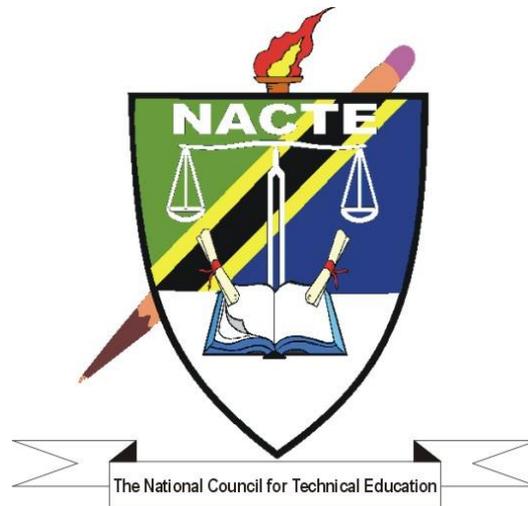


**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**



**General Policy Framework for Assessment
Conducted by NACTE and Autonomous
Technical Institutions**

Edited Draft

July 2016

FOREWORD

The process of training programme cannot be complete without evaluation. On the other hand, the student's academic or professional achievement acquired through formal teaching- learning process, cannot be complete without effective assessment process. Therefore, the measurement of academic or professional achievement of students is based on their successes in assessment. Therefore purpose of assessment is to determine whether students have successfully achieved the learning outcomes and fulfilled the academic requirements of the course and of the modules within it, as stated in the curriculum and in the Country's educational aims, and attained the standard required for the award to which it leads. The seriousness of such a measurement cannot be underestimated.

In order to produce the quality of output from technical institutions required for the labour market, the need for **General Policy Framework for Assessment Conducted by NACTE and Autonomous Technical Institutions** is imperative. Such Policy Framework will establish regulations and procedures under which examinations will be administered and conducted to all students in technical institutions and private candidates.

The National Council for Technical Education (NACTE) has thus developed the **General Policy Framework for Assessment Conducted by NACTE and Autonomous Technical Institutions**, which intends to establish efficient and effective tools for Administration of Examinations conducted by the Technical Institutions and the Council. The document is divided into three Parts. The first Part provides general provisions, while the second and third Parts outline General Policy Framework for Administration of Examinations conducted by the NACTE and Autonomous Institutions respectively.

This Policy Framework describes clearly conditions for administration of examinations for the purpose of maintenance of quality, consistency and integrity. For these reasons, the Policy Framework will be principal tool to the existing and future (new) technical institutions and/or institutions offering NACTE Programmes. The document is supplemented by Regulations for Administration of Examinations Conducted by NACTE and Autonomous Technical Institutions which when carefully read and properly

implemented will maintain coordinated and consistent examination practices across the board.

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CHAIRPERSON

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION

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PART I

General Provisions

1.0 Preamble

1.1 This document is a General Policy Framework for Assessment Conducted by NACTE and Autonomous Technical Institutions. It is divided into three Parts, namely Part I, Part II and Part III which encompass: General Provisions; General Policy Framework for Assessment Conducted by NACTE; and General Policy Framework for Assessment Conducted by Autonomous Technical Institutions.

1.1.1 This General Policy Framework for Assessment Conducted by NACTE and Autonomous Technical Institutions has been developed based on the powers and functions vested on NACTE by the establishment Act, Cap 129.

1.1.2 The framework sets principles to be followed in the Assessment conducted by NACTE and autonomous technical institutions, which shall be translated into regulations and procedures.

1.1.3 The framework is not intended to be prescriptive or exhaustive, but provides control, which will constitute good practice. In Part III, technical institutions may wish to adopt or modify depending on its own needs provided provisions made in this policy framework and its regulations are not violated.

1.1.4 In this framework, unless the subject or context otherwise requires words importing the masculine gender shall be taken to include feminine and those in singular shall include the plural and vice versa.

1.2 Definitions

In this Policy, unless the NACTE Establishment Act and context requires otherwise:

- a) Council refers to the National Council for Technical Education (NACTE).
- b) NACTE Council is the Governing Board of the NACTE.
- c) Governing Boards include Institutional Councils and Board of Directors.

