



ZANZIBAR METROPOLITAN COLLEGE

# EXAMINATION REGULATIONS

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## **1. Examination Regulations of ZMC**

The guidelines governing assessments are referred to as the Examination Regulations of the ZMC Institute.

## **2 Examinations Committee of ZMC**

An Examinations Committee shall be established within the Institute, with members appointed periodically by the Advisory Board (AB).

## **3. Authority of the Examination Committee**

The Examination Committee is endowed with the following authorities:

- i. To summon any student or individual, including officers, regarding alleged examination irregularities that occurred during the examination;
- ii. To request statements or conduct inquiries with any student, invigilator, or other individuals concerning the examination irregularities that transpired;
- iii. To impose sanctions on individuals deemed responsible for such irregularities;
- iv. To assess or recommend actions in response to unforeseen circumstances;
- v. To review appeals related to examination results prior to their final processing;
- vi. To suggest amendments to examination by laws and procedures for submission to the AB;
- vii. To evaluate and recommend findings regarding examination results to the AB;
- viii. To discuss any reported examination irregularities within the Department;
- ix. To report and make recommendations to the AB regarding any discussions held about examination irregularities that occurred;
- x. To examine appeals submitted by the department in accordance with these by laws to ascertain their validity;
- xi. To undertake any additional responsibilities as assigned by the AB.

## **4. Functions and Responsibilities of the Examinations Committee**

The Examinations Committee is tasked with the following functions and responsibilities:

- i. To discuss any reported examination irregularities within the department;
- ii. To provide reports and recommendations to the Academic Board regarding any deliberations related to examination irregularities that occurred during assessments;

- iii. To evaluate appeals submitted by the faculty of the school board in accordance with these by-laws to assess their validity;
- iv. To ensure that department heads or their representatives submit examination questions in a timely manner;
- v. To gather examination papers from department heads or their representatives, ensuring proper typing and secure storage of these documents;
- vi. To develop the examination timetable, affix stamps to answer sheets, organize examination venues, and distribute candidate lists along with examination regulations;
- vii. To allocate invigilators to examination venues based on the size of the hall and the number of students, ensuring a minimum of two invigilators per room;
- viii. To document the names of absentees on separate designated forms;
- ix. To distribute examination papers to invigilators along with answer sheets and special attendance forms, ensuring that the quantities correspond with the number of students present for each examination session;
- x. To collect answer sheets and attendance forms from invigilators following each examination session, subsequently handing them over to the examiners and retrieving the graded scripts;
- xi. To submit the graded answer sheets to the Examination Officer for retention for a period of two years prior to their disposal;
- xii. To prepare and submit a detailed report on the examinations to the Principal for Academic Affairs;
- xiii. To create three files, each containing a copy of all examination materials, submitting one to the Deputy Principal (Academic), one to the Institute Library, and one to the Head of the Department along with the original copy;
- xiv. To ensure that members of the Examinations Committee, including the committee chair, maintain ongoing oversight of examination processes.

#### **4. Examination Eligibility Criteria**

A student enrolled at the Institute may gain entry to an examination room provided that:

- i. The student has settled all required fees and any other financial obligations to the Institute;

- ii. The student has achieved a minimum attendance rate of 75% across all subjects during the semester;
- iii. The student has successfully completed all coursework associated with the subject for which the examination is being held;
- iv. The student is not prohibited from participating in the examination by any legal directive or applicable law.

## **5. Examination Guidelines**

- i. Prior to the commencement of the examination, the Invigilator will deliver an announcement outlining all essential procedures and important information pertinent to the examination.
- ii. In accordance with subsection (i) of this section, all students are required to comply with any directives issued by the Invigilator within the examination environment.
- iii. A student is prohibited from leaving the examination room for restroom purposes during the examination unless granted permission by the Invigilator, who must accompany the student if there are any suspicions regarding their conduct.
- iv. Communication among students within the examination room is strictly prohibited.

