



CHATO COLLEGE OF HEALTH SCIENCE AND TECHNOLOGY

A constituent of Chato Health Foundation Tanzania Limited

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GENERAL EXAMINATIONS REGULATIONS

- i) Unless otherwise stated, the regulation shall apply to all academic programmes at Chato College of Health Science and Technology.
- ii) Examination Sessions shall be dully indicated in the college Almanac.
- iii) All College Examinations shall be centrally administered by Coordinator of Academic, Research and Consultancy.

A: REGISTRATION FOR EXAMINATIONS

- i) A candidate shall be required to register for the course he/she admitted for at the beginning of the academic year and pay the required fees as per regulations.
- ii) No special fees shall be charged for Examinations provided the prescribed fees were paid at the beginning of the academic year or semester or a candidate has paid all the fees by installments up to the end of that semester.
- iii) A Candidate Shall be issued with a college examination card by the Executive Secretary at least one week before Examination date after being cleared all tuition fees from the finance department.
- iv) No candidate shall be Issued Examination Card unless he/she paid all required fees up to the end of Semester.
- v) A Candidate shall be required to carry his/her Examination Card at all times during the Examinations in questions.
- vi) The Candidate shall not be allowed to enter Examination hall if he/she does not have the examination Card.

B: ELIGIBILITY FOR EXAMINATION

- i) A candidate shall be eligible for college examinations if:
 - (a) He/she has attended 85% of all lectures/seminars and Practicals/Clinical Sessions
 - (b) His/her performance in continuous assessment has been satisfactory for the course for which the examination is being held.

- ii) Academic coordinator/Head of Department may bar a student from attempting an examination if she/he is not satisfied with the Candidate's attendance or performance.
- iii) Where the student who has barred in accordance with Regulation as stipulated enters the examination room and sits for examination, his/her results in the paper shall be declared null and void.
- iv) When the student discontinued/suspended from studies on disciplinary grounds in accordance with college regulations or students by laws and the execution of such discontinuation is not stayed, he/she will not be eligible for any form of assessment under these regulations.
- v) Where a student, who without reasonable cause, fails or refuse to comply with any such requirements he/she shall be deemed to be disqualified for any assessment or Examinations during the period in questions.

C: ABSENCE FROM EXAMINATIONS

- i) A Candidate who deliberately absents himself/herself from any examination or examinations without compelling reasons he/she shall be discontinued from studies.

D: POSTPONEMENT OF EXAMINATIONS

- i) A candidate may be allowed to postpone an examination on grounds of serious illness supported by a doctor's medical certificate of which the document will be verified by the examination council of the college, Financial problems, or any other reason which in the opinion of the council on the recommendation of the Managing Director or Coordinator for Academic or Clinical subject coordinator is strong enough to prevent one from sitting for examinations.

E: BOARD OF EXAMINERS

- i) Chato College of Health Science and Technology shall have the Examination Board which will be responsible for examination matters which will consist of Coordinator of Academic, Research and Consultancy who will be the chairperson, Head of Departments, Clinical coordinator and Managing Director or Executive Secretary in the absence of Managing Director.
- ii) External Examiners will be appointed by National Council for Technical Education (NACTE) in Collaboration with ministry of Health and Sociowelfare.

F: FORMS OF EXAMINATIONS

- i) Each End of Semester Examinations or Final Examinations Shall include the following components:-
 - a. Theory part
 - (i) Paper One: - which shall consist of multiple choice questions and short answer questions.
 - (ii) Paper Two: - which shall consist of essay questions.
 - b. Practical, Clinical examinations & Objective Structured Clinical Examination (OSCE).
 - c. Viva voce/ Oral Examinations.
- ii) The Scheduled timetable of examination shall be announced two weeks before the start of examinations but may change within examination period under the special circumstances.
- iii) Candidate who are referred and required to do supplementary examinations shall be re-examined in the referred subject(s) at a time to be determined by the council or in particular cases by the relevant department or college Board as the case may be, which shall be not less than one month in case of internal/semester examination, BUT in case of Final or National examination shall be determined by respective authority e.g. NACTE or Ministry of Health and Sociowelfare.

G: EXAMINATION IRREGULARITY

- i) Unauthorized absence from examination room
- ii) Passing or receiving verbal or written communication from another candidate or any other source during the examinations
- iii) Possession of any unauthorized materials in or around the examination room
- iv) Exchanging script and question papers, allowing copying or copying from another candidates' answers
- v) Causing disturbance in or around the examination room
- vi) Disobeying orders, or instructions given by invigilators
- vii) Any form of cheating is unauthorized behavior
- viii) Unauthorized borrowing of materials such as pens, pencils, calculators, rulers or other related materials from other candidates during examinations
- ix) Leakage of examinations in any form
- x) Any other act which contravenes these Regulations

H: PROCEDURES FOR HANDLING EXAMINATION IRREGULARITIES

- i) When the invigilator finds that a candidate is committing an examination irregularity, he/she shall outline the allegations on the prescribed form and shall require the candidate to sign it agreeing or disagreeing with the allegations. Where the candidate refuses to sign any of the options, he/she shall not be allowed to continue with the examination and shall be dismissed from the examination room;
- ii) After the conclusion of the examination, the invigilator shall report the examination irregularity to the Coordinator of Academic, Research and consultancy for further action;
- iii) The coordinator of Academic, Research and Consultancy shall, on consultation with examiners of the subject, have the power to summon the students and members of Academic staffs/Council, as it deems necessary and make decisions, subject to confirmation by the Board;
- iv) The decision made thereof shall immediately be communicated to the candidate who engaged to the incidence.

I: DISCIPLINARY ACTION AGAINST EXAMINATION IRREGULARITY

- i) Subject to confirmation by the college Board, any candidate found guilty of bringing unauthorized material into the examination room in any part of examination process shall be deemed to have committed an examination irregularity and shall be discontinued from studies
- ii) Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole examination for that semester and shall be discontinued from studies
- iii) Any candidate found guilty of causing disturbance in or near an examination room shall be deemed to have committed an examination irregularity and to have failed in the whole examination in that semester and shall be discontinued from studies
- iv) Where the candidate refuses to sign the Invigilator's report of any commission of examination irregularity, he/she shall be deemed to have failed in the whole examinations for that semester and shall be discontinued from studies
- v) Where the candidate is aggrieved by the decision of the college Council may, within seven days after the publication or release of results, appeal to the College Board in accordance with college regulation
- vi) The Board may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of

the irregularity constituting the offence, as the Board may deem appropriate

vii) In any event of examination leakage the following will be done:-

- (a) The examination will immediately be cancelled
- (b) Another examination paper shall be prepared and done within the allowed time (no delay)
- (c) Disciplinary action shall be instituted to any college employee found of causing the leakage in any circumstances

J: GRADING SYSTEM OF CHATO COLLEGE OF HEALTH SCIENCE AND TECHNOLOGY

(MARKS, LETTER GRADES AND GRADE POINTS)

Marks (Percentage)	Letter Grade	Grade Points	Remarks
75-100	A	4.4 - 5.0	Excellent
70-74	B+	3.5 - 4.3	Very Good
60-69	B	2.7 - 3.4	Good
50-59	C	2.0 - 2.6	Satisfactory
45-49	D	1.5 - 1.9	Poor
0-44	E	0.0 - 1.4	Very Poor