- d) Technical Institution refers to the Technical Training Institution registered by the NACTE.
- e) Executive Secretary is the Chief Executive Officer of the Council.
- f) Autonomous Technical Institution is an institution declared autonomous in pursuance of Part II 6 of the NACTE Act.
- g) Assessment is the general term used for measuring students' performance on a course or module against the aims and objectives of that course or module
- h) Immoral act is an act not conforming to the patterns of conduct usually accepted or established as consistent with principles of personal and social ethics
- i) Curriculum: is a teaching and learning experiences taking place in learning institution and includes the aims and objectives of learning, what is taught, provided in terms of learning outcomes for realization of target qualification requirements, teaching and learning strategies for realization of outcomes, and form of assessment and evaluation.
- j) Evaluation: collection of, analysis and interpretation of information about any aspect of a programme of education or training as part of recognised process of judging its effectiveness, its efficiency and any other outcomes it may have.
- k) Institution is a technical institution, agency, ministry or professional body
- l) Confidential document is any document declared by the Council or institution to be confidential.
- m) Carryover module refers to carrying the failed or incomplete core or elective module respectively from lower level during the conduct of higher level provided that the student has passed by 80% of the required credits at the specific lower NTA level.
- n) Improving performance implies reseating the failed module or a current passed grade to a higher passed grade.

1.3 Interpretation of the Policy Framework

If any question arises as to the interpretation of the policy framework, the decision of the Council shall be final.

1.4 Handling of Disputes or Interpretation of Rules

1.4.1 Any dispute arising out of the interpretation of the rules and regulations of the Council or any other decision or order of the Council shall be subject to NACTE appealing procedures.

1.4.2 Any decision made by the Council on examination matters shall be the final and shall not be challenged in the Court of Law.

1.5 Confidentiality

Examination materials are considered secure documents and as such all examination items and related materials are considered confidential and shall not be released or shared in any forum outside of the testing/review setting.

1.6 Power to Amend

Where the 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, recommend to the Minister to amend any of the provisions of these policy framework items with respect to any case or category of cases.

PART II

General Policy Framework for Assessment Conducted by NACTE

2.0 Assessment

2.1 The Council shall prescribe from time to time the examinations to be conducted by NACTE.

2.1.1 The Executive Secretary may, however, order a special examination or re-examination in one or more modules any time as may be decided, according to the exigencies of the situation that may arise due to any examination malpractices or for any other reason or emergency and report the matter to the NACTE Council.

2.1.2 The examination shall be conducted at such Centres as may be approved by the Council from time to time and on such dates and at such time as the Executive Secretary may determine.

2.1.3 With the approval of the NACTE Council, the Executive Secretary may from time to time appoint in writing an institution(s) to conduct assessment on behalf of the Council.

3.0 Mode of Examination

3.1 Candidates for the examination may be examined by closed and/or open book examination through:

- (a) Written question papers which they shall be required to answer in writing.
- (b) Practical/Oral examinations as provided for in the curriculum of the respective modules.
- (c) Project reports or dissertations or theses.
- (d) Electronic examination which they shall be required to answer electronically.

- 3.1.1 Practical and Oral examination, unless otherwise specified, shall be carried out by the examiners appointed by the Council or any other institution appointed by the NACTE Council in such manner as the Council from time to time determine.
- 3.1.2 Wherever practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested, in the form prescribed by the Council, by the technical institution concerned and the same shall be produced or forwarded for purposes of evaluation in such manner and according to such directions as may be issued by the Council from time to time.
- 3.1.3 Examination conducted by appointed institution(s) shall be given to candidates concurrently at every centre at which the examination is administered.
- 3.1.4 Medium of instruction for all other than specific linguistic modules shall be English.
- 3.1.5 Documents that are not confidential shall be made available by the Council or appointed institution (s) for sale at such price and at such places as may be decided by the Executive Secretary or CEO of the appointed institution (s) and shall also be available at the office of the Council or appointed institution (s) for reference.

