



**UNITED REPUBLIC OF TANZANIA**

**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)  
CHUO KIKUU CHA USHIRIKA MOSHI**



**GUIDELINES FOR HANDLING UNIVERSITY EXAMINATIONS,  
2015**

**(MADE BY THE COUNCIL UNDER SECTION 45(2) OF THE  
UNIVERSITIES ACT, 2005)**

**JUNE, 2021**

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## ABBREVIATIONS AND ACRONYMS

CA	-	Coursework Assessment
DHL	-	Dalsey, Hillblom and Lynn (Worldwide Express Mail Service Company)
DVC-A	-	Deputy Vice Chancellor – Academic
EE	-	External Examiner
EO	-	Examination Officer
HoD	-	Head of Department
HoU	-	Head of Unit
IE	-	Internal Examiner
IIE	-	Independent Internal Examiner
IMT	-	Internal Moderation Team
MoCU	-	Moshi Co-operative University
MoCUASA	-	Moshi Co-operative University Academic Staff Association
MoP	-	Moderation Panel
MUSARIS	-	Moshi Co-operative University Students Admission and Registration Information System
QA	-	Quality Assurance
ToR	-	Terms of Reference
UE	-	University Examination
VC	-	Vice Chancellor

## **DEFINITIONS OF KEY TERMS**

**Instructor** means any person who is responsible for teaching any course of study at the University. It also includes any other person who has been assigned the duty of teaching any course of study at the University;

**Internal Examiner** means any person who is responsible for setting and marking examinations at the University. It also includes any other person who has been assigned the duty to set and mark examinations at the University;

**Independent Internal Examiner** has the meaning ascribed to it under the provisions of part 3.0 of these Guidelines;

**External Examiner** has the meaning ascribed to it under the provisions of part 4.0 of these Guidelines;

**Examination** means tests or assignment or seminar presentations or practical tests or oral tests or end of semester examination as the case may be;

**Coursework** means a combination of written or oral or practical work(s) done by a student during a course of study, usually assessed in order to count towards a final mark or grade;

**Instructor** means an academic staff assigned to teach and assess student(s) in a particular course and it includes part-time instructors. The term shall also be used to mean a “lecturer”

**Student** means a registered student of the Moshi Co-operative University;

**University** means Moshi Co-operative University.

## **1.0 INTRODUCTION**

Handling of examinations is one of the most sensitive activities in any credible academic Institution. Proper handling of examinations helps to avoid unnecessary complaints, suspicions and skepticisms at the University. These guidelines intend to coordinate the whole chain of examination processing from coursework compilation, setting of the examinations, typing, storage, moderation, invigilation, and processing of results. Students, staff and the community at large would like to see examinations are processed in an orderly manner. The overall conduct of examinations shall be in accordance with the General University Admission, Registration and Examination Regulations, 2015 (hereinafter the Regulations) from which these Guidelines are derived.

## **2.0 HANDLING OF UNIVERSITY EXAMINATIONS**

### **2.1 Instructor or Internal Examiner (IE)**

Handling examinations is primarily the responsibility of the Course Instructor/IE, under the supervision of the responsible Head of the Unit/Department. The supervisory roles of Examination Officers/Coordinators and Deans will come into play only when examinations are already sealed in envelopes. This approach is referred to as Head of Department Centered Model (HDCM). Part-time Lecturers who are teaching courses of the same content in their host institutions should be advised to avoid offering the same examination questions at their Institutions.

#### **2.1.1 Sealing and handing-over**

Examinations should be transferred from one point to another in sealed and/or counter-signed envelopes.

Under no circumstances should any examination paper be sent by a second or third party in an open form.

Examinations should be handed over *in person* by the responsible Instructor/IE/Head of Unit/Department sealed and to relevant Authority.

