

BONDO TECHNICAL TRAINING INSTITUTE



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Internal Examinations Procedure

01 Setting

- i. The setting of the examination papers is a strictly controlled mechanism undertaken with due diligence and by setters of high integrity
- ii. The setters shall be competent enough to ensure appropriateness in the level of testing, the relevance and fairness of test items and a high degree of clarity and accuracy of the test items

02 Moderation of Examination Papers/ Validation of Assessment tools

- i. The examination papers/ assessment tools must be presented to moderation panels set up by the HOD for each subject in the course. The HOD shall appoint the respective moderation panels using the criteria for selection of assessors/ verifiers
- ii. The moderation of examination papers/ assessment tools shall be carried out to ensure that the papers/ assessment tools are relevant in terms of content, fairness for the level, validity and reliability in accordance with the syllabus content and course outlines

03 Security of Examination Papers/ Assessment Tools

- i. The HOD shall submit to the Examinations Office raw copies of all set and moderated examination papers/ assessment tools for a particular series from his/ her Department
- ii. The Examinations Officer shall confirm the papers so submitted and record the same, as witnessed by the officer submitting
- iii. For security purposes, the Examinations Officer shall arrange for the typing, photocopying, packaging and sealing of envelopes containing exam papers and for the general security of the exam materials for all Departments

- iv. On the days scheduled for the examinations/ assessment, the Examinations Officer shall issue the relevant examination/ assessment tool to the appointed invigilator, in strict adherence to the approved timetable

04 Invigilation

- i. The HOD shall recommend suitable persons to be appointed as invigilators, whose names shall appear on the examinations timetable for the specific day, time and unit they are to invigilate
- ii. Each Departmental Examinations Officer shall supervise and be in charge of each session of the exams in the Department
- iii. There shall be one invigilator for not more than thirty candidates

05 Attendance/Admission at the Examination Room

Students require a current student identification card to obtain admission to the examination room. If the card has been misplaced or is not valid, you will be directed to the appropriate place or person for identification mostly students should check their details in the Registrar's office.

Students are required to be in the exam room 10 minutes before the exam starts.

Students who arrive more than 30 minutes after the commencement of an exam will not be permitted to enter the exam room. Unless documentation can be provided you are ineligible to sit for a deferred exam. Sleeping in examination room is not a valid reason for securing a deferred exam.

Students are not permitted to leave the exam room in the first 30 minutes or the last 15 minutes of an examination.

Students are allowed temporary leave of absence from the exam room at the discretion of the invigilator during an examination for a visit to the toilet or due to illness.

06 Misconduct in the Examination Room

Invigilators will examine permitted materials during the exam. The Invigilator has the authority to take whatever action is necessary to prevent misconduct within the examination area. Examples of misconduct include:

- Talking to another student during an exam,
- Copying from another student and
- Bringing in unauthorized materials

07 Reporting Exam Irregularities

Breach of Examination procedures is a serious academic offense. In the event that such occurs, the following procedure will be followed:

- i. The invigilator shall ask the offending candidate to leave the examination room
- ii. The invigilator shall write a statement detailing the exam irregularity, attach documentary evidence where applicable, and submit to the Departmental Exams Officer
- iii. On receipt of the invigilator's report, the Departmental Exams Officer shall prepare his/ her own report, attach the invigilator's report and submit to the relevant HOD, together with the candidate's scripts and any confiscated material that may serve as exhibits
- iv. The HOD shall forward all cases of examination irregularity to the Academic Committee, which shall deliberate and take appropriate action in line with the Rules and Regulations issued to trainees by the Dean of Students. The Academic Committee sitting to deliberate on exam irregularities shall be chaired by the Deputy Principal in charge of Academics
- v. Any trainee who feels dissatisfied with the decision made by the Academic Committee shall have the right to appeal to the Principal
- vi. At the conclusion of the appeal process, or in the event of no appeal, the Principal shall report the final decision to the BOG, which may ratify, amend or reject

08 Permitted materials

Permitted materials include:

- Writing materials. Pencil cases must be placed under the desk.
- Any item listed in the examination timetable for that subject eg SMP Tables, SMM, CESMM etc
- Where materials allowed are 'any permitted materials,' these include items normally expected to be used for study, such as text books and lecture notes.

Students allowed to take in notes as part of their permissible materials will be required to hand them in with their exam papers.

Food or drink is not to be taken into Examinations except for items such as glucose sweets, or plain or clear water, which may be permitted at the discretion of the Invigilator.

09 Processing of Examination records and Release of Results

- i. The marking shall be done under the supervision of the HOD as per the programme of marking and guidelines issued by the Examinations Officer at the end of each term
- ii. The timelines for marking and preparation of mark lists for respective classes shall be strictly observed
- iii. The HOD shall ensure there is co-ordination and that marking is moderated and that all scripts are marked and marks awarded correctly

Note III: *Marking and processing of marks shall be in accordance with BTTI procedure for Teaching and Examination, BTTI procedure for Issuance of Transcripts and Internal Certificates and guidelines issued vide memos from the Examinations Officer, the Registrar or the Deputy Principal in charge of Academics*

10 Processing of Marks

- i. After marking, each HOD shall convene a Departmental meeting to receive all marked scripts, analyze and moderate the results, strategize and make recommendations to the Academic Committee
- ii. The Academic Committee shall convene to verify the results presented by the respective HODs, ratify them and make any necessary recommendations for improvement. After ratification, the Registrar will facilitate the official release of results as per BTTI procedure for Issuance of Transcripts and Internal Certificates. A candidate's overall grade will be determined by:
 - a) Attaining a 75% class attendance
 - b) Sitting for and passing the CATs
 - c) Sitting for and passing the end of term exam
 - d) Scores from Industrial attachment (where applicable)
 - e) Submitted trade/ research project and/ or business plan (where applicable)

