



**THE UNITED REPUBLIC OF TANZANIA
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE**



EXAMINATION REGULATIONS, 2021

**NOVEMBER, 2024
(R.E. 1)**

ACRONYMS

ACSE	Advanced Certificate of Secondary Education
BACOSO	Bandari College Students Organisation
BCD	Bandari College Dar es Salaam
BTCFCFSM	Basic Technician Certificate in Freight Clearing Forwarding and Shipping Management
BTCFSM	Basic Technician Certificate in Fire and Safety Management
BTCMTL	Basic Technician Certificate in Maritime Transport and Logistics
BTCPEFMM	Basic Technician Certificate in Port Equipment and Facilities Maintenance Management
BTCSPS	Basic Technician Certificate in Shipping and Port Security.
BTCSPOM	Basic Technician Certificate in Shipping and Port Operations Management
CA	Continuous Assessment
CSE	Certificate of Secondary Education
GPA	Grade Point Average
HoDs	Heads of Academic Departments
ID	Identity Card
NACTE	National Council for Technical Education
NACTVET	National Council for Technical and Vocational Education and Training
NECTA	National Examination Council of Tanzania
NHIF	National Health Insurance Fund
NIP	NACTVET Institutional Panel
NTA	National Technical Award
ODFCFSM	Ordinary Diploma in Freight Clearing Forwarding and Shipping Management
ODFSM	Ordinary Diploma in Fire and Safety Management
ODMTL	Ordinary Diploma in Maritime Transport and Logistics
ODPEFMM	Ordinary Diploma in Port Equipment and Facilities Maintenance Management
ODSPS	Ordinary Diploma in Shipping and Port Security.

ODSPOM	Ordinary Diploma in Shipping and Port Operations Management
SE	Semester Examinations
THA	Tanzania Harbours Authority
TPA	Tanzania Ports Authority

Table of Contents

ACRONYMS	2
PART I: ESTABLISHMENT, VALUES AND RATIONALE	8
1.0 Establishment	8
2.0 Vision	8
3.0 Mission	8
4.0 Core Value	9
5.0 Rationale	9
PART II: PRELIMINARY PROVISIONS	10
6.0 Citation	10
7.0 Application and Commencement	10
8.0 Interpretation	10
PART III: ELIGIBILITY TO SIT FOR EXAMINATIONS	15
9.0 Eligibility to Sit for Examinations	15
10.0 Postponement of Examinations	15
11.0 Reports and Records of Postponements	16
PART IV: STUDENTS ASSESSMENTS	17
12.0 Form of Assessment and Evaluation	17
13.0 Conduct and Administration of Continuous Assessment	17
14.0 Conduct and Administration of End of Semester and Supplementary or Special Examinations	18
15.0 Repeating Module(s)	19
16.0 Minimum Pass Marks for NTA Levels	20
17.0 Grading System and Results Remarks	20
18.0 Marking and Submission of Continuous Assessment Scores	22
19.0 Marking and Keeping Records of End of Semester Examination Results	22
PART V: SETTING AND MODERATION OF EXAMINATIONS	24
20.0 Setting of Examination Papers	24
21.0 Dates of Examinations	24
22.0 Procedures of Moderation of SE	24
23.0 Production and Handling of Examination Papers	26
24.0 Confidentiality in the Conduct of Examinations	26
25.0 Supervision of Examinations	27
PART VII: CONDUCT OF EXAMINATIONS, INSTRUCTIONS AND GUIDELINES	29
26.0 Conduct of Examinations	29
27.0 General Instructions and Guidelines for Invigilators	29
28.0 Specific Examination Guidelines for Invigilators	31

29.0	During the Examination	31
30.0	At the End of the Examination	32
31.0	Examinations Instructions and Guidelines to Candidates	32
32.0	Occurrence of Examination Irregularity during Examinations	34
PART VIII: EXAMINATION IRREGULARITIES AND OFFENCES		37
33.0	Examination Irregularities	37
PART IX: APPROVAL OF EXAMINATIONS RESULTS		39
34.0	Processing and Approval of Examinations Results	39
35.0	Board of Governors and its Committee	40
36.0	Procedure to Rectify Errors in Examination Results after Approval	40
PART X: PUBLICATION OF EXAMINATION RESULTS		41
37.0	Publication of Provisional Examination Results	41
38.0	Publication of Approved Examinations Results	41
PART XI: APPEALS AND REVIEW		42
39.0	Appeal Grounds and Fee	42
40.0	Review of the Board of Governors Decision	42
PART XII: GRADING AND AWARD SYSTEM		43
41.0	Students' Academic Progress	43
42.0	Classification of Awards	44
43.0	GPA Computation	44
PART XIII: AWARDS, CERTIFICATES AND TRANSCRIPTS		46
44.0	Conferment of Awards	46
45.0	Certificates and Transcripts	47
46.0	Names on Academic Certificates and Transcripts	47
47.0	Collection of Academic Documents by an Authorized Representative	48
48.0	Power to Revoke issued Academic Transcript and/or Academic Certificate	48
49.0	Re Issuance of Academic Certificate and/or Transcript	49
50.0	Disposal of Examination Answer Booklets	49
51.0	Authentication of Academic Certificate and/or Transcript	50
PART XIV: MISCELANEOUS		51
52.0	Amendments of these Regulations	51
53.0	Conflict of Rules and Repeal	51
SCHEDULE 1		52
APPLICATION FOR POSTPONEMENT OF EXAMINATION(S) FORM		52
.....		54
INTERNAL MODERATION OF TESTS FORM		54
INTERNAL MODERATION FORM		56
EXTERNAL EXAMINER'S PRE-MODERATION REPORT FORM		59

EXAMINATION SECURITY DECLARATION FORM	64
EXAMINATION ATTENDANCE SHEET	65
INVIGILATOR'S REPORT: EXAMINATION INCIDENT/ILLNESS REPORT FORM	66
EXAMINATION IRREGULARITY REPORT	68
EXAMINATION IRREGULARITIES AND PENALTIES	69
COMPLAINT FORM AGAINST EXAMINATION RESULTS	76
APPEAL AGAINST EXAMINATION RESULTS FORM	78

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REGULATIONS SUMMARY

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Approving Authority	BOG

PART I: ESTABLISHMENT, VALUES AND RATIONALE

1.0 Establishment

Bandari College (BCD) is a technical institution registered by NACTVET (then NACTE) in 2004 with registration number REG/EOS/018. Since 2017, the courses conducted by the College has been fully accredited by NACTVET.

As a training institution, the College is owned by Tanzania Ports Authority (TPA). It can trace its history to the defunct East Africa Harbours Corporation which had a subsidiary company called East Africa Cargo Handling Services Ltd conducting port training to activities in Tanga. After the breakup of the East African Community in 1977, Tanzania Harbours Authority (THA) Act, 1977 was passed which created Tanzania Harbours Authority mandated among other to control and manage seaports in mainland Tanzania. THA Act was repealed and replaced by the Ports Act, 2004 as amended (Act) which is the governing law to-date. The functions of the College as a training institution were general preserved. Whereby under section 12(k) of the Act, BCD is mandated to provide technical and operations training, research and consultancy in the field of marine, port and port related services and facilities.

BCD offers a competent based curricula in its programmes with a flexible mode of delivery and assessments at certificates and diploma level. It also offers a wide range of short courses at its campus as well as tailor made courses as need arises.

2.0 Vision

To be the Centre of excellence in training, research and Consultancy in port management and maritime logistics in Sub-Saharan Africa.

3.0 Mission

To offer competence-based training, undertake applied research and provide consultancy services in port management and maritime logistics to respond to current and future needs of the maritime transport subsector.

4.0 **Core Value**

The building of a consistent and binding culture is a fundamental prerequisite for the sustainable development of the College and its core values are:

- Integrity
- Dynamism
- Customer Care
- Teamwork
- Excellence

5.0 **Rationale**

To attain its Vision and Mission, BCD needs a teaching environment governed by clear rules and processes.

These Regulations will therefore provide a framework of rules governing, among others all conducts of continuous assessments, College examinations, grading systems and organs responsible for examinations matters and enforcement of the requirements of these rules.

PART II: PRELIMINARY PROVISIONS

6.0 Citation

6.1 These Regulations may be cited as Examinations Regulations, 2021 (as amended).

7.0 Application and Commencement

7.1 These Regulations shall apply to all students, staff and organs of the College on matters relating to continuous assessments, College examinations and all incidental matters related thereto.

