

CHAPTER 5

EXAMINATION REGULATIONS

5. EXAMINATION REGULATIONS

At the end of each semester students are required to sit for examinations in accordance with the Institutes regulations. In fulfilling these requirements, NTA Levels 4-9 students are required to observe the Institutes examination regulations under clause 5.1 (statutory Examinations Powers) as approved by the DIT Council.

5.1 Statutory Examinations Power

The Dar es Salaam Institute of Technology (DIT) is empowered to make regulations governing the conduct of and grant of awards by Section 25 of the Parliamentary Act No. 6 of 1997.

5.2 Primacy of Institute Examination Regulations

The Institute examination Regulations take precedence over any other regulations, including those of external or professional bodies, unless variation is specifically permitted by the DIT Council.

5.3 Examination Regulations and its applications

5.3.1 The examination regulations detail courses of action to be taken by DIT on all matters related to examinations and awards.

5.3.2 These examinations regulations apply to programmes leading to the qualifications National Technical Awards Levels 4 – 9.

5.4 Cognisance of Examination Regulations

By registering as DIT student every student is deemed to be cognisant of, and to have agreed to abide by, the examination rules set out in these regulations.

5.5 Examinations

5.5.1. Examinations include continuous assessment (tests, assignments, seminars

presentations, practical, dissertations or any other form of assessment specified in the study guide issued at the beginning of Semester) and end of Semester Examinations including practical where appropriate.

5.5.2 There shall be a written and, where the course demands, a practical examination during each end of semester for a course taught.

5.5.3 Timing of examinations shall be between 08.00 am and 09.00 pm any day of the week including weekends. Approved public holidays and other days when the Institute is closed are excluded.

5.6 Registration for modules

5.6.1 In the First Semester of any programme of study candidates shall register for studies and modules in their respective Departments during the orientation week.

5.6.2 For second and above semester's students shall provisionally register for modules in the first two weeks of the semester.

5.6.3 Elective modules shall be registered at the Department offering the course and endorsed by the programme administering Department.

5.6.4 A candidate may be allowed to add or drop a module within the first two weeks of the semester subject to the approval of the head of the programme administering.

5.6.5 A candidate shall be examined in all modules registered for.

5.6.6 For an elective module to be offered the minimum number of students shall be ten (10) in NTA levels 4-8 and 5 students for NTA level 9.

5.7 Eligibility for Examinations

5.7.1 Candidates eligible for examinations shall be those fulfilling Institute registration, course eligibility requirements, and full payment of fees.

5.7.2 No candidate shall be eligible for any examination in any module unless the

Head of Department has been satisfied that the candidate has undertaken and completed the course by attendance of at least 80% of the lectures and practicals.

- a) A candidate with compelling reasons may be granted Permission to absent her/himself from class by the Head of Department after consultation with the Registrar.
- b) Notwithstanding the provision of sub-section 5.7.2 (a), such a candidate shall be required to complete the course by 80% attendance before being allowed to sit for the examination.

5.7.3 Permission for postponement of end of Semester Examinations for compelling reasons shall be granted by the Registrar in consultation with the Deputy Principal (Academic, Research & Consultancy) while postponement of continuous assessment component for compelling reasons shall be granted by the respective Head of Department in consultation with the Registrar.

5.8 Performance Threshold

5.8.1. Examinations components

Examinations shall have two components that are assessed separately namely continuous assessment and end of Semester examinations. The candidates shall be required to pass both of them. Postgraduate students' dissertation is the 3rd examination component for NTA 9 and this shall be conducted and assessed in accordance to procedures stipulated in the DIT Postgraduate guidelines.

5.8.2. Weighting of Assessment components

The overall score shall be 100% and shall be composed of Continuous Assessment and end of Semester Examination components. Weighting of assessment components unless specified otherwise at the beginning of the semester shall be:

- a) Continuous Assessment 40%
- b) End of Semester Examination 60%

5.8.3. Passing score

The passing score for each assessment component out of 100% at the respective NTAs levels shall be:

- a) 50% for continuous assessment, for end of semester examination and for semester overall assessment for NTAs levels 4 – 5.
- b) 45% for continuous assessment, for end of semester examination and for semester overall assessment for NTAs level 6.
- c) 40% for continuous assessment, for end of semester examination and for semester overall assessment NTAs levels 7 – 8.
- d) 50% for continuous assessment, for end of semester examination and for semester overall assessment in NTA level 9 by coursework and dissertation.

