



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF CULTURE, ARTS AND SPORTS  
**TAASISI YA SANAA NA UTAMADUNI BAGAMOYO**  
**(TaSUBa)**



**EXAMINATION REGULATIONS AND GUIDELINES, 2024**

**FEBRUARY, 2024**

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*(Made under Paragraph 3 sub paragraph 3.5 of the Schedule to the TaSUBa Establishment Order; GN. No. 220/2007)*

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**PRELIMINARY PROVISIONS**

**1. Citation**

This Regulations may be cited as the Taasisi ya Sanaa na Utamaduni Bagamoyo Examination Regulations and Guidelines, 2024.

**2. Interpretation**

In this Regulations, unless the context otherwise requires;

“Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

“Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate in relation to examinations, which the Council desires to prevent by a threat of punishment;

“Examination” means a measurement of academic or professional achievement attempted at the end of an academic phase or professional training phase, which helps to provide accurate predictions for future academic success or future professional competence of a Candidate;

“Module” means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level

“Unauthorized absence from examination” includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;

“Unauthorized material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette

players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal Academic, Research and Consultancy;

Academic Appeal Committee	:means Appeal Committee constituted under regulation 24 of this Regulations
BCA	:means Bagamoyo Collage of Arts, the meaning is used interchangeably with TaSUBa
DP-ARC	:means Deputy Principal-Academic, Research and Consultancy
DP-PFA	:means Deputy Principal-Planning, Finance and Planning
Examination Board	:means Examination Bord constituted under regulation 8 of this Regulations.
Executive Secretary	:means the Executive Secretary appointed by NACTVET.
Fee	:Mean the payable amount by each student for pursuing the respective academic programme, examination and includes UWATaSUBa membership fee.
GPA	:means Grade Point Average.
MAB	:means TaSUBa Ministerial Advisory Board established pursuant to the Executive Agencies Act, Cap 245 by the Minister responsible for Arts and Culture.
NACTVET	:means National Council for Technical and Vocational Education Training
NTA	:means National Technical Award.
Principal	:means the Head of the Institute or person on that behalf.
Repeat Module	:means to repeat the failed subject to meet minimum required course work or Supplementary examination in the preceding class.
Special examination	:means examinations in any subject set for any student who due to any justified and officially certified reason does not sit for the previous scheduled examinations in the respective academic year.
Student	:means the admitted and registered student of TaSUBa pursuing long courses ie. NTA Level 4, 5 and 6.
Supplementary examinations	:means examinations in any subject set for any student who failed to score above the approved pass grade in the previous scheduled examinations in the respective academic year.
TaSUBa	:means Taasisi ya Sanaa na Utamaduni Bagamoyo the same meaning as Bagamoyo Collage of Arts

### **3. Application**

This Regulations shall apply to all TaSUBa students pursuing long courses ie. NTA Level 4, 5 and 6.

### **4. Registration for examinations**

Registration by a candidate for the Certificate or Diploma course shall be deemed as adequate registration for the requisite examination in the particular course of study.

### **5. Eligibility for Examinations**

- (a) No candidate shall be admitted to any examination in any subject unless has: -
  - (i) Met the requirements of 75% percent class attendance, and
  - (ii) Submitted all course work assignments for the particular module or subject and scored not less than 20% of the course work in the respective module.
- (b) Every Tutor shall take and collect class attendance during each session.
- (c) Notwithstanding the condition setforth under paragraph 5(a)(i), where non – attendance is due to justified reasons beyond the control of the student including illness certified by a medical practitioner or any valid reason certified by the Principal, the Principal may condone a deficiency of class attendance up to 30% and the Executive Secretary up to 40% non-concurrently.
- (d) Notwithstanding the provision of regulation 4 and without prejudice to condition setforth under paragraph 5(a) herein above, eligibility for registration for examination is subject to at least payment of minimum set fee amount as per the respective semester.
- (e) The student who meets the minimum standard setforth under regulation 5(a) - (c), shall be qualified for examination registration and shall be registered by the DP-ARC as a qualifying candidate.

### **6. Examinations Moderations**

All examinations shall be moderated by the Examination Board and External examiner(s).