### **2.1.2 Internal examination moderation**

There shall be internal moderations for all University examinations under the respective Departments. Internal examination moderations shall be conducted as follows:

- (a) There shall be an Internal Moderation Team (IMT) at the Department level which shall be recommended by the HoD and approved by the Dean/Director
- (b) The IMT shall consist of 4 (four) to 5 (five) members depending on the nature of the workload at the respective department;
- (c) Members of the IMT shall be recommended by the HoD to the Dean/Director by considering, among other things, seniority;
- (d) The respective HoD shall be the Chairperson the IMT and on his/her absence, a person duly appointed, shall chair;
- (e) The Terms of Reference of the IMT shall be as follows:
  - (i) To ensure the examination paper covers the curricula as much as possible;
  - (ii) To ensure that the set examination is of required format and standard;
  - (iii) To ensure clarity and correctness of questions in relation to course objectives;
  - (iv) To ascertain that the examination can be done within the allocated time;
  - (v) To ensure that questions are not recycled, Departments should establish examination question banks;
- (f) Instructors/IE of the courses being moderated should not be part of the IMT. However, may be called in to clarify some ambiguous questions;

- (g) Deans/Directors may assist in moderating examinations that fall in their areas of expertise;
- (h) There shall be a submission form that shall be filled by the respective course Instructor/IE during submission of examination(s) for moderation to the HoD;
- (i) The pre-sealed examination papers shall be opened in front of the team and sealed after the moderation exercise;
- (j) Internal pre-moderation is mandatory even when examinations are to be externally moderated;
- (k) After moderation, the HoD shall send back the examination papers sealed in envelopes to the course instructors/IEs for corrections;
- (l) The course instructor/IE shall keep the examination papers in a secured place;
- (m) The instructor/IE shall submit the corrected examination papers in a sealed envelope(s) to the HoD before duplication of the same for approval; and
- (n) Examinations submitted in accordance with paragraph (k) above, shall correspond with among others, the number of candidates and venue(s).

### **2.1.3 Transmission of examinations**

No examination shall be transmitted except under the provisions of this Guideline.

The instructor(s)/IEs shall pass on their sealed examination papers in person to the respective HoDs.

Where needs arise and on approval by the HoD, password protected examinations may be transmitted through authorised official e-mails and reliable courier(s).

Unauthorised emails should not be used to send examination files, even if they are password encrypted.

Sharing of examination or communicating examination questions and related matters over social media is strictly prohibited.

Reliable courier such as DHL, EMS or other reputable courier shall be used in sending examinations to external examiners.

#### **2.1.4 Typing, printing, duplicating and photocopying**

Typing, printing, and duplicating of examinations shall be conducted in the manner as provided herein:

- (i) Instructor's/IEs' personal computer/laptops shall be used for typing and storing examinations;
- (ii) Typing, printing and duplication of examinations shall take into consideration of students with special needs as prescribed in the University Policies
- (iii) Where such devices are lacking, the office computer in respective HoD's office shall be used;
- (iv) Electronic examination files should be password-protected;
- (v) Instructors shall ensure that examination(s) are printed, duplicated and submitted fourteen (14) days before the date of the respective examination;
- (vi) A designated printer shall be used to print examinations;
- (vii) Unwanted draft examination papers shall be shredded, burnt or put in safe custody;
- (viii) A designated photocopy facility shall be used to duplicate all examinations;
- (ix) The University may outsource a photocopier machine when need arises;



- (x) After duplication, the photocopier and surroundings should be inspected to recover any leftover papers; and

### **2.1.5 Storage of examinations**

Storage of examinations shall be done as follows:

- (i) Examination papers (hardcopy and softcopy) shall be stored in secure places;
- (ii) Prior to duplications, the custodian of the examination is the Instructor/IE;
- (iii) After duplication, the HoD together with the Instructor/IE should ensure safety of the storage facilities;
- (iv) Where the stored examinations are at risk, the responsible HoD shall consult respective Dean/Director for advice.

### **2.1.6 Invigilation of examinations**

Invigilation of all University examinations shall be in accordance with the Regulations.

Without prejudice to the generality of the foregone provision, the following guidelines shall be observed:

- (i) It is the responsibility of the HoD to nominate examination invigilators for courses taught under his/her department.
- (ii) The HoD shall rank the invigilators in a chronological seniority order for purposes of ensuring compliance with regulation 46(15) (a) of the Regulations.
- (iii) The list in (ii) above shall be submitted to the relevant timetable office within thirty (30) working days before the start of the university examinations.
- (iv) Where an invigilator is unable to invigilate, he/she shall communicate with the respective HoD for replacement stating the reasons for the inability.

- (v) The HoD shall communicate the replacement in (iv) above to the relevant timetable office.