5.8.4 Industrial practical training (IPT)

All industrial practical training modules and their continuous assessment will be carried out in semester two of the respective NTA level. The log books will be marked and IPT results compilation will take place and included in the semester I of the next NTA level.

5.8.5 Students' Projects

5.8.5.1 Coverage

Project Data Collection and Project Data Analysis are covered in Semester I and II, respectively for both NTA levels 6 and 8 candidates.

- i) Project Data Collection module addresses the project proposal with relevant data collection and is carried out in semester I in both NTA 6 and 8.

- ii) Project Data Analysis module covers the data collection, organization, analysis and the final report done in semester II in both NTA 6 and 8.

5.8.5.2 **Projects Evaluation**

Students Projects Modules (Project Data Collection and Project Data Analysis modules) shall be assessed like other module(s);

- a) Evaluation of the Projects shall be done as guided in the Project guidelines for B.Eng and OD programs (Section 5.1).
- b) Project data collection and Project data analysis are complimentary to each other. The student must pass both modules
- c) Project Data Collection module is a pre-requisite to Project Data Analysis module, hence failure in Project Data Collection module means that the candidate cannot proceed to Project Data Analysis module, shall have to re-take the whole Project when next offered
- d) Failure of Project Data Analysis module shall require the candidate to re-take the whole Project when next offered. The score given to Project Data Collection in that case shall be nullified. Students Projects (Project Data Collection and Project Data Analysis modules) shall be assessed like other module(s)

5.8.6 . Dissertations

Dissertations (a six (6) months module) for NTA 9 shall be conducted and assessed according to the DIT Postgraduate guidelines.

5.9. Absence from Examination

5.9.1 Any candidate who absents oneself from a scheduled examination without compelling reason(s) shall be deemed to have absconded from the examination and shall be discontinued from studies. In this regulations, "unauthorized absence" include going out of examination room, temporarily or otherwise, staying out of the examinations room for an unduly long period, without authority or permission of the invigilator or one of the invigilators for the examinations in question.

5.9.2 A candidate allowed to be absent (authorized absence) from the end of

Semester examination shall carry forward the un-examined module(s) as incomplete and shall have to sit and pass the respective examination(s) when next offered.

- 5.9.3 A candidate who absents oneself from any continuous assessment or fails to submit assignment(s) given during the course work without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.

5.10. Dates and duration of Examinations

- 5.10.1. Dates and times of conducting continuous assessments shall be determined and indicated by the respective Lecturer(s)/Instructor(s) in the course outlines or study guides or otherwise at the beginning of the Semester.
- 5.10.2. Frequency of continuous assessment shall be at least two for each assessed item, e.g., minimum number of class tests is two.
- 5.10.3. Dates for the end of semester examinations shall be published in the Institute academic calendar approved by the Academic Committee of the Council.
- 5.10.4. Duration for end of semester theory examinations shall be at least two hours for NTAs 4 – 5, two and half hours for NTAs 6 and three hours for NTAs 7 - 9.

5.11. Administrative organs

5.11.1. Academic Board

There shall be an Academic Board of the Institute.

a) Responsibilities:

- i) The Academic Board shall review External Examiners' reports of all Dar es Salaam Institute of Technology departments, review performance of all students and make recommendations to the Academic Committee of the Council.
- ii) In addition, the Academic Board shall review and recommend academic policies and regulations to the Academic Committee of the Council for approval.

b) Composition:

- (i) Principal Chairperson
- (ii) Deputy Principal (Academic Research and Consultancy) - Secretary
- (iii) Registrar
- (iv) Heads of Academic Departments
- (v) Two Student representatives (NTAs levels 4 – 6 and NTAs levels 7 – 8) nominated by the DIT Students Organization (DITSO).
- (vi) Dean of students

5.11.2. Irregularities Committee of the Academic Board

There shall be Irregularities Committee of the Academic Board hereinafter called Irregularities Committee.

