

GOVERNMENT NOTICE NO. 509 published on 06/11/2015

THE NATIONAL EXAMINATIONS COUNCIL ACT
CAP. 107

THE EXAMINATIONS REGULATIONS, 2015

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SCHEDULES

THE NATIONAL EXAMINATIONS COUNCIL ACT,
CAP. 107

REGULATIONS

(Made under section 18

PART I
PRELIMINARY PROVISIONS

Citation 1. These Regulations may be cited as the Examinations
Regulations, 2015.

Interpre- 2. In these Regulations unless the context requires
tations otherwise:-
Cap.107

“Act” means the National Examinations Council Act;
“candidate” means any person registered by the Council to sit for
National Assessments or Examinations;

“candidates with disabilities” means full or partial visually impaired,
hearing impaired candidates, or candidates with physical or any
other disabilities, who need special facilities for sitting the
national examinations;

“continuing candidate” means a candidate who has not completed
the respective education level under which he or she sat for the
examination or assessment in question;

“Continuous Assessment (CA)” means evaluation made during the
course of study, which contributes to the final score in the
National examinations;

“Council” means the National Examinations Council of Tanzania
established under the Act;

“date of examination” means the date fixed by the Council for a
particular assessment or examination;

- “examination centre” means a school, institute or any other place approved by the Council at which the Council’s Examinations are taken by school or private candidates;
- “examination offence” means any harm brought about either before, during or after the examination by the conduct of a candidate or any other person in relation to examinations, which the Council desires to prevent by a punishment;
- “examination year” means the period between the beginning of the registration period of candidates and the end of the sitting of the examination in question;
- “Executive Secretary” means a person appointed as such by virtue of Section 6 of the Act;
- “first entry” means first time admission for the examination;
- “foreign examinations” means examinations prepared by Examinations Authorities outside Tanzania for both foreign and local candidates residing in Tanzania;
- “formative assessments” refers to a range of formal assessment conducted during the learning process in order to modify teaching and learning activities to improve student attainment;
- “general skills” means broadly learned ability by a candidate to carry out a task with pre-determined results often with given amount of time;
- “Grade Point Average” or in its acronym “GPA” means a method of computing numerical value for letter grades;
- “head of institution” means head of school, or institute;
- “Invigilator” means an officer in charge of candidates in an examination room to ensure that the examination is properly conducted and no candidate violates the examination regulations;
- “Minister” means the Minister responsible for Education;
- “national assessments” means assessments prepared by the Council to assess academic achievement for continuing candidates;
- “national examinations” means examinations prepared by the Council to assess academic achievement at the end of an academic circle so as to enable candidates plan their academic

- or carrier progression or pathways;
- “private candidate” means a person preparing on his own to sit for the Council’s examination;
- “pupil” means a student at a registered primary school eligible to sit for the assessment or National examinations;
- “registered institution” means school or registered organization;
- “school candidate” means a student at a registered school eligible to sit for the National assessments or examinations, and shall exclude primary school pupils;
- “statement of results” refers to a written statement of certified examination results;
- “subjects combination” means ranges of subjects that can be combined to create programme tailored to satisfy a particular academic or professional demand or requirement;
- “summative assessment” refers to a formal assessment conducted at the end of learning process in order to provide feedback that sums up the teaching and learning process at a particular level;
- “supervisor” means an officer in-charge of the candidates at an examination centre, who makes sure that the examinations are properly conducted and no candidate or invigilator violates the examination;
- “vocational skills” means experimental skills that a candidate acquires in a specific area of interest.

Applica-
tion

3. These Regulations shall apply in Tanzania Mainland as well as Tanzania Zanzibar.

PART II

ESTABLISHMENT AND ADMINISTRATION OF ASSESSMENT AND EXAMINATIONS CENTRES

Establi-
shment of
centres

4.-(1) There is established an assessment and examination centre in every registered school.

(2) Any Institution that intends to establish an assessment or examination centre for private candidates in the United Republic of Tanzania shall make application for establishment of such center in the prescribed manner to the Council through the Regional Education Officer.

(3) Upon receipt of the application, the Council shall record the application and:-

- (a) if satisfied that the center conforms to the prescribed conditions, inform the institution of its decision;
- (b) where the Council is not satisfied that the institution has complied with the conditions set out under second schedule to these Regulations may reject the application and notify the applicant of the decision within sixty days;

(4) Any person aggrieved by the decision of the Council may, within a period of thirty days of the decision, appeal to the Minister whose decision shall be final.

(5) The conditions for the establishment of the centre shall be as set out in the Second Schedule to these Regulations.