### **2.1.7 Reporting and handling of examination irregularities**

Reporting of examination irregularities shall be in accordance with the Regulations.

### **2.1.8 Submission and marking of scripts**

Submission and marking of university examinations shall be conducted in a manner stipulated as herein under:

- (i) Subject to the DVC-A approval, HoD in consultation with the Dean/Director shall identify designated rooms for storage and marking of examination scripts;
- (ii) The Chief Invigilator shall submit examination scripts accompanied with student attendance sheet and invigilation form to the respective Examination Coordinators after the examination session;
- (iii) Instructors/IEs shall mark the examination scripts in the designated room(s) as per the University Almanac;
- (iv) Instructors/IEs shall submit the marked scripts, question papers, marking scheme, attendance sheet, course outline/course contents and internal marks (coursework and internal examination marks) to the HoD;
- (v) Instructors/IEs shall be required to sign on a prescribed document while collecting/submitting the unmarked/marked scripts and the enclosed documents;
- (vi) The Examination scripts shall be neatly rope-fastened and submitted to the Directorate/HoD for safe custody before they are handed over to the External Examiner(EE) or Independent Internal Examiner(IIE); and

- (vii) All the marked examination answer books and other marked scripts/research reports/field reports together with examination results files shall be stored and/or destroyed in accordance with the procedures laid down in the Regulations.

### **2.1.9 Uploading Examination results into the System**

It is the responsibility of the Instructor/IE to upload his/her course results into the Moshi Co-operative University Students Admission and Registration Information System (MUSARIS) and produce a printout to be submitted to the HoD as part of the examination results file.

At all times, the respective HoD shall be responsible to train new staff on how to compile and upload results into MUSARIS.

### **2.1.10 Quality Assurance (QA) during Examinations**

The QA office shall devise a mechanism to assess the conduct of the examinations.

Throughout the examination process, the QA shall be responsible with assessing quality standards and procedures of examinations.

QA monitoring will be done by carrying out on-the-spot inspections and verification audits to ensure that the right procedures are followed as per relevant University legal instruments.

The QA office should devise a mechanism to assess the compliance of the IEs to the EEs comments.

## **2.2 Coursework assessment**

The following aspects shall be considered in coursework assessments:

- (i) Coursework assessment system shall be according to the respective approved curriculum;
- (ii) Course instructors shall avoid, as far as possible, immediate recycling of questions or homework assignments;
- (iii) Tests shall be invigilated in a similar manner as the University Examinations to avoid cheating and other irregularities;
- (iv) Large rooms shall be used for tests to avoid cheating and student copying from each other;
- (v) Instructors shall be sensitized on the importance of quality assurance in handling coursework assessments; and
- (vi) It is the responsibility of the course instructor in liaison with the HoD to make sure that tests are conducted in acceptable environment.

### **2.3 Setting of Examination Papers**

The setting of the examinations shall be done as follows:

- (i) Setting of examinations shall be the responsibility of course instructors/IEs;
- (ii) Examinations shall be set in the format and with the instructions prescribed by Regulation 35B of the Regulations.
- (iii) The instructors/IEs shall also be responsible for printing, duplication and keeping custody of the examinations;
- (iv) An examination should cover the syllabus by at least 80%;
- (v) All staff members involved in the examination process should maintain strict confidentiality;
- (vi) Examinations should test knowledge, skills and attitudes;
- (vii) The instructor should avoid recycling of questions done in class; and
- (viii) Instructor/IE should prepare a comprehensive marking guide/scheme.

### **3.0 INDEPENDENT INTERNAL EXAMINERS**

There shall be appointed Independent Internal Examiners (IIEs) where need arises.

An independent internal examiner shall be responsible for providing independent and impartial advice as well as informative comments on the University's academic standards and students' achievement.

#### **3.1 Appointment of the Independent Internal Examiners:**

- (i) The DVC Academic shall appoint an Independent Internal Examiner (IIE) for courses which are not externally examined;
- (ii) The names and CVs of IIEs shall be proposed by the Dean/Director and submitted through the Senate Undergraduate Studies Committee/ Senate Postgraduate Studies Committee to DVC Academic for appointment;
- (iii) The appointment shall be done on yearly basis for a maximum of two consecutive years. After two years, the IIE may be eligible for re-appointment after at least one year break; and
- (iv) IIEs shall be responsible to assess student performance in examinations and fairness in marking by undertaking thorough scrutiny and evaluation of student assessment and performance.