7.2 These Regulations shall come into force on the date approved by the Board of Governors.

8.0 Interpretation

8.1 In these Regulations, the following words unless the context otherwise requires shall have the following meaning:

“Academic Certificate” means a document duly signed by relevant authority awarded to a student upon successful completion of his programme of studies which the College classifies as an Award;

“Academic Staff” means an instructor or part time instructor and other academic supporting staff at the College;

“Transcript” means a document duly signed by the relevant authority of the College listing grades for all modules in all semesters and indicating a cumulative GPA for all semesters assessed during a period of studies which is issued after successful completion of studies in a particular programme;

“Assessment” means any mode or combination of modes of testing a candidate’s performance in a particular module of study;

“Award” means a conferment upon a candidate who has successfully completed a given programme of study;

“Abscondment” means not reporting for scheduled examination at the time, day and place specified without prior permission or failure to attend scheduled classes to the required percentage during a particular semester;

“Board” means the Board of Governors of the College;

“Candidate” means any person duly registered in any programme of study at the College for the respective academic year and who is eligible to sit for examination;

“Cheating” means possession of, using, giving, receiving or copying unauthorized material during and/or after a test, examination, assignment, report, or collaborating with another candidate to commit examination irregularities. It also includes any form or kind of dishonesty or destruction or falsification of any evidence of examination irregularities;

“Continuous Assessment” means any form of evaluation made during the academic year which contributes to the final score in examinations;

“Programme” is a structured plan of study offered by the College that leads to the awarding of a Basic Technician Certificate or Technician Certificate or an Ordinary Diploma;

“College” means Bandari College Dar es Salaam and include its associated campuses;

“College Premises” includes any recognized and/ or authorized land, buildings, facilities, office and any other property in the possession of or owned, used, controlled or occupied by the College;

“Credit Hour” means a lecture of one (1) -hour duration per week per semester or two or three contact hours in case of seminars tutorials and laboratory work for a module countable towards a student's cumulative grade point average;

‘Credit module’ means a unit of learning within a curriculum that is assigned a specific number of credits;

“Cumulative Grade Point Average also known in its acronym as “GPA” means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his/her admission till the last examination held;

“Discontinuation” means a declaration by the Board that a particular candidate is no longer qualified to continue with his studies following a failure by such candidate in any cumulative number of modules as stated in these Regulations or upon failing in a repeat module more than the limit required or upon being found guilty of any examination irregularity or on any other reason prescribed under these Regulations whose penalty is discontinuation;

“End of Semester Examination/Semester Examination” means an examination to be undertaken by a candidate at the end of a respective semester as per the provisions of these Regulations;

“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;

“Examination Irregularity” means occurrences which are not normal during examinations and may either be or not be an offence as prescribed in these Regulations;

“Examination Offences” means acts or conducts prohibited under Part VIII and **SCHEDULE 10** of these Regulations;

“External Examiner” means an independent academic or professional appointed by an institution to assess and verify the standards and quality of the assessments and examination processes for a given program of study;

“Internal Examiner” means an academic staff member within BCD who is responsible/appointed for assessing and evaluating students' performance in examinations, assignments, and other forms of assessment;

“Grade Point Average (GPA)” means a numerical representation of a student's overall academic performance, calculated by averaging the grade points earned in all modules or courses completed over a specific period, such as a semester or an entire program;

“Grade Point” means number of points representing letter grades scored by a student in a module examination;

“Invigilator” means a person given the responsibility (either sole or shared) of supervising candidates sitting for examinations;

“Mark” means a numerical value by which the examining entity assesses the performance of a candidate;

“Marker” means an individual responsible for assessing and grading students' examination scripts, assignments, or other forms of assessments;

“Module” means an independent package of learning related to a 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;

“Penalty” means a punishment for an offence as provided in these Regulations;

“Semester” means an academic period in which one set of programme modules in each discipline is offered and examined;

“Special examination(s)” means examination(s) which a candidate is allowed to sit for after postponing the end of semester examination under conditions provided in these Regulations;

“Staff” means an employee who works at the College;

“Student” means a person registered for any programme at the College;

“Supplementary Examination” means an examination administered to candidate(s) who fail to obtain a pass in a specified number of modules during regular examinations;

“Unauthorized material” means any written or printed material that is generally or specifically prohibited from being brought into the examination room, which include but not limited to notes, books, handkerchiefs in which information is written or stored in any cellular phone, smart watches, radios, computers, iPods, recording apparatus, annotated documents or any other device which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him in cheating in the examination;

- 8.2 Wherever it appears in these Regulations, a singular shall include a plural form and vice-versa and reference to male shall include female.

PART III: ELIGIBILITY TO SIT FOR EXAMINATIONS

9.0 Eligibility to Sit for Examinations

9.1 Progression of students from one semester ~~year~~ to another or completion of studies shall include and depend on conduct and performance on examinations which shall be guided by these Regulations.

9.2 Any registered student shall be allowed to sit for examination(s) if he meets the following conditions, otherwise the results shall be nullified:

- (1) Does not owe the College any prescribed fee or any other financial dues.
- (2) Attended not less than 75% of lectures and/or seminars and or IPT in a particular module within a particular semester.
- (3) Attained a minimum score of 50% of the total Continuous Assessment for NTA level 4 and 5 and 45% of the total continuous assessment for NTA level 6 for a module that he is required to study in each semester.

9.3 Student who is barred from doing examination(s) by any lawful order shall submit a written request to the Principal who may permit him to sit for special examination(s) at appropriate time.

10.0 Postponement of Examinations

10.1 Student may request for postponement of examinations and/or any part of continuous assessment by filling an **Application for Postponement of Examination(s) Form** appearing in **SCHEDULE 1** which shall be submitted to the Records office.

10.2 Reasons that may be considered in granting permission ~~to a request~~ for postponement of examinations may include the following:

- (1) Illness or serious health problems that is supported by a medical certificate from medical practitioner recognized by the government.
- (2) Loss of parent, guardian, spouse, sibling, child or any other serious incident leading to absence from examinations which merits special consideration.

- (3) Any other reasonable ground(s) which is supported by sufficient evidence provided that each case will be considered on its own merit.
- 10.3 The Registrar may approve or disapprove the request for postponement of examinations after consultation with the respective HoD.
- 10.4 No student shall be allowed to request for postponement of examinations if he has not passed continuous assessment in accordance with these Regulations.
- 10.5 A student shall ensure that his written request for postponement of examinations is submitted latest at least one (1) day before the beginning of a particular module of examinations unless exceptional circumstances exist.
- 10.6 A student who has not sat for postponed examinations of the previous semester shall not be allowed to proceed to the next semester or NTA Level.
- 11.0 Reports and Records of Postponements**
- 11.1 Information on all postponements granted shall be recorded at the Registrar's Office.
- 11.2 All postponements granted under this Part of these Regulations shall be reported to the Management Academics Committee for noting.

PART IV: STUDENTS ASSESSMENTS

12.0 Form of Assessment and Evaluation

- 12.1 Each module shall be assessed through continuous assessment and/or end of semester examinations depending on the curriculum requirements. Forms of assessment shall include tests, assignments, end of semester examinations, supplementary examinations or IPT assessment.
- 12.2 Instructor must ensure that students are made aware of the manner of academic assessment and evaluation at the beginning of the semester.
- 12.3 Each module shall be assessed during the semester and a grade awarded.
- 12.4 A grade will be based on the continuous assessment and end of semester or supplementary examinations. The continuous assessment shall constitute 60% and end of semester examination 40% of the total module assessment.
- 12.5 Fieldwork, research report and/or project report shall form part of the student's assessment and shall contribute to the final cumulative GPA depending on the curriculum requirements.

13.0 Conduct and Administration of Continuous Assessment

- 13.1 Instructors shall administer all components of continuous assessment as prescribed in the curriculum.
- 13.2 Each Instructor shall keep record of all continuous assessment marks awarded to students in a particular module by indicating marks for each assignment, tests and any other assessment component examined in accordance with the curriculum requirements.
- 13.3 Students shall be notified and sign against their respective continuous assessment in each module one (1) week before the commencement of the end of semester examinations.

- 13.4 In case student(s) are notified but fail to sign before commencement of end of semester examinations, the recorded marks will be presumed to be the correct continuous assessment.
- 13.5 Student must ensure that all matters related to continuous assessment are addressed to the module Instructor and/or Head of Department and are resolved before commencement of the end of semester examinations.
- 13.6 Instructors shall sign continuous assessment before submitting to the respective Head of Department before the commencement of the end of semester examinations.
- 13.7 Students who absent themselves from part of the continuous assessment including failure to complete assignment(s) given during the course without justifiable written reasons shall be awarded a zero mark.
- 13.8 Students with pending test(s) or assignment(s) or any part of continuous assessment because of postponement of continuous assessment as provided in regulation 10.2, shall be allowed to sit for the same before commencement of the end of semester examinations.
- 13.9 There will be internal moderation of tests to be conducted by internal moderators chosen by Module Instructors. After completion of moderation exercise, the internal moderator shall submit moderated test to the Module Instructor and duly filled in and signed **Internal Moderation for Tests Form** as appearing in **SCHEDULE 2** to the respective HoD.
- 14.0 **Conduct and Administration of End of Semester and Supplementary or Special Examinations**
- 14.1 In any year of study, there shall be the following types of examinations:
- (1) End of Semester
 - (2) Supplementary
 - (3) Special

- 14.2 Examination sessions for each type of examination shall be duly indicated in the College's Almanac.
- 14.3 End of semester examination sessions shall be administered at the end of the respective semester in which a particular module is taught.
- 14.4 Supplementary examination sessions shall be administered to all eligible students in accordance with the provisions of these Regulations.
- 14.5 Supplementary examination sessions shall be administered in every semester in academic year on a date set out in the College Almanac.
- 14.6 Special examinations shall be administered at the same session with supplementary examinations for candidates who duly postponed their end of semester examination(s).
- 15.0 **Repeating Module(s)**
- 15.1 Students failing supplementary examinations or continuous assessment shall repeat the module(s) failed in the following academic year upon paying the prescribed fee. Students shall not be eligible to progress to the next semester or NTA level unless he passes the module(s) failed.
- 15.2 Student failing any module in the supplementary examinations of the repeated modules shall be discontinued from studies.
- 15.3 The cost of repeating any failed module shall be as prescribed by College Admission Regulations, 2021 as amended.
- 15.4 Assessment for repeated module(s) shall be on continuous assessment and end of semester examination and be graded as normal candidate.