(6) The Council may conduct assessment or examination at the centre where-

- (a) there are at least thirty five candidates for FTNA or CSEE or at least twenty five candidates for ACSEE;
- (b) threshold provided under paragraph (a) is not met, the Head of such centre shall be required to pay the difference.

(7) Where the Council upon gathered evidence is satisfied that the centre has contravened the conditions set out in the Second Schedule to these Regulations or involved in any assessment or examination malpractice may revoke the establishment of such centre.

(8) Where a person is aggrieved by the decisions made under sub-regulation (7), may appeal to the Minister.

(9) Foreign examination bodies that intends to establish an examination centre shall apply to the Council for the establishment of examination centre in the United Republic of Tanzania.

Foreign
examina-
tions

5.-(1) In exercising its power to conduct foreign examination, the Council shall:-

- (a) be custodian of foreign examinations;
- (b) appoint qualified supervisors and invigilators;
- (c) ensure that instructions on conduct of foreign examinations are adhered to;

(2) Foreign examination bodies and the Council shall agree on the fees for conducting foreign examinations.

(3) Determination of equivalence of Certificates issued by other foreign examination bodies to those issued by the Council shall be done at a fee prescribed in the First Schedule to these Regulations.

PART III

REGISTRATION AND ELIGIBILITY FOR NATIONAL ASSESSMENT AND EXAMINATIONS

Dates of
examina-
tions

6.-(1) The dates of assessment or examinations shall be set by the Council in accordance with the school calendar as provided by the Ministry.

(2) The Council shall send timetables to the assessment or examination centres and the private candidates in respect of the dates and times of examinations at the time of registration.

Registration
of candidates

7.-(1) The Council shall register all candidates for national assessment or examination upon payment of prescribed fees.

(2) Registration of a school candidate shall be done by indicating the following;

- (a) three names;
- (b) sex;

- (c) visibility status;
- (d) date of birth;
- (e) parent's phone number;

(3) for purposes of registration, the age of a candidate shall be determined on the basis of certificate issued in accordance with the provisions of the births and deaths registration act or on such other document as may be prescribed by the Council.

(4) A private candidate shall register in a manner prescribed by the Council.

Entry and conditions for national assessment or examinations

8.-(1) Every school candidate shall be registered at the respective school as prescribed by the Council

(2) Any person who is a student at any registered school shall not be accepted to sit for an assessment or examination as a private candidate.

(3) Every ACSEE candidate shall specify clearly his subject combination during registration.

(4) Candidates presenting themselves for the assessment or examinations conducted by the Council for the first time shall be registered using the names appearing on their birth certificates in which case the Council shall accept the first name, one middle name and surname in full.

(5) Candidates who already sat for Council's assessment or examinations shall be registered using the names used in previous examinations.

(6) Subject to sub-regulation (4), the Council shall neither accept changes of names nor deed polls or affidavit.

(7) Every school candidate shall verify the correctness of his names, sex, photograph and subject entries on the entry forms at his respective assessment or examination centre before such forms are submitted to the Council.

(8) Every head of primary school shall verify the correctness of the pupil's names, sex, photograph and subject entries on the entry forms at the respective assessment or examination centre before such forms are submitted to the Council.

(9) Completed entry forms for national assessment or examination shall reach the Executive Secretary six (6) months before commencement of the examination.

(10) The Council shall effect change of entry, assessment or examination centre or any other data after registration, upon payment of the prescribed fee by the requesting school or candidate.

(11) The Council shall accept change of entry and assessment or examination centre where the request reaches the Executive Secretary five (5) months before commencement of the examination.

Continuous
assessment

9.-(1) Every student in a registered school shall be assessed regularly, and the Continuous Assessment data shall be submitted to the Executive Secretary in the prescribed form within two (2) months before commencement of the examination.

(2) The weight of the continuous assessment component of the final award on summative assessments shall be as prescribed in the Fifth Schedule to these Regulations.

(3) A candidate's name in the continuous assessment form shall be as appearing in the entry form.

(4) Lack of continuous assessment for a particular subject may, if a candidate fails to rectify within a reasonable time, render the candidate ineligible for registration for such examination.

(5) Every head of school and candidate shall verify the

correctness of continuous assessment.

(6) The terminal test and marking scheme from which the continuous assessments were derived shall conform to the standards set by the Council.

(7) Any Head of school who fails to submit continuous assessment data within the prescribed time shall be reported to their respective disciplinary authorities.

(8) Private candidates for Certificate of Secondary Education Examination (CSEE) and Advanced Certificate of Secondary Education Examination (ACSEE) shall have an extra examination paper on each subject which shall be in lieu of Continuous Assessment.

