

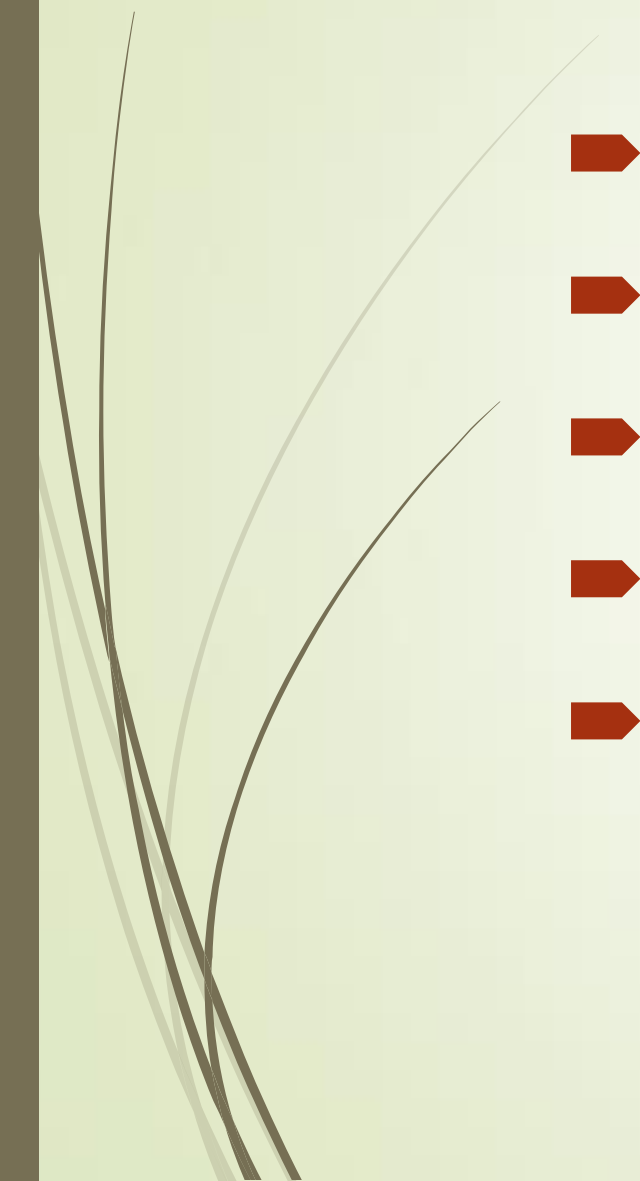


# **REGULATIONS ON THE CONDUCT AND ADMINISTRATION OF TEVET EXAMINATION AND ASSESSMENTS**

**CORNELIA C MUWEZWA**  
**TEVETA**




# ORDER OF PRESENTATION

- ➡ INTRODUCTION
  - ➡ ROLES OF HEADS OF INSTITUTION
  - ➡ INVIGILATORS AND THEIR DUTIES
  - ➡ CERTIFICATION
  - ➡ EXEMPTIONS IN TEVET PROGRAMMES
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## MANDATE



- IN ACCORDANCE WITH THE PROVISIONS OF THE TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING (TEVET) ACT NO. 13 OF 1998 AND TEVET (AMENDMENT) ACT NO. 11 OF 2005, ONE OF THE FUNCTIONS OF TEVETA IS TO ADMINISTER TEVET EXAMINATIONS
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# THE ROLES OF HEADS OF INSTITUTION



The Head of the institution shall be responsible for the general organization and preparation for the examination and assessments; which includes but not limited to the following:

- ➡ 6.6.1 Appointment of local invigilators who are accredited by TEVETA either as trainers, examiners or assessors.

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- 6.6.2 Orientation of local invigilators on the invigilation guidelines.
  - 6.6.3 Ensuring that all local invigilators sign an oath of secrecy.
  - 6.6.4 Orientation of candidates to examination and assessments regulations.

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- 6.6.5 Ensuring all candidates are properly registered for examination and assessment and have Examination and Assessment numbers.
  - 6.6.6 The Head of institution shall be the custodian of examination and assessment question

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- 6.6.7 The Head of institution shall ensure that practical examination and assessment materials are procured before commencement of examinations and assessments, as specified in the practical materials lists. Where an institution fails to procure practical examination and assessment materials on time, the institution shall bear the cost of extra days for the examiner/assessor.

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- 6.6.8 The Head of the institution shall not engage practical examiners or assessors without authority from TEVETA.
  - In an event that an institution engages practical examiners or assessors without written authority, results from such an assessment shall be declared null and void.