16.0 Minimum Pass Marks for NTA Levels

- 16.1 The minimum pass mark for both continuous assessment (CA) and Semester Examinations (SE) in each module for NTA Levels 4, 5 and 6 shall be as shown in **Table 1:**

Table No. 1

NTA Level	Total CA Mark	Total SE Mark	Minimum Pass Mark for CA	Minimum Pass Mark for SE
NTA 4 & 5	60	40	30	20
NTA 6	60	40	27	18

- 16.2 The SE mark and the summation of CA and SE marks shall be rounded off to the nearest whole numbers while the total CA mark shall be rounded off to one decimal place.
- 16.3 Management Academics Committee shall review and approve standard format for examinations prepared by office of the registrar in consultation with Heads of Academic Departments.
- 16.4 Heads of Academic Departments shall ensure compliance with approved standard examination formats for all prepared examinations.

17.0 Grading System and Results Remarks

- 17.1 Assessment of Student's progress shall be based on the grading system shown in **Tables 2 and 3** below:

Table 2: NTA Levels 4 and 5

S/NO	Score Range (%)	Grade	Grade Point	Definition
1	80-100	A	4	Excellent
2	65-79	B	3	Good
3	50-64	C	2	Average
4	40-49	D	1	Poor
5	0-39	F	0	Fail

Table 3: NTA Level 6

S/NO	Score Range (%)	Grade	Grade Point	Definition
1	75 - 100	A	5	Excellent
2	65 - 74	B+	4	Very Good
3	55 - 64	B	3	Good
4	45 - 54	C	2	Pass
5	35 - 44	D	1	Poor
6	0 - 34	F	0	Fail

17.2 The following results remarks shall be applicable where necessary as shown in

Table 4:**Table 4: Results Remarks**

S/NO	Remark	Acronym	Explanation
1.	Absent	ABS	To be allocated to students who have absconded examinations.
2.	Disqualification	Q	To be allocated to students who have been disqualified according to these Regulations
3.	Incomplete	I	No mark has been allocated to a module for a particular student.
4.	Nullification	N	To be allocated to students whose result(s) have been nullified according to these Regulations
5.	Postponed Examination	PE	To be allocated to students required to sit for special examinations
6.	Postponed Studies	PS	To be allocated to duly registered students who will resume studies in the respective semester in the following academic year
7.	Repeat Module	RM	To be allocated to students who have not passed their continuous assessment or failed supplementary examinations.
8.	Withheld	W	To be allocated to students whose results have not been published according to these Regulations

17.3 The minimum pass grade shall be 'C' subject to distribution of marks under regulation 16.1.

18.0 Marking and Submission of Continuous Assessment Scores

18.1 Marking and keeping records of continuous assessment shall be the obligation of the module Instructor before the end of semester examination.

18.2 Feedback on CA must always be provided to students and the cumulative CA marks must be shown to students before they sit for their final examinations.

18.3 Every module Instructor shall upload CA to the system and submit to the respective HoD a compiled hardcopy of the same duly signed by students and module Instructor.

18.4 Every module Instructor shall be required to keep a copy of the record of all continuous assessment scores submitted to the HoD for a period of at least one academic year.

18.5 All HoDs shall submit original document(s) of CA marks to the Examination Officer for permanent retention.

19.0 Marking and Keeping Records of End of Semester Examination Results

19.1 All answer booklets will be marked within the College premises as directed by DP-ARC. However, upon request, the Principal may approve answer booklets to be marked outside the College Premises.

19.2 Internal examiner shall use a red ink pen in marking and external examiner shall use a green ink pen. Candidates shall use either black or blue pen in writing their examinations, and pencils for sketches and drawings.

19.3 Panel leader(s) shall submit hard and soft copies of examination mark sheets containing a list of all candidates examined and answer booklets to the Examination Officer. The examination mark sheets shall be signed by the staff who recorded the marks.

19.4 Modes of marking end of semester examinations, dissemination and keeping records of results shall be handled administratively as per directives that may be issued from time to time by the Principal.

PART V: SETTING AND MODERATION OF EXAMINATIONS

20.0 Setting of Examination Papers

20.1 The following procedures shall govern the setting of examinations conducted by the College:

- (1) The Module instructor shall be given notification of preparation of examinations papers at least four weeks before the commencement of examinations
- (2) The module instructor shall set two (2) examination papers and proposed marking guide(s) for the module(s) taught.
- (3) In the event a module has been taught by more than one instructor, the senior most shall set the respective examination in consultation with his co-Instructor(s).
- (4) Setting of examinations shall consider the extent of coverage of the module content and assessment plan.
- (5) HoD may take necessary administrative arrangements to ensure that all examinations papers under his department are set.

21.0 Dates of Examinations

21.1 The Office of the Registrar shall coordinate the preparation of the College Almanac which will be approved by the BCD Management Academics Committee. The Almanac shall include specific dates for examination sessions stipulated under these Regulations.

21.2 The Examination Officer shall prepare examinations timetable at least two (2) weeks before commencement of examinations.

22.0 Procedures of Moderation of SE

22.1 Internal and External examiners shall be responsible for pre moderation of examination papers to see their relevance, correctness, completeness and consistency with curriculum.

- 22.2 The HoDs in consultation with the DP-ARC shall propose Internal Examiners from their departments for each semester for appointment by the Principal.
- 22.3 During pre-moderation, Internal Examiners shall ensure that the **Internal Moderation Form** appearing in **SCHEDULE 3** is duly filled and signed. Internal Examiners shall submit the moderated question papers, marking guide(s) and duly filled in Form to the Examination Officer.
- 22.4 The Examination Officer shall keep records of Internal Examiners reports, moderated question papers and marking guides for future reference.
- 22.5 Examination papers, marking guides and assessment plans/study guide shall be submitted to External Examiners for pre moderation of examinations and marking guides.
- 22.6 External Examiners shall be responsible for pre-moderation of examination papers to establish their relevance, correctness, completeness and consistency with curriculum. All External Examiners shall duly fill and sign **External Examiner's Pre-Moderation Report Form** appearing in **SCHEDULE 4**.
- 22.7 Examination papers, answer booklets, marking guides and other relevant documents of candidates shall be submitted to External Examiners at the end of the first, second semester and supplementary/special examinations.
- 22.8 External Examiners will perform post moderation of examinations including marking/checking correctness of marking, summation and transfer of marks. All External Examiners shall duly fill and sign **External Examiner's Post Moderation Report Form** appearing in **SCHEDULE 5**.
- 22.9 External Examiners shall submit their reports to the Principal. They shall be responsible for advising and recommending to the Principal on all matters related to examinations setting, marking and performance.
- 22.10 Registrar's office in collaboration with the Quality Assurance Office shall arrange and facilitate moderation of examinations.

PART VI: PRODUCTION AND HANDLING OF EXAMINATIONS

23.0 Production and Handling of Examination Papers

- 23.1 The office of the Registrar shall handle and print examinations. Examination papers and other documents shall be printed and packaged in sealed envelopes in the appropriate place to ensure safety and confidentiality.
- 23.2 The Registrar should ensure that persons involved in handling and printing examinations are trustworthy and possesses high degree of confidentiality.
- 23.3 During printing and handling of examinations, the appointed team shall ensure among other the following:
- (1) All examinations materials are handled and kept in secure and confidential place
 - (2) Security of the place of printing examinations and other related materials.
- 23.4 All defective printed pages or discarded examination materials shall be destroyed immediately. The Examination Officer will be responsible for the custody of all examination question papers submitted by the respective departments at all stages during pre-moderation, post moderation and printing.
- 23.5 At the examination centre, the Invigilators will receive sealed examination papers, answer booklets, forms and other relevant materials from the Examination Officer by signing the register books.
- 23.6 The Invigilator prior to opening sealed examination question papers in the examination room shall display the envelope to the students present and ensure seal is inspected and duly fill and sign the **Examination Security Declaration Form** appearing in **SCHEDULE 6**.
- ### **24.0 Confidentiality in the Conduct of Examinations**
- 24.1 It shall be the overall responsibility of the DP-ARC to oversee that examinations are prepared and handled in a strictly secure and confidential manner.

24.2 All College staff shall ensure that issues concerning examinations are handled with maximum degree of security and confidentiality and that no one steal or attempt to steal, aid, abet or causes leakage of examinations or examination results.

24.3 A breach of duty of confidentiality or leakage of examinations or tampering of examination results by any staff shall constitute gross-misconduct and shall be dealt with in accordance with relevant Public Service Rules and Guidelines.

25.0 Supervision of Examinations

25.1 HoD's shall be accountable for the availability of the invigilators in their departments during conduct of examinations.

25.2 The DP ARC shall issue appointment letters to all invigilators for invigilating examinations. The letter shall include among other the module and time to invigilate.

25.3 Examination Officer(s) shall be responsible for issuing examination answer booklets, Examination attendance sheet, Examination Irregularity Report Form, Examination Security Declaration Form and Invigilator's Report: Examination Incident/Illness Report Form to Invigilators in a prescribed manner.

25.4 Invigilators shall return answer booklets, Examination attendance sheet, Examination Irregularity Report Form, Examination Security Declaration Form and Invigilator's Report: Examination Incident/Illness Report Form to the Examination Officer for custody immediately after completion of examinations.

25.5 Examination Officer(s) shall be the custodian of answer booklets until the end of examinations sessions. Thereafter, the answer booklets shall be submitted for marking.

25.6 Panel Leader of Markers shall be the custodian of examination answer booklets while marking and hand them in a prescribed manner to the Examination Officer on submission of signed examination results.

- 25.7 Where examination answer booklet is lost for any reason(s), the respective student may be allowed to re-sit the examination within the same academic year after due investigation.
- 25.8 Management Academics Committee may issue directives on any matters which will improve supervision of examinations and such directives shall be considered during supervision of examinations.