(a) Responsibilities:

- i) The Irregularities Committee shall receive irregularities cases, deliberate, investigate and recommend action to be taken by the Registrar subject to

approval of the Academic Board.

- ii) The Academic Board and/or Irregularities Committee shall have powers to summon any academic staff, invigilator or students for questioning if deemed necessary.

(b) Composition

Composition of the Irregularities Committee shall be decided by the Registrar. For appeals not related to unfair marking, they shall be forwarded to the Academic Appeals Board that shall determine the validity of the appeal and shall give its recommendations to the Academic Board.

5.11.3. Academic Appeals Board

Except where unfair marking or other irregularity in the conduct of any examination is alleged, no appeal shall be entertained in respect of any such examination on any other grounds.

5.11.3.1. Appeals not related to unfair marking

There shall be Academic Appeals Board of the Institute.

Appeals not related to unfair marking shall be forwarded to the Academic Appeals Board that shall determine the validity of the appeal and shall give its recommendations to the Academic Board.

(a) Responsibilities

The Academic Appeals Board shall receive appeals (appeals not related to unfair marking), investigate, discuss and make recommendations to the Academic board of the Institute.

(b) Composition

- (i) Registrar - Chairperson
- (ii) Secretary of the Academic Staff Association (ASA) - Secretary
- (iii) Head(s) of Department(s) where the appealing student(s) belong(s)

- (iv) Two Students representatives nominated by DITSO.
- (v) Dean of students

5.11.3.2 Appeals related to unfair marking

For appeals related to unfair marking the Registrar shall forward the appeal to the respective departments that offer the module. The Head of Department shall appoint expert (s) that shall determine the validity or re-mark the scripts and the department shall give its recommendations to the Academic Board.

5.11.3.3 Procedures for Appeal

- i. Appeal shall be lodged to the Registrar through the Heads of the respective Departments using appeal forms within seven (7) working days from the date of the provisional publication of results, unless directed otherwise by the Principal.
- ii. All appeals must be accompanied by non – refundable appeal fee prescribed per module by the Principal at the beginning of each academic year.
- iii. The decision of the Council shall be final and no further appeals shall be entertained.

5.11.2. Academic Committee

There shall be Academic Committee of the Council.

(a) Responsibilities:

- i) The Academic Committee shall receive, deliberate and provisionally approve reports and recommendations of the Academic Board.
- ii) The Academic Committee shall approve and recommend deliberations of the Academic Board to the Council for endorsement.

(b) Composition:

The composition of the Academic Committee shall be decided by the Council.

5.12. Examination Irregularities and Penalties

5.12.1 All cases of alleged examination irregularities shall be referred to the

Office of Registrar immediately which, through Irregularities Committee, shall investigate and submit recommendations to the Academic Board.

5.12.2 Any candidate who shall be proven to have brought/used unauthorized material in the examination room in any part of the examination process shall have committed examination irregularities. Unauthorized materials such as written or printed materials, purses, electronic equipment including cell-phones, pagers and any other device (other than an approved device) capable of storing text or restricted information etc shall not be allowed into the examination premises.

5.12.3 Candidates shall not engage themselves in any form of communication in the examination room when the examination is in progress. There shall be no borrowing or exchanging of materials such as calculators, rulers and pens among candidates during examinations.

5.12.4. Any candidate who shall be proven to have committed examination irregularities, including being involved in Plagiarism and impersonation in any part of the examination shall be discontinued from studies subject to confirmation by the Council.

5.13 Publication and Nullification of Results

5.13.1 Provisional Results Publication

The provisional results of candidates in every examination shall be published by the Registrar soon after the Institute's Academic Board meeting but the results shall be provisional until the Academic Committee of the Council confirms them.

5.13.2 Right and Discretion of the Institute

(a) The issue of results and awards shall be entirely at the discretion of the Academic Committee of DIT Council.

(b) The Institute, subject to the approval of the Council, shall amend the classification of, withhold or nullify an award of any candidate in proved cases of irregularity or any other forms of fraud, or to revoke, any certificate it has already awarded, and to require the awarded certificate to be returned to the Institute.