## **6. Examination Regulations**

- i. Examination supervisors must be members of the academic staff of the Institute or teaching assistants; external instructors may be permitted, if necessary, as well as seminar administration personnel.
- ii. Students are prohibited from entering the examination room more than thirty minutes after the examination has commenced.
- iii. Students are not permitted to exit the examination room until at least thirty minutes have passed since the start of the examination.
- iv. The invigilator is responsible for ensuring that each student signs the attendance sheet after presenting their identification card.
- v. The chief invigilator has the authority to permit a student to leave the examination room and return if circumstances require; in such cases, the student must be accompanied by an invigilator.

- vi. The Examination Committee may authorize the administration of an examination in a location other than the designated examination hall for valid reasons.

### **7. Breach of Examination Regulations: Cheating**

Cheating is defined as a dishonest act through which a student seeks to gain or attempts to gain an unfair advantage by means of:

- i. Acquiring an advance copy of an unseen written examination; or
- ii. Entering the examination room with unauthorized materials or devices, such as books, manuscripts, bags, papers, mobile phones, or any other prohibited items; or
- iii. Utilizing any electronically stored information, including calculations and mobile phones, unless explicitly permitted by the Faculty, School, or Department; or
- iv. Engaging in the passing or receiving of verbal, written, or electronic communication, or any other form of unfair assistance to or from another candidate or any external source during the examination; or
- v. Observing or attempting to copy from the examination scripts or answer booklets of other candidates; or
- vi. Unlawful possession of either used or unused examination booklets; or
- vii. Impersonating another student or permitting oneself to be impersonated; or
- viii. Any other irregularities that may result in a violation of examination bylaws.

### **8. Report of the Invigilator**

An Invigilator who has reason to believe that a student is engaging in examination misconduct, including cheating or attempting to cheat, or assisting another student in such actions, is required to:

- i. Document the incident on the student's examination script;
- ii. Notify the student of the suspicion regarding cheating and inform them that a report may be filed;
- iii. Collect any pertinent evidence, such as unauthorized materials;
- iv. In instances where a student is found cheating, the Invigilator must inscribe the term "examination violation" on the student's booklet, sign it, and complete a designated form that includes the student's name, signature, subject, and details of the cheating

incident, subsequently reporting the matter to a member of the Examination Committee or the Examination Officer.

A student caught cheating will be removed from the examination room, and the Invigilator must ensure that this action does not disrupt or inconvenience other students.

## **9. Sanctions for Breaching Examination Regulations**

Upon determining that a student has breached examination protocols, the Examination Committee is tasked with conducting an investigation and applying appropriate sanctions based on the severity of the infraction. The potential penalties include:

- i. Issuing a written warning to the student, accompanied by a commitment to refrain from future violations.
- ii. Nullifying the student's examination results in the specific course where cheating occurred.
- iii. Revoking the student's credits for core courses within their area of specialization.
- iv. Imposing a suspension on the student for a duration of one academic year.
- v. Expelling the student from the Institute.

The sanctions determined by the Committee must be presented to the Academic Board for final approval and subsequently posted on the Institute's notice board.

## **10. Determination by the Examination Committee**

- i. The Examination Committee is required to reach a decision within ten days following the date on which the issue was reported. However, the Committee must first inform the student under suspicion about the matter and allow them the opportunity to present their defense before making a decision.
- ii. A student who feels wronged by the Examination Committee's decision has the right to appeal within seven days. This appeal may subsequently be presented to the Academic Board (AB), whose ruling will be conclusive.

## **11. Postponement of Examinations**

- i. A student may be permitted to defer examinations due to health issues, pregnancy, or unforeseen circumstances, provided that the request for postponement is supported by

- a recommendation from a government or private hospital and verified by the physician at the ZMC Dispensary (ZMC Institute).
- ii. This request must also receive approval from the Institute's authorities. The medical documentation must confirm that the student is unfit to participate in the examination.

## **12. Absence from Examinations**

- i. A student who intentionally absents themselves from any examination without valid justification will be considered to have evaded the examination and will face discontinuation from the Institute.
- ii. Any student who is absent from an examination must submit acceptable justifications or evidence for their absence, which may include a medical report from a hospital or doctor, submitted at least 48 hours prior to or during the examination period, and must be approved by the Institute's authorities. The medical report should indicate that the student is unable to attend the examination.

