



GLORIOUS POLYTECHNIC COLLEGE

EXAMINATIONS POLICY

ZANZIBAR, 2023

TABLE OF CONTENTS

FOREWORD	iv
ACKNOWLEDGEMENTS	v
1.0 GPC BACKGROUND	1
1.1 ESTABLISHMENT OF THE COLLEGE.....	1
1.2 ADMINISTRATIVE SET-UP	1
1.3 GOVERNING BOARD COMMITTEES	2
1.4 STRATEGIC PLAN	2
1.5 PROGRAMMEMES OFFERED	2
2.0 PURPOSE OF THE POLICY	2
3.0 EXAMINATION RESPONSIBILITIES	3
3.1 Principal.....	3
3.2 Deputy Principal Academic, Research and Consultancy (DPARC).....	3
3.3 Senior Leadership Team.....	3
3.4 Heads of Department.....	3
3.5 Teaching Staff.....	3
3. 6 Examination Officer	3
3.7 Senior Invigilator	4
3.8 Candidates	4
4.0 QUALIFICATIONS OFFERED	4
5.0 EXAMINATIONS SEASONS AND TIMETABLES	5
5.1 Examination Seasons.....	5
5.2 Time Tables	5
6.0 ENTRIES	5
7.0 CANDIDATES WITH SPECIAL NEEDS.....	5
8.0 EXAMINATIONS CENTRE ORGANIZATION	5
8.1 Safe Custody of Question Papers and other Examination Materials	5

8.2 Security.....6

8.3 Use of Calculators.....7

9.0 RESOURCES FOR EXAMINATION7

10. EXAMINATIONS LOCATIONS.....7

11.0 INVIGILATION ARRANGEMENTS8

12.0 CONDUCT DURING EXAMINATION9

13.0 APPROVAL AND ENDORSEMENT9

8.0 RELATED POLICIES AND DOCUMENTS..... 10

9.0 EFFECTIVE DATE..... 10

10.0 NEXT REVIEW 10

11.0 POLICY CUSTODIAN 10

12.0 CONTACT PERSON 10

FOREWORD

This is the first Examinations Policy, developed at the Glorious Polytechnic College. Glorious Polytechnic College (GPC) is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place. At GPC, engineers are already exchanging ideas and expertise with research scientists and clinicians to advance scientific understanding and translate new knowledge into novel clinical treatments and patient care. However, the Clinical Centre leaders realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC embraces inter professional approaches and brings together educators from all disciplines. We are a community of educators and learners; multiple networks of passionate and engaged people with diverse knowledge and skills who teach, coach and mentor individuals and groups to grow and thrive professionally. We offer Programmes and services that support our hospital community to create, deliver and evaluate education and training. Our unique services are also offered to external partners who wish to participate in our exceptional educational offerings or to those looking for customized learning experiences.

The purpose of this Examination Policy is to rationalise the various procedures associated with examinations during the academic year. In particular, the purpose of this policy is to:

- i. Ensure that the planning and management of exams are conducted efficiently and in the best interest of candidates;
- ii. Ensure the operation of an efficient exam system with clear guidelines for all relevant members of staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This exam policy will be reviewed every year by the Vice-Principal, Academic, Research and Consultancy and Examinations Officer.

All correspondence relating to this policy document should be sent in the first instance, to the Exams Officer

It is hoped that this Policy will be read and understood by all staff and management of the Glorious Polytechnic College and the communication at large, so that our clients will receive the best service, making our College a model to be emulated by other learning institutions.

Eng. Dr. Idrissa M. Hija
Principal
Glorious Polytechnic College.

ACKNOWLEDGEMENTS

The preparation of this policy and operational procedures, was only possible through hard work and dedication of the core team, which was co-chaired by Eng. Dr. Idrissa M. Hija and Mr. Makinga H. Makinga. I wish to acknowledge the team's effort particularly its willingness to work beyond official hours. No words can express our gratitude to the management and all other staff of the College, who in one way or the other, gave suggestions and ideas that helped to shape the Policy to their present state.

