedures regarding irregularity are

- a) As soon as the marking of examinations are completed an examination Irregularity committee will be conducted.
- b) A candidate who is accused with irregularity case will be informed to attend the meeting 14 days prior to the holding of the Irregularity committee meeting, for the purpose of defending him/her self.
- c) In case a candidate fails to attend the meeting he/she should inform the Office of the Register/ Campus Principal before the day of the meeting.
- d) Failure to report prior to commencement of the Irregularity Committee meeting will be regarded as absconding.
- e) The recommendations made by the committee must be forwarded to Internal Examiners, External Examiners and the councils meeting for approval.
- f) The decisions made by the council shall be final.

Procedures  
pertains  
Irregularity  
cases

## PART XII

### RIGHTS OF THE COUNCIL AND THE INSTITUTE

50. The Council shall have the right to oversee the issuance of examination results, transcripts and certificates for the examinations administered and programmes offered by the Institute. The Council reserves the right to withhold or cancel the results of a candidate if it considers that such candidate has been involved in an examination offence either before, during or after the graduation; and

*Right of the  
Council*

51. For the conduct of examination

a) The institute shall have the right to prescribe examination fees

*Right of the  
Institute*

b) The institute shall have the right to dispose examinations materials, such as examinations scripts when they are more than three years old.

c) The institute may amend the examinations regulations when deemed necessary.

## APPENDIX 1

### Maximum marks and Pass marks in Continuous Assessment

Programme	Maximum marks in CA	Maximum marks in SE	Final Maximum Marks	Minimum Pass marks in CA	Minimum Pass marks in SE	Final Minimum Pass Marks	Final Minimum Pass Grade	Overall Minimum Pass Grade
Certificate (NTA Level 4 and 5)	50	50	100	25	25	50	C	C
Certificate (NTA Level 4 and 5)-ODL	40	60	100	20	30	50	C	C
Diploma (NTA Level 6)	50	50	100	22.5	22.5	45	C	C
Diploma (NTA Level 6)-ODL	40	60	100	18	27	45	C	C
Bachelor Degree (NTA Level 7 and 8)	50	50	100	20	20	40	C	C
Bachelor Degree (NTA Level 7 and 8)-ODL	40	60	100	16	24	40	C	C



## APPENDIX 2

### Grading Systems

Grade	Definition	Certificate (NTA Level 4 and 5)		Ordinary Diploma (NTA Level 6)		Bachelor Degree (NTA Level 7 and 8)	
		Range of Marks	Points	Range of Marks	Point	Range of Marks	Point
A	Excellent	80-100	4	75-100	5	70-100	5
B+	Very Good	-	-	65-74	4	60-69	4
B	Good	65-79	3	55-64	3	50-59	3
C	Average	50-64	2	45-54	2	40-49	2
D	Poor	40-49	1	40-44	1	35-39	1
F	Fail	0-39	0	0-39	0	0-34	0
Pass mark		C		C		C	

## APPENDIX 3

### Final Classification of Awards

Certificate (NTA Level 4 and 5)		Ordinary Diploma (NTA Level 6)		Bachelor Degree (NTA Level 7 and 8)	
Class	Range of GPA	Class	Range of GPA	Class	Range of GPA
First Class	3.5-4.0	First Class	4.4-5.0	First Class	4.4-5.0
Second Class	3.0-3.4	Upper Second Class	3.5-4.3	Upper Second Class	3.5-4.3
Pass	2.0-2.9	Lower Second Class	2.7-3.4	Lower Second Class	2.7-3.4
		Pass	2.0-2.6	Pass	2.0-2.6

## APPENDIX 4

### UNAUTHORIZED MATERIALS

Written or printed material or object that is generally or specifically prohibited from being brought into the examination room,

- Books
- Handkerchiefs in which information is written
- Information written on any part of the body,
- Cellular/mobile phones,
- Radios, radio cassettes or
- Other types of cassette/DVD/VCD players,
- Computers,
- Smart watch
- Recording apparatus,
- Annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her in cheating in the examination.
- And any other related materials which can assist a student to commit examinations' offences.

**NB:** Books which a student will be allowed to use in the examination room, are those which have been instructed in a given examination paper.