4.0 Admissions to Examinations

- 4.1 The examination shall be open to a candidate who has completed and passed the prescribed continuous assessment, and met minimum attendance requirements and other eligibility conditions, as prescribed from time to time by the Council.
 - 4.1.1 Technical institutions shall not detain eligible candidates from appearing in the examination of the Council except for justifiable reasons and with the permission of the Executive Secretary of the Council.
 - 4.1.2 Notwithstanding anything contained in this Policy no candidate who has been expelled or is still undergoing rustication or who has been barred from taking an

examination for having used unfair means or for any other reason shall be admitted to any examination of the Council.

5.0 Date and Duration of Examination

5.1 The Council shall set and publish the examination dates in such manner as directed by the NACTE Council.

5.1.1 The duration for an examination shall be as indicated in the curriculum.

6.0 Exclusion of any Candidate from Examination

6.1 The Council shall have the power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded in writing, if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.

6.1.1 If a candidate, after admission to an examination, commits an immoral act or is discovered to have committed an immoral act, which, in the opinion of the Council is such that had it come to their knowledge in time they would have excluded him/her from the examination, the Council shall;

(a) cancel his/her candidature from that examination and order that his/her results not be declared; and /or

(b) disqualify him/her permanently or for a specified period from appearing at examination.

6.1.2 If a candidate, subsequent to the issue of examination number in line with the NACTE examination regulations, is found to be ineligible to take the examination, his/her candidature shall be cancelled.

7.0 Chances to Appear at the Examination

Where the chances of a candidate to clear an examination are limited or a candidate has missed one or more chances to clear an examination on account of illness the Executive Secretary shall have the authority to grant an extra chance for valid reasons.

8.0 Admission to Examination of Persons with Physical Disabilities

8.1 Notwithstanding anything contained in any other regulation, the Council shall have power, in the case of permanently physically disabled person to;

- (a) provide services of a competent amanuensis free of cost for writing out the answers at the examination;
- (b) permit the answers to be typewritten by him/herself if the examinee so desires;
- (c) lay down any other method for assessing the examinee's academic ability and declare his/her result.

8.1.1 Provided that in each case, the examinee shall produce such evidence to the satisfaction of the Council as it may consider necessary, in proof of the statement that his/her permanent disability is such that he/she deserves to be considered for the above facilities.

9.0 Exemption from Practical Examination

Candidates with certain physical disabilities, such as blindness, deafness or dumbness, may be granted exemption from appearing in practical examination and be allowed to appear in any other alternative module in place of practical examinations and marks obtained in the alternative module be substituted for practical examination on proportionate basis unless otherwise stated in a respective curriculum.

10.0 Transfer of Candidature

Candidates applying for transfer of candidature and who have passed their examinations from any other recognized examining body/autonomous technical institution shall be required to submit transcript to the Council for evaluation.

11.0 Use and Appointment of Amanuensis

- 11.1 Amanuensis may be allowed in the following cases:
- (a) A blind or physically handicapped or spastic candidate;
 - (b) Sudden illness rendering the candidate unable to write, if so certified by a Medical Officer recognized by the Council.
 - (c) In the case of an accident rendering the candidate unable to write at the examination if certified by Medical Officer recognised by the Council.

11.1.1 The requirements of amanuensis shall be as stipulated in the examination regulations.

12.0 Examination Fee, Mode of Payment and Refunds

12.1 A candidate shall pay fee as prescribed by the Council from time to time.

12.1.1 All fees shall be payable as prescribed by the Council and shall not be negotiable or refunded or transferred.

12.1.2 The examination registration fee of all the candidates of technical institutions shall be deposited/remitted by the technical institution in one lump sum to the Council. The charges for depositing/remitting the same shall be borne by the respective technical institution.

13.0 Examinations Centres

13.1 The Council reserves the right to allot any examination centre to a candidate for his/her theory or practical examination or both. No institution/candidate can as a matter of right ask for any particular centre or challenge the centre allotted by the Council in any Court of Law.

13.1.1 Centres for the examinations shall be selected keeping in view the seating capacity of an examination centre, the object of fair conduct of examination or other administrative reasons.

13.1.2 A candidate shall take the examination at the Centre fixed by the Council unless he/she obtains prior written permission of the Council for the change.

13.1.3 The Council may allow change of centre in the following cases on payment of prescribed fee and application form:

- (a) If a candidate or his/her parent or guardian is transferred and the Head of the Office certifies the fact of transfer in which he/she or his/her parent or guardian is employed.