Qualifica-
tions for
Standard Two
and Standard
Four National
Assessment

10.-(1) Candidates for Standard Two National Assessment (STNA) shall attend regularly at a registered school as shall be prescribed by the Ministry.

(2) Candidates for Standard Four National Assessment (SFNA) shall have:-

- (a) attended regularly at a registered school as prescribed by the Ministry; and
- (b) attained basic skills of reading, writing and arithmetic.

Qualifica-
tions for
Certificate of
Primary
Education
Examination

11. Candidates for Certificate of Primary Education Examination (CPEE) shall have:-

- (a) attended regularly at a registered school as prescribed by the Ministry; and
- (b) Sat for and passed SFNA.

Qualifica-
tions for

12. Candidate for Form Two National Assessment (FTNA), shall have:-

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Form Two
National
Assessment

- (a) attended regularly at a registered school as prescribed by the Ministry;
- (b) sat for CPEE before registering for FTNA;

Qualifica-
tions for
Certificate of
Secondary
Education
Examination

13.-(1) School Candidate for CSEE, shall have:-

- (a) attended secondary education at a registered school for four years consecutively;
- (b) sat for FTNA and attained required skills;

(c) completed the requirements for continuous assessment or its equivalent.

(2) Private candidate for CSEE, shall have -

- (a) sat for FTNA or its equivalent; or
- (b) sat for the CSEE previously.

(2) Any person who sat for FTNA as a private candidate shall not be registered as a CSEE school candidate.

(3) A FTNA private candidate shall be eligible to register and sit for CSEE within a period of ten years from the time he passed FTNA.

(4) Any private candidate who sits for CSEE for the first time shall be required to register for not less than four subjects which he sat for at FTNA.

Qualifications
for Advanced
Certificate of
Secondary
Education
Examination

14.-(1) A school candidate for ACSEE, shall have:-

- (a) attended advanced secondary school for two years consecutively in a registered secondary school or as shall be prescribed by the Minister;
- (b) attained at least credit level in CSEE and a minimum of three credits (A, B+, B or C) in three different subjects obtained in one or different sittings at the CSEE or its equivalent; and
- (c) passes in all subject combination; or
- (d) three credit (A, B⁺, B or C) in subject combination.

(2) A private candidate for ACSEE shall have a minimum of three credit (A, B⁺, B or C) in three different subjects obtained in one or different sittings at the CSEE or its equivalent.

(3) Any private candidate who sits for ACSEE for the first time shall be required to register for not less than three subjects including general studies.

Transfer and de-registration of candidates

15.-(1) The candidate shall not be transferred from one examination centre to another after the registration period without the approval of the Executive Secretary.

(2) The Council shall de-register a candidate from the entire examination where the student is expelled from school and upon receipt of a signed resolution of the School Board.

Conduct of national assessment and examinations

16.-(1) A candidate shall attend the national examination or assessment at the centre where he is registered.

(2) Where there is quarantine the examination centre exposed to infectious disease shall be closed and any candidate residing in that area shall not be allowed to sit for the examination until the quarantine has been lifted.

(3) Subject to sub-regulation (2) the Council shall transfer to another centre Candidates registered in the examination centre exposed to infectious disease, and who are not living in the quarantine area.

(4) Where there is sufficient proof that a candidate fails to sit for the examination under paragraph (a), and upon the permission from the Ministry responsible for Education, a candidate may sit for the examination the following year as may be determined by the Executive Secretary.

(5) Where the examination falls on a public holiday, the examination shall continue unless otherwise as directed by the Council.

(6) The Council shall appoint experienced teachers to be Supervisors.

(7) A supervisor appointed by the Council shall:-

- (a) be responsible for the proper conduct of national examinations;
- (b) submit a signed declaration to confirm that examination instructions were duly observed; and
- (c) report to the Council the exceptional circumstances likely to prejudice candidate's performance.

(8) Where the examination irregularity occurs, the supervisor or invigilator shall:-

- (a) require the suspect to write a statement in respect of such irregularity;
- (b) collect any evidence in connection with the irregularity;
- (c) require a suspect to surrender anything in connection with the irregularity;
- (d) report the irregularity to the Council.