I also wish to acknowledge the Members of College Governing Board and many others who contributed in one way or another to bring this Policy into its present form. It is my sincere hope that this Policy shall serve as a useful guide to staff and students of the Glorious Polytechnic College.

Dr. Mohamed S. Jiddawi

Chairperson

Governing Board

Glorious Polytechnic College.

1.0 GPC BACKGROUND

1.1 ESTABLISHMENT OF THE COLLEGE

Glorious Polytechnic College (GPC), a private institution owned by the Glorious Board of Directors and operates under the Governing Board was established in 2021 and became operational on 3rd July 2022.

GPC is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place. At GPC, engineers are already exchanging ideas and expertise with research scientists and clinicians to advance scientific understanding and translate new knowledge into novel clinical treatments and patient care. However, the clinical centre leaders realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC connects people, spaces and learning products in multiple ways. Through virtual communities and physical space, we promote excellence in education and learning. GPC is creative and strive for excellence in everything that we do. We seek new partnerships and promote networks that enhance learning, advance education scholarship, improve knowledge translation and offer creative education solutions and services to ultimately improve outcomes for students and community.

This College entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies and Vocational Training by teaching, conducting research and consultancy in various fields in the country. The College was registered by Vocational Training Authority (VTA) of Zanzibar in March, 2022 with Registration Number **VTC/2022/04/00087/1** and fully registered by National Council for Technical and Vocational Education and Training (NACTVET) in February, 2023 with Registration Number **REG/NACTVET/0728**.

1.2 ADMINISTRATIVE SET-UP

The GPC is administered by an independent policy making Governing Board, capable of reflecting the public interest in its activities and decisions. The GB delegates its day-to-day activities and decision to the College for implementation. The entrusted management and administrative structure comprise the following three Top Executive Officers:

- (a) Principal;
- (b) Deputy Principal (Academic, Research& Consultancy);
- (c) Deputy Principal (Finance, Planning & Administration).

The Principal is assisted by Deputy Principal for Academics, Research and Consultancy and Deputy Principal for Finance, Planning and Administration. Holders of the three top positions are academicians to ensure that core functions of a training institution which are training, research and consultancy are efficiently and effectively carried GPC.

1.3 GOVERNING BOARD COMMITTEES

Internally, the Governing Board has established Standing Committees, which support GB on various matters related to the College. The established Committees are the Academic Committee and Finance and Administration Committee.

1.4 STRATEGIC PLAN

Given its fast-growing rate, the GPC felt necessary to establish its Strategic Plan so as to enable the optimum utilization of available resources. Therefore, since 2022, the Glorious Polytechnic College started implementing 2022 – 2027 Strategic Plan. During development of the Strategic Plan, priority needs were identified and strategies meant to address the problems were outlined.

1.5 PROGRAMMEMES OFFERED

The College is entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies, Business Administration and Vocational Training by teaching, conducting research and consultancy in various fields in the country.

GPC's origin stems from the inadequate training institutions and insufficient capacity to enrol in sciences (health), economic (business, tourism), social courses and vocational training. This need was mainly communicated through observations, word of mouth and a mini survey in the different Regions of Zanzibar.

Considering the need for these offering and other related courses, GPC seeks to serve a broader market need for such services. GPC is in its start-up stages. In early stage there will be introduction of core offerings which will then create new and related courses, defining the legal structure and conducting initial assessments of market demand for other products. These initial assessments were also served as the initial business development activities whereby client base was established.

2.0 PURPOSE OF THE POLICY

This Examinations Policy generally has been developed in order to rationalise the various procedures associated with examinations of the academic year. In particular, the purpose of this policy is to:

- Ensure that the planning and management of examinations are conducted efficiently and in the best interest of candidates;
- Ensure the operation of an efficient examination system with clear guidelines for all relevant members of staff.

It is the responsibility of everyone involved in the centre's examinations processes to read, understand the implementation of this Policy.

This Examinations Policy will be reviewed every year by the Deputy Principal Academic, Research and Consultation and Examinations Officer. All correspondence relating to the implementation of this

policy document should be sent in the first instance, to the Examinations Officer.