PART VII: CONDUCT OF EXAMINATIONS, INSTRUCTIONS AND GUIDELINES

26.0 Conduct of Examinations

- 26.1 Final examinations shall be conducted under the supervision and control of the Office of the Registrar.
- 26.2 The Registrar's office may bar any candidate from being admitted to any examination in any module where it is satisfied that the candidate has not satisfactorily completed attendance, performance or otherwise the requirements of the module. Satisfactory attendance shall mean attending a minimum of 75% of the prescribed contact hours for the module.
- 26.3 The Registrar's office shall issue a list of students who are eligible and those who are not eligible for examinations and reasons (For those who are not eligible) before commencement of examinations.
- 26.4 Where a Student who has been barred in accordance with Regulation 26.2 above enters the examination room and sits for the paper, his results shall be declared null and void.

27.0 General Instructions and Guidelines for Invigilators

- 27.1 Prior to an examination session, Invigilator(s) shall;
 - (1) Personally collect from the Examination Officer sealed envelopes containing examination papers and ensure that all materials for examinations are ready forty-five (45) minutes before commencement of the examination. In the event that the invigilator realises that he cannot meet the scheduled deadline for collecting Examination documents, he shall notify his respective HoD of his inability one (1) hour before. The invigilator shall submit written explanations on his inability to the HoD within twenty-four (24) hours.
 - (2) Be present in the examination room at least thirty-five (35) minutes before the commencement of the examination. The invigilator shall submit written explanations on his inability to invigilate the examination to the HoD within twenty-four (24) hours.
 - (3) Allow candidates to enter the examination room at least thirty (30) minutes prior to the scheduled start of the examination.

- (4) Ensure that each candidate possess a valid BCD student ID card or a temporary written permission issued by the Registrar.
 - (5) Ensure all candidates fill and sign as required the **Examination Attendance Sheet** appearing in **SCHEDULE 7**.
- 27.2 During the thirty (30) minutes stated in Regulation 27.1 **Error! Reference source not found.** above, the Invigilator will make announcement and issue instructions to the candidates as follows:
- (1) To remove all unauthorized materials from the examination room.
 - (2) To check whether in possession of the correct examination paper.
 - (3) Not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
 - (4) To adhere to all rules and guidelines of conduct of examinations.
 - (5) Call attention to any instructions at the front page of the examination paper which seems to require attention.
 - (6) Both sides of the answer booklets must be used.
 - (7) Candidates will be given a maximum of three (3) minutes to read the question paper.
- 27.3 The Invigilator shall first ensure that candidates who wish to leave the venue during an examination session, answer booklet(s) bear their examination numbers, programme and module code (even if no attempt has been made to answer any question).
- 27.4 An invigilator must ensure the security and safety of examinations in his custody. Upon apprehension of any danger or insecurity, an Invigilator should take such appropriate measures to seek immediate help by informing the Examination Officer and/or Security Officer.
- 27.5 Upon apprehension of any illness case, an Invigilator should take such appropriate measures to seek immediate help by informing the Examination Officer and/or College Nurse and the Student Welfare Officer.

27.6 An invigilator shall ensure that cases of examination irregularity incidents during examinations which are not offences are reported to the Examination Officer by filling in the **Invigilator's Examinations Incidences/Illness Report Form** appearing in **SCHEDULE 8**.

28.0 Specific Examination Guidelines for Invigilators

28.1 Invigilators shall have powers during an examination to:

- (1) Require inspection of a candidate at any time during the examination as deemed necessary.
- (2) Confiscate any unauthorized material brought into the examination room. The invigilator shall fill in **Confiscation of Unauthorized Material Form No. 10**. Confiscated materials shall only be released after the final decision of the Board.

28.2 Invigilators shall not leave the candidates alone at any time in the examination room while the examination is in progress.

28.3 Invigilators shall ensure that Examination Answer Booklets collected from candidates match with the number of candidates that have attempted the examination as signed on the examination attendance sheet.

28.4 Invigilator(s) shall submit in prescribed manner all Examination Answer Booklets, the invigilation report forms and signed attendance sheet and other forms to the Examination Officer upon completion of the examination.

29.0 During the Examination

29.1 All candidates shall sign on the examination attendance sheet. Invigilators should also make sure that the photo on the candidate's ID card matches the candidate's face and that the examination number of the student is the same as the one written on the answer book.

29.2 During the examination, Invigilators should ensure that candidates are provided with any additional requirements such as answer booklets, blotting-paper, log-tables, upon request etc. All rough work must be done on last pages of the answer booklet and crossed through.

29.3 Invigilator should return unused question papers to the correct envelopes for collection by Examination Officer.

29.4 No candidate would be permitted to leave his seat during the examination except when ordered so by the invigilator.

29.5 Invigilators should minimize announcements during the examination.

30.0 At the End of the Examination

(1) At the end of the examination period, and on instructions from the Invigilator candidates should stop writing, put pens down and remain seated for the invigilator to collect their examination answer booklets.

(2) Candidates must remain seated till the Invigilator instructs them to leave the examination room.

(3) Invigilator shall announce the time remaining after every one hour and the last thirty (30) minutes before the end of the examination period.

(4) Invigilators shall write the total number of collected Examination Answer Booklets from candidates on the examination attendance sheet. Invigilators shall sign the examination attendance sheet before handing it over with all the Examination Answer Booklets to the Examination Officer.

(5) On receipt of the Examination Answer Booklets and attendance sheet, the Examination Officer must check the Examination Answer Booklets handed over and countersign on the attendance sheet(s).

(6) Invigilators shall hand over all unused examination papers and answer booklets to the Examination Officer.

31.0 Examinations Instructions and Guidelines to Candidates

31.1 Students who are eligible to sit for any examination administered by the College shall take note and comply with the followings before and/or during examinations:

(1) To be in possession of a valid student identity (ID) card, which is to be placed on the top right- hand corner of the desk throughout the examination for invigilators to check. Candidates without ID card shall not be permitted to enter the examination room except under Regulation 27.2(5).

- (2) In case of loss of BCD student ID card, a candidate will request a temporary written permission to be issued by the Registrar, upon submission of a police loss report.
- (3) Be aware of the examination timetable and venues.
- (4) Acquaint themselves in advance with the seating arrangement for their respective examinations.
- (5) Be at the examination venue at least thirty (30) minutes before commencement of the examinations.
- (6) Sign the attendance sheet in every examination.
- (7) Listen and read carefully all instructions related to conduct of the examination.
- (8) Do not start writing until the Invigilator gives permission.
- (9) Observe silence and order in the examination room as no verbal communication or otherwise is allowed between candidates when the examination is in progress.
- (10) Not to write their names or any mark that may reveal their identity anywhere in the examination answer book.
- (11) Not to write anything in the question papers.
- (12) Not to take the examination answer book, attendance sheet or any other examination related material(s) outside the examination room.

31.2 In the examination room, candidates are allowed to:

- (1) Carry pens, pencils or other materials explicitly prescribed by the Department.
- (2) Use their calculators and/or department's tools as may be instructed.
- (3) Request Invigilator for clarification on any error observed in relation to the examination.

- 31.3 The College assumes no responsibility for personal property lost in or near any examination room.
- 31.4 Candidates are not allowed to enter the examination room with:
- (1) Books, bags, attached cases, handbags, clipboards, purses, pouch, paper, magazines, unauthorised electronic devices including but not limited to (phones, iPad, smart watches and tablets), and any other items or objects that are not allowed in the general conduct of examinations.
 - (2) Water may be allowed by the permission of the invigilator.
 - (3) Any other drinks and food stuffs are strictly prohibited.
 - (4) Any material that may assist a candidate to cheat or disturb other candidates in the examination.
- 31.5 No candidate will be permitted to enter the examination room after the lapse of thirty (30) minutes from commencement of the examination.
- 31.6 A candidate shall not be allowed to leave the examination room thirty (30) minutes before the end of examination.
- 31.7 A candidate may with the permission of the Invigilator leave the examination room briefly only if accompanied by an assigned Invigilator. Candidates who leave the examination room temporarily or otherwise, or stay out of the examination room unaccompanied or without authorization or permission of the invigilator shall not be allowed to return to the examination room.
- 31.8 A student denied admission to the examination room under Regulations 31.1 (1) and 31.5 shall immediately apply in writing to the Principal stating reasons why he should be allowed to sit for a special examination.
- 32.0 **Occurrence of Examination Irregularity during Examinations**
- 32.1 During the examination the Invigilator and/ or any other instructor shall at once perform the following after a student commits an examination offence or upon occurrence of any other examination irregularity:

- (1) Invigilators shall have the power to confiscate any unauthorized materials brought into the examination room and expel any candidate who creates a disturbance from the examination room pending other measures to be taken in accordance with these Regulations.
- (2) In the event of an examination offence inform the candidate of the contravention of the Regulations and that he will be reported but will not be prevented from continuing with his paper.
- (3) Order the caught candidate and required witnesses to sign the **Examination Irregularities Report Form** Appearing in **SCHEDULE 9** and **Confiscation of Evidence Form** appearing in **SCHEDULE 11** to confirm that the irregularity incident which is an offence occurred and/or take such necessary evidence pertinent to the incident including but not limited to taking pictures and recording, where possible.
- (4) In the event that the student refuses to sign the Examination Irregularities Report Form and/or refuse to hand in to the Invigilator or instructor or any academic staff any other materials related to the incident of examination irregularities:
 - (a) Necessary assistance should be sought from staff, third party including College guards (where necessary).
 - (b) Invigilator or any academic staff should include the information on the refusal in his report.
 - (c) The Invigilator or academic staff shall also request another Invigilator and the neighbouring candidates to sign as witness and to counter sign stating the candidate has refused to sign
- (5) In case of disturbance or physical resistance from the candidate, the invigilator may expel the candidate from the examination room pending other measures to be taken in accordance with these Regulations.
- (6) Ensure that all relevant evidences of examination irregularities are safely kept before being submitted to the Examination Officer for further action.