5.13.3 Release of Examinations Results and Candidates Responsibilities

- (a) Candidates shall be informed where and how to get their results as directed by the Academic Committee.
- (b) The Institute shall not, except in its absolute discretion, communicate with candidates or parents, or any other person claiming to act on behalf, on matters related to examination results.
- (c) Candidates shall be responsible for maintaining an awareness of their academic performance and dates of normal, supplementary and re-take examinations.
- (d) No mass action by students shall be entertained in academic matters as per regulations.

5.13.4 The Timing and Means of Release of examination results

- (a)** Examination results shall be published immediately after the approval of the Academic Committee. The results may be posted on departmental boards and shall bear a certification of the Registrar.
- (b)** The Institute may also use other means including its own website and tools such as the electronic platform software to give notices on matters related to examination results.
- (c)** In the event Institute releases examination results by publishing in the news media, notice-boards or its official website, only examination numbers/ registration numbers shall be used. Under no circumstances shall names or

any other identification known to a third party shall be used for releasing the results to the general public.

5.14 Procedure for Appeal

5.14.1 Appeals shall be lodged to the Registrar through the Heads of the respective Departments using appeal forms within seven (7) working days from the date of the provisional publication of results, unless directed otherwise by the Principal.

5.14.2. All appeals must be accompanied by a non – refundable appeal fee prescribed per module by the Principal at the beginning of each academic year.

5.14.3. The decision of the Council shall be final and no further appeals shall be entertained.

5.15 Preservation of Examination Scripts

5.15.1 Written examination scripts and examinations records, like, practical examinations, shall be preserved for at least one year after publication of the results.

5.15.2 The examination scripts and examinations records of failed modules shall be preserved until a year after their clearance.

5.16 Academic Audit Units for NTAs Levels

5.16.1 Academic Audit Unit for programmes leading to the awards of NTA Levels 4 to 8 shall be one academic year. For (NTA 9) programme by coursework and dissertation, the academic Audit Unit shall be one of the coursework and six months of dissertation.

5.17 Progress from one Academic Audit Unit to the next Academic Audit Unit

A candidate shall be allowed to proceed to the next academic **audit** unit within the same qualification level (NTA level) registered for or the General Course

programme as a probating student provided the GPA in that academic unit is not less than 2.0.

5.17.1. A candidate in NTA levels 4-8 getting a GPA less than 1.8 in that academic audit unit shall be discontinued from studies. A candidate in NTA 9 programme by coursework and dissertation, getting overall GPA less than 2.5 in the coursework shall be discontinued from studies. Students should attain a GPA greater than or equal to 1.8 and greater than or equal to 2.5 for NTAs 4-8 and NTA 9 respectively to be allowed to sit for supplementary examinations. After supplementary the GPAs of 2.0 and 3.0 must be attained for NTAs 4-8 and NTA 9, respectively.

5.17.2. **Supplementary examinations**

5:17.2.1 A candidate in NTA 4-8 getting a GPA of 1.8 or above but failing some modules in that academic audit unit shall be required to supplement the failed modules and pass before being promoted to the next academic audit unit.

5:17.2.2. A candidates in NTA level 9 getting a GPA of 2.5 or above but failing some modules in that academic audit unit shall be required to supplement the failed modules and pass before being promoted to the next academic audit unit.

5.17.2.3. Supplementary examination for some of elective modules is not mandatory provided that the candidate has passed modules required to have minimum total credits in the coursework.

5.17.3. A probating candidate failing in a continuous assessment (CA) shall be required to RE-TAKE the module afresh when next offered, but only once for the NTA Level registered for (NTA Level 4-8) or the General Course programme.

5.17.4. A probating candidate failing in a supplementary examination shall be required to retake the respective module when next offered, but only once for the NTA level registered for OR the General Course programme provided that the candidate attains a GPA of at least 2.0 and passes at least 50% of the total credits. For NTA 9, the GPA after supplementary should be at least 3.0.

5.17.5. NTA level 7 students are allowed to carry-over a maximum of two modules from the first academic year while undertaking 2nd academic year module (3rd and 4th semester).

A student in NTA 9 programme shall be allowed to carry-over modules failed during supplementary examinations provided that his/her overall coursework GPA is not less than 2.8. The carry-over module shall be cleared within the 12 months of the next academic year.

