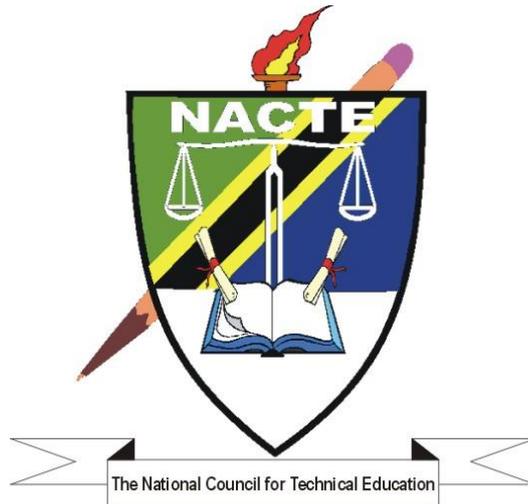


**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**



**Regulations for Assessment Conducted by
NACTE and Autonomous Technical Institutions**

EDITED VERSION

July 2016

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**REGULATIONS FOR ASSESSMENT CONDUCTED BY NACTE AND
AUTONOMOUS TECHNICAL INSTITUTIONS**

ARRANGEMENT OF REGULATIONS

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PART I

Preliminary

Regulation Title	Regulations
1 Citation	1(1) These regulations have been made under Clause Part II, 4(S) of the National Council for Technical Education Act, Cap. 129
	1(2) These Regulations should be read in conjunction with the General Policy Framework for Assessment Conducted by NACTE and Autonomous Technical Institutions
	1(3) These Regulations may be cited as the Regulations for Assessment Conducted by NACTE and Autonomous Technical Institutions, 2016 and shall come into operation on the date of publication.
2 Power to Amend	2(1) Where the NACTE Council is of the opinion that it is necessary or expedient to do so it may, by order for reasons to be recorded in writing, amend any of the provisions of these Regulations items with respect to any case or category of cases.
3. Assessment	3(1) The Council may appoint any institution to deal with all matters related to conduction of assessments on its behalf. 3(2) The appointed institution shall abide to NACTE policies, regulations and procedures in dealing with all matters related to assessments.
4. Mode of Examination	4(1) Where the examination is a closed book examination, no unauthorized material will be allowed in the examination room. In this regulation the unauthorized materials are those mentioned under regulation 13(1b).

PART II

Regulations for Assessment Conducted by NACTE

Regulation Title	Regulations
	<p>4(2) Where the examination is an open book examination subject to regulation 3(1) above</p> <p style="padding-left: 40px;">a) specified books or other materials may be permitted to be taken into an examination room, such materials will be limited to those specifically nominated by the Examination Setter and such materials will be listed on the examination paper rubric</p> <p style="padding-left: 40px;">b) the invigilator or other authorised person will inspect any such materials to ascertain that they do not contain any unauthorised materials.</p>
5. Admissions to Examinations	<p>5(1) No candidate from any technical institution shall be eligible to take the examination of the Council in modules requiring continuous assessment unless he/she has completed 80% of attendance or otherwise allowed by the institution for reasons approved by the Council.</p> <p>5(2) The Head of the technical institution shall be the competent authority to condone a deficiency of attendance up to 25% attendance subject to approval of the Executive Secretary of the Council.</p> <p>5(3) The following may be considered valid reasons for recommending the cases under Clause 4(2).</p> <p style="padding-left: 40px;">(a) Prolonged illness;</p> <p style="padding-left: 40px;">(b) Loss of parent/guardian or some other such incident leading to absence from the institution which merits special consideration; and</p> <p style="padding-left: 40px;">(c) Any other reason of serious nature.</p>