#### **3.2 Terms of Reference for Independent Internal Examiners:**

The terms of reference for the IIE shall be to:

- (i) Evaluate overall student performance in the coursework assessment and University examinations;
- (ii) Assess fairness in marking examinations and award of marks in accordance with marking scheme issued by the course instructor;
- (iii) Ascertain correctness of marks recorded on examinations answer scripts and results sheet;

- (iv) Ascertain whether the examination has adequately covered the syllabus; and
- (v) Report any irregularities or anomalies discovered and suggest corrective measures.

### **3.3 Items to be provided to Independent Internal Examiners**

Course Instructors/IEs through HoDs will be obliged to submit the following items for moderation of examination results by the IIEs:

- (a) Marked examination answer scripts;
- (b) Signed students' examination attendance sheets;
- (c) Signed invigilators reports;
- (d) Examination question paper;
- (e) Detailed marking scheme or guide;
- (f) Course content/syllabus; and
- (g) Examination results sheets signed by the instructor which should include the following:
  - (i) Combined coursework and University Examination score sheet as generated from MUSARIS; and
  - (ii) A brief statement by the course instructor on the performance of students.

Internal moderation of examination results shall be carried out as the case may be and instructed by the DVC-A in the respective semester.

The IIEs shall be required to submit a comprehensive report to the Dean/Director and the same shall be copied to the DVC Academic.

The report shall be discussed by the respective Department/Directorate Examiners Committee/Board.

### **4.0 EXTERNAL EXAMINERS**

There shall be External Examiners (EEs) for examinations.

EEs shall be responsible for providing external and impartial advice as well as informative comments on the University's academic standards and students' performance.

External Examination shall be conducted on annual basis at the end of semester two, four and six but shall cover all examinations done during the respective academic year.

#### **4.1 Appointment of External Examiners**

Appointment of EEs shall be as stipulated herein below:

- (i) All EEs shall be appointed by the DVC Academic;
- (ii) HoDs shall source, scrutinise and submit the proposed names of the EEs to the Deans/Directors for recommendations to the DVC-A;
- (iii) EEs shall be appointed for a period of three (3) years and may be eligible for re-appointment.
- (iv) The appointment of EEs shall not exceed two terms;
- (v) EEs shall be required to fill in the contract forms after the appointment.
- (vi) Former staff or students of the institution shall not be accepted unless a period of five years has elapsed and all students taught by or with the EE have completed their programme(s) of study;
- (vii) The succession of an EE by a colleague from the examiner's home department and institution shall not be accepted;
- (viii) The appointment of more than one EE from the same department of the same institution shall be avoided;
- (ix) No EE shall be appointed if he/she holds more than one appointment for a similar nature in any other institution.

## **4.2 Purpose and role of external examiners**

The EEs shall be responsible for:

- (i) Confirming whether the standards of the University's awards meet or exceed the academic standards specified in external reference points such as the University Qualification Framework (UQF), subject benchmark statements and where appropriate, the requirements of professional, statutory and regulatory bodies;
- (ii) Confirming whether the academic standards of the University's awards are consistent with those of similar programmes in other Higher Education Institutions;
- (iii) Confirming whether research reports/dissertations/thesis are of acceptable standards and have taken into account ethical practices;
- (iv) Reporting on whether the University's processes for assessment measure student achievement rigorously and fairly and are conducted in line with University policies and regulations;
- (v) Identifying, where appropriate, examples of exemplary practice and innovation in learning, teaching and assessment;
- (vi) Commenting on opportunities to enhance the quality of the learning experience provided to students.

## **4.3 Qualifications and competencies for appointment of EEs**

The University will appoint external examiners who can show appropriate evidence of the following:

- (i) Knowledge and understanding of subject matter in the fields covered by the programme of study, or significant parts thereof;
- (ii) Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;



- (iii) Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
- (iv) Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
- (v) Familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- (vi) Fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements);
- (vii) Meeting applicable criteria set by professional, statutory or regulatory bodies; and
- (viii) Awareness of current developments in the design and delivery of relevant curricular.