(b) If a student has joined an institution at some other place and his/her application has been received duly forwarded by the Head of the institution where the candidate has been admitted with date of admission.

13.1.4 On special circumstances, the Executive Secretary shall have the powers to change the examination centre upon approval of the Council.

13.1.5 A candidate who has appeared at an examination centre not allotted to him/her will have forfeited his/her eligibility for examination and the Council reserves the right to declare him/her 'Not Eligible' for the concerned examination and cancel his/her result.

14.0 Conduct of Examinations

14.1 Subject to the regulations and rules and directions framed by the Council, the Executive Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

14.1.1 The rules relating to the duties of supervisors and invigilators shall be issued from time to time.

14.1.2 The Council shall provide Examination guidelines for supervisors, invigilators and candidates.

14.1.3 Additional examination time may be given to candidates with physical disability at a rate to be prescribed by the Council depending on the type and degree of disability.

15.0 Disqualification from appearing in examination

15.1 The Executive Secretary shall have power to disqualify a person from appearing in any examination of the Council who is found guilty of:

- (a) tampering with his/her own certificate, or
- (b) Obtaining or attempting to obtain a certificate to which he/she is not entitled.

15.1.1 The period of disqualification will be determined by the Executive Secretary and the decision taken shall be reported to the NACTE Council.

16.0 Identification and Dealing with Examination Irregularities

16.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material(s) in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Executive Secretary who shall conduct an investigation as deems necessary and make decisions, subject to confirmation by the NACTE Council.

16.1.1 The Supervisor of the examination shall report to the Council without delay and on the day of occurrence if possible each case where use of unfair means in the examination is suspected or discovered with full details of evidence and explanation of the candidate concerned on the forms supplied by the Council for the purpose. In case of delay in sending the cheating cases, the centre Supervisor shall give detailed reasons for the delay.

16.1.2 In case of misconduct of a serious nature, the matter should be reported to the Police. If necessary, statements of the invigilator(s) and that of the policeman concerned may be obtained and sent to the office of the Executive Secretary for further action.

16.1.3 In case of impersonation, the Centre Supervisor should send to the Executive Secretary, particulars and statement of the person found impersonating the real candidate. He/she shall also report the matter to the police.

17.0 Setting and Marking of Examinations

17.1 The examination shall be set by examination setters appointed by the Council from time to time.

17.1.1 The Council shall appoint examiners for moderation of examinations from time to time.

17.1.2 Examination shall be marked in panels established by the Council from time to time.

17.1.3 Any person appointed for setting, moderating or marking of examination shall have to declare to the Council in case he/she has conflict of interest in such examination activity assigned to him/her and upon declaration the Council shall exempt him/her from the activity.

18.0 Score Lists

18.1 Score lists shall be confidential documents of the Council and shall be handled as stipulated in the respective Council provisions.

18.1.1 All score lists of the Council shall be destroyed two years after the declaration of results in the presence of the Examinations and Awards Committee.

19.0 Examination Results

19.1 The Council may appoint scrutinisers to scrutinise the examination results to ensure accuracy in posting scores and presentation of result.

19.1.1 Before declaration, the result of an examination together with a statement of performance in the whole examination and in each module for the current and the preceding year shall be submitted to the NACTE Council.

19.1.2 The Council shall not be responsible for non-receipt of any communication by a candidate or a technical institution with regard to the publication of the results.

19.1.3 The Council shall not be held responsible for any material or other loss incurred by a candidate, if for justifiable reasons delays the result of a candidate.

19.1.4 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.

20.0 Publication of Results

20.1 The examination results shall be published in grade determined by score range fixed by the Council for each level of award.

20.1.1 For obtaining the grade determined by the score range for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. And if a fraction is less than one-half, it shall be ignored.

20.1.2 The Council shall publish the result of an examination in such manner as directed by the NACTE Council.

20.1.3 The Council may declare the result of a candidate(s) as 'Withheld' due to inadequacy of data, lack of information from the candidate/technical institution/examination centre or receipt of inadequate fee from the candidate and any other reasons established by the Council.

20.1.4 For a candidate, whose result is withheld by the Council for want of any dues or due to non-compliance of any instructions, his/her candidature shall be reinstated provided that:

(a) has settled the discrepancy within a fixed time.

