

REGULATIONS

on

Conduct & Administration of TEVET Assessments & Examinations

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Presentation Roadmap



- Introduction
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- Candidate enrolment & registration
- Continuous Assessment (CA) Management & Uploading on LDMS
- Appeals for CA, examinations
- Examination Malpractices
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Introduction



- TEVETA's main functions are to regulate, monitor and coordinate TEVET in consultation with industry, employers, workers and other stakeholders.
- Its functions are drawn from the TEVET Act No. 13 of 1998 and TEVET (Amendment) Act No. 11 of 2005.
- One of the functions is to administer TEVET examinations and assessments.

Purpose of Guidelines



- To ensure proper enrolment of candidates for examination and assessments.
- To ensure proper conduct and security of examination and assessments.
- To ensure examination and assessment fees are collected in a timely manner.
- To uphold the credibility of TEVET qualifications.

Candidates Enrolment on the LDMS



- TIs to enrol candidates on LDMS 8 weeks after commencement of first term (cf. minimum entry requirements per programme) *
- Heads of TIs to ensure that only applicants who paid enrolment fees are enrolled
- TEVETA will reject applicants who do not comply with the minimum enrolment requirements & resubmissions of rejections should be done by the institution within 14 days

Candidates Enrolment on the LDMS Cont'd



- Print and display enrolment registers for students to verify & corrections to be made within 7 days after approval by TEVETA.
- Register candidates for examination & assessments on dates prescribed *
- Print examination/assessment registers 7 working days after the closing date for verifications by candidates.
- Examination/assessment fees to be deposited directly into the TEVETA account using online payment system*

Candidates Registration for Examinations/ Assessments



- Register candidates for examination & assessments on dates prescribed *
- Print examination/assessment registers 7 working days after the closing date for verifications by candidates.
- Examination/assessment fees to be deposited directly into the TEVETA account using online payment system*
- Ensure ONLY applicants who show proof of payment of examination/assessment fees will be registered for examinations with TEVETA.

Candidates Registration for Examinations/ Assessments Cont'd



- Candidates NOT fully registered will NOT sit for our examination/assessment (they're illegal)
- Examination/assessment scripts for illegal candidates allowed to sit for an examination/assessment by their institutions will NOT be marked
- Illegal candidates will re-sit for subjects written
- TIs should ensure only registered candidates sit for examinations/assessments to avoid any inconveniences

Continuous Assessment (CA) Management & Uploading on LDMS



- Preparation of continuous assessment (CA) instruments (tests, assignments and projects) in line with the syllabus is the responsibility of TIs
- Moderation of CA instruments for validity should be done by the VP/TM/HoDs before it is uploaded on the LDMS
- A quality assurance system of CA should be designed & implemented by TIs.
- TEVETA will verify CA quality assurance system & results twice in an academic year*
- Plagiarized CA assignments will be null and void

Continuous Assessment (CA) Management & Uploading on LDMS Cont'd

- TIs shall **upload** candidate CA results on LDMS at the end of every academic term*
- TIs that cannot upload CA online should come to TEVETA 2 weeks before due date to guided & upload the CA
- Weightage of CA = 10% assignments & 30% Tests
- In cases where CA results are not submitted to TEVETA, final summative results shall **NOT** be processed.
- Hard copies or emailed copies of CA results are NOT accepted
- TEVETA receives too many queries e.g. a) missing CA, b) wrong name/NRC on LDMS, c) wrong CA

Appeals & Queries



- Examination/assessment appeal window is **3 months** after publication of results
- Heads of TIs have the responsibility to check for results errors/omissions for candidates & report these to TEVETA
- Addition of name(s) or initials after results have been published will NOT done.
- Only spelling errors/wrong NRC will be amended on statement of results/certificate when requested
- Corrections (name error/NRC) are done at a fee *