5.17.6. The highest grade for NTA levels 4-8 supplementary examinations, shall be the lowest pass mark of "C" and "B" for NTA Level 9.

5.17.7. For promotion to the next level of award candidates shall be required to pass all prescribed modules for the current level through first sitting, supplementary or re-take/carry-over.

5.18. Progress from current level to the next level of award

5.18.1 A candidate shall be allowed to proceed to the next level of award after passing all prescribed modules at the current level.

5.18.2 A candidate who does not meet requirements for level progression may be recommended for a lower level of award for which has fulfilled the requirements for the award.

5.19. Special Examinations (First Sitting)

Candidates permitted to sit for special first sitting examinations shall do so as directed by the Registrar.

5.20. Postponement of Studies

5.20.1 Permission for postponement of studies on compelling grounds shall be granted by the Principal in consultation with the sponsor.

5.20.2 The maximum duration for postponement of studies for whatever reasons shall be two academic years.

5.20.3 No one shall be allowed to postpone more than once in one level of award

except for compelling medical grounds.

5.21 Conditions for the Award

A candidate shall qualify for the award registered for if:

5.21.1 He/She has successfully completed all modules for the award and achieved a minimum cumulative Grade Point Average (GPA) equivalent to pass.

5.21.2 He/She has passed all industrial practical training modules.

5.21.3 He/She has passed senior projects (where applicable).

5.21.4 He/She has paid required fees.

5.21.5 He/She has fulfilled any other terms and conditions established by the Council.

5.22 Classification of Awards

5.22.1: i) A Five – Point and Six-Point Systems shall be used in averaging the final grades in awards classified by the Institute at NTAs Levels 4-5 and NTAs Levels 6-9 respectively shall be assigned points corresponding to the letter grades obtained. The letter grades shall be assigned a Five – Point and Six-Point (in line with item 5.23.2), that shall be used in the general formula for calculating the Grade Point Average (GPA) for semester modules and finally the annual GPAs.

ii) Grade point (GP) for a module shall be calculated as a product of letter grade points achieved in the module (Table 5.1) and credits of the module i.e Σ (Letter Grade points \times Credit). Ranges of scores for different grades and levels of studies are given in Table 5.1.

Table 5.1: Ranges of Scores for Different Grades

NTAs Level 4-5			NTAs Level 6			NTAs Level 7-8		
Grade	Definition	Score Range	Grade	Definition	Score Range	Grade	Definition	Score Range
A	Excellent	80 – 100	A	Excellent	75 - 100	A	Excellent	70 - 100
			B+	Well Above Average (Very Good)	65-74	B+	Well Above Average (Very Good)	60-69
NTAs Level 4-5			NTAs Level 6			NTAs Level 7-8		
Grade	Definition	Score Range	Grade	Definition	Score Range	Grade	Definition	Score Range
B	Above Average (Good)	65 – 79	B	Above Average (Good)	55-64	B	Above Average (Good)	50-59
C	Average (Satisfactory)	50-64	C	Average (Satisfactory)	45-54	C	Average (Satisfactory)	40-49
D	Below Average (Poor)	40-49	D	Below Average (Poor)	35-44	D	Below Average (Poor)	35-39
F	Failure	0-39	F	Failure	0-34	F	Failure	0-34
I	Incomplete		I	Incomplete		I	Incomplete	

5.22.2 Procedure for Classification of Degrees

(a) <u>NTAs Level 4 – 5</u>	
Class of Awards	Cumulative GPA
First Class	3.5 - 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9
(b) <u>NTAs Level 6-8</u>	
Class of Awards	Cumulative GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6

c) Classification of Awards for NTA Level 9

Class of Awards	Cumulative GPA
First Class	4.4 – 5.0
Upper second class	3.5 – 4.3
Lower Second Class	3.0 – 3.4

Table 5.2. Ranges of Scores for different Grades for NTA level 9 by Coursework and dissertation.