- (7) Ensure that the filled and signed Examination Irregularity Report Form is sent to the Examination Officer and a copy to the HoD, including full details of the contravention.
 - (8) Where possible, retain a copy of his report that contains any issue of examination irregularities and copy of evidence attached to it for any further correspondences if so required.
- 32.2 In the event of any other examination irregularity which is not an offence, such as illness of a candidate, the Invigilator shall seek/give necessary assistance (where assistance is required) and record the incident.

PART VIII: EXAMINATION IRREGULARITIES AND OFFENCES

33.0 Examination Irregularities

- 33.1 Examination irregularities which occur in an examination room may either be or not be offences.
- 33.2 Examination irregularity incidents which are not offences as specified in these Regulations will be dealt in accordance with existing BCD regulations and rules depending on the nature of the incident. Such incidents may include but are not limited to student fainting, mental breakdown or illness, any serious disruption which affect students' examination performance such as very loud noises from outside, torrential rain, fire and power outages causing insufficient light for students to continue with the examination.
- 33.3 Where an examination irregularity which is not offence occurs in the examination room the Invigilator shall report the incident by filling in an **Invigilator's Examinations Incidences/Illness Report Form** appearing in **SCHEDULE 8**.
- 33.4 Examination irregularities which are offences will attract sanctions/penalties as provided in the **Examinations Irregularities and Penalties** appearing in **SCHEDULE 10**.
- 33.5 A student who is alleged to have committed an examination offence shall be served with a letter from the office of the Registrar within two (2) working days. The letter will notify the student of the alleged examination irregularity committed and request a written response within seven working days of receiving the letter, explaining why disciplinary action should not be taken.
- 33.6 The DP ARC shall appoint an Examination Irregularities Committee for handling and hearing examination irregularity case(s) which are offences. The Committee shall comprise of the following members:
- (i) Academic staff (Preferably with legal background) - Chairperson
 - (ii) Examination Officer - Secretary
 - (iii) Head of department of the student,
 - (iv) Students' Welfare officer,

(v) BACOSO representative (Vice President or Prime Minister)

- 33.7 The Examination Irregularities Committee shall convene upon occurrence of an examination irregularity and keep records of its proceedings. The records which shall contain the findings and recommendations of the Committee and supporting documents shall be submitted to the Management Academics Committee through the Registrar within three days after the meeting for their deliberation and recommendations.
- 33.8 All candidates who have committed examination irregularities shall be summoned to appear and defend themselves before the Examination Irregularities Committee.
- 33.9 The Examination Irregularities Committee shall have power to summon any other witnesses as it deems necessary so as to make appropriate recommendations to the Management Academics Committee.
- 33.10 The Management Academics Committee shall evaluate and deliberate on the submissions from the Examination Irregularities Committee and submit its recommendations to the Examination Committee of the Board through the Principal for their deliberations and recommendations to the Board for approval and/or directives. Subject to Regulations 40.2 and 40.3, the decision of the Board on the appeal shall be final and conclusive.
- 33.11 All evidence confiscated shall be retained until his irregularities case is resolved by the Board.
- 33.12 Subject to confirmation by the Board, any candidate found guilty of an examination irregularity which is an offence shall be sanctioned as prescribed in **SCHEDULE 10.**

PART IX: APPROVAL OF EXAMINATIONS RESULTS

34.0 Processing and Approval of Examinations Results

- 34.1 The College shall have powers to determine the best and appropriate system of processing, storing and retrieving examination results in accordance with the best practices and guidelines issued by NACTVET.
- 34.2 Any mishandling, dishonesty, breach of confidence or similar unprofessional acts done by any person through the system of processing, storing and retrieving examination results shall constitute gross misconduct and shall be dealt with by institutional organs of TPA and will follow public service laid down procedures and rules.
- 34.3 If a person involved is not an employee or under the control of the College, the matter or incident set out in regulation 34.2 shall be reported to the Police Force for further action in accordance with Tanzania laws.
- 34.4 Each department shall discuss on the conduct of examinations, process and deliberate examination results for its programmes through the Departmental Academics Committee.
- 34.5 Departmental Academics Committee shall be chaired by the Head of Department. Secretary to the committee will be appointed by the Chairperson. The Chairperson may opt to invite Instructors from other departments.
- 34.6 The minutes of the departmental meeting and examination results both signed shall be submitted to the Registrar's office for compilation. The Registrar's office shall prepare a memo on the compiled examinations results for each department and submit together with the departmental minutes of meeting to the Management Academics Committee.
- 34.7 The Management Academics Committee shall receive and deliberate on compiled examination results, reports on the conduct of examinations including examination

irregularities. The Committee's recommendations shall be forwarded to the Principal for review and further directives before being forwarded to the Examination Committee of the Board.

- 34.8 All Examinations results shall be provisionally released by Management Academics Committee prior to the submission for approval to the Board.

35.0 Board of Governors and its Committee

- 35.1 All signed examinations results and records of recommendations of the Management Academics Committee shall be presented to the Examinations Committee of the Board for deliberations and recommendation to the Board.

- 35.2 The examinations results and recommendations of the Examinations Committee of the Board shall be submitted to the Board for approval or otherwise.

36.0 Procedure to Rectify Errors in Examination Results after Approval

- 36.1 Any clerical, summation, typographical error that is noted after examinations results have been approved by the Board will be rectified. Revised examination results shall be submitted for approval to the Chairperson of the Board subject to later ratification by the Board.

- 36.2 Any other alteration(s) of examination results must be authorized by the Board and must follow the procedures laid down in these regulations.

PART X: PUBLICATION OF EXAMINATION RESULTS

37.0 Publication of Provisional Examination Results

37.1 Examinations results shall be published provisionally by the Management Academics Committee as scheduled in the Almanac. Results which are provisionally published may change at any time depending on the final decision of the Board.

37.2 A student who sat for final examinations and does not see his results after publication of provisional results shall within five (5) working days from the date of publication submit to the Examination Officer a duly filled out **Complaint Form against Examination Results** appearing in **SCHEDULE 12**.

38.0 Publication of Approved Examinations Results

38.1 The Board shall approve the provisional examination results at the end of each Semester which shall be published by the College. The approved examination results will be posted on BCD Students Information Management Systems (SIMS) or any other method deemed appropriate.

38.2 In publication of examinations results, the anonymity of students must be protected and only student's examination or registration numbers shall be shown alongside the results.

38.3 Examination results of candidates who committed examination irregularities which are offences shall be withheld pending final decision of the Board.

PART XI: APPEALS AND REVIEW

39.0 Appeal Grounds and Fee

- 39.1 An appeal shall only lie on grounds of unfair marking, wrongful computation of grades, or other similar grounds and lodged within the prescribed period and in accordance with these Regulations.
- 39.2 All appeals shall be lodged in BCD Students Information Management System (SIMS) or any other way directed by the College within a period of five (5) working days from the date of the release of provisional examination results. An appeal shall be accompanied by prescribed non-refundable fee paid through SIMS.
- 39.3 In the event of SIMS failure, an appeal shall be accompanied by duly filled and signed **Appeals against Examination Results Form** appearing in **SCHEDULE 13** and evidence of payment of prescribed non-refundable fee.

40.0 Review of the Board of Governors Decision

- 40.1 Subject to sub regulations herein, any student aggrieved by a decision of the Board on examination irregularities which are offences may apply for a review within five (5) working days after being formally informed of the Board decision.
- 40.2 A student may seek review of the decision of the Board by submitting a written request to the Board's Chairperson through the Principal stating the reasons and grounds within the prescribed period and upon payment of prescribed fee.
- 40.3 In addition, the student must present new developments and/or grounds that were not and could not have been made available to the Board at the time of its deliberation and such failure was not occasioned by the negligence of the student.
- 40.4 The Board's decision on review shall be final and conclusive.

PART XII: GRADING AND AWARD SYSTEM

41.0 Students' Academic Progress

- 41.1 Students are required to pass and attain a minimum overall GPA of 2.0 before proceeding from semester one (1) to two (2) in the academic year.
- 41.2 Students are required to pass a total minimum of one hundred and twenty (120) modules' credits in examinations in the academic year and attain minimum module credits of sixty (60) per semester and overall GPA of 2.0 before proceeding to the next academic year.
- 41.3 A candidate may be allowed to re-sit failed modules in supplementary examinations if he has attained an overall GPA of 2.0 or above in the first sitting calculated in accordance with the credit weighting of individual modules.
- 41.4 The grade of a module for a candidate who sits for supplementary examination shall include CA. The maximum pass grade obtained in a supplementary examination shall be grade 'C'.
- 41.5 No students shall be allowed to repeat a year of study for same NTA Level which he has already passed, except with special permission or approval of the Board after consultation with NACTVET.
- 41.6 All repeated modules shall be cleared within the allowable maximum period of registration as per the College Admission Regulations otherwise the student will be discontinued from studies.
- 41.7 A candidate with incomplete results for modules which could not be completed by the end of each semester for acceptable reasons must complete and pass before he can be allowed to continue with studies.

42.0 Classification of Awards

42.1 The Board shall approve the awards to the students who satisfy the following conditions:

- (1) Have duly completed all modules and/or any form of assessment or examinations for the award.
- (2) Have achieved a minimum final GPA as stated under Regulation 41.2 above.