Note IV: *The results of the examinations conducted in a particular series shall be released not later than four weeks after the sitting of the last paper on the timetable, and within the provisions of BTTI Service Delivery Charter*

01. Category of Results

- i. A candidate who fails to attain the passing grade in more than half of the units of examination shall get an overall result of **FAIL**
- ii. A candidate who attains the passing grade in more than half of the units of examination, but fails in one or two units shall get an overall result of **REFERRED**
- iii. A candidate who attains the passing grade in all the units of examination shall get an overall result of **PASS** or **PASS WITH CREDIT** or **PASS WITH DISTINCTION**, depending on the level of pass as determined by the Academic Committee

- iv. A candidate who has not fulfilled any of the conditions stipulated in clause 4.2.3.7 (ii) above shall get an overall result of **CNC/ CRNM**
- v. A trainee who, having duly registered for the term but fails to take any of the examinations/ assessments scheduled shall get an overall result of **ABSENT**
- vi. A candidate who commits an exam irregularity and is exempted from all or some of the exams shall get an overall result of **DISQUALIFIED**
- vii. Results for CBET programmes will be classified as either **COMPETENT** or **NOT YET COMPETENT**

4.5 Supplementary and Special Examinations

- i. Supplementary exams will be administered only to candidates who have been referred
- ii. Supplementary exams shall be conducted one month after the release of the end of term/ end of stage exam results, but in any case, not later than the second week of the new term
- iii. There shall be a charge for sitting supplementary exams, which charge shall be subject to review by the Academic Committee from time to time
- iv. The term “special examination” is used to exclude normal examinations and supplementary examinations. Special examinations shall be administered to trainees who, having duly registered for the term and having fulfilled all other requirements, fails to sit for some or all of the exams in a given series due to special circumstances such as hospitalization or bereavement at the time of exams. Where possible, such circumstances shall have been communicated to the HOD concerned at the earliest possible opportunity, preferably with documentary proof
- v. The decision to accept or reject an application for special examination sitting shall be taken by the Academic Committee, following recommendations from the Department concerned
- vi. The special examinations may be held concurrently with the supplementary examinations where possible
- vii. No trainee shall be allowed to proceed to the next stage or level of study without sitting and passing the exams for a particular series
- viii. The maximum marks for a trainee sitting supplementary examinations shall be 40%.

Note V: *A trainee who is unable to appear for an exam for reasons acceptable to the Department may be allowed to defer such an exam to the next sitting when the exams are offered. Such reasons must be shown to be clearly beyond the control of the trainee. A request to this effect must be submitted in writing to the Registrar through the HOD and recommended by the Dean of Students*

4.6 Weighting of Internal Examinations

End term exams will carry 70% while CATS will carry 30%. Students should be given at least Two CATs, one sitting in and another one take away in form of assignments, research or in other way preferred by the unit lecturer.

4.7 Illness During the Examination Period

Candidates who are unwell at the scheduled time of the examination of a unit in which they are enrolled, are advised not to undertake the examination. Candidates will be required to fill in an application for special consideration and submit a declaration from their doctor within three (3) working days. The template for this declaration will be provided by the institution or can be accessed on the website (bondotti.ac.ke). Certificates of Attendance at a Doctor's Surgery are not acceptable as evidence of illness.

Applications lodged after the due submission date may be considered if circumstances made it impossible for the application to be lodged within three (3) days. For example an ongoing serious illness.

4.8 Deferred Examinations

A deferred examination enables eligible students to complete a final exam at a later time because of illness or other unavoidable and compelling circumstances.

The following list sets out some examples of acceptable grounds for Deferred Examinations and what form of original documentation is required.

Circumstance	Examples of documentary evidence required
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Illness or serious health problems	<p>A medical or counselling certificate the Institution has a template that the doctor completes. This ensures that we receive sufficient information including:-</p> <p>the registered provider number</p> <ul style="list-style-type: none"> • the date on which the student was to sit the examination • advice regarding the severity of the complaint and that circumstances would affect the student's performance in the specified examination • the dates when the students was affected by the illness. The doctor's statement must be dated on, or before the date of the examination. Statements dated after the date of the examination will only be accepted in exceptional circumstances.
Bereavement – death of family member.	Burial permit/Prove of death

In all cases some form of documentary evidence and a declaration by the students would be required to support an application for a deferred examination. The documentation will be considered but will not guarantee that the application will be successful. This must be lodged within three days of the examination.

If students are applying for a deferred exam due to illness or health problems, the student will be required to have the doctor complete the deferred Special Consideration Form found on website rather than accept medical certificates the Institution has a template that the doctor completes. This ensures that we receive sufficient information including:-

the registered provider number

- the date on which the student was to sit the examination
- advice regarding the severity of the complaint and that circumstances would affect the student's performance in the specified examination
- the dates when the students was affected by the illness. The doctor's statement must be dated on, or before the date of the examination. Statements dated after the date of the examination will only be accepted in exceptional circumstances.

If a student is not satisfied with the decision (to approve or not approve the application for a deferred examination) they may, in the first instance, seek a review of the decision

by the Deputy Principal (who may consult with the unit tutor, course Lecturer or other appropriate staff).