This document reflects on instructions for conducting examinations in accordance with the VTA and NACTVET. The instructions are for use in all examinations conducted for GPC students. The instructions are additional to any guidelines or regulations the awarding bodies have issued in their booklets or specifications. Should there be any conflict between guidelines, the VTA and NACTVET regulations shall prevail.

3.0 EXAMINATION RESPONSIBILITIES

3.1 Principal

The Principal has an overall responsibility for the GPC as an Examinations Centre.

3.2 Deputy Principal Academic, Research and Consultancy (DPARC)

DPARC has the responsibility to advise on appeals and re-marks.

3.3 Senior Leadership Team

Ensure that all members of staff and students are aware of examination protocols.

3.4 Heads of Department

Heads of Departments are attached with the responsibilities to:

- Oversee and manage all examinations entries, mark sheets and adherence to deadlines, as set by the Examinations Committee and College;
- Oversee and manage completion of course works mark sheets;
- Provide guidance and pastoral oversight of candidates, who are unsure of examinations entries or amendments to entries;
- Participate in post-results procedures.

3.5 Teaching Staff

- Teaching Staff provides accurate and timely submission of all examinations' entries through Heads of Departments.

3.6 Examination Officer

- Manages the administration of all examinations;
- Advises the HODs, subject tutors and other relevant support staff of annual examination timetables and application procedures;
- Administers all examinations;
- Produces and distributes to staff and candidates of an annual calendar/schedule for all examinations, in which candidates will be involved;

- Remains on-site at all times, when examinations are taking place
- Regularly communicates with all staff concerning imminent deadlines and events;
- Ensures that candidates are informed of and understand those aspects of the examination timetable that will affect them;
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with VTA and NACTVET guidelines;
- Receives, checks and stores securely, all examination papers and completed scripts.

3.7 Senior Invigilator

Senior Invigilator is responsible for the followings:

- Collection and checking of examination papers and other examination material from the Examinations Officer before the start of each examination;
- Maintaining the integrity of the examination;
- Distribution of examination papers within the examination hall in accordance with registers and seating plans;
- Completion of examination registers;
- Responsible for recording the details of each examination in the examination log book including full report on any incidents of malpractice;
- Collection of all examination papers and scripts in the correct order at the end of each examination and their safe return to the Examinations Officer;
- Complying with and upholding the ‘Rules and Guidance for Invigilators’ as outlined by the Examinations Officer and the ‘Instructions for Conducting Examination.

3.8 Candidates

- Checking and confirmation of examination statement of entries;
- Responsible for checking their own examination time tables and attending all scheduled examinations;
- Candidates must inform the Examinations Officer/HOD if they wish to be withdrawn from a particular examination;
- Understanding coursework regulations,

4.0 QUALIFICATIONS OFFERED

Qualifications currently offered include Certificates and Diplomas. The subjects offered for these qualifications in any academic year may be found in the College’s published prospectus for that

particular year. If there are any changes to the curriculum, from the previous year, the Examinations Officer must be informed by Heads of Departments during the first week of the new academic year. Decisions on whether a candidate should not take an individual subject examination will be taken in consultation with the candidate, parents, Heads of Departments and Deputy Principal Academic, Research and Consultancy.

5.0 EXAMINATIONS SEASONS AND TIMETABLES

5.1 Examination Seasons

Examinations are scheduled as announced in the annual academic calendar for the College.

5.2 Time Tables

Once confirmed, the Examinations Officer will circulate examination time tables for all examinations. These will be sent out directly to staff, and will be available on College and the examination notice boards.

6.0 ENTRIES

The Examinations Officer will send a download of class lists to Heads of Departments to request entries for each examination subjects. Candidates are selected for their examination entries by teaching staff through the Head of Department. The returned list of examination entries must clearly indicate which students are to be entered for each examination unit and if they are to be entered for any cash in codes.

Candidates and/or parents can request a subject entry or withdrawal.

7.0 CANDIDATES WITH SPECIAL NEEDS

A candidate's special needs requirements are determined by Heads of Departments.