(b) has paid a prescribed fee per year as candidature re-instatement fee.

20.1.5 The Council shall normally declare the result of candidates whose results have been withheld within a reasonable time from the date of the clearance of the subject discrepancy using the authorized means of publication.

20.1.6 If a candidate whose result is withheld does not settle the discrepancy in his/her admission form within two (2) years from the date of declaration of result, his/her candidature shall be terminated.

21.0 Supplementary and Special Examinations

21.1 If a candidate qualifies in the practical but fails in theory examination or vice versa, where the two are separately reported, and there exists circumstances that require him/her to re-sit, he/she shall have the liberty to appear in failed

examination only in which case the marks obtained by him/her in the passed examination shall be taken into account unless otherwise stated in a respective curriculum.

- 21.2 A candidate failing a continuous assessment (CA) shall be required to supplement the CA of the module before sitting for the semester examination.
- 21.3.1 A candidate failing in semester examination shall be required to sit for supplementary examination.
- 21.3.2 The highest grade for all supplementary examinations shall be the lowest mark of C.
- 21.3.3 A candidate who fails to do an assignment or test in continuous assessment due to unavoidable circumstances, following approval by the Head of department, will be given special assignments and/ or tests to complete CA.
- 21.3.4 A candidate who fails to sit for supplementary examination due to reported genuine reason(s) shall be granted a chance to sit for the special examination when next offered or repeat the respective module

22 Maintenance of Answer Books

The answer books shall be maintained for a period of at least two years from the date of publication of final result and shall thereafter be disposed off in the manner as may be decided by the Council from time to time.

23 Maintenance of Confidentiality

Every person appointed by the Council for confidential work like paper setting, printing, typing or otherwise producing the copies of the question papers, moderating the question papers, marking the answer books, coordinating the work of examiners, handling the answer books, putting-fictitious number on the answer books, computing, scrutinizing or moderating the results or assigned any other confidential work shall maintain utmost secrecy of the Council work under oath and/or instructions.

24 Remuneration

Every person deployed by the Council for examination work will be paid honorarium or remuneration at the rates approved by the NACTE Council and/or applicable law of the Country.

25 Dereliction of Duty

If any person assigned any confidential work is found guilty of dereliction of duty or misuses of his/her position or otherwise detrimental to the smooth and fair conduct of work, he/she may be forthwith relieved of his/her duties by the Council and penalties imposed on him/her according to regulations.

26 Certification and Awards

26.1 Certification and Transcript

26.1.1 A candidate who has appeared in an examination of the Council and passed shall be given a transcript with a photo affixed on it subject to the payment of a fee prescribed by the NACTE Council from time to time.

26.1.2 A candidate who has appeared in the examination of the Council and passed shall only once be issued a certificate for the same award.

26.1.3 A candidate who has appeared for an additional module in a subsequent examination shall not be given a separate certificate or a combined transcript. Such candidate shall be given only a statement of grade in that module.

26.1.4 A Candidate is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

26.2 Statement of Results

26.2.1 The Council may issue statement of results to a candidate wishing to migrate to any Board/Council/University/Institute on payment of the prescribed fee.

26.2.2 A duplicate copy of the statement of results, if required by a candidate, may be issued to him/her by the Council on payment of the prescribed fee.

26.3 Duplicate Certificate

26.3.1 In the event of loss of original certificate a candidate may, on making an application to that effect on the prescribed form and payment of non-refundable requisite fee obtain a duplicate certificate marked “DUPLICATE” across it.

26.3.2 The applicant shall file an affidavit to that effect duly attested by a Public Notary and Commissioner for Oaths. In the event of recovery of the original certificate, the duplicate certificate shall be returned to the Council.

26.4 Rejection of Certificate and Awards

The Council has the power to revoke a certificate and/or award issued, for the reasons stipulated in the Examination Regulations.

27 Right of Candidates to Appeal

27.3 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any examination is alleged, no appeal shall lie in respect of any such examination on any other ground.

27.1.1 The decision of the Council on an appeal shall be final and conclusive and shall not be challenged in the Court of Law.