6. Date and Duration of Examination	6(2) In case where the duration of written examination is not stated in the curriculum, it shall at least be two hours for NTA Level 4 and 5, two and half hours for NTA Level 6 and three hours for NTA Level 7 up to 9.
7. Chances to Appear at the Examination	<p>7(1) Provided that the candidate had informed the Executive Secretary within 30 days of the commencement of the Council examination of inability to appear at the examination on account of illness along with a medical certificate of a recognized Hospital or other compelling and justifiable reasons, additional chance or chances shall be immediately next when such an examination is offered.</p> <p>7(2) In case a candidate is admitted in a recognized hospital due to sudden illness or injury during the course of examination, a chance may be awarded to him/her for appearing in missed examination(s) when such an examination is offered provided the medical certificate of the candidate is countersigned by the approved Medical Officer recognised by the Council.</p>
8. Transfer of Candidature	8(1) Transcript shall be used to evaluate the award of the candidate who has applied for transfer of candidature.
9. Use and Appointment of Amanuensis	<p>9(1) The amanuensis must be a person of lower level than the one for which the candidate is taking the examination.</p> <p>9(2) The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward immediately to the Executive Secretary, a report giving full particulars of the candidate and of the amanuensis for his/her consideration and approval.</p> <p>9(3) The Superintendent shall arrange a suitable room for the disabled candidate and appoint one special invigilator to supervise his/her examination.</p> <p>9(4) A blind or physically handicapped or spastic candidate will be provided service of an amanuensis free of charge. The cost shall be borne by Council.</p>

<p>10. Examination Fee, Mode of Payment and Refunds</p>	<p>10(1) Fee shall be paid in full in favour of the Executive Secretary, NACTE through Bank Account or electronic payment manner as prescribed by the Council from time to time.</p> <p>10(2) Proof of payment should be presented to the Executive Secretary who shall issue a receipt to the technical institution before commencement of examination</p> <p>10(3) Fee once paid shall not be refunded</p>
<p>11. Examinations Centres</p>	<p>11(1) The Head of the Examination Centre should ensure that the Centre environment meets NACTE provisions and is conducive for entire examination duration</p>
<p>12. Conduct of Examinations</p>	<p>12(1) Every recognized institution shall contribute at least one invigilator for every 40 candidates or part thereof appearing at such examination from the institution concerned, for invigilation of the examination in that centre.</p>
<p>13. Identification and Dealing with Examination Irregularities</p>	<p>13(1) Subject to confirmation by NACTE Council, any candidate found guilty of alleged unauthorized absence from examination, bringing/using unauthorized material(s) into the examination room in any part of the examination process or found guilty of cheating in relation to any part of the examination process or found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity. In this regulation;</p> <p>(a) unauthorized absence include going out of examination room, temporarily or otherwise, staying out of the examinations room for an unduly long period, without authority or permission of the invigilator or one of the invigilators for the examinations in question.</p> <p>(b) unauthorized material includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, soft drinks (except where water is permitted) and</p>

	<p>alcoholic drinks and any other material as may be specified from time to time by the Council/appointed institution</p> <p>(c) Cheating in examination includes any form or kind of communication in or outside the examination room, dishonesty or destruction or falsification of any evidence of irregularity</p> <p>13(2) Such a candidate shall be allowed to complete all the examinations as per the time table and be brought to the institutional hearing committee immediately after completion of the examinations.</p> <p>13(3) Subject to confirmation by the hearing committee, a candidate found guilty of committing an examination irregularity shall be suspended for a period of not more than three months pending approval by the institutional advisory board.</p> <p>13(4) Subject to approval by the Institutional Advisory Board, the suspended candidate shall be discontinued from studies</p> <p>13(5). After the case has been approved by the Institutional Advisory Board, the Council shall be notified of the case and its decision.</p>
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<p>14. Setting and Marking of Examinations</p>	<p>14(1) The persons appointed as paper setters shall possess the qualifications for technical teachers as set by the Council from time to time.</p> <p>14(2) Each examination paper shall be accompanied by detailed marking scheme, which should be revisited by markers before starting marking.</p> <p>14(3) Examinations shall be moderated by a team of moderators consisting of eminent technical teachers having at least three (3) year experience in the concerned field of study to see their correctness and consistency with curriculum and also re-marking/checking the correctness of marked scripts.</p> <p>14(4) Moderators shall submit a report to the Council for improvement of both examinations papers as well as the marking schemes.</p>
	<p>14(5) The marking shall be conducted in panels consisting of markers with proven integrity from the respective programme at such centres as approved by the Council from time to time</p> <p>14(6) The panel of markers shall consist of serving instructors of recognized technical institutions, with experience of at least three (3) years of teaching the respective programme, recommended by the Head of the institutions.</p> <p>14(7) The Council shall appoint Chief Markers for various modules/programmes from amongst panel of markers who shall be responsible for ensuring proper marking as per the norms prescribed by the Council.</p> <p>14(8) A person to be appointed as Chief Marker should possess a teaching experience of not less than five years.</p> <p>14(9) All answer books shall be deemed as confidential document and no person except those authorized by the Council shall be permitted to handle the same.</p>
<p>15. Score Lists</p>	<p>15(1) No other person except those authorised by the Council shall</p>