(9) Where practical examination is conducted, the following shall be observed:-

- (a) the centre shall have school candidates;
- (b) practical examination instructions prepared by the Council are in place;
- (c) preparations for the practical examinations conform to the instructions;
- (d) practical examinations are prepared by qualified laboratory technician or teacher responsible for the subject in case there is no laboratory technician;

- (e) practical examinations are conducted in not more than two sessions per day;
 - (f) confidentiality and integrity of the practical examination is adhered;
 - (g) laboratory technician or subject teacher responsible for such practical examination is in the vicinity during the practical examination to deal with technical difficulties when arise;
 - (h) the 24 hours Advance Instructions ; and
 - (i) arrangement of laboratory equipments.
- (10) A candidate shall be required to:-
- (a) observe all general instructions given;
 - (b) be in the examination room at least thirty minutes prior to the commencement of examination;
 - (c) sit in the order of his index number;
 - (d) write his index number on every page of the answer booklet or sheet;
 - (e) answer questions in the prescribed language;
 - (f) stop writing immediately after notice has been given;
 - (g) maintain order and tranquility in the examination room;
 - (h) enter examination room with allowed un-annotated materials or devices.
- (11) Candidate shall not be allowed to:-
- (a) convey unauthorized information to another person during examination;
 - (b) collude with another candidate or any person in the examination room;
 - (c) cheat in the examination room;
 - (d) enter the examination room thirty minutes after commencement of the examination or leave the

- examination room before thirty minutes have lapsed;
- (e) write his names or initials on the answer booklet or sheet unless prescribed by the Council;
 - (f) enter the examination room with unauthorized devices;
 - (g) write in a colour other than blue or black ink except for complex diagrams and drawings for which any colour may be used as the rubric or as the question may require;
 - (h) begin the examination before being authorized;
 - (i) leave the examination room with answers booklet, sheets or examination papers;
 - (j) detach sheets from an answer booklet;
 - (k) leave the examination room without permission;
 - (l) smoke in the examination room; or
 - (m) write offensive or abusive language or drawings.

(12) Any candidate who fails to comply with to sub-regulation (9), commits an examination offence.

Punishment
for
examinations
offences

17.-(1) A person who commits an examination offence shall:—

- (a) in case of a candidate, have his examination results nullified;
- (b) be prosecuted for the alleged offence.

(2) Candidate whose examination results have been nullified may be allowed to re-sit the examinations as a private candidate in a manner to be prescribed by the Council.

(3) Continuing candidate, whose examination results have been nullified, may re-sit for the same examinations in the subsequent year.

(4) The supervisor or invigilator who fails to comply with sub-regulation 16(7) and (8), shall be reported to their respective disciplinary authorities and may be barred for a period to be prescribed by the Council.

(5) Any person who counsels, aids, procures, or abets a candidate to commit an examination offence, commits an offence.

(6) Any person who commits an examination offence under these Regulations may be prosecuted for alleged offence as provided for under section 25 of the Act.

Fees for
examinations
and other
services

18.-(1) The Council shall charge fees for examinations and other services as prescribed in the First Schedule to these Regulations.

(2) The Executive Secretary may, by notice in a widely circulated newspaper at the beginning of every registration period, give particulars and mode of payment of examination fees applicable to all types of examinations.

(3) A Candidate who:-

- (a) fails to pay the required examination fee may be disqualified for the registration of an examination;
- (b) has waived to pay the examination fees and fails to pay such fees upon the issuance of the results, his results thereof shall be withheld for a period of two years; or
- (c) fails to pay the required fee after the lapse of two years under paragraph (b), his results may be nullified.

(4) The examination fee once paid may neither be refunded nor transferred.

(5) Examinations fees shall be prescribed by the Council and approved by the Minister.

PART IV

ASSESSABLE AND EXAMINABLE SUBJECTS, AWARDS AND RESULTS

Assessable
and
examinable
subjects and
grading in
primary
education

19.-(1) Unless otherwise prescribed by circular issued by the Commissioner for Education, examinable subjects in primary national assessment and examination shall base on the curriculum and syllabus approved by the relevant authority.

(2) The grading for primary national assessment and examination shall be as follows:-

- (a) 41 – 50 = A - indicating excellent;
- (b) 31 – 40 = B - indicating very good;
- (c) 21 – 30 = C - indicating good;
- (d) 11 – 20 = D - indicating satisfactory; and
- (e) 0 – 10 = E - indicating unsatisfactory.

(3) Grade A, B, C and D shall be regarded as passes in descending order of merit, where A is the highest pass, D the lowest pass and grade E shall be regarded as unsatisfactory.

(4) The Standard Two or Standard Four National Assessment shall be graded to show the level of pupils' attainment on compulsory subjects approved by the Minister.

(5) A candidate for standard two or standard four shall attain required skills before proceeding to the subsequent standard.

(6) The Council shall issue notification of results for standard two or standard four national assessment in a manner to be prescribed by the Council.

(7) Certificate of Primary Education Examination award shall be Distinction, Merit, Credit and Pass.