Examination/assessment malpractices

- Evidence of tempering of examination/assessment question papers to be reported to the DG & ZP by the head of TI immediately it is observed *
- Head of TI will investigate the tempering of the examination/assessment question paper and send a report to Director General TEVETA within 24 hours
- Persons involved in tempering of examination/assessment question paper tamper evident bags shall be reported to Zambia Police.
- Persons involved in impersonation of a candidate will be reported to Zambia Police for prosecution

Examination/assessment malpractices Cont'd

- Candidates are NOT allowed to enter an examination/assessment room with mobile phones or any item with smart technology functionality
- Once found in the examination/assessment room:
 - i) The devices shall be forfeited to TEVETA
 - ii) A candidate to sign an admission of guilt form
 - iii) Candidate to be expelled immediately from the entire examination/assessment session, the Head of the TI to inform Director General TEVETA in writing *
 - v) A candidate involved in an examination/assessment malpractice shall be not allowed to sit for TEVET examination/assessment for **3 years**

Examination/assessment malpractices Cont'd

- TEVETA reserves the right to withhold/release or nullify results of the examination/assessment for any candidate or centre suspected of having been involved in examination or assessment irregularity or misconduct pending completion of investigations and the final disposal of any consequent disciplinary action or other proceeding cases.
- TEVETA shall cancel any examination and assessment if the script answer booklet tamper evident bags are found to have been tempered.

Examination Malpractices & Penalties

Malpractice	Malpractice Description	Penalties
Premeditated Cheating	1) Unauthorized materials in the examination room e.g. i) pre-prepared answers, ii) notes, and iii) other manual/ electronic devices	i) Nullify all results for the affected candidates
		ii) Candidate barred from writing TEVETA examinations for 3 years
	2) Impersonation – someone writing an examination on behalf of another candidate	i) Nullify all the results for the affected candidate
		ii) Report the impersonator/affected candidate to police for further proceedings
	3) The affected candidate barred from writing examinations for 3 years.	

Examination Malpractices & Penalties Cont'd

Malpractice	Malpractice Description	Penalties
Assistance	1) Candidate is being assisted by someone in the institution to write an examination	1) Nullify all the results 2) Affected candidate barred from writing examinations for 3 years.
	2) Candidate submitting two answer scripts with different hand writings	1) Nullify all the results 2) Affected candidate barred from writing examinations for 3 years
	3) Where a candidate submits two answer scripts with the same handwriting	Give candidate the lowest mark from the two scripts
Copying	One candidate copies from the other candidate without the knowledge of the originator	Nullify the results in the affected subject for the candidate who was copying

Examination Malpractices & Penalties Cont'd

Malpractice	Malpractice Description	Penalties
Collusion	Two candidates connive to copy from each other	Nullify results in the affected subject/s for both candidates
Widespread Cheating	All candidates or a group of candidates at an examinations centre have similar answers	<p>In all cases:</p> <p>i) The first time- Nullify results for all candidates in the affected subjects and warn the centre</p> <p>ii) The second time – Nullify results for all the candidates in the affected subjects and suspend the centre</p> <p>iii) The third time – Nullify results for all candidates in the affected subjects and close the centre</p>

Examination Malpractices & Penalties Cont'd

Malpractice	Malpractice Description	Penalties
Prior Knowledge or Leakage	Candidates having access to question papers prior to examination	i) Nullify all the results in the affected subjects
		ii) Candidates barred from writing TEVETA examination for 3 years.
Substitution	A candidate or someone else removes from the tamper evident bags the script originally submitted by the candidate and replaces it with another done by the candidate or another person inside or outside the examination room, during or after the period of examination	i) Nullify all the results
		ii) Candidates barred from writing TEVETA examinations for a period not exceeding three (3) years

Examination Malpractices & Penalties Cont'd

Malpractice	Malpractice Description	Penalties
Misconduct	Writing false personal details on the examination answer booklet	i) Nullify the results in the affected subjects and caution the affected candidate
	Use of abusive language- where the candidate writes insults to examining body.	Caution the candidate



THANK YOU FOR YOUR TIME!!

QUESTIONS