	<p>be permitted to handle the score lists.</p> <p>15(2) No person shall be authorised to change the marks already in the score lists. Discrepancies, if any, identified during verification shall be communicated to the Executive Secretary through a separate written communication.</p>
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<p>16. Publication of Results</p>	<p>16(1) The results from technical institutions shall remain provisional pending approval by the Council</p> <p>16(2) The results may be published on notice boards, newspapers, information systems or websites at the discretion of the Council. The anonymity of the student must be protected in publishing results e.g. using the student’s examination number rather than names.</p> <p>16(3) The published results will indicate the grades obtained by the candidate while the marks obtained by him/her shall be kept in the office of the Council for records.</p> <p>16(4) The Council shall not, except in its absolute discretion, communicate with candidate’s agent or parents, or any other person claiming to act on behalf, on matters related to examination results.</p>
<p>17. Supplementary and Special Examinations</p>	<p>17(1) A candidate failing in a supplementary Continuous Assessment (CA) shall be required to re-take the module(s) when next offered, provided that he/she passes at least 50% of the total modules.</p> <p>17(2) A candidate who fails in semester examination that is scoring below pass mark, shall be required to sit for supplementary examination for the failed module(s), provided that his/her GPA results is not below 2.0, unless stated otherwise in the respective curriculum.</p> <p>17(3) A candidate failing in a supplementary semester examination shall be required to re-take the respective module when next offered, provided that the candidate attains a GPA of at least 2.0.</p> <p>17(4) NTA level 7 students are allowed to carry-over a maximum of three modules of the first academic year (first and second semesters) while undertaking second academic year module</p>

	<p>(third and fourth semester)</p> <p>17(5) NTA level 7 students who have failed more than three modules in the first academic year (first and second semesters) shall re-take the failed modules and pass before undertaking second academic year module (third and fourth semester).</p> <p>17(7) No candidate shall be allowed to sit for an examination of the passed module for the purpose of improving the Grades.</p>
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18. Remuneration	<p>18(1) When a third marker is appointed by the Panel Leader in the event of a difference of opinion between the Chief Marker and ordinary markers, the third marker shall be remunerated according to the rates set by the Council after taking into account the nature of the work involved.</p> <p>18(2) Chief Marker may re-examine more answer books in theory as well as practical examinations to his/her satisfaction, but he/she shall not be paid for more than the prescribed percentage of answer books without obtaining a prior sanction of the Panel Leader.</p> <p>18(3) Panel Leader to his/her satisfaction may instruct Chief Marker to re-examine more than the prescribed percentage of answer books and claim remuneration for it at the rates prescribed by the Council.</p>
19. Dereliction of Duty	<p>19(1) The Executive Secretary after satisfying him/herself that a person assigned any confidential work has not discharged the same to the satisfaction of the Council or has misused his/her position to the detriment of smooth and fair conduct of work, may impose any or all of the following penalties on him/her:</p> <ul style="list-style-type: none"> (a) Forfeit the whole or part of remuneration payable to him/her. (b) Disqualify him/her permanently or for a specific period from the assignment or any duty of the Council. (c) Initiate disciplinary action against him/her. (d) Initiate legal action against him/her.
20. Certification and Awards	<p>20(1) The issue of certification and awards shall be entirely at the discretion of the NACTE Council.</p> <p>20(2) The Executive Secretary, subject to the approval of the NACTE Council shall withhold or nullify an award of any candidate in proven cases of irregularity or any other forms of</p>

	<p>fraud, or to revoke, any certificate it has already awarded, and to require the awarded certificate to be returned to the Council.</p> <p>20(3) The Council shall set dates for issuing certificate and transcripts.</p> <p>20(4) In case of loss of certificate or transcript the applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the country where the loss is believed to have taken place.</p> <p>20(5) In case of loss or total destruction of the original certificate, the duplicate certificate shall not be issued until a period of 12 months from the application date has elapsed.</p> <p>20(6) In case of partial destruction of the original certificate or a copy, the duplicate certificate may be issued within a shorter period.</p>
<p>21. Right of Candidates to Appeal</p>	<p>21(1) The appeals shall be lodged within one (1) months from the date of release of the results.</p> <p>21(2) The Council shall establish, inform and charge a fee to a candidate who will wish to appeal.</p> <p>21(3) The Executive Secretary shall publish appeal results within time prescribed by the NACTE Council.</p>