(8) Grading for Certificate of Primary Education Examination shall base on aggregate of compulsory subjects approved by the Ministry where:-

- (a) A - indicating distinction;
- (b) B - indicating merit;
- (c) C- indicating credit; and
- (d) D - indicating pass

(9) The certificate of primary education examination shall contain the particulars set out in the Third Schedule to these regulations.

Assessable
subjects in
form two
national
assessment
grading

20.-(1) The FTNA shall base on subjects and syllabus approved by the relevant authority.

(2) Unless otherwise prescribed in the circulars issued by the Commissioner for Education, a school candidate shall sit for nine subjects comprised of core and compulsory as follows-

- (a) (i) civics;
- (ii) kiswahili;
- (iii) english language;
- (iv) basic mathematics;
- (v) biology;
- (vi) history;
- (vii) geography;
- (viii) physics/ engineering Science;
- (ix) chemistry.

(b) Without prejudice to paragraph (a), a candidate may also choose not more than three subjects from bias subjects and one subject from optional subjects-

Examinations

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(c) (i) bias subjects shall include; Technical, Agriculture, Commercial, Home Economics, computer studies, Arts and Foreign Language.

(ii) optional subjects shall include; Religious subjects.

(3) A private candidate for the FTNA shall register and sit for at least seven subjects listed in paragraph (a).

(4) No candidate for the FTNA shall register for more than twelve subjects at one sitting.

Grade ranges
for form two
national
assessment

21.(1) The quantification for grade ranges at FTNA results shall be as follows:-

(a) 75 - 100 = A - indicating excellent

(b) 60 - 74 = B⁺ - indicating very good

(c) 50 - 59 = B - indicating good

(d) 40 - 49 = C - indicating average

(e) 30 - 39 = D - indicating satisfactory

(f) 20 - 29 = E - indicating unsatisfactory

(g) 0 - 19 = F - indicating fail

(2) The weight for each grade shall be A= 5, B⁺ = 4, B=3, C = 2, D = 1, E = 0.5 and F = 0

(3) Grades A, B⁺, B and C shall be regarded as credit while D shall be regarded as the lowest pass.

(4) Grades E and F shall not be considered in calculating GPA.

Form two
national
assessment
grading

22.-(1) Form Two National Assessment grading to school and private candidates shall be Distinction, Merit, Credit and Pass

(2) Subject to sub regulation (1), Distinction and Merit shall be awarded to a candidate who conform to regulation 20(2)(a).

(3) Calculation of GPA shall base on the candidate's best score in seven subjects.

(4) Form two national assessment grading shall be as follows:-

- (a) a distinction shall range at a GPA of 3.6 – 5.0;
- (b) a merit shall range at a GPA of 2.6 – 3.5;
- (c) a credit shall range at a GPA of 1.6 – 2.5 or awarded subject to regulation 21(2);
- (d) a pass shall range at a GPA of 0.3 – 1. 5, and shall be given to candidate who passed in at least one subject at grade not below C or passed in at least two subjects at grade D.

(5) GPA shall not be calculated to a candidate who sat for less than seven subjects.

(6) The Council shall issue notification of results for FTNA as may be prescribed.

Examinable subjects in the certificate of secondary education examination

23.-(1) The CSEE shall be examinable on curriculum and syllabus approved by the Ministry.

(2) A school candidate shall sit for core and compulsory subjects, not less than two biased subjects and may sit for not more than one optional subject.

(3) The core and compulsory subjects shall comprise-

- (a) (i) civics;
- (ii) kiswahili;
- (iii) english language;
- (iv) mathematics; and
- (v) biology.

(b) The biased subjects shall include; Natural Science, Social Sciences, Technical subjects, Agriculture, Commercial, Home Economics, Arts, Computer Studies or Foreign languages.

(c) Optional subjects shall include Religious subjects.

(3) A candidate shall not sit for bible knowledge and islamic knowledge in one sitting.

(4) A private candidate for the Certificate of Secondary Education Examination shall:-

- (a) sit for natural sciences or home economics upon submission of evidence of prior undertaking of practical work;
- (b) Sit for practical at the centre with school candidates sitting for practical subjects.

(5) A candidate who sat for CSEE or its equivalent, shall sit as a private candidate for one or more subjects in a subsequent examination.

(6) A candidate for the certificate of secondary education Examination shall not register for more than ten subjects at one sitting.

Grade ranges for the certificate of secondary education examination

24.-(1) Grade ranges for Certificate of Secondary Education Examination shall be as follows-

- (a) 75-100 = A - indicating Excellent
- (b) 60-74 = B⁺ - indicating Very Good
- (c) 50-59 = B - indicating Good
- (d) 40-49 = C - indicating Average
- (e) 30-39 = D - indicating Satisfactory
- (f) 20-29 = E - indicating Unsatisfactory
- (g) 0- 19 = F - indicating Fail

(2) The weight for each grades shall be A= 5, B⁺ = 4, B=3, C = 2, D = 1, E = 0.5 and F = 0

(3) Grade A, B⁺, B and C shall be regarded as credit while D shall be regarded as the lowest pass.