42.2 Award naming shall be in accordance with the programme of studies in which the student was admitted.

42.3 The Board may approve establishment of new programmes of studies as appropriate.

43.0 GPA Computation

43.1 GPA shall be truncated. GPA computation is based on a four (4) points system for NTA Levels 4 and 5 and a five (5) points system for NTA Level 6 as per NACTVET guidelines as shown in **Tables 4** and **5**, respectively.

Table 4: NTA Level 4 and NTA Level 5

A	4
B	3
C	2
D	1
F	0

Table 5: NTA Level 6

A	5
B+	4
B	3
C	2
D	1
F	0

43.2 Approved modules given for each programme shall be appropriately weighted in terms of credits.

43.3 GPA is obtained by dividing the sum of the product of grade point and credit for each course by the sum of the credits from each of the courses offered during the academic year as shown in **Table 6**.

$$\text{i.e. } GPA = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where:

- “P” represents the grade points assigned to a letter grade scored by students in a module and
- “N” represents the number of credits associated with the module.

Table 6: Example GPA Computation Table for NTA Level 6

Module Code	Credits (N)	Grade	Points (P)	Grade Points (P×N)
BC101	10	A	5	50
BC102	12	B+	4	48
BC104	08	B	3	24
BC105	10	C	2	20
BC106	12	D	1	12
Total	52			154
			GPA	154/52=2.9

43.4 The final classifications shall be as shown in **Tables 7** and **8**.

Table 7: NTA Level 4 and NTA Level 5

Award	First Class (A)	Second Class (B)	Pass (C)
GPA Range	3.5 – 4.0	3.0 – 3.4	2.0 – 2.9

Table 8: NTA Level 6

Award	First Class (A)	Upper Second (B+)	Lower Second (B)	Pass (C)
GPA Range	4.4 – 5.0	3.5 - 4.3	2.7 - 3.4	2.0 - 2.6

PART XIII: AWARDS, CERTIFICATES AND TRANSCRIPTS

44.0 Conferment of Awards

- 44.1 The Board may award certificates for Diplomas and Certificates Level programmes or other awards to qualified students.
- 44.2 The conferment of all awards shall be done by the Chairperson of the Board or in his absence, any such person duly approved by the Board during a graduation ceremony as scheduled in the College Almanac.
- 44.3 Signatories of certificates shall be the Chairperson of the Board and the Principal while signatories of Transcripts shall be the Principal and Examination Officer.
- 44.4 The Board shall approve the award or recognition of best student for each programme of studies, over all best student for each programme provided that such students have not sat for any supplementary examinations or repeated module(s).
- 44.5 Candidates proposed for best student award must possess GPA of not less than 3.0 for NTA Level 4 and 5 and GPA of not less than 4.5 for NTA Level 6.
- 44.6 A best student should demonstrate good behaviour and should not have been found or have pending proceedings or charges against him in relation to any breach of the Students Bylaws 2021 (as amended) and/or these Regulations (as amended) or found guilty of criminal offence by any courts of law.
- 44.7 After deliberations by the Management Academics Committee, names of best students will be submitted to the Examinations Committee of the Board of Governors for deliberation and onward recommendations to the Board.

45.0 Certificates and Transcripts

- 45.1 A certificate shall be issued by the College only once for the same award.
- 45.2 Any certificate awarded by the College shall remain the property of the College and any alteration without the College written approval will constitute an offence.
- 45.3 Upon application for a transcript, a student or former student shall be provided with a transcript which will shows his academic performance record.
- 45.4 Any final year student desirous of obtaining certificate and/or transcript shall submit a duly signed clearance form.
- 45.5 Transcripts shall be issued to candidates after approval of examination results by the Board.
- 45.6 The grade and grade letters of all modules taken by a student shall appear in the transcript.
- 45.7 A fee shall be payable for issuance of a transcript as prescribed by the Board from time to time.

46.0 Names on Academic Certificates and Transcripts

- 46.1 Certificates and transcripts shall be issued in the names as they appear in the student's Certificate of Secondary Education (CSE).
- 46.2 A graduate shall be entitled to be awarded a certificate and transcript bearing the name of a programme which he was admitted.
- 46.3 A graduate is required to verify the names, grades and other information on his transcript and/or certificate upon issuance. Any certificate and/or transcripts with incorrect information shall be returned for corrections to the College.

46.4 A request for correction of information on a transcript or certificate shall require payment of prescribed fee unless the error was made by the College.

47.0 Collection of Academic Documents by an Authorized Representative

47.1 In special circumstances, upon request a graduate may designate another person to collect on his behalf academic documents upon duly filling the prescribed **Authorization for Collection of Certificate Form** appearing in **SCHEDULE 14**.

47.2 The designated representative shall present a copy of the filled form during collection of academic documents.

48.0 Power to Revoke issued Academic Transcript and/or Academic Certificate

48.1 In the event that, an anomaly is discovered on the legitimacy of the academic certificate and/or transcript previously issued to a graduate, the Board may revoke on good cause the academic certificate and/or transcript and/or any award that was conferred to such a graduate.

48.2 For the purpose of Regulation 48.1, the phrase good cause means conclusive evidence on forgery, plagiarism, cheating in examination(s), impersonation, and fabrication of examination results or other similar acts.

48.3 In making the decision stated under Regulation 48.1, the Board shall receive recommendations from Academic Committee of the Board.

48.4 Before the recommendations are sent to the Academic Committee of the Board, the Principal shall form a special committee which shall:

- (1) Inquire on the process of issuance of academic transcript and/or certificate to the person in question.
- (2) Ascertain the possibility of omission, negligence or wilful misconduct on part of any person involved in the process of preparation and issuance of academic transcript and/or certificate.
- (3) Recommend on necessary measures, including disciplinary measures if any, to remedy the anomaly.

49.0 **Re Issuance of Academic Certificate and/or Transcript**

49.1 Any person who graduated at the College may submit a written request to the Principal for re-issuance of an academic certificate and/or transcript where the original certificate and/or transcript has been lost or partially/totally destroyed.

49.2 The applicant's written request shall be accompanied by:

- (1) Police loss report.
- (2) An affidavit duly witnessed and stamped.
- (3) Evidence of publication of the loss in a public magazine (for lost certificate)
- (4) Evidence of payment of prescribed fees.

49.3 The Principal may authorize in writing that a copy of the certificate be re-issued with the award as appearing in the original certificate.

49.4 The replacement certificate will be issued after three (3) months from the date of publication of the loss including destruction of the certificate. In the event the certificate has been partially destroyed and is partially recognisable, the replacement may be issued within a period of three (3) months from the date of request.

49.5 Such re-issued certificate shall be marked "**DUPLICATE**" across it.

50.0 **Disposal of Examination Answer Booklets**

50.1 All used examination answer booklets may be destroyed after twenty-four (24) months by adhering to the Records and Archives Management Regulations, 2007.

50.2 The Office of the Registrar concerned shall, with respect to examination answer booklets:

- (1) Create and maintain adequate records of actions and transactions affecting examination answer booklets.
- (2) Ensure the above records are properly maintained while waiting for any appeal or final disposal.

- (3) Initiate disposal of used examination answer booklets that have been stored by their departments for more than twenty-four (24) months.
- (4) Witness and keep close control over final disposal of examination answer booklets to ensure the confidential nature of contents of answer booklets remain inviolate
- (5) Pending final disposal, the Office of the Registrar shall ensure all information contained in examination answer booklets remain inviolate and protected from misuse or abuse.

51.0 Authentication of Academic Certificate and/or Transcript

- 51.1 Requests for authentication of academic documents may be made to the College by employers, or other parties. The written request (official letter) may be submitted physically to the Principal or through College email account (pbcc@ports.go.tz) or through postal address.
- 51.2 The normal timeline for authentication process shall not exceed two (2) weeks from the date of receipt of the request.

PART XIV: MISCELLANEOUS

52.0 Amendments of these Regulations

These Regulations may be reviewed where need arises and the amendments shall become effective upon approval by the Board of Governors.

53.0 Conflict of Rules and Repeal

53.1 In the event of any conflict and/or lacuna in these Regulations, NACTVET's laws and regulations shall prevail.

53.2 The Examinations Regulations, 2021 are hereby amended to the extent provided herein and these revised Regulations which incorporates all changes shall become applicable on the date approved by the Board.

**Approved by
the Board of Governors:**

.....

(name)

Chairperson of the Board of Governors

.....

Dr. Lufunyo S. Hussein

Principal/Secretary

Dar es Salaam

Date.....



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY



BANDARI COLLEGE DAR ES SALAAM

APPLICATION FOR POSTPONEMENT OF EXAMINATION(S) FORM

PART A: TO BE COMPLETED BY THE STUDENT

Please complete all sections in this form and return it to the Examination Office:

1. Surname 2. First Name(s)
3. Student Registration No.
5. Programme..... 6. Academic Year 7. Semester.....
9. Physical Address: Tel No. Email address.....
10. Sponsorship of Student (Put a tick): TPA Sponsored ☐ Private ☐
HESLB ☐ MET fund ☐ Others ☐
11. Type of Examination(s) being Postponed (Test, Semester Exam/Supp. exam)
Name of Module being postponed..... Module Code
12. Reasons for wishing to postpone your Examination(s): *(Please tick the box with appropriate reason and attach proof):*
☐ Academic reasons ☐ Work related reasons
☐ Health reasons ☐ Family problem
(Must be verified by Medical Officer)
☐ Others
- ¹13. Provide in the space below a detailed explanation as to why you wish to postpone your Examination(s). You may attach a letter if the space provided is not enough (The information you give will be treated confidential).

¹ Please note that postponed examinations should be done in the same academic year/semester, otherwise all Continuous Assessment marks will be cancelled.

.....
.....
.....