PART III

Regulations for Assessment Conducted by Autonomous Technical Institutions

Regulation Title	Regulations
22. Mode of Examination	<p>22(1) Where the examination is closed book examination, no unauthorized material will be allowed in the examination room. In this regulation the unauthorized materials are those mentioned under regulation 31(1).</p> <p>22(2) Whereas the examination is an open book examination subject to regulation 22(1) above</p> <p>(a) specified books or other materials may be permitted to be taken into an examination, such materials will be limited to those specifically nominated by the examination setter and such materials will be listed on the examination paper cover sheet.</p> <p>(b) the invigilator or other authorised person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.</p>
23. Admissions to Examinations	<p>23(1) No candidate shall be eligible to take the examination of the autonomous technical institution in modules requiring continuous assessment unless he/she has completed 80% of attendance or otherwise allowed by the institution on sound approved reasons.</p> <p>23(2) Feedback on Continuous Assessment (CA) must be continuously provided to candidates and the cumulative CA marks must be shown to candidates before they sit for the examination. A copy of the Candidates' CA marks must be submitted to the office responsible for examination at least two weeks before the commencement of the examinations.</p>

	<p>23(3) The Head of the Autonomous Technical Institution shall be the competent authority to condone a deficiency of attendance up to 25% attendance subject to the satisfaction that missed competencies have been realised. The following may be considered valid reasons for condoning shortage of attendance.</p> <p>(a) Prolonged illness provided a certificate issued by a Medical Officer recognized by the Autonomous Technical Institution supports the application;</p> <p>(b) Loss of parent/guardian or some other such incident leading to absence from the Autonomous Technical Institution which merits special consideration; and</p> <p>(c) Any other justifiable reason approved by the Governing Board.</p> <p>23(3) An autonomous Technical Institution may restrict a candidate from taking an examination for any other justifiable reason as directed by the Governing Board.</p>
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24. Date and Duration of Examination	24(1) In case where the duration of written examination is not stated in the curriculum, it shall be at least two hours for NTA Levels 4 and 5, two and half hours for NTA Level 6 and three hours for other NTA Levels 7 up to 9.
25. Chances to Appear at the Examination	<p>25(1) A candidate allowed to be absent (authorized absence) from the end of Semester examination shall sit for special examination of the un-examined module(s) within the same academic audit unit and shall have to pass the respective examination(s).</p> <p>25(2) A candidate who absents oneself from any component of continuous assessment or fails to submit assignment(s) given during the continuous assessment without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.</p>
26. Admission to Examination of Persons with Physical Disabilities	26(1) Notwithstanding Regulation 23(1) the Autonomous Technical Institution may arrange a special examination for such candidate based on the nature of his/her disability.
27. Supplementary and Special Examinations	<p>27(1) A candidate failing in a supplementary Continuous Assessment (CA) shall be required to re-take the module(s) when next offered, provided that he/she passes at least 50% of the total modules.</p> <p>27(2) A candidate who fails in semester examination that is scoring below pass mark, shall be required to sit for supplementary examination for the failed module(s), provided that his/her GPA results is not below 2.0, unless stated otherwise in the respective curriculum.</p> <p>27(3) A candidate failing in a supplementary semester examination shall be required to re-take the respective module when next offered, provided that the candidate attains a GPA of at least 2.0.</p> <p>27(4) NTA level 7 students are allowed to carry-over a maximum of</p>

	<p>three modules of the first academic year (first and second semesters) while undertaking second academic year modules (third and fourth semester)</p> <p>27(5) NTA level 7 students who have failed more than three modules in the first academic year (first and second semesters) shall re-take the failed modules and pass before undertaking second academic year modules (third and fourth semester)</p> <p>27(6) The highest grade for all supplementary examinations shall be the lowest pass mark of “C”.</p> <p>27(7) No candidate shall be allowed to sit for an examination of the passed module for the purpose of improving the Grades.</p>
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28. Exemption from Practical Examination	28(1) Autonomous Technical Institution shall have power to set an alternative examination to practical examination that adequately measure the required skills of the candidate based on the nature of disability.
29. Conduct of Examinations	<p>29(1) A candidate shall be responsible for maintaining an awareness of dates of normal, supplementary and special examinations.</p> <p>29(2) Neither mass action nor political pressure shall be entertained in examination matters.</p>
30. Identification and Dealing with Examination Irregularities	<p>30(1) Subject to confirmation by Governing Board, any candidate found guilty of alleged unauthorized absence from examination, bringing/using unauthorized material into the examination room in any part of the examination process or found guilty of cheating in relation to any part of the examination process or found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies. In this regulation:</p> <p>(a) unauthorized absence include going out of examination room, temporarily or otherwise, staying out of the examinations room for an unduly long period, without authority or permission of the invigilator or one of the invigilators for the examinations in question.</p> <p>(b) unauthorized material includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, iPad, tablets, computers, any other electronic device which has the capacity to store data, soft drinks (except where water is permitted), and alcoholic drinks and any other material as may be specified from time to time by the Autonomous Technical Institution</p>