(4) Grade E and F shall not be considered in the calculation of GPA.

Certificate of secondary education examination award

25.-(1) CSEE award to school and private candidates shall be Distinction, Merit, Credit and Pass.

(2) Subject to sub regulation (1), Distinction and Merit shall be awarded to a candidate who conform to regulation 23(2) (a) of these Regulations.

(3) Calculation of GPA shall base on candidate's best score in seven subjects.

(4) Award ranges for Certificate of Secondary Education Examination shall be as follows:-

- (a) a distinction shall range at a GPA of 3.6 – 5.0;
- (b) a merit range at a GPA of 2.6 – 3.5.
- (c) a credit shall range at a GPA of 1.6 – 2.5 or awarded subject to regulation 25(2);
- (d) a pass shall range at a GPA of 0.3 – 1.5, and awarded to a candidate who passes in at least one subject at a grade not below C or passes in at least two subjects at grade D.

(5) GPA shall not be calculated to a candidate who sat for less than seven subjects.

(6) The CSEE shall contain the particulars as set out in the Third Schedule to these Regulations.

Basis for advanced certificate of secondary education examination

26.-(1) The ACSEE shall base on the subject combination and syllabus approved by the Ministry.

(2) A candidate shall sit for not more than six subjects including General Studies.

- (3) A candidate shall not sit for:-
 - (a) Advanced Mathematics and Basic Applied Mathematics in one sitting; or
 - (b) Divinity and Islamic Knowledge in one sitting.

(4) A candidate, who sat for ACSEE or its equivalent, shall sit as a private candidate in a subsequent examination.

Grade ranges for advanced certificate of secondary education examination

27.-(1) The grade ranges for advanced certificate in secondary education examination shall be as follows-

- (a) 75-100 = A - indicating excellent;
- (b) 60-74 = B⁺ - indicating very Good;
- (c) 50-59 = B - indicating good;
- (d) 40-49 = C - indicating average;
- (e) 30-39 = D - indicating satisfactory;
- (f) 20-29 = E - indicating unsatisfactory; and
- (g) 0- 19 = F - indicating fail.

(2) The total point for each grade shall be A= 5, B⁺ = 4, B=3, C = 2, D = 1, E = 0.5 and F = 0

(3) Grade A, B⁺, B and C shall be principal while grade D shall be regarded as the lowest pass.

(4) Grades E and F shall not be considered in calculation of GPA.

Advanced certificate of secondary education examination

28.-(1) The Advanced Certificate of Secondary Education award to school and private candidates shall be Distinction, Merit, Credit and Pass.

(2) Calculation of GPA shall base on candidate's subjects combinations as approved by the Ministry.

(3) Award ranges for Advanced Certificate of Secondary Education Examination shall be as follows:-

- (a) a distinction shall range at a GPA of 3.7 – 5.0;
- (b) a merit shall range at a GPA 3.0 – 3.6;
- (c) a credit shall range at a GPA of 1.7 – 2.9
- (d) a pass shall range at a GPA of 0.7 – 1.6, and awarded to a candidate who passes in at least one principal subject at grade not below C or passes in at least two principal subjects at grade D.

(4) The advanced certificate of secondary education shall contain the particulars set out in the Third Schedule to these regulations.

PART V
GENERAL PROVISIONS

Special treatment for candidates with special needs

29.-(1) A private candidate with special needs or Head of school that has candidates with special needs, may apply to the Executive Secretary for provisions of special services, arrangement or supporting gears for candidates with special needs during the examination.

- (2) A visual impaired candidate shall -
 - (a) be provided with special examination room.

(b) dictate the answers to an amanuensis or type on a standard typewriter;

(3) A visual impaired candidate may be allowed to sit for mathematics and science subject examinations in a manner as shall be prescribed by the Minister.

(4) A candidate with a disability which slows down his writing speed in the examinations shall be offered with additional of twenty minutes in every hour for Mathematics and ten minutes in each hour for other subjects.

Rights and Discretions of the Council

30.-(1) The Council shall have the right to suspend or nullify examination or part of the examination where it is satisfied that there have been irregularities in the course of such examination.

(2) In the conduct of examinations and issuance of results, the Council shall reserve the right:-

- (a) not to disclose examination results until the date of issue and issuance of certificate or award to the intended candidate;
- (b) to withhold or cancel the results or certificate of a candidate where it is satisfied that he has been involved in examinations irregularities ;
- (c) to destroy all answer scripts not later than one year after the date of issue of examination results;
- (d) to destroy any other examinations related documents.