The Heads of Departments will inform subject teachers of candidates with special educational needs, who are embarking on a course leading to an examination. The Heads of Departments will then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

8.0 EXAMINATIONS CENTRE ORGANIZATION

Examinations or other assessment processes are an important part of all courses, in such that student success is dependent on them. Therefore, the College must ensure that all such processes are robust and secure.

8.1 Safe Custody of Question Papers and other Examination Materials

Each question paper and examinations material delivery must be checked carefully upon receipt and

the Examination Committee notified immediately, if there are any discrepancies or any other cause for concernsuch as:

- Discrepancies between the material received and the advice note;
- The material received does not meet the agreed requirements;
- The material has been damaged rendering it unfit for use;
- There is evidence of a breach of security.

8.2 Security

Reception staff are responsible for ensuring that the Examinations Officer is notified as soon as a delivery from the Examination Boards arrives and the delivery is recorded on the examinations delivery log. The delivery must be held securely in reception until the Examination Officer or another member of Examinations Staff can collect it. This must then be signed out and taken to the Examinations Office for checking.

Examinations papers must be locked away, ideally in lockable, fireproof, non-portable strong metal cabinets. Cabinets must be in a secure room with access restricted to key holders. Ideally, the room should be windowless. Where there are windows, arrangements must be made for them to be fitted with an effective security device like metal bars. The door to the room should be of solid construction, have secure hinges and be fitted with a security lock. Only three of the following members of staff are authorised to have access to the examination store:

- Principal;
- Deputy Principal Academic, Research and Consultancy;
- Examinations Officer.

No other employee or contractor is permitted in the store without direct and appropriate supervision.

The Examinations Officer must be informed immediately if the securities of the examinations papers or confidential auxiliary instructions are put at risk by fire, theft, loss, damage, unauthorised disclosure or any other such circumstances.

The packets of examinations papers and other examinations material must not be opened more than three hours before the time appointed for the examinations concerned, except where otherwise instructed. Strict precautions must be taken to safeguard examinations papers after they have been opened. In particular, they must not be removed from the College and when not in use, must be kept in a secure area.

Examinations stationery will be provided by the Examination Committee. Such material must be stored

securely at all times, so that no unauthorized person has access to them.

8.3 Use of Calculators

Where the use of electronic calculators is permitted, candidates must be informed in advance that:

- The calculator must be suitable for use on the desk at which the candidate will attempt the examination;
- The power supply must be integral;
- A fault in a calculator will not be considered as justifying the giving of any special consideration;
- Calculator cases, instruction leaflets or formulae printed on the lid of cover of calculators must not be in the possession of candidates during the examinations;
- For any reason, calculators must not be borrowed from other candidates in the course of an examinations. The invigilator may provide a replacement calculator;
- Programmable calculators may be used, but no prepared programmes may be taken into the examinations room.

Calculators with any of the following facilities are categorically prohibited:

- Data banks;
- Dictionaries or language translators;
- Retrieval of text or formulae;
- Built-in symbolic algebra manipulations;
- Symbolic differentiation or integration;
- Capability of remote communication with other machines.

Examinations which require the use of calculators should have a member of subjects' staff present at the start of the examinations to check the calculators and advise invigilators.

9.0 RESOURCES FOR EXAMINATION

Resources other than calculators may be permitted for some papers, as stipulated in the examination paper notes or instructions. Candidates should be informed in advance that they are responsible for bringing with them any materials stipulated as required for the examinations. Possession of unauthorized material in an examination, whether for intended use or not, constitutes an examination rules/regulations violations, which will be subject to penalty and possible disqualification.

10. EXAMINATIONS LOCATIONS

All candidates must sit the examinations in the location as detailed on their personal time table/statement of entry.

The location standards for examinations are as follows:

- Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise;
- No display material, which might be helpful to candidates, must be visible in the examinations;
- The seating arrangements must be such as to allow all candidates to face the same direction and prevent candidates from overlooking, intentionally or otherwise, the work of others. The minimum distance between desks (centre to centre) must be 1.25 metres;
- Each candidate should have a separate desk or table, of sufficient size to accommodate question papers and answer booklets;
- Candidates will be seated in given candidate number order.