	<p>(c) Cheating in examination includes any form or kind of communication in and outside the examination room, dishonesty or destruction or falsification of any evidence of irregularity</p> <p>30(2) Such a candidate shall be allowed to complete all the examinations as per the time table and be brought to the institutional hearing committee immediately after completion of the examinations.</p> <p>30(3) Subject to confirmation by the hearing committee, a candidate found guilty of committing an examination irregularity shall be suspended for a period of not more than three months pending approval by the Governing board.</p>
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<p>31. Setting and Marking of Examinations</p>	<p>31(1) The persons appointed as paper setters shall possess the qualifications for technical teachers as set by the Council from time to time.</p> <p>31(2) The marking shall be conducted in panels consisting of technical teachers with proven integrity from the respective programme.</p> <p>31(3) Each panel shall have a Chief Marker responsible for ensuring adherence to norms prescribed by technical institution.</p> <p>31(4) The external examiners must possess the qualifications for technical teachers and have at least five (5) year experience in the concerned field.</p> <p>31(5) The external examiners shall be responsible for pre-moderation of examination papers to see their relevance, correctness, and consistency with curriculum and also post-moderation of examinations scripts including re-marking/checking the correctness of marking and transfer of marks.</p> <p>31(6) External examiners shall submit a report to the technical institution for improvement of both examinations papers as well as the marking of scripts.</p> <p>31(7) All answer books shall be deemed as confidential document and no person except those authorized by the technical institution shall be permitted to handle the same.</p>
<p>32. Publication of Results</p>	<p>32(1) Technical institution may publish the provisional results of candidates in every examination. Under this regulation provisional result refer to examination results approved by other committees subject to the approval of the Governing Board of the technical institution. The results will become final results after approval of the Governing Board.</p> <p>32(2) The technical institution shall not, except in its absolute discretion, communicate with candidate's parents, or any other person claiming to act on behalf, on matters related to examination results.</p> <p>32(3) Candidates shall be responsible for maintaining an awareness of their academic performance.</p>

<p>33. Certification and Awards</p>	<p>33(1) The grading of marks and classification of awards shall be that of the Council, no technical institution is allowed to formulate or amend the same.</p> <p>33(2) The issue of certification and awards shall be entirely at the discretion of the Governing Board of the technical institution.</p> <p>33(3) The technical institution, subject to the approval of the Governing Board shall withhold or nullify an award of any candidate in proven cases of irregularity or any other forms of fraud, or to revoke, any certificate it has already awarded, and to require the awarded certificate to be returned to the technical institution.</p> <p>33(4) The Governing Board of technical institution shall set dates for issuing certificate and transcripts.</p> <p>33(5) In case of loss of certificate or transcript the applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the country where the loss is believed to have taken place.</p> <p>33(6) In case of loss or total destruction of the original certificate, the duplicate certificate shall not be issued until a period of 12 months from the application date has elapsed.</p> <p>33(7) In case of partial destruction of the original certificate or a copy, the duplicate certificate may be issued within a shorter period.</p> <p>33(8) A duplicate certificate shall be issued at a fee set by the Governing Board of Technical Institution.</p>
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	33(9) Design of certificate awarded by Technical Institution shall be subjected to the approval of the Council.
34. Right of Candidates to Appeal	<p>34(1) Appeal shall be lodged through the mechanism established by the Governing Board of the technical institution within fourteen (14) working days from the date of publication of the provisional results, unless otherwise as directed by the Governing Board of the technical institution.</p> <p>34(2) All appeals must be accompanied by a non-refundable appeal fee prescribed by the Governing Board of the technical institution, which may be reviewed from time to time.</p> <p>34(3) Appeals' results will be communicated to the candidate through means approved by the Governing Board.</p>