### **7. Non-attendance to Examinations**

- (a) Where student non – attendance to examination is due to justified reason(s) beyond the control of the student, such reason(s) must be certified by the Principal.
- (b) The legitimate reason(s) for non-attendance to examination includes but not limited to:-
  - (i) Illness or accident certified by a medical practitioner,
  - (ii) Death during the examination period in question of a relative by blood or marriage in 1st degree (parents or children) or in 2nd degree (grandparents, grandchildren, brother, sister) or of a person living with the student;
  - (iii) Judicial reasons (e.g. summoning or summons to appear before a court);
  - (iv) Overlap between examinations (Overlap means that 2 or more exams are held on the same day);

- (v) Other forms of force majeure (an event that has nothing to do with the student and could not reasonably have been foreseen, prevented or overcome);
  - (vi) Mandatory quarantine or isolation.
- (c) A student who failed to appear for examination without prior notice and approval by the Principal, shall be marked as failed in the respective subject and shall not be allowed to sit for the special examination.

## **8. Examinations Board**

- (a) There shall be an Examination Board which shall consist of the following: -
- (i) Principal ... .. - Chairperson
  - (ii) Deputy Principal-ARC ... .. - Vice Chairperson
  - (iii) Deputy Principal-DP-PFA ... .. - Member
  - (iv) Academic Manager ... .. - Member
  - (v) Academic Support Services Manager... - Member
  - (vi) Examination Officer ... .. - Secretary
  - (vii) Admission Officer ... .. - Member
  - (viii) Head of Quality Assurance Unit... .. - Member
  - (ix) Heads of Academic Departments ... - Members
  - (x) External Examiner(s) ... .. - Ex-official Member(s)
  - (xi) Dean of Students ... .. - Invented a non-voting
  - (xii) Head of Legal Service Unit ... .. - Ex-official member
  - (xiii) Any subject Tutors who may be invited by the Board to assist in necessitating manner.
- (b) Each member of the Examination Board shall be appointed by the Principal.
- (c) The Examination Board shall have the mandate and be responsible for approval of every examination and respective result.

## **9. Dates of Examinations.**

- (a) Regular Examinations shall be held after 15 weeks of studies or for any durations as shall be directed by the NACTVET.
- (b) All supplementary examinations and special examinations shall be held not later than one month after the issuance of the respective examinations result.

## **10. Supplementary Examinations**

- (a) The student shall sit for supplementary examination if scored below 30% in any semester examination.
- (b) A pass in the supplementary examination shall be recorded as pass (C grade) and less of it shall be treated as repeat Module.
- (c) Coursework shall not be taken into account in assessing supplementary examinations.

- (d) The student may sit for supplementary examinations for only once in the respective subject.

### **11. Special Examinations**

- (a) A candidate who intends not to appear for the scheduled examinations for any justified and certified reason shall inform the Principal, unless for emergence reason, two weeks prior to the commencement of the examinations period for consideration in special examinations.
- (b) A student who failed to appear for examination without prior notice and approval by the Principal, shall be marked as failed in the respective subject and shall not be allowed to sit for the special examination.
- (c) Student requesting to appear for special examinations with prior authorization by the Principal, shall be required to pay examination fees at the rate specified in the Second Schedule to this Regulations and the amount shall be paid before the candidate sit for the respective special examination.
- (d) The student intending to sit of special examination shall comply with the requirements setforth under regulation 5.

### **12. Repeat Module**

Any student who: -

- (a) Failed to meet more than 75% of classes attendance,
  - (b) Failed to score not less than 20% of coursework assignments,
  - (c) Failed any supplementary examination,
- shall upon payment of prescribed fee repeat the respective module.

### **13. Postponement of Studies**

- (a) A student may postpone studies for any justifies reason certified by the Principal upon endorsement by the DP-ARC and approval by NACTVET.
- (b) Where the student postponed studies under paragraph (a), unless he resumes studies within the period of two years, the registration shall be canceled forthwith without any notice.

### **14. Incomplete Examination**

- (d) Where an eligible student after the commencement of the examination period failed to appear and sit for any semester examination, shall be marked as incomplete examination.
- (e) If the incomplete examination is due to justified reason with prior authorization by the Principal, the respective student may be allowed to sit for special examination subject to conditions setforth under regulation 5.

- (f) If the incomplete examination is without prior notice and approval by the Principal, the student shall be marked as failed in the respective subject and shall not be allowed to sit for the special examination.

### **15. Discontinuation**

- (a) A student shall be marked as discontinued if: -
  - (i) Failed in more than two modules or subjects in any given year by scoring less than 30% in a semester examination in any subject or module.
  - (ii) Failed two subjects or modules after supplementary examinations.
  - (iii) Failed to repeat module(s) ascribed under regulation 12.
  - (iv) Convicted on disciplinary and examination offences with respective penalty.

### **16. Repetition of Academic Year**

A student who fails to attend one full semester, on account of ill health certified by a recognized medical practitioner or due to other acceptable cause(s) by the Principal and subsequently approved by the NACTVET shall be allowed to repeat a semester/year.