27.1.2 No candidate shall be entitled to any retrospective benefit by way of admission to any class/course /program or his/her eligibility for any scholarship, medal or such other benefit consequent upon any change in his/her result/marks.

28 Amendment of Results

The Council shall have the power to amend the result of a candidate if:

- (a) he is disqualified for using unfair means at the examination,
- (b) a mistake is found in his/her result,

- (c) he is a person against whom action could have been taken, had the facts come to the notice of the Council earlier, or
- (d) Any other justifiable reason approved by the NACTE Council

PART III

3.0 General Policy Framework for Assessment Conducted by Autonomous Technical Institutions

3.1 Assessment

- 3.1.1 The examinations conducted by autonomous technical institutions shall be prescribed in the curriculum approved by the Council.
- 3.1.2 An Autonomous Technical Institution may, however, order a special examination or re-examination in one or more modules any time as may be decided, according to the exigencies of the situation that may arise due to any examination malpractices or for any other reason or emergency and report the matter to the Governing Board.
- 3.1.3 The examination shall be conducted at conducive places meeting relevant criteria set by the Council from time to time.

3.2 Mode of Examination

- 3.2.1 Candidates for the examination may be examined by closed and/or open book examination through:
- (a) Written question papers which they shall be required to answer in writing;
 - (b) Practical/Oral examinations as provided for in the curriculum for the respective subjects.
 - (c) Project reports or dissertations or theses
 - (d) Electronic examination which they shall be required to answer electronically
- 3.2.2 Medium of instruction for all other than specific linguistic modules shall be English.
- 3.2.3 Assessment plan based on the Curriculum approved by the Council shall guide the setting of the examination in each module.
- 3.2.4 Documents that are not confidential for various modules shall be made available to students for reference.

3.3 Admissions to Examinations

- 3.3.1 The examination shall be open to a candidate who has completed and passed the prescribed continuous assessment, and other eligibility conditions, as prescribed from time to time by the Autonomous Technical Institution.
- 3.3.2 No candidate from any Autonomous Technical Institution shall be eligible to take the examination in modules requiring continuous assessment unless he/she has met a minimum required attendance.
- 3.3.3 Notwithstanding anything contained in this policy, a candidate may be restricted from taking an examination as prescribed in the Autonomous Technical Institution regulations approved by the Governing Board.

3.4 Date and Duration of Examination

- 3.4.1 Dates for the end of semester examinations shall be set by the Autonomous Technical Institution and published in the academic calendar of the Autonomous Technical Institution.
- 3.4.2 Duration for end of semester examinations shall be as indicated in the curriculum.

3.5 Power of the Institution to Exclude any Candidate from Examination

- 3.5.1 If a candidate, after admission to an examination, commits an immoral act or is discovered to have committed an immoral act, which, in the opinion of the Institution is such that had it come to their knowledge in time they would have excluded him/her from the examination, the Institution shall;
- (a) cancel his/her candidature from that examination and order that his/her result not to be declared; and /or
 - (b) Disqualify him/her permanently or for a specified period from appearing at examination.

- 3.5.2 If a candidate, subsequent to the issue of examination number in line with the Autonomous Technical Institutional regulations, is found to be ineligible to take the examination, his/her candidature shall be cancelled.

3.6 Chances to Appear at the Examination

- 3.6.1 Where a candidate is disqualified from appearing at an examination for a fixed period, he/she may be allowed by the Governing Board to appear at the examination in the current curriculum just after the period of disqualification, in lieu of the chance or chances missed by him/her during the period of disqualification.
- 3.6.2 Where a candidate has missed one or more chances to sit for an examination on account of illness, additional chance or chances in lieu thereof may be given by the Governing Board provided the candidate had informed the institution within the examination period of inability to appear at the examination on account of illness along with a medical certificate of approved Medical officer recognized by the Autonomous Technical Institution, provided that the additional chance or chances shall be immediately next to the last admissible chance.
- 3.6.3 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 written/practical examination when next offered provided the medical certificate of the candidate is countersigned by approved Medical Officer recognized by the Autonomous Technical Institution.