Range of Marks (100%)	Grade	Grade point	Definition
70-100	A	5	Excellent
60-69	B+	4	Very Good
50-59	B	3	Good

40-49	C	2	Poor
35-39	D	1	Very poor
0-34	F	0	Failure

5.23. Procedure for calculating Grade Point Average (GPA)

5.23.1. Modules considered in computing GPA

All core modules' credits shall be included in calculating GPA. However, where candidate takes electives over and above minimum required, credits from electives with highest scores adding to the minimum particular NTAs award shall be used in calculating GPA. The scores for the remaining electives shall be entered into the transcript.

5.23.2. Computation of the Cumulative GPA (CGPA)

The computation of the Cumulative GPA (CGPA) will be based on the following formula.

$$\text{CGPA} = \text{Avg GPA} = \frac{\text{GPA FOR SEMESTER I} + \text{GPA FOR SEMESTER II}}{2}$$

$$\text{WHERE GPA FOR A GIVEN SEMESTER} = \frac{\sum (\text{Grade points} \times \text{Credit})}{\sum \text{Credit}}$$

Grade Points Computation for (4-5)

Range of Marks	Grade	Grade point	Equation For The Grade Point
80 – 100%	A	4.0	$\frac{\sum (\text{Letter Grade points} \times \text{Credit})}{\sum \text{Credits}}$
65 – 79 %	B	3.0	
50 – 64 %	C	2.0	
40 – 49 %	D	1.0	
0 – 39%	F	0	

Grade Points Computation for NTAs 6

Range of Marks	Grade	Grade point	Equation For The Grade Point
75 – 100%	A	5.0	$\frac{\sum (\text{Letter Grade points} \times \text{Credit})}{\sum \text{Credits}}$
65 – 74 %	B+	4.0	
55 – 64 %	B	3.0	
45 – 54 %	C	2.0	
35 – 44%	D	1.0	
0 – 34%	F	0	

Grade Points Computation for NTAs 7-9

Range of Marks	Grade	Grade point	Equation For The Grade Point
70 – 100%	A	5.0	$\frac{\sum (\text{Letter Grade points} \times \text{Credit})}{\sum \text{Credits}}$
60 – 69%	B+	4.0	
50 – 59 %	B	3.0	
40 – 49 %	C	2.0	
35 – 39%	D	1.0	
0 – 34%	F	0	

5.23.3. Precision for Computations of Cumulative Grade Points

The order of precision of Grade Points Computation shall be as follows:

- i. Computations of Cumulative Grade Points shall be made to the fourth decimal places
- ii. Cumulative Grade Points shall be rounded off to three decimal places
- iii. For award classification purposes, final Grade Points shall be truncated to the first decimal place

5.24. Institute awards approved

Upon completion of studies the Institute shall award successful candidates the following Institute awards as approved by the National Council for Technical Education (NACTE)

- (a) NTA level 4 – Basic Technician Certificate
- (b) NTA level 5 – Technician Certificate
- (c) NTA level 6 – Ordinary Diploma
- (d) NTA level 7 – Higher Diploma
- (e) NTA level 8 – Bachelor Degree

(f) NTA level 9 – Master Degree

5.25. Issue of Academic Certificate

- 5.25.1 The Institute shall award Academic certificates to successful candidates as approved by the Council of the Institute. The certificate recipients will not be required to meet the cost of printing the certificates.
- 5.25.2. The institute may correct a printed certificate and issue a corrected certificate if it is satisfied that there is a need to do so. The Principal shall prescribe the cost to be paid by the bearer of the certificate if the error to be corrected is caused by the bearer.

5.26. Replacement of Lost Academic Certificates

The Institute may issue another copy in case of loss of the original certificate on condition that:

- (a) The applicant produces a sworn affidavit,
- (b) The certificate so issued shall be marked , across it;
- (c) The replacement certificate shall not be issued until 12 months after reporting the loss to the Institute;
- (d) The applicant must produce evidence that the loss has been adequately publicly announced, including a written report from the Police;
- (e) A fee prescribed by the Principal at the beginning of the academic year shall be charged, for the copy of the certificate issued.

5.27. Issue of Transcript/Statement of results

The Institute may issue transcripts statement of results at a cost prescribed by the Principal at the beginning of the academic year.

5.28. Amendments

Amendments on examinations regulations shall be done from time to time as deemed necessary by the academic committee.

Note in addition to examination regulations, postgraduate students are required to comply with DIT postgraduate guidelines