#### **4.4 Exceptions to External Examiners qualifications and competencies**

The University may appoint EEs who do not meet all the above criteria only in exceptional circumstances and where there is a legitimate case provided that the Vice Chancellor is notified.

The exceptional circumstances may include:

- (i) EEs drawn from business, industry or the professions who are unable to fulfill all the criteria (such as qualifications, academic background or experience of assessment);
- (ii) External examiners who, as researchers, have eminent standing in their discipline, but lack experience of providing and enhancing the student learning experience;

- (iii) Nominations for external examiners in specialist disciplines where the pool of potential external examiners is restricted. Consideration of such cases may be assisted where the nominee is not the sole external examiner for the provision; hence her/his expertise would be complemented by that of others who do fulfill all the criteria;
- (iv) Retirees, or individuals who plan to retire during a proposed period of appointment, may be considered for appointment provided there is sufficient evidence of their continuing involvement in the academic area in question, sufficient to meet the criteria listed above.

#### **4.5 Duties responsibilities of External Examiners**

The following are duties of EEs:

- (i) To comment upon the standard of University awards in relation to external references, including the UQF, subject benchmarks and in relation to other Higher Education Institutions, and, where appropriate, the requirements of professional, statutory and regulatory bodies;
- (ii) To review and evaluate examinations and other forms of assessment which contribute to students' results;
- (iii) To review and evaluate the assessment process;
- (iv) To ensure consistency in the assessment process;
- (v) To participate in viva voce examinations, if they are held;
- (vi) To comment on the structure and academic standards of the relevant programmes;
- (vii) To comment on the content and teaching of the relevant programmes, particularly with regard to how the programme is informed by current research and scholarship, and how the programme is delivering in terms of graduate employability;

- (viii) To comment, if invited to do so by the University, on specific questions arising from academic appeals made by candidates;
- (ix) To participate, if invited to do so by the University, in decisions relating to cases of suspected or proven cheating / assessment offences by students;
- (x) To review the extent to which the assessment for a programme of study enables students to demonstrate that the intended learning outcomes have been met through the annual approval of an Assessment Framework.

#### **4.6 Items to be provided to External Examiners**

Course instructors/IEs through HoDs will be obliged to submit the following items for moderation of examination results by the EEs:

- (a) All marked examinations (properly arranged);
- (b) Softbound Dissertations/Thesis with guidelines for assessment;
- (c) Signed students' examination attendance sheets;
- (d) Signed invigilation report;
- (e) Examination question paper;
- (f) Detailed marking scheme or guide;
- (g) Course content/syllabus;
- (h) Examination result sheets signed by the instructor which should include the following;
  - (i) Combined coursework and University Examination score sheet as generated from MUSARIS;
  - (ii) A brief statement by the course Instructor/IE on the performance of students.
- (i) All external examiners are required to provide an overview report at the end of their tasks. The report will include appropriateness of the standards of its awards, comparability of standards with those of similar programmes in other Higher Learning Institutions

(HEIs), appropriateness of the learning outcomes, assessment processes, strengths and weaknesses of the students, examination and administrative procedural matters and where appropriate, examples of good practice in teaching and learning;

- (j) External Examiners shall not identify individual staff or students by name in their annual report. Any names included in reports will be subject to redaction by the University.

## **5.0 LIABILITIES AND PUNISHMENT IN CASE OF DEFAULT(S)**

Failure to comply with the provisions of this Guideline will attract disciplinary action.

Liabilities and punishment for students shall be as prescribed in the Regulations.

The existing national and institutional instruments will be used to take disciplinary action against staff members failing to comply with this Guidelines.

- (i) All cases of examination irregularities involving delays, no-shows, leakages and any other type of misconduct will be subjected to stern disciplinary actions under the Public Service legal framework;
- (ii) Staff members failing to comply shall be summoned to appear before the University Disciplinary Committee;
- (iii) Punishment for defaulters shall be in accordance with the Public Service Laws and Regulations.

## **6.0 REVISION OF THE GUIDELINES**

These Guidelines may be revised when need arises.

## **7.0 VALIDITY OF THE GUIDELINE PROVISIONS**

The Guidelines shall become operational immediately upon being approved by the University Council and shall remain valid and binding until when they are revoked.