(3) The Council may not entertain complaints in respect of examination results after the expiry of one month from the date of issue of such results.

Certificates issued by the Council

31.-(1) Any certificate or notification of examination results awarded by the Council shall remain the property of the Council.

(2) The Council may issue a duplicate certificate at a prescribed manner and fee.

(3) The Council shall audit certificates sent to heads of schools in a manner to be prescribed.

(4) The Council may issue a statement of results upon receiving a written request from the candidate, employer and prospective employer of such candidate or any other legally recognized body.

Provided that, it shall not be issued to candidate in person.

(5) A certificate awarded to a successful school candidate shall be sent to the respective Head of school for distribution to the individual candidate.

(6) A certificate awarded to a successful private candidate shall be issued through the postal address as indicated in the application form or as prescribed by the Council from time to time.

(7) A private candidate shall, before the issuance of the certificate, notify the Executive Secretary of any changes of address.

(8) The Council shall not entertain complaints in respect of certificate after the expiry of six months from the date of issue of certificate.

(9) Notification of Results shall be issued once at the time of releasing the results in a manner to be prescribed by the Council.

Re-sitting of
national
examinations
in general

32.-(1) A candidate who fails to do an entire examination for reasons of sickness or for unforeseeable events may, upon the approval of the Council, be allowed to sit for the respective examination within twelve months after the date of first sitting.

(2) Subject to sub-regulation (1) the:-

- (a) Council may extend time for such re-sitting upon the request and submission of supporting documents by the candidate or authorized person;
- (b) candidate shall re-sit examination only once as a school candidate;
- (c) candidate shall register with former examination centre and pay examination fees as required;
- (d) examination results under this Regulation shall be

issued in the year of re-sitting or as may be prescribed by the Council.

(3) Any person who submits forged documents or false information under this regulation commits an offence.

Examinations
and written
responses

33.-(1) The Council shall prepare guidelines that relates to its functions and the standards of proficiency for awards of National Examination.

(2) The National examination shall be the property of the Council.

(3) A person shall not be allowed to reproduce, sell or distribute past National examination without the written approval by the Council.

(4) All answer booklets shall be the property of the Council.

(5) Any person, who contravenes this regulation, commits an offence.

Exemptions
from general
requirements
of registration

34.-(1) A candidate may, subject to the approval of the Executive Secretary, apply for an exemption from the normal requirements of registration for National Examinations.

(2) Applications for exemptions under sub-regulation (1) shall be supported by documents from a recognized authority.

Representa-
tives of the
Council

35. The Regional Education Officers shall be the representatives of the Council in the United Republic of Tanzania.

Revocation of
GN No. 38 of
2013

36. The Examinations Regulations 2013 are revoked.

Examinations

GN. No. 509 (contd..)

FIRST SCHEDULE

(Made under Regulation 18(1)&(5))

FEES FOR VARIOUS SERVICES OF THE NATIONAL EXAMINATIONS COUNCIL OF
TANZANIA

(a) EXAMINATIONS FEES

SN	TYPE OF SERVICE	FEES (TSHS.)
1.	Advanced Certificate of Secondary Education Examinations and Certificate of Secondary Education Examinations-	
	(a) examinations fees during normal registration period;	50,000.00
	(b) examinations fees with fine after normal registration period (grace period);	65,000.00
	(c) examinations fees after grace period but before examinations (for school candidates only);	80,000.00
(d) examination fees after sitting examinations (for School candidates only).	100,000.00	
2.	Form Two National Assessment (FTNA)	
	(a) examinations fees during normal registration period;	30,000
	(b) examinations fees with fine after normal registration period.	40,000
3.	Examinations fees for Primary National Assessment and Examination - English medium.	15,000.00

(b) FEES FOR OTHER SERVICES

SN	TYPE OF SERVICE	FEES (TSHS)
1.	Appeals for re-marking answer booklets or sheets per subject.	20,000.00
2.	Statement of results or certification of certificates.	10,000.00
3.	Corrections of names on the registration forms and certificates when the error was not committed by NECTA.	
	(a) request submitted before certificates are issued.	30,000.00
	(b) request submitted after certificates are issued.	35,000.00
4.	Reposting a returned certificate due to non-collection from post office.	30,000.00
5.	Equivalences of certificates, result slips and statements of results from other examinations bodies.	50,000.00

Examinations

GN. No. 509 (contd..)