### **17. Conduct of Examination**

- (a) TaSUBa examinations shall be administered under the control of the Examination Officer or such other tutor of the College appointed by the Examination Officer.
- (b) All examination papers save for practical examinations, shall be set and answered in English.

### **18. Guidance for Invigilators During the Examinations**

- (a) Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.
- (b) Invigilators shall be present in the examination room at least thirty minutes before the commencement of the examination.
- (c) Invigilators should admit candidates to the examination room at least thirty minutes before the commencement of the examination and ensure that students take the right places.
- (d) During these thirty minutes the Invigilator should make an announcement and inform the candidates to the effect that unauthorized materials are not allowed in the examination room and other related irregularities.
- (e) Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until after expiry of thirty minutes from commencement time.



- (f) By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.
- (g) Invigilators should ensure that only one answer-book is provided for each candidate.
- (h) Invigilators shall report immediately after the examination to the Head of Academic Programmes any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices.
- (i) In case of alleged examination irregularity, the Invigilator shall require the respective suspected candidate to sign an Examination Incident Form and any other materials pertinent to the incident to confirm identity.
- (j) The Invigilator shall sign and submit to the Head of Academic Programmes the Examination Incident Form, together with the candidate's examination booklet and all pertinent materials.
- (k) A candidate suspected and found contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but shall not be barred from other scheduled examinations.

#### **19. Examination Irregularities**

- (a) Non unauthorized materials shall be allowed into the examination room.
- (b) Any candidate, who shall be found with unauthorized material into the examination room in any party of the examination process, shall be disqualified forthwith from the examination.
- (c) A candidate who absents himself/herself from examinations without any justifies reasonable cause shall be disqualified.
- (d) A candidate who is late for any examination for more than thirty minutes shall not be allowed into the examination room.
- (e) No candidate shall be allowed to hand in scripts and leave the room before the end of the first thirty minutes.
- (f) Any candidate who will be known have cheated in any part of the examination shall be deemed to have failed in the whole of the examination for that year and shall be disqualified.
- (g) The Examination Board shall deal with all matters pertaining to examination irregularities and shall have power to summon any students or members of staff or any person as it deems necessary.
- (h) All cases alleged as examination irregularities shall be referred to the Examinations Board.
- (i) Commission of any act specified as examination offences in the Second Schedule to these Regulations.

## **20. Examination Results and Publication of Results**

The provisional results of candidates in every examination shall be published by the Examination Officer upon approval of result by NACTVET.

## **21. Academic Progress from Year to Year**

Every candidate is required to pass in all the subjects of examinations at the end of the respective academic year before proceeding to the succeeding academic year of study.

## **22. Loss of Certificates**

In case of loss or mutilation of the original Certificate, a duplicate certificate may be issued on the following conditions and terms: -

- (i) The applicant produces a sworn affidavit to that effect,
- (ii) The applicant produces a loss report in case of loss.
- (iii) The duplicate Certificate so issued shall be marked copy across it.
- (iv) The duplicate Certificate shall not be issued until the expiry of six months in case of loss.
- (v) The applicant must produce evidence that the loss has been adequately publicly announced.
- (vi) The Applicant shall pay the fee as prescribed in the Second Schedule for the duplicated certificate.
- (vii) If the lost original certificate is found, the so issued duplicate certificate shall be returned immediately.

## **23. Appeals Arising from Examinations Conduct and Result.**

- (a) Any candidate who is dissatisfied with the published results may within six months from the date of releasing the provisional results and subject to payment of a non-refundable fee prescribed under the Second Schedule or as shall be reviewed may appeal against the results.
- (b) The Appeal shall be in writing stating explicitly the grounds for appeal.

## **24. Academic Appeal Committee**

- (a) There shall be an Academic Appeal Committee which shall consist of the persons with following qualifications: -
  - (i) Deputy Principal-ARC ... .. - Chairperson
  - (ii) One member from Ministerial Advisory Board - Member
  - (iii) Academic Manager ... .. - Member
  - (iv) Examination Officer ... .. - Member
  - (v) Academic Support Services Manager... - Member
  - (vi) Head of Human Resource Department... - Member
  - (vii) Head of Department which the Appeal arose - Member
  - (viii) Head of Quality Assurance Unit..... -Member
  - (ix) Head of Legal Service Unit ... .. -Secretary

- (b) The Committee shall scrutinize and dispose all examinations appeals.
- (c) All members of the advisory Board shall be appointed by the Principal and in case of member from the Ministerial Advisory Board upon consultation with the Board Chairman.