# **DUTIES OF THE INVIGILATORS**


The invigilator shall be responsible for the fair and proper conduct of the TEVET examination and assessment within and in the vicinity of the examination and assessment room.



**8.1 Before commencement of Examination and assessments the invigilator shall;**



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- 8.1.1 Check the tamper evident bags of question papers and ascertain that they are intact and report any discrepancies to the Head of institution.
  - 8.1.2 Check the examination and assessment room and remove any materials that may contain Information that would aid candidates e.g. drawings, charts. Envelopes, notes,




pieces of paper etc.

- 8.1.3 Search the candidates as they enter the examination and assessment room to ensure that no candidate enters with unauthorized materials.
  - 8.1.4 Ensure candidates are not allowed into an examination and assessments room with mobile phones, electronic communication devices or any item with smart technology functionality.
  - 8.1.5 Open tamper evident bags
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- question papers in the presence of the candidates and distribute them five minutes before the examination and assessment begins and sign a declaration form on the state of the question papers.
  - 8.1.6 Ensure that candidates identify themselves using National Registration Cards/Passports, college identity cards and an examination and assessment entry slip issued by TEVETA as proof for having entered for the examination and assessment.

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- 8.1.7 The invigilator should remind candidates to carefully read instructions given on each question paper before they begin answering. Candidates shall be given five (5) minutes to read through the examination question paper before the start of the examination.

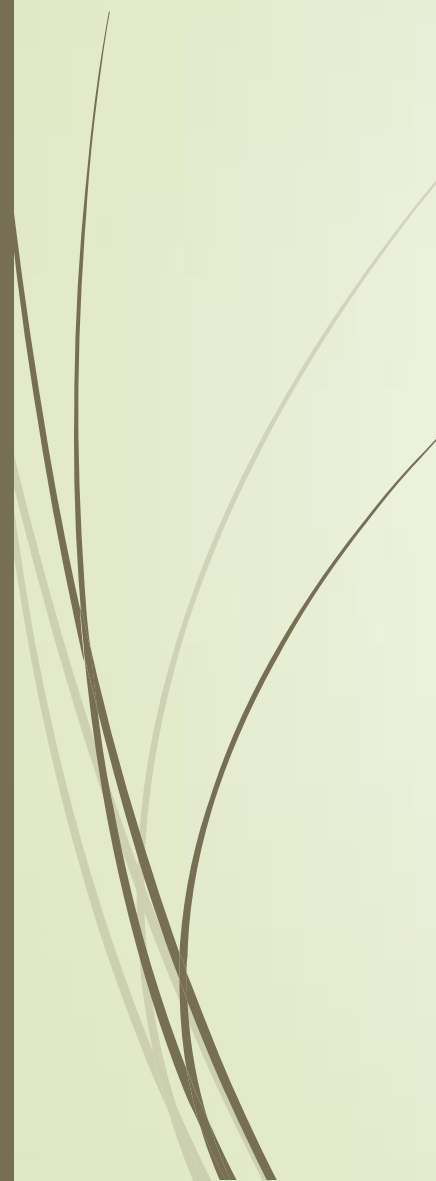




## **8.2 During the Examination and assessments, the invigilator shall;**

- 8.2.1 Ensure that no candidate shall attempt to access information from other candidates answer sheet or pass information of any type to other candidates in any manner.
- 8.2.2 Not make any remarks on candidate's answer scripts and shall not assist any candidate in answering






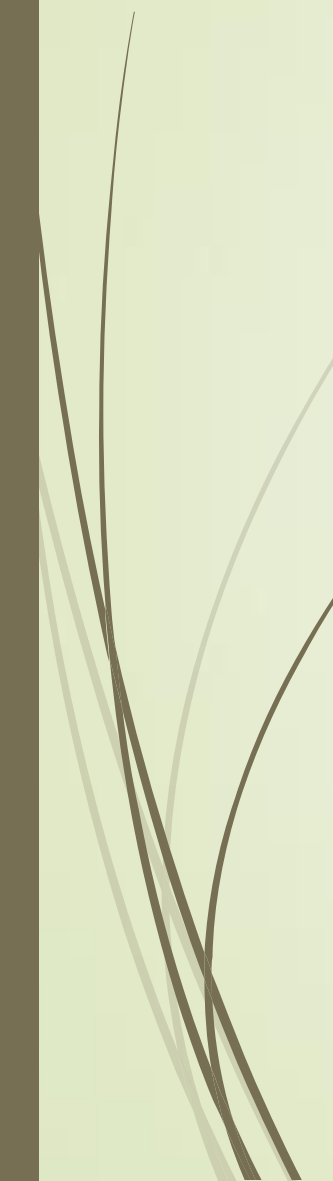
examination and assessment questions.