3.7 Admission to Examination of Persons with Physical Disabilities

- 3.7.1 Notwithstanding anything contained in any other regulation, the autonomous technical institution shall have power, in the case of permanently physically disabled person to;
- (a) provide services of a competent amanuensis free of cost for writing out the answers at the examination;
 - (b) permit the answers to be typewritten by him/herself if the examinee so desires;

(c) Lay down any other method for assessing the examinee's academic ability and declare his/her result.

3.7.2 Provided that in each case, the examinee shall produce such evidence to the satisfaction of the autonomous technical institution as it may consider necessary, in proof of the statement that his/her permanent disability is such that he/she deserves to be considered for the above facilities.

3.8 Supplementary and Special Examinations

3.8.1 A candidate failing a continuous assessment (CA) shall be required to supplement the CA of the module before sitting for the semester examination.

3.8.2 A candidate failing in semester examination shall be required to sit for supplementary examination.

3.8.3 The highest grade for all supplementary examinations shall be the lowest mark of C.

3.8.4 A candidate who fails to do an assignment or test in continuous assessment due to unavoidable circumstances, following approval by the Head of department, will be given special assignments and/ or tests to complete CA.

3.8.5 A candidate who fails to sit for supplementary examination due to reported genuine reason(s) shall be granted a chance to sit for the special examination when next offered or repeat the respective module

3.9 Exemption from Practical Examination

3.9.1 If a candidate qualifies in the practical but fails in theory examination or vice versa, where the two are separately reported, and there exists circumstances that require him/her to re-sit, he/she shall have the liberty to appear in failed examination only in which case the marks obtained by him/her in the passed examination shall be taken into account unless otherwise stated in a respective curriculum.

3.9.2 Candidates with certain physical disabilities, such as blindness, deafness or dumbness, may be granted exemption from appearing in practical examination and be allowed to appear in any other alternative module in place of practical examinations and marks obtained in the alternative module be substituted for practical examination on proportionate basis unless otherwise stated in a respective curriculum.

4.0 Conduct of Examinations

4.1 Subject to the regulations and rules and directions set by the Council, the Autonomous Technical Institution shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

4.1.1 Notwithstanding anything contained in this policy, the Autonomous Technical Institution shall issue the rules relating to the duties of examination officers, supervisors and invigilators.

4.1.2 The Autonomous Technical Institution shall provide examination rules and guidelines for candidates.

4.1.3 Additional examination time may be given to candidates with physical disability at a rate to be prescribed depending on the type and degree of disability.

5.0 Identification and Dealing with Examination Irregularities

5.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be handled by the Autonomous Technical Institution as stipulated in the examination regulations and reported to Governing Board for final decision.

5.1.1 In case of misconduct of a serious nature, the matter should be reported to the Police. Statements of the invigilator(s) and if necessary that of the policeman concerned should be obtained and submitted to the Head of the Autonomous Technical Institution who shall report to Governing Board for further action.

5.1.2 In case of impersonation, the Invigilator should send to the Head of Institution, particulars and statement of the person found impersonating the real candidate for further action. He/she may also report the matter to the police, if necessary.

6.0 Setting and Marking of Examinations

6.1 The respective/concerned module lecturer/instructor or any other qualified person appointed by the Autonomous Technical Institution shall set the examination.

6.2 The Autonomous Technical Institution shall have external examiners approved by the Governing Board who shall be responsible for moderation of examinations.

6.3 Examination shall be marked in panels established by the Autonomous Technical Institution from time to time.

7.0 Examination Results

7.1 The Autonomous Technical Institution shall scrutinise the computed result to ensure accuracy in posting scores and presentation of result.

7.2 Before declaration, the Governing Board shall approve the results of an examination together with a statement of performance of whole examination and in each module for the current and the preceding academic year.

The Governing Board may not approve publication of the results in case on scrutiny of the figures submitted considers that there has been a distinct change of standard on the whole examination or in a particular module, and in that case it may take other action as considered necessary.

7.3 The Autonomous Technical Institution shall not be held responsible for any material or other loss incurred by a candidate, if the result of a candidate is delayed by the Autonomous Technical Institution for justifiable reasons.

7.4 The published results shall indicate the grades obtained by the candidate. While the marks obtained by him/her shall be kept in the office responsible for examinations.