## **25. Examination Instructions to Candidates.**

- (a) Candidates should make sure that they have been issued with Examination Numbers before examination begin.
- (b) Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- (c) Candidates are advised to be at the examination centre at least sixty minutes before the commencement of the examinations.
- (d) Candidates will be admitted by the invigilator to the examination room thirty minutes before the time the examination is due to begin.
- (e) No books, bags or attached cases may be taken by candidates into the examination room.
- (f) Invigilators shall have the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room any candidates who creates a disturbance.
- (g) No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination.
- (h) Each candidate shall sign in and out during the examination.
- (i) Each candidate must write the personal examination number in the provided booklet.

## **26. Examination Dressing Code**

Save for an authorized examination costume, the examination dressing code to all candidates shall be opaque, semi formal or formal of optional color or a unique creative outfit which keeps closed the body parts in particular chest, hips, thighs and armpit.

## **27. Academic Projects and Field Work**

- (a) Each NTA Level 6 student shall be required to conduct a project concerning his/her particular field of studies upon payment of the prescribed fee under the Second Schedule.
- (b) The title of each project shall be approved by the student respective supervisor and all projects shall assessed and marked by the External Examiner.
- (c) Each NTA Level 5 student shall be required to conduct a field work concerning his/her particular field of studies for period of not less six weeks and shall accordingly submit field report attached with recommendation from field attachment Office.
- (d) Each student shall be assessed by the appointed supervisor during the field work.

## **28. Grading System and Awards Classification**

The grading system under three categories depending on the NTA levels are specified in the first Schedule of this regulations are adopted.

## **29. NACTVET Regulations and Guidelines Supremacy**

This Examination Regulations shall be construed together with any Regulations issued by NACTVET and in case of any conflict the position of the later shall prevail.

## **30. Examination Offences and Penalties**

The commission of any act and conduct as specified to the Third Schedule to this Regulations shall be deemed as the examination offences and shall strictly be punishable accordingly.

## **31. External Examiner**

- (a) There shall be an External Examiner who shall be appointed in accordance to the following procedures: -
  - (i) The DP-ARC shall recommend to the Management for scrutiny not less than three CVs of person from qualified Instructors relevant to the area of Institutional training of level of Doctorate (Ph.D.) from Higher Training or Learning Institutions.
  - (ii) The Management upon scrutinizing and digesting, shall approve only one CV.
  - (iii) The Approved External Examiner shall be appointed in writing by the Principal and shall hold the office for period of three academic years subject to renewal once.
  - (iv) Upon approval by the Management, the Principal shall cause notified the NACTVET and the Ministerial Advisory Board on such appointment.
- (b) The External Examiner shall have the following roles: -
  - (i) To moderate and approve the standard and quality of examination questions.
  - (ii) To inspect, approve and mark students' projects.
  - (iii) To inspect and approve Examination Results.
  - (iv) To do any other lawfully act which the External Examiner is responsible to do for Training Institution.
- (c) The External Examiner shall be paid remuneration at a rate in accordance to the issued applicable guidelines as shall be in force.
- (d) In case of failure by the External Examiner in performing the duties of the External Examiner due to any cause to be ascertained by and to the satisfaction of the Management, the appointment of the respective External Examiner shall be terminated.
- (e) Upon termination of appointment of the External Examiner, the appointment procedures for replacement shall be as ascribe under this Guidelines.

## **32. Review and Amendment**

These Regulations may be reviewed and amended in every after three years or when need arises so to do.

## FIRST SCHEDULE

### GRADING SYSTEM AND AWARDS CLASSIFICATION

*(Made under regulation 28)*

**Table 1: Grading system for various awards**

NTA LEVELS 4 – 5			NTA LEVELS 6		
Grade	Definition	Score	Grade	Definition	Score
A	Excellent	80 - 100	A	Excellent	75 - 100
			B <sup>+</sup>	Very Good	60 - 69
B	Good	65 - 79	B	Good	50 - 59
C	Average	50 - 64	C	Average	40 - 49
D	Poor	40 - 49	D	Poor	35 - 39
F	Failure	0 - 39	F	Failure	0 - 34
I	Incomplete		I	Incomplete	
Q	Disqualified		Q	Disqualified	

**Table 2: The letter grades for NTA Level 4 – 5**

NTA Level 4 - 5					
Letter grade	A	B	C	D	F
Points	4	3	2	1	0
Percentage	100 - 80	79 - 65	64 - 50	49 - 40	39 - 0