**Appendix 1**



**UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**  
**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**  
**CHUO KIKUU CHA USHIRIKA MOSHI**



This AGREEMENT is made this... day of ..... 20...

**BETWEEN**

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)** established under the Universities Act, 2005 of Postal Address 474, Moshi, Kilimanjaro, Tanzania (herein after referred to as the “**THE EMPLOYER**”) on one part.

**AND**

..... of Postal Address  
..... (Herein after referred to as the “**EXTERNAL EXAMINER**”) on the other part.

**WHEREAS** The external examination system is an important component of the University education quality assurance arrangements, as it offers the University’s an opportunity to ensure that the standards of degrees and other awards can be calibrated across the University College, as well as providing an external mechanism for monitoring fair practice in the assessment of students’ performance.

**AND WHEREAS** the Employer has presented herself to the External Examiner that she is desired to engage services of the External Examiner in marking and moderation of examination scripts/transcripts/reports of the students;

**AND WHEREAS** the External Examiner has presented himself/herself to the Employer as having the capacity and is willing to be engaged for making and moderating students' examination scripts/transcripts/reports submitted to him at an agreed consideration and upon the terms and conditions hereinafter set forth.

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:-**

**1.0 General responsibilities of the employer**

- 1.1 To pay consideration to the External Examiner as stipulated in the schedule to this agreement;
- 1.2 To provide suitable working place to the External Examiner; and
- 1.3 To provide all necessary working tools and information to the External Examiner;
- 1.4 To provide transport for internal movements of the External Examiner while at the Employer's compound where required.

**2.0 General responsibilities of the External Examiner**

2.1 External Examiner hereby undertakes to do all the duties and responsibilities required from him/her to the best of his/her abilities. In particular, Examiners are expected to:

- 2.1.1 Mark and Moderate examination scripts and reports submitted to him fairly and objectively;

2.1.2 Prepare and submit to the Employer not later than one day after marking and moderating a report that addresses/ substantial issues identified (if any); and

2.1.3 Perform his/her responsibilities without external pressure or influences and with utmost good faith.

### **3.0 Payment of External Examiners**

3.1 External Examiner shall be entitled to the following payments:-

3.1.1 Daily Subsistence Allowance (DSA) as prescribed by the Government Circular for the time being in force for the number of days while at the Employer's place;

3.1.2 Transport allowance or an air allowance to and from the place of abode at the rate of .....; and

3.1.3 Marking and moderating allowance as stipulated in schedule to this agreement.

### **4.0 Duration of this contract**

4.1 This agreement shall remain in force for three (3) years from the date it is signed by both parties and with the possibility to be extended after its termination.

### **5.0 Termination of an External Examiner's contract**

5.1 Either party may terminate this agreement before expiration of the three (3) years period upon giving to the other party a three months notice.

5.2 The Employer may terminate this contract in the event the External Examiner shall be found to breach the provisions of this contract.



**6.0 Laws applicable**

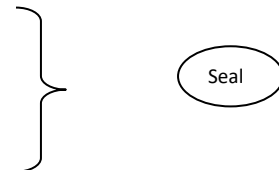
This contract shall be read and construed in accordance with the Laws of Tanzania.

**7.0 Dispute resolution**

The parties agree to refer any dispute related to interpretation of this contract to two arbitrators outside the parties who shall be senior persons and conversant with the academic matters and the decision of the Arbitrators shall be final.

**IN WITNESS THEREOF** the parties herein have signed this agreement as hereunder:

Sealed with the **COMMON SEAL** of the **Moshi Co-operative University** and **DELIVERED** at Moshi this ..... day of ....., 2013



**WITNESS**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Position: \_\_\_\_\_

**SIGNED and DELIVERED** at ..... by the said .....who is known to me personally / who is introduced to me by..... the latter being known to me personally this ..... day of ....., 2013

\_\_\_\_\_ **External Examiner**

**WITNESS**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Position: \_\_\_\_\_

**BEFORE ME**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Designation: **NOTARY PUBLIC**



**SCHEDULE: PAYMENT RATES**

<b>Assignment</b>	Evaluation of end of semester examinations	Research Reports					
<b>Formula</b>							
<b>Rate</b>							