8.0 Publication of Results

- 8.1 The examination results shall be published in grade determined by score range fixed by the Council for each level of award.
- 8.2 For obtaining the grade determined by the score range for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. And if a fraction is less than one-half, it shall be ignored. The Autonomous Technical Institution shall publish the result of an examination in such manner as directed by the Governing Board.
- 8.3 The Governing Board may declare the result of a candidate(s) as 'Withheld' due to inadequacy of data or any other reasons established by the Governing Board.
- 8.4 For a candidate, whose result is withheld by the Governing Board due to noncompliance of any instructions, his/her candidature shall be reinstated provided that:
 - (a) Has settled the discrepancy within a fixed time.
 - (b) Has paid a prescribed fee per year as candidature re-instatement where such fee exist.
- 8.5 The Governing Board shall normally declare the result of candidates whose results have been withheld within a reasonable time from the date of the clearance of the discrepancy using means of publication authorized by the Autonomous Technical Institution.

9.0 Maintenance of Answer Books

The answer books shall be maintained for a period of at least two years from the date of publication of final result and shall thereafter be disposed off in the manner as may be decided by the Governing Board from time to time.

10.0 Maintenance of Confidentiality

Every person assigned confidential work like paper setting, printing, typing or otherwise producing the copies of the question papers, moderating the question papers, marking the answer books, coordinating the work of examiners, handling the answer books, putting-fictitious number on the answer books, computing, scrutinizing or moderating the results or any other confidential work shall maintain utmost secrecy of the work under oath and/or instructions.

11.0 Remuneration

Where such arrangement exists, every Paper Setter, Moderator, Supervisors, Invigilators, Chief Marker, Marker, Checker, Scrutiniser or any other person deployed for examination work may be remunerated as approved by the Governing Board.

12.0 Dereliction of Duty

- 12.1 If any person assigned any confidential work is found guilty of dereliction of duty or misuses of his/her position or otherwise detrimental to the smooth and fair conduct of work, he/she shall be forthwith relieved of his/her duties by the Head of the Institution.
- 12.2 The Governing Board after satisfying itself that a person assigned any confidential work has not discharged the same or has misused his/her position to the detriment of smooth and fair conduct of work, shall impose any or all the following penalties on him/her:
- (a) Initiate disciplinary action against him/her.
 - (b) Initiate legal action against him/her.

13.0 Certification and Awards

- 13.1 Certification and Transcript

- 13.1.1 The Autonomous Technical Institution shall grant successful candidates Institutional Awards only once as approved by the Governing Board subject to the payment of prescribed fee from time to time.
- 13.1.2 A candidate who has appeared in an examination leading to Award of an accredited programme of Autonomous Technical Institution and passed shall be given a transcript with a photo affixed on it subject to the payment of prescribed fee from time to time.
- 13.1.3 A Candidate is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

13.2 Statement of Results

- 13.2.1 The Autonomous Technical Institution may issue statement of results to a candidate wishing to migrate to any Institution/University after passing an examination on payment of the prescribed fee.
- 13.2.1 A candidate who is declared to “Fail” or placed under “carryover status” may also be given a statement of results on payment of the prescribed fee.
- 13.2.2 The Autonomous Technical Institution on payment of the prescribed fee, if requested by a candidate, may issue a duplicate copy of the statement of results, to him/her.

13.3 Duplicate Certificate

- 13.3.1 In the event of loss of original certificate a candidate may, on making an application to that effect on the prescribed form and payment of non-refundable requisite fee obtain a duplicate certificate marked “DUPLICATE” across it.
- 13.3.2 The applicant shall file an affidavit to that effect duly attested by a Public Notary and Commissioner for Oaths. In the event of recovery of the original certificate, the duplicate certificate shall be returned to the Autonomous Technical Institution.

13.4 Rejection of Certificate

The Council has the power to revoke a certificate and/or award issued, for the reasons stipulated in the Examination Regulations.

14.0 Right of Candidates to Appeal

- 14.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- 14.2 The decision of the Governing Board on an appeal shall be final and conclusive and shall not be challenged in the Court of Law.
- 14.3 No candidate shall be entitled to any retrospective benefit by way of admission to any class/course /program or his/her eligibility for any scholarship, medal or such other benefit consequent upon any change in his/her result/marks.