**Table 3: The letter grades for NTA Level 6**

NTA Level 6						
Letter grade	A	B <sup>+</sup>	B	C	D	F
Points	5	4	3	2	1	0
Percentage	100 - 75	74 - 65	64 - 55	54 - 45	44 - 35	34 - 0

**Table 4: Classification of GPA for NTA level 4, 5 and 6 Programmes**

Awards classification for NTA level 4 - 5		Awards Classification for NTA level 6	
Class of award	Cumulative GPA	Class of award	Cumulative GPA
First class	3.5 - 4.0	First class	4.4 - 5.0
Second class	3.0 - 3.4	Upper Second class	3.5 - 4.3
Pass	2.0 - 2.9	Lower second class	2.7 - 3.4
		Pass	2.0 - 2.6

## SECOND SCHEDULE

### FEE RATES FOR VARIOUS EXAMINATIONS SERVICE

S/N	Type of Service	Fee (TZS)
1.	Appeals for remarking answer booklets/sheets	50,000/-
2.	Examination Result Slips	2,500/-
3.	Examination Statement of Results	2,500/-
4.	Special Examination	20,000/- per subject
5.	Duplicate Certificate	5,000/-
6.	Correction of names on Certificates when the owner of the name commits an error.	20,000/-
7.	Request of transcript preparation	10,000/-
8.	Project fee	100,000/-

### THIRD SCHEDULE

#### EXAMINATION OFFENCES AND PENALTIES

(Made under regulation 30)

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

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



(xv)	Impersonating a candidate	<ul style="list-style-type: none"> <li>• Nullification of Candidates examinations results</li> <li>• Disqualification from appearing in any Council Examination for a period of up to three years if that person is a student enrolled in a registered technical institution.</li> <li>• If that person is not on the rolls of a registered technical institution, he may be declared as not a fit and proper person to be admitted to any future examination of the Council.</li> <li>• That Person may be reported to the Police.</li> <li>• The candidate for whom impersonation was attempted may also be disqualified from appearing in any examination of the Council for a period of up to three years.</li> </ul>
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(xvi)	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	<ul style="list-style-type: none"><li>• Nullification of Candidates examinations results</li><li>• Declare a Candidate ineligible to appear in the examination.</li></ul>
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(xvii)	<p>Making a mis-statement in a Candidate's admission form before the commencement of the examination, regarding the name of the institution in which that candidate is studying or on the date on which he had left that institution.</p>	<ul style="list-style-type: none"> <li>• Disqualification from appearing in examination of the Council for a period, which may extend to three years, if the false representation relates to a previous examination, not actually passed by the Candidate.</li> <li>• Disqualification from appearing in examination of the Council for a period of up to three years, if the false representation pertains to his eligibility to appear in the examination as a private candidate.</li> </ul>
(xviii)	<p>Forging another person's signature on a Candidates examination registration form or using a forged document knowing it to be forged and with a view to seeking admission.</p>	<p>Disqualification from appearing in the examination of the Council.</p>

(xix)	Leaving the examination room without delivering the answer book to the invigilator concerned and taking away the same with him or intentionally tearing off or otherwise disposing off his answer	<ul style="list-style-type: none"><li>• Nullification of Candidates examinations results</li></ul>
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	book or any part thereof or the continuation sheet or part thereof inside or outside the examination room.	<ul style="list-style-type: none"> <li>• Disqualification from appearing in Council examination for a period of up to three years.</li> </ul>
(xx)	Deliberately disclose his identity or making distinctive marks in his answer book for that purpose.	Cancellation of examination results.
(xxi)	Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the NACTE Secretariat with the objective of influencing him in the award or marks.	Cancellation of examination results.
(xxii)	Approaching or influencing directly or indirectly a Member of the NACTE Secretariat or any Council official regarding his cheating case.	Disqualification for one more year in addition to the punishment imposed to him under the Regulations for his offence of using unfair means.
(xxiii)	Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations.	Relieve of duties by the competent authority.
(xxiv)	Failure to discharge confidential work by the person assigned to the satisfaction of the Council or misusing of position to the detriment of smooth and fair conduct of examinations.	<ul style="list-style-type: none"> <li>• Forfeiture of the whole or part of remuneration payable to him; and/or</li> <li>• Disqualification permanently or for a specific period from any duty of the Council; and/or</li> <li>• Initiating disciplinary action against him; and/or</li> <li>• Initiating legal action against him.</li> </ul>
(xxv)	For cases of unfair means not covered by these Regulations, the Council may impose punishment according to the nature of the offence.	