14. With whom did you discuss your decision to postpone Examination(s)? (Please tick relevant boxes)

☐ Head of Department	☐ Employer
☐ Student's Welfare officer	☐ Your family / parents
☐ Other	

If you ticked "Other" please give details below:

.....
.....
.....

(Please attach a valid copy of student ID)

15. **Student Signature:** **Date:**.....

PART B: FOR COMPLETION BY COLLEGE OFFICIALS

16. Comment / Recommendation from HoD (Please indicate the student's previous years' academic status, current academic progress and class attendance)

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.....
.....

Signature..... **Date**.....

17. Approved/Disapproved by the Registrar

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.....
.....

Name:..... **Signature**..... **Date**.....

SCHEDULE 2



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY**



BANDARI COLLEGE DAR ES SALAAM

INTERNAL MODERATION OF TESTS FORM

Department:.....

Course:.....

Test Moderated (Test1/Test 2):.....

Module Code and Name:.....

No.	Item	Yes	No	(Please specify the problem and make your comments)
Question Papers				
1.	Does the cover page provide clear details and instructions to the candidates?			
2.	Do the questions align with the time allocated?			
3.	Do the questions reflect the competencies indicated in the assessment plan?			
4.	Are the questions appropriate to the NTA level being assessed?			
5.	Are the questions clear and unambiguous?			
6.	Are the marks allocations for questions appropriate?			
7.	Is numbering of pages and questions correct?			
Model Solutions				
8.	Are the proposed solutions submitted?			
9.	Are the answers accurate including calculations?			

No.	Item	Yes	No	(Please specify the problem and make your comments)
10.	Are the salient points described (or listed) for the answers to descriptive questions?			
11.	Is the distribution of marks clear?			

Internal Moderator's Name**Signature:** Date:.....

Module Instructor's Name:.....**Signature**.....Date:.....



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM**



INTERNAL MODERATION FORM

1. Preliminary Information

Name of the Department:
(E.g., TCMO)

Programme:
(E.g. BTCSPOM)

Academic Year and Intake:
(E.g. 2020/2021 September Intake)

Module Code and Name:
(E.g. GST 04101-Business Mathematics)

2. Examination Paper Format

S/N	Item	Please comment on Adherence to the Format
1.	Front page of examination paper	
2.	Sections of examination question paper	
3.	Number of questions set	
4.	Number of questions to be attempted	
5.	Type of examination (e.g., semester/ supplementary)	
6.	Font style and size (Arial 12)	

3. Question to Question Analysis and Other Information

S/N	Item	Yes /No	If No, Please Provide Reasons
1.	Does the cover page provide clear instructions to the candidates?		
2.	Are the questions within the module content (as per provided module outline and Assessment Plan)?		

3.	Do the questions provide adequate coverage of the module content as provided in the assessment plan?		
4.	Are the questions clear and unambiguous?		
5.	Do the questions align with the time allocated?		
6.	Is numbering of pages and questions correct?		
7.	Are the questions appropriate to the level being assessed?		
8.	Are the marks allocated for questions appropriate?		
9.	Are the questions challenging and allowing creative responses from students?		
10.	Do the questions reflect the competencies indicated in the assessment plan?		

4. **Marking Guide**

S/N	Item	Yes/No	If No, Please Provide Reasons
1.	Are the answers/solutions correct and accurate including calculations?		
2.	Are the solutions corresponding to the respective question in the question paper?		
3.	Are the salient points described (or listed) for the answers to descriptive questions?		
4.	Are the answers/solutions structured with breakdown of marks?		
5.	Are the allocated marks distributed fairly?		

5. **General Recommendations**

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6. **Moderator's Declaration**

S/N.	Moderator's Name	Signature	Date
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1.			
2.			
3.			

External Examiner's Name.....

Signature.....

Date.....



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MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM

SCHEDULE 4



EXTERNAL EXAMINER'S PRE-MODERATION REPORT FORM

SECTION 1: PARTICULARS OF PRE-EXAMINATION MODERATOR

- 1.1. Module Code:
- 1.2. Module Name:
- 1.3. Moderator's Name:
- 1.4. Name of Organization:
- 1.5. Postal Address:
- 1.6. Phone No.

SECTION 2: QUESTION PARTICULARS

- 2.1. Does the examination adhere to the examination format provided in the assessment plan?

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- 2.2. Does the examination cover the Assessment Plan adequately?

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- 2.3. Are the Questions within the module contents (As per provided Assessment Plan)?

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.....

- 2.4. Are the examinations questions clear and free from ambiguity?

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2.5. Are the proposed solutions/answers correct and corresponding to the examination questions?

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2.6. Is the level of the examination appropriate for the NTA Level being examined?

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2.7. Are the lengths of the examination questions commensurate with the total time allocated for the examinations?

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2.8. Is there enough balance of questions with various levels of difficulty?

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.....

2.9. Is the marking scheme (distribution of marks) fair?

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.....

2.10. Any other information concerning the questions paper and marking guide

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.....
.....

External Examiner's Name.....

Signature.....

Date.....



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MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM



EXTERNAL EXAMINER'S POST MODERATION REPORT FORM

SECTION 1: GENERAL INFORMATION

- 1.1. Module's Code:
- 1.2. Module's Name:
- 1.3. Moderator's Name:
- 1.4. Name of Organization:
- 1.5. Postal Address:
- 1.6. Phone No.

SECTION 2: COMMENTS ON THE EXAMINATION

2.1. Comments on the Model Answers/Solutions

2.1.1. Correctness and thoroughness of the model answers/solutions

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.....

.....

2.1.2. Common errors, weaknesses or strength

(a) General strengths on the answers

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(b) Specific areas of strengths noted

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(c) General weaknesses/common errors

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(d) Specific examples and instances of weaknesses/errors noted

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2.2. Comments on Candidates' Performance

2.2.1. Overall performance of candidates in the question paper

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2.2.2. Quality of answers and accuracy of solutions given by candidates

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2.2.3. Common errors/weaknesses or strength

(a) General weaknesses/common errors observed

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(b) Specific examples and instances of common weaknesses noted

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(c) Areas in which the candidates were strong

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(d) Possible causes for good performance or poor performance

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2.3. Recommendations for improvement of future Examination Performance

2.3.1. Students

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2.3.2. Instructors

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2.3.3. Internal Markers (if Others)

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2.3.4. Any other general comments (if space provided is not enough, please attach extra document)

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External Examiner's Name:.....

Signature:.....

Date:.....



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY**



BANDARI COLLEGE DAR ES SALAAM

EXAMINATION SECURITY DECLARATION FORM

We hereby certify that the question papers packaged relating to paper:
(Module Code) of (Module Name) was opened in the
presence of the candidates on (Date) at (Time) and at the
time of opening the seals on the packet were intact.

Examination Venue:

- 1) Name of InvigilatorSignature Date:.....
- 2) Name of InvigilatorSignature Date:.....
- 3) Name of CandidateSignature Date:.....



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM



EXAMINATION ATTENDANCE SHEET

ACADEMIC YEAR: _____ SEMESTER: _____

PROGRAMME: _____ VENUE: _____

MODULE NAME: _____ MODULE CODE: _____

EXAMINATION DATE: _____

TIME: FROM _____ TO: _____

S/N	REGISTRATION No.	EXAMINATION No.	BOOKLET NO	CANDIDATE'S SIGNATURE
1.				
2.				
3.				
4.				
5.				

1. TOTAL NUMBER OF BOOKLETS COLLECTED: _____

2. INVIGILATOR'S NAME AND SIGNATURE

i. _____

ii. _____

3. COMMENT (In case of any exam. Irregularity):

4. NAME AND SIGNATURE OF EXAMINATION OFFICER RECEIVING THE ATTENDANCE SHEET

Name _____

Signature _____



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MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY**



BANDARI COLLEGE DAR ES SALAAM

INVIGILATOR'S REPORT: EXAMINATION INCIDENT/ILLNESS REPORT FORM

1.0. Preliminary Information

1.1. Academic year: **and Semester:**

1.2. Date: **and Duration:**

1.3. Venue:

1.4. Information of Question Paper, Number of Candidates and Examination Answer Booklets

S/N	Module Code	Module Name	Total No. of Candidates	No. of Absent Candidates	No. of Script Enclosed
1					
2					
3					
4					

1.5. Invigilators

1) Name: Signature: Date:

2) Name: Signature: Date:

3) Name: Signature: Date:

4) Name: Signature: Date:

1.6. Supervisor's Name **Signature:** **Date:**

2.0. Incidences during Examination Session

S/N.	Candidate's Name	Exam. No.	Programme (e.g.) BTCSPM)	What happened/ Incident*	Action Taken (specify)**
1					
2					
3					
4					
5					

*What happened/incident:

- (i) Illness
- (ii) For other reasons
 - a)
 - b)

**Action may be taken:

- (i) Allowed to continue with exam
- (ii) Not allowed to continue with exam
- (iii) Reported to the supervisor
- (iv) Others (specify)
 - a)
 - b)

2.1. The following candidates were permitted to leave the examination room with my permission and accompanied by one of the invigilators and were away for period stated (use extra sheet where necessary)

S/N.	Name of Candidate	Exam. No.	Time		Remarks
			out	in	
1					
2					
3					
4					
5					

3.0. Invigilator's Comments (If any)

.....

4.0. Supervisor's Comments (If any)

.....

Supervisor's Name.....Signature: Date:



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MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY

SCHEDULE 9



BANDARI COLLEGE DAR ES SALAAM

EXAMINATION IRREGULARITY REPORT
(Offences)

Name of Candidate:

Programme:

Examination Number:

Examination Venue:

Module's Code and Name:

Type of Examination: (e.g. Semester/Supplementary/Test)

Nature of Irregularity:

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.....
.....

