

INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY



Examination Regulations

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IHET Examination Regulations

Effective Date: 05th October, 2024.

1.0 Overview

The Institute of Heavy Equipment and Technology (IHET) is committed to maintaining high academic standards and ensuring the integrity of its assessment processes. These Examination Regulations provide guidelines for students, faculty, and staff regarding the conduct and administration of examinations at IHET. All students are expected to adhere to these regulations to ensure fairness and consistency in the assessment process.

1.1 General Provisions

1.1.1 Applicability

These regulations apply to all formal examinations conducted at IHET, including mid-semester exams, final exams, practical assessments, and any other formal evaluation used to assess student performance.

1.1.2 Examination Timetable

- i. The Examination Timetable will be published at least four weeks before the start of the examination period.
- ii. It is the responsibility of each student to check the timetable and ensure they are aware of the dates, times, and venues of their exams.
- iii. Any conflicts in the timetable should be reported to the Examinations Office immediately.

1.1.3 Eligibility for Examinations

- i. Only students who have registered for the course and fulfilled attendance and coursework requirements are eligible to sit for the examinations.
- ii. Students with outstanding fees may be denied entry to the examination until their financial obligations are settled.

1.1.4 Examination Venues

- i. Examinations will be held in designated venues as indicated on the Examination Timetable.
- ii. Students must arrive at the examination venue at least 15 minutes before the scheduled start time.

2.0 Conduct During Examinations

2.1.1 Identification

- i. Students must present a valid Student ID card before entering the examination room.

- ii. Failure to present identification may result in denial of entry.

2.1.2 Materials Allowed

- i. Only the materials specified by the examiner (e.g., pens, pencils, erasers, calculators, etc.) are permitted during the examination.
- ii. Mobile phones, smartwatches, and other electronic devices are strictly prohibited in the examination room. All such devices must be switched off and left outside the room or in a designated area.

2.1.3 Seating Arrangement

- i. Students must sit in the seats assigned by the invigilator or as indicated on the seating plan.
- ii. Talking or any form of communication between students once inside the examination venue is strictly prohibited.

2.1.4 Start and End of Examinations

- i. Students are not allowed to enter the examination room 30 minutes after the exam has started.
- ii. No student may leave the examination room during the first 30 minutes or the last 15 minutes of the examination.
- iii. When instructed to stop writing at the end of the examination, students must immediately cease all work and await further instructions from the invigilator.

2.1.5 Cheating and Misconduct

- i. Any form of cheating, including copying from another student, using unauthorized materials, or communicating with others during the examination, is strictly prohibited.
- ii. Students found in possession of unauthorized materials or engaged in dishonest practices will face disciplinary action, which may include annulment of the exam, suspension, or expulsion.

3.0 Examination Malpractice

3.1.1 Types of Malpractice

The following actions constitute examination malpractice:

- i. Bringing unauthorized materials into the examination room (e.g., notes, books, or electronic devices).
- ii. Plagiarism or submission of work that is not the student's own.
- iii. Impersonation, where a student arranges for another individual to sit for an examination on their behalf.
- iv. Collusion with other students to gain an unfair advantage.

3.1.2 Consequences of Malpractice

- i. A student found guilty of examination malpractice may have their examination invalidated and may face suspension or expulsion from IHET.
- ii. Repeated offenses may result in permanent expulsion and ineligibility for re-enrollment.
- iii. IHET reserves the right to revoke any qualifications obtained through dishonest means.

3.1.3 Reporting Malpractice

- i. Students and staff are encouraged to report any suspected malpractice to the Examinations Office or relevant faculty member.
- ii. IHET will investigate all allegations of malpractice promptly and fairly.

4.0 Special Accommodations

4.1.1 Disability and Special Needs

- i. Students with disabilities or special needs may request accommodations (e.g., extra time, special seating arrangements, or the use of assistive devices) by contacting the Examinations Office at least four weeks before the examination period.
- ii. Supporting documentation (e.g., medical reports) must be submitted with the request for accommodation.

4.1.2 Illness or Emergency

- i. Students who are unable to attend an examination due to illness or a family emergency must notify the Examinations Office immediately and provide valid documentation (e.g., a doctor's note or hospital report).
- ii. Depending on the circumstances, the student may be eligible to take a make-up exam or be assessed through an alternative method.

5.0 Absence from Examinations

5.1.1 Authorized Absence

- i. Absence from an examination will only be authorized for serious reasons, such as illness, personal injury, or a family emergency.
- ii. Students must apply for authorization in writing to the Examinations Office and submit supporting documentation within three days of the missed exam.

5.1.2 Unauthorized Absence

- i. Unauthorized absence from an examination will result in a grade of zero for that examination, and no make-up exam will be allowed.
- ii. Students who miss an examination without an acceptable reason may fail the course.

6.0 Grading and Examination Results

6.1.1 Marking and Grading

- i. Examinations will be marked according to the grading criteria established by the respective academic department.
- ii. Results will be released within four weeks after the examination period, and students will be notified via the IHET student portal.

6.1.2 Re-sit Examinations

- i. Students who fail an examination may be eligible for a re-sit if they meet the criteria set by their academic program.
- ii. Re-sit exams are typically scheduled at the end of the academic year, and students must register for the re-sit through the Examinations Office.

6.1.3 Appeals

- i. Students who wish to appeal their examination results must submit a written request to the Examinations Appeals Committee within seven days of the release of results.
- ii. Appeals will be reviewed, and the student will be informed of the outcome within two weeks of submission.

7.0 Responsibilities of Students and Staff

7.1.1 Student Responsibilities

- i. Students are responsible for checking the Examination Timetable, attending exams on time, and following all exam regulations.
- ii. It is the student's responsibility to ensure that they are familiar with the rules and procedures outlined in these Examination Regulations.

7.1.2 Faculty and Invigilator Responsibilities

- i. Faculty members and invigilators are responsible for ensuring that examinations are conducted fairly and in accordance with these regulations.
- ii. Invigilators must monitor the exam room to prevent cheating, maintain discipline, and report any incidents to the Examinations Office.

8.0 Amendments to Regulations

IHET reserves the right to amend these Examination Regulations as necessary. Any changes will be communicated to students and staff through official channels, including the IHET website and the student portal.

9.0 Contact Information

For any questions or concerns regarding these Examination Regulations, please contact:

IHET Examinations Office

Email: examination@ihet.ac.tz

Phone: +255754300200

Address: Bagamoyo Road, KLT Building 8th floor, Kijitonyama,
Dar es Salaam, Tanzania.

These Examination Regulations are designed to ensure fairness, transparency, and academic integrity in IHET's assessment processes. All students are expected to familiarize themselves with these rules and adhere to them at all times.

For and on behalf of the IHET directorate



Director

05th October, 2024.