- 8.2.3 Be vigilant throughout the examination and assessment to ensure that candidates are not aiding one another.
  - 8.2.4 Ensure that candidates are not left without being monitored during the examination and assessment period.
  - 8.2.5 A candidate who arrives late for the examination and assessment shall at the discretion
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- of the Invigilator be admitted given up to 30 minutes after the beginning of the examination and assessment, but no extra time shall be allowed.
  - 8.2.6 Ensure that no candidate shall leave the examination and assessment room until one (1) hour after starting time of an examination and assessment unless the duration of the paper is one hour or less.




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- 8.2.7 No candidate shall be allowed to leave the examination and assessment room 30 minutes before the end of the examination.
  - 8.2.8 Ensure that no other persons are allowed to loiter or enter the examination and assessment room when examination and assessment are in progress.

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- 8.2.9 Ensure that no examination and assessment paper is taken outside the examination and assessment room when examination and assessments are in progress, not until after 24 hours.
  - 8.2.10 Ensure that any candidates wishing to go to the toilet shall be escorted and inspected on re-entry to the examination and assessment room by an invigilator of the similar gender. An invigilator shall use his/her discretion to allow more than one candidate to go to the toilet.

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- 8.2.11 Ensure that there is no exchange of question papers or answer scripts between candidates during the examination and assessment.
  - 8.2.12 Ensure that no form of discussion between candidates is allowed during the examination and assessment period.




# CERTIFICATION

- 13.11.1 A candidate shall be certified within six months of successful completion of the programme of study.
  - 13.11.2 A candidate found in possession of forged transcript of results or certificate shall be reported to law enforcement agencies for prosecution.
  - 13.11.3 Anyone in possession of erroneously or dubiously issued certificates or transcript of results shall immediately notify TEVETA and surrender the said documents or face prosecution.
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## CERTIFICATION cont'd

- 13.11.4 TEVETA reserves right to recall all qualifications which have been erroneously issued.
- 13.11.5 No amendments shall be affected after certificates have been printed.





# Verification and Authentication of Transcript of Results and Certificates:

- a) Transcript of results and certificates shall be authenticated in confidence upon request by employers and other institutions which shall require such information.
- b) A fee shall be charged for verification and authentication of Transcript of results and certificates.





# Replacement of Certificate and Transcript of Results

- A replacement of transcript of results or certificate shall be issued only in the following circumstances:
  - (i) Loss of said document
  - (ii) Damage to the said documents

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- (b) In order to obtain a replacement of transcript of results or certificate, a candidate:
    - (i) Shall obtain a police report certifying that the certificate or transcript of results has been lost or destroyed.



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- (ii) Shall obtain an affidavit on the loss or damage of the transcript of results or certificate from commission of oaths.
  - (iii) Pay applicable replacement fees as shall be prescribed by TEVETA.



# EXEMPTIONS IN TEVET PROGRAMMES

## ➤ 14.1 APPLICATION FOR EXEMPTIONS

- 14.1.1 Eligible Candidates shall apply for exemptions with TEVETA at the time of admission for the programme they wish to pursue, within eight (8) weeks after commencement of training. Application form which can be downloaded from TEVETA website shall be accompanied by the following, but not limited to:



## EXEMPTIONS cont'd

- ➡ (i) Certified copies of transcripts of results or certificates
- ➡ (ii) Application letter specifying exemptions being sought
- ➡ (iii) Detailed syllabus of course attended.



## EXEMPTIONS cont'd

- 14.1.2 Exemptions shall only be granted for prior learning completed not more than five years prior to the application submission date.
- 14.1.3 Only candidates who have successfully completed a course of study shall be eligible to apply for exemption into other related programmes.
- 14.1.4 Exemption shall not be granted for modules in the award year



## EXEMPTIONS cont'd

- 14.1.5 Exemptions shall not be awarded in core modules of the programme.
- 14.1.6 TEVETA reserves the right to limit the number of modules in which to grant exemptions
- 14.1.7 Applicants shall be informed of the outcome of their exemption application in written within the first term



**THANK YOU FOR LISTENING**