## **13. Illness During Examinations**

- i. If a student falls ill during the examination, the invigilator is required to document the incident, and the student must seek consultation from the Institute Dispensary Doctor, who will provide a medical report regarding the student's condition.
- ii. A student who becomes ill during the examination and presents a satisfactory medical report may be granted the opportunity to retake the examination at the next scheduled date.

## **14. Evaluation of Examinations**

- i. Each student enrolled in the Institute will undergo assessment throughout the academic year based on their performance in the registered program of study.
- ii. The final grade will be determined by an end-of-course examination in conjunction with coursework evaluations.
- iii. The total marks allocated for any course is 100, comprising 40 marks for continuous assessment activities such as tests, assignments, and seminars, and 60 marks for the final examination.

- iv. All courses subject to examination will be reviewed by both internal and external examiners for moderation prior to their administration. After the internal marking process is completed, all examinations must be forwarded to external examiners for moderation and evaluation before the results are published.

## **15. Criteria for Continuation and Discontinuation**

- i. A student who fails in more than 40% but less than 60% of their courses will be required to repeat the semester.
- ii. Should a student fail in less than 40% of the courses, they will be obligated to take a Supplementary Examination.
  - Conversely, if a student fails in more than 60% of the courses, they will face discontinuation.
  - A student is permitted to repeat the same semester only once.

## **16. Grading Framework for Examinations**

- i. The assessment of a student's performance in the semester's Final Examination typically consists of 40% from continuous assessment and 60% from the final examination. This grading structure follows a specific logic that necessitates a shared understanding. Table 1 illustrates the general framework within which credit values may be assigned.

**Table 1: Grading Logic**

Score	Letter Grade	Grade Value	Logic Behind the Grade	General Standing
70 - 100	A	5	Outstanding performance though with some minor errors	Pass
60 – 69	B+	4	Generally a very good performance with a few tolerable errors	Pass
50 – 59	B	3	Generally good work though a number of notable errors may be observed	Pass
40 – 49	C	2	Performance is average/fair but with tolerable shortcomings	Pass
30 – 39	D	1	Fail and some more work is required before Credit can be awarded	Supplementary
0 – 29	F	0	Fail and considerable further work is required	Repeat

- ii. The score of 40% is the lowest passing mark that shall be grade C for any approved course in Institute Examinations. Fractions will be transferred to a round figure and added to the benefit of the student.

## 17. Final Examinations Grade

The final grade scores for the diploma and Certificate shall be computed as follows (rounded downwards to one decimal point):

Table 2: Final Examination Grade

Classification	Grade	GPA
First Class	A	4.4 – 5.0
Upper Second	B+	3.5 – 4.3
Lower Second	B	2.7 – 3.4
Pass	C	2.0 – 2.6

## **18. Endorsement of Examination Results**

The results of the examinations are approved by the departmental Board before being forwarded to the Academic Board (AB) for final endorsement and ratification.

## **19. Publication of Examination Results**

The provisional results for students from each semester's examinations will be made available on the Institute's website shortly after receiving approval from the AB.

## **20. Final Examinations**

Final Examinations will take place at the conclusion of each semester. The dates for these examinations will be established by the Institute's Academic Board.

## **21. Supplementary Examinations**

- i. A Supplementary Examination is designated for students who do not pass the Final Examinations.
- ii. These examinations will be administered before the commencement of the subsequent semester.
- iii. Supplementary Examinations are graded on a scale of 100.
- iv. The highest grade achievable in a Supplementary Examination is a C, which is considered a passing mark.

## **22. Repeat Course(s) and Carry Over**

- i. A student who does not pass the Supplementary Examination and is required to retake the course will only receive a passing mark.
- ii. A student who fails no more than two courses in the Supplementary Examinations during an academic year, provided their GPA is 2 or higher, will be permitted to repeat the failed courses externally and carry over other courses as regular when they are next offered, upon payment of Tzs. 20,000 for each course as an Examination Fee.
- iii. A student may repeat only one term for an extended Supplementary Examination as an external student; if they fail again, they must retake the failed courses after the fourth semester. The maximum duration allowed for this process is six semesters, after which the student may be ineligible for graduation.