6.	Changes of examinations centre or additions or deletions of subject on the registration form.	20,000.00
	(a) request submitted during registration period. (b) request submitted after the registration period.	30,000.00
7.	Delayed submission of or any other registration documents.	
	(a) submission after registration but before examination (b) submission during examinations.	10,000.00 20,000.00
8.	Issue of duplicate certificates	
	(a) primary education (b) secondary education	50,000.00 100,000.00

SECOND SCHEDULE

(Made under Regulation 4(3))

CONDITIONS FOR ESTABLISHING AN EXAMINATION CENTRE
An institution can be authorized as an examination centre if the following conditions have been observed:-
(a) The environment of the institution is conducive for learning.
(b) The type and number of Science Laboratories available in the institution for science practical examinations (if applicable).
(c) The number of candidates the institution can accommodate during the examination.
(d) The availability of rooms or halls in the institution in proportion to candidates. The availability of enough furniture for the registered candidates.
(e) The availability of a safe or a steel cabinet for secure examination storage or custody.
(f) The availability of special facilities for pupils or students with disabilities.

THIRD SCHEDULE

(Made under Regulations 19(9), 25(6), 28(4))

PARTICULARS OF A CERTIFICATE
The certificates issued to successful candidates shall bear-
(a) the name and the examination number of the candidate;
(b) the examination centre at which the examination was taken;
(c) the recent photograph of the candidate;
(d) the subjects taken, the grades attained and the category in which the candidate is placed;
(e) the date of the examination;
(f) the signature of the Chairperson of the Council, and the signature of the Executive Secretary of the Council; and
(g) the seal and the serial number of the certificate.

Examinations

GN. No. 509 (contd..)

FOURTH SCHEDULE
(Made under Regulation 20(2), 23(2))

SOCIAL SCIENCES	012	HISTORY	TECHNICAL (CIVIL)	071	BUILDING CONSTRUCTION	
	013	GEOGRAPHY		072	ARCHTECTURAL DRAUGHTING	
RELIGIOUS	014	BIBLE KNOWLEDGE		073	SURVEYING	
	015	ELIMU YA DINI YA KIISLAMU		074	CARPENTRY & JOINERY	
ARTS	016	FINE ART		075	BRICKWORK & MASONRY	
	017	MUSIC		076	PAINTING & SIGN WRITING	
	018	PHYSICAL EDUCATION		077	PLUMBING	
	019	THEATRE ART		081	ELECTRICAL INSTALLATION	
LANGUA-GES	023	FRENCH LANGUAGE		TECHNICAL (ELECTRICAL)	082	ELECTRICAL ENGINEERING SCIENCE
	024	LITERATURE IN ENGLISH			083	RADIO & TV SERVICING
	025	ARABIC LANGUAGE	084		ELECTRICAL DRAUGHTING	
NATURAL SCIENCE	031	PHYSICS	085		REFRIGERATION & AIR CONDITION	
	032	CHEMISTRY	086		PLANT & EQUIPMENT MAINTANANCE	
	034	AGRICULTURAL SCIENCE	091		TECHINICAL DRAWING	
	035	ENGINEERING SCIENCE	092		WORKSHOP TECHNOLOGY	
	042	ADDITIONAL MATHEMATICS	093		MOTOR VEHICLE MECHANICS	
COMPUTER STUDIES	036	INFORMATION & COMPUTER STUDIES	TECHNICAL (MECHANICAL)		094	WELDING & METAL FABRICATION
HOME ECONO-MICS	051	FOOD & NUTRITION			095	FITTING & TURNING
	052	TEXTILE & DRESSMAKING		096	AUTO ELECTRICS	
COMME-RCIAL	061	COMMERCE		097	MECHANICAL DRAUGHTING	
	062	BOOK-KEEPING		098	FOUNDRY & BLACKSMITH	

Examinations

GN. No. 509 (contd..)

(a) WEIGHT OF THE CONTINUOUS ASSESSMENT (CA) COMPONENT FOR
CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

<i>S/N</i>	<i>ASSESSMENT COMPONENT</i>	<i>MARKS</i>
1	Form Two National Assessment (FTNA)	10
2	Form III First and Second Term Assessments	05
4	Form IV Mock Examination	10
5	Project	05
	TOTAL	30

(b) WEIGHT OF THE CONTINUOUS ASSESSMENT (CA) COMPONENT FOR
ADVANCED CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

<i>SN</i>	<i>TYPE OF THE ASSESSMENT</i>	<i>MARKS</i>
1	Form Five First and Second Term Assessment	15
2	Form VI Mock Examination	10
3	Project	05
	TOTAL	30

Dar es Salaam
28th October, 2015

SHUKURU KAWAMBWA,
Minister for Education and Vocational Training