Candidate's Signature.....Date.....

As Witnessed

(Witnesses' names and signatures as applicable)

We collectively certify on the occurrence of the irregularity.

S/N	Name	Position	Signature
1		Invigilator	
2		Invigilator	
3		Candidate	
4		Other	

Action Taken:

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Additional Comments:

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Name and Signature of Invigilator:

Date and Time:

SCHEDULE 10

EXAMINATION IRREGULARITIES AND PENALTIES
Examination Irregularities which are Offences
(Made under Regulations 33.4)

These listed incidents are examination irregularities which are offences and will attract penalties as provided hereunder:

S/N	OFFENCE	PENALTY
1.	Possession or access to unauthorized materials such as papers, books, notes, electronic equipment and any other device (other than approved device) in the examination room.	Nullification of all examination results of the respective NTA Level.
2.	Talking to another student or any person inside or outside the examination room, during the examination session, without the permission of the invigilator.	Nullification of examination results of the specific module.
3.	Allowing any other student to copy answer(s) or any matter from his answer booklet/answer script or render in any manner any assistance to another student in solving question(s) or a part of question set in the question paper.	Nullification of all examination results of the respective NTA Level.
4.	Found with or using books, notebooks or papers or any other matter while outside the examination room but during the examination hours before he has handed over his answer book to the invigilator.	Nullification of all examination results of the respective NTA Level.
5.	Writings on any other piece of paper, or body parts or anywhere else, a question set in the paper or anything connected with a question set in the paper or solution thereof.	Nullification of examination results of a specific module.
6.	Passing on/receiving or attempting to pass on or receive during the examination, a copy of 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 candidate.	Nullification of examination results of the specific module for all involved candidates.
7.	Possession of solution to a question set in the paper in connivance with any member of	Nullification of all examination results of the respective NTA Level.

S/N	OFFENCE	PENALTY
	supervisory or any other staff or outside third party.	
8.	Leaving the examination room without submission of answer booklet to the invigilator, hiding, sneaking out with the answer booklet or taking out or arranging to send out an answer booklet or continuation sheet, disposing off an answer book or any part thereof or the continuation sheet or part thereof during or after the examination with or without the help or connivance of any person connected with the examination room or of any third party within or outside examination room.	Nullification of all examination results of the respective NTA Level.
9.	Writing outside the examination room an answer booklet or continuation sheet for a student, and sneak with it into the examination room or replace the answer booklet of the candidate after the examination.	Nullification of all examination results of the respective NTA Level.
10.	Misconduct or misbehave towards the invigilator or any member of the supervisory staff such as shouting, insulting, physical attacking, disobeying of instructions.	Nullification of all examination results of the respective NTA Level.
11.	Impersonating a student or another student in an examination.	(i) Nullification of all examination results of the respective NTA Level and (ii) Disqualification of a student from sitting any College examination for period of one (1) year. (iii) The student for whom impersonation was attempted shall be given penalties (i) and (ii) above. (iv) If non-BCD student, he shall be reported to the TPA Auxiliary police.

S/N	OFFENCE	PENALTY
12.	Forging ID or examination number, using a forged document or another person's signature for purposes of seeking entry into the examination room or sitting an examination.	(i) A student shall immediately be evicted from the examination room and (ii) Nullification of all examination results of the respective NTA Level.
13.	Approaching or influencing directly or indirectly a member of the College staff regarding his cheating case.	Nullification of examination results of a specific module.
14.	Swallowing or attempting to swallow a note or paper or snatching or cause disappearance or destroy any unauthorized material or evidence of an examination offence or cheating during examination.	Nullification of examination results of the respective NTA Level.
15.	A student whose examination results for two modules are nullified in the respective NTA Level.	(i) Nullification of examination results of the respective NTA Level. and (ii) Disqualification of a student from appearing to any Bandari College examination for a period of one (1) year.
16.	Causing any form of disturbance or nuisance in or near any examination room without justifiable reasons.	(i) Nullification of examination results of a specific module for the candidate inside the examination room (ii) For the student who is outside or near examination room, appropriate disciplinary measures shall apply as per Students Bylaws.
17.	Any candidate who walks out of an examination room in protest or incites or instigates other candidates to protest or refuse to do any examination.	Nullification of examination results of the respective NTA Level.
18.	Any candidate who takes part in any acts of refusal or protest against holding an examination.	Nullification of examination results of the respective NTA Level.

S/N	OFFENCE	PENALTY
19.	Any form of or kind of dishonesty or falsification for the purpose of gaining any unfair advantage in the examination.	Nullification of examination results of a specific module
20.	Refusal to hand over to the Invigilator any evidence of commission of an examination offence in his possession when ordered to do so.	Nullification of examination results of the respective NTA Level.
21.	Getting out of the examination room without prior permission from the invigilator.	Nullification of examination results of the respective module.
22.	Found or possession of examination paper or examination question(s) before the conduct of examinations.	(i) Nullification of examination results of the respective NTA Level. and (ii) Disqualification of a student from appearing to any Bandari College examination for a period of one (1) year.
23.	Stealing, aiding, abetting or causing leakage of examination.	Nullification of examination results of the respective NTA Level.
24.	A candidate who absconds examination.	Nullification of examination results of the respective semester.
25.	For cases of unfair means not covered by these Regulations, the Board may impose punishment according to the nature of offence as recommended	

CONFISCATION OF UNAUTHORISED MATERIALS FORM

Name of Programme:

Module's Code & Name:

Date:

Time of Incident:

Examination Venue/Room:

Instructor/Invigilator:

Student Information

- **Name:**
- **Student Reg. No.:**
- **Department:**

Unauthorized Material Details

- **Type of Unauthorized Material:** (Check all that apply)

- (i) Mobile Phone/Tablet []
- (ii) Smartwatch []
- (iii) Cheat Sheet/Notes []
- (iv) Textbook []
- (v) Electronic Device (specify):
- (vi) Others (specify):

Description of Unauthorized Material [Provide a detailed description of the material confiscated, including size, content, and any identifying marks.]

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Circumstances of Discovery

- **Location of Unauthorized Material:** [Describe where and how the material was found, e.g., "in the student's pocket," "on the desk," "hidden under the exam paper."]

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- **Student's Explanation:** [Document the student's response or explanation when the unauthorized material was found.]

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Action Taken

- **Confiscation:** [Describe the action taken regarding the confiscation of the unauthorized material.]

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Description of Unauthorized Material [Provide a detailed description of the material confiscated, including size, content, and any identifying marks.]

.....

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Circumstances of Discovery

- **Location of Unauthorized Material:** [Describe where and how the material was found, e.g., "in the student's pocket," "on the desk," "hidden under the exam paper."]

.....

.....

.....

- **Student's Explanation:** [Document the student's response or explanation when the unauthorized material was found.]

.....

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.....

Action Taken

- **Confiscation:** [Describe the action taken regarding the confiscation of the unauthorized material.]

.....

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.....

Signatures

- **Invigilator/Instructor Signature:**
- **Student Signature:**
- **Date:**



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY



BANDARI COLLEGE DAR ES SALAAM

COMPLAINT FORM AGAINST EXAMINATION RESULTS

Students Name:

Registration Number:

Examination Number:.....

Programme:

Academic Year:..... Contact/Phone Number:.....

Nature of Complaint(s):

Module Code	Module Name	SE/SUPP	Instructor's Name

Please briefly explain the nature of the complaint(s):

.....
.....

Student's signature..... Date Submitted

FOR OFFICIAL USE

Module Code	Module Name	CA	SE/SUPP	Total	Instructor's Name

Action taken

.....
.....
.....

SIGNATURE:

DATE:



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY



BANDARI COLLEGE DAR ES SALAAM

APPEAL AGAINST EXAMINATION RESULTS FORM

Student's Name

Examination Number

Programme

Academic Year Contact/Phone Number.....

Nature of complaint(s):

ModuleCode	Module Name	SE/Supp	Current Score	Name of Instructor

Please briefly explain the nature of the complaint(s):

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Student's signature: Date submitted:

FOR OFFICIAL USE

Module Code	Module Name	Previous Score	New Score	Total	Instructors Name

Action Taken:

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SIGNATURE:
(Head of Department)

DATE:



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY**



BANDARI COLLEGE DAR ES SALAAM

**THIRD PARTY AUTHORIZATION FORM FOR COLLECTION OF CERTIFICATE AND
TRANSCRIPT**

PART A: FOR COMPLETION BY THE STUDENT

1. I..... a student of Bandari College for the
programme/course of
which I completed in hereby authorize
..... to collect my certificate and/or transcript on
my behalf.

2. **Reason for delegating collection:**

.....
.....
.....
.....

3. **Student's Information:**

- (i) Nationality:
(ii) Country of Residence:
(iii) Physical Address:
(iv) Mobile Phone Number:

4. **Third Party's (Student's Authorized Representative) Information:**

- (i) Full Name:
(ii) Nationality:
(iii) Country of Residence:
(iv) Physical Address:
(v) Mobile Phone Number:
(vi) ID type and number:

(Please attach copies of the ID cards for both the student and the authorized representative. i.e., National ID Card or Driving license or Passport or RGZ Residence ID)

5. Student's Signature:Date:

PART B: FOR COMPLETION BY COLLEGE OFFICIALS

6. Comment/Recommendation from the Examination Officer

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Name.....Signature..... Date.....

7. Comment/Recommendation from the Registrar

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Name.....Signature..... Date.....

8. Approval/Disapproval by DP-ARC

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Name.....Signature.....Date.....