11.0 INVIGILATION ARRANGEMENTS

The recruitment of Invigilators is the responsibility of the Examinations Officer and Human Resource Officer. The necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resource Officer. DBS fees will be paid by the College.

The Examinations Officer through the Heads of Departments must ensure that invigilation is carried out by suitably qualified and experienced adults. Whilst the Principal has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examinations room is specifically not eligible to serve as an invigilator.

Relevant invigilator training sessions and briefings will be given annually by the Examinations Officer.

The invigilator is the person in the examinations room responsible for the conduct of a particular examination's session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the examinations. Invigilators are not allowed to perform any additional task in the examinations room, talk to each other except in relation to the examinations in progress.

Sufficient invigilators must be appointed to ensure that the examinations is conducted in accordance with the following requirements:

- At least one invigilator must be present for every 30 candidates or part thereof;
- Invigilators may be changed, provided that the number present does not fall below the number prescribed, when only one invigilator is present;
- He/she must be able to summon assistance easily, without leaving the examinations room and without disturbing the candidates i.e. College to provide mobile phone or radio call;
- Arrangements must be such that each candidate in the examinations room can be observed by

an invigilator at all times;

- Invigilators must be familiar with the Regulations, which govern guidelines for examinations.

If the number of candidates is over 30 in a given location, an experienced invigilator should be assigned the role of Senior Invigilator. Senior Invigilators should:

- Make their presence and identity known to other invigilators upon arrival in the examination's location or staff room;
- Be on duty throughout the examinations;
- Co-ordinate the start and finish of the examinations in accordance with agreed protocols;
- Take responsibility for resolving any problems, which may arise during the examinations.

Examinations rules cannot be exhaustive and cover every eventually. If a situation arises, which is not covered by the rules, or if for any reason the rules cannot be wholly applied, invigilators must use their discretion, with guidance from the Examinations Officer, if necessary, within the principle that whatever decision is taken, the candidates are not disadvantaged. Any such irregular decisions should be noted and reported to the Examinations Officer.

Invigilators must be in the examination's location at least 30 minutes before the start of each examinations period, to ensure that all requisite administrative functions have been undertaken; for example, that all necessary stationery, etc. is available and distributed to candidates' desks before candidates are admitted to the examinations room.

Invigilators must exercise constant vigilance; they should, from time to time, move about the examinations room at random, bearing in mind the importance of causing minimum disturbance to students. They should occasionally inspect matter on candidates' desks.

Invigilators must ensure that all examinations scripts and unused books are collected at the end of the examinations. Completed scripts must not be left unattended in the examinations room after the examinations has ended.

Invigilators may neither smoke, nor bring food into the examinations room. Water is permissible in the examination's rooms.

12.0 CONDUCT DURING EXAMINATION

All examination must be carried out in accordance with NACTVET Regulations.

13.0 APPROVAL AND ENDORSEMENT

The College Governing Board will approve and endorse this Policy.

8.0 RELATED POLICIES AND DOCUMENTS

All College Policies and Guidelines will be used to form the basis for setting of College Operating Standards. In this regard, the Examination Policy will rely on other Policies and Documents to identify important areas for monitoring and evaluation. These policies and documents are:

1. The College Charter;
2. Strategic Plan;
3. Staff Regulations;
4. GPC Staff Regulations;
5. College Prospectus;
6. Quality Assurance Policy;
7. Students Welfare Policy;
8. Accommodation Guidelines;
9. Student By-laws;
10. ICT Policy;
11. Library Policy;
12. Research Policy.

9.0 EFFECTIVE DATE

This policy will become in effect once approved by the College Governing Board.

10.0 NEXT REVIEW

In the event that any statement in the policy provision is out dated or a need to introduce new statements arises as a result of the changing College environment, or market forces, or any other reason, such statements may be changed or modified at the direction and approval of the GPC Governing Board. In any case the entire document will be reviewed after every three years.

11.0 POLICY CUSTODIAN

The Admission and Registration Unit shall be the custodian of this Policy.

12.0 CONTACT PERSON

The Head
Examination and Awards Unit
Glorious Polytechnic College
Zanzibar.