### **23. Substitute Examinations**

- i. Substitute Examinations are designated for individuals who have legitimate justifications for their absence from the original examination.
- ii. The scoring for Substitute Examinations is based on a total of 60 points.
- iii. The outcome of the Substitute Examination will be considered equivalent to the grade obtained by the student in the initial examination attempt.
- iv. These examinations will be scheduled concurrently with supplementary examinations.

### **24. Special Examinations**

- i. In instances where a student enrolled in any program at the Institute is unable to attend all or part of an examination due to circumstances beyond their control, they may be permitted to take a special examination for the affected course(s), contingent upon the submission of valid evidence and the written consent of the head of department.
- ii. Special examinations will be regarded as equivalent to a First Sitting and will be graded accordingly.
- iii. The administration of Special Examinations will occur immediately following Supplementary Examinations.

### **23. Re-taking Examinations**

- i. Re-taking examinations will be treated as if the student is undertaking the examination for the first time.
- ii. Students will be permitted a second chance to re-take courses they have failed and must re-enroll in classes during the 5th and 6th semesters, incurring a fee of TZS 40,000 for each course failed.
- iii. A final opportunity to re-take failed courses will be offered in the 7th semester as an external student, categorized as supplementary. If the student fails again, they will be considered ineligible for the Diploma award.

## **24.External Student**

A student who has been expelled from any faculty or department for academic reasons may apply to take external examinations after a two-year period, following these stipulations:

- i. The student must remit the necessary fees at least one month before the Final Examinations, or as directed by the department, to be included among those eligible for the Final examination.
- ii. The external student is obligated to take all courses.

## **25.Duration of Study for Diploma and Certificate**

All students must fulfill all requirements for the Diploma within a maximum of four (4) semesters or two (2) years, and for the Certificate within two semesters or one (1) year.

## **26.Graduation Requirements**

These consist of the designated courses that students must successfully complete.

## **27.Consequences of Failing to Meet Graduation Requirements**

If a student does not fulfill graduation requirements within the stipulated timeframe due to failing a maximum of two courses, they will not graduate and will be allowed to re-take the courses (after failing for the third time). This will be regarded as the student's final opportunity, and failure will result in dismissal from the Institute after the 7th semester.

## **28.Academically Weak Students**

- i. Any student whose accumulative average is below "pass" (i.e below 2 points) shall be warned and put under supervision.
- ii. Warned student shall be required to cancel the effect of the warning within maximum of one semester from the warning date. Cancellation will be effective as soon as the student's accumulative average rises to 2 points or more.
- iii. Any student who fails to cancel warning effect within the stipulated period shall be dismissed from the Institute.

## **29.Postponement of Studies**

- i. The Institute AB may, for reasons regarded acceptable for it, allow a student to postpone studies for maximum two semesters. During this period the student retains

the previously attained averages. Unattended period shall not be included in the allowed duration of stay in the Institute provided by these Regulations.

### **30.Warned/Discontinuation**

- i. A student shall be warned if his/her G.P.A. in the final examination of the first semester is less than 2.0.
- ii. If students' cumulative G.P.A at the end of respective year is less than 1.8 shall be discontinued.
- iii. Discontinued student may appeal to the examination office through respective department/faculty to Re-sit for the failed courses. This student shall be considered as an external student and he/she shall be given maximum two chances to pass the failed courses.

### **31.Failure in Practical Training (Field)**

Student who fails in the Practical Training course will not be graduated until he/she passes the course.

### **32.Student's Record**

Failure in any course will be recorded in the student's academic record and included in the calculation of his semester, accumulative, and general average.

### **33.Academic Awards**

- i. Any student who obtains First Class in his/her semester and accumulative average shall receive a financial and or any other award, of a value which shall be fixed by the Institute AB.
- ii. Any student who obtains Second Class in his/her semester and accumulative average shall receive a financial and other award, of a half value of the First Position which shall be fixed by the Institute AB.

Any issue not included in these regulations, should be referred to the Examination Committee to study it, decide on it and submit to the AB for approval.