

GOVERNMENT NOTICE NO.682 published on 28/8/2020

THE VALUATION AND VALUERS REGISTRATION ACT,  
(CAP. 138)

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**RULES**

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*(Made under section 71)*  
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THE VALUATION AND VALUERS REGISTRATION (TRAINING AND EXAMINATION) RULES, 2020

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THE VALUATION AND VALUERS REGISTRATION ACT,  
(CAP. 138)

RULES

(Made under section 71)

THE VALUATION AND VALUERS REGISTRATION (TRAINING AND EXAMINATION) RULES, 2020

PART I  
PRELIMINARY PROVISIONS

- Citation 1. These Rules may be cited as the Valuation and Valuers Registration (Training and Examinations) Rules, 2020.
- Interpretation 2. In these Rules, unless the context otherwise requires-  
“abscondment” means an act or omission resulting into failure to appear for scheduled examination at a time, day and place specified without permission;
- Cap. 138 “absent” means non-appearance to the Board’s examination;  
“Act” means the Valuation and Valuers Registration Act;  
“assessment” means any written form of test for professional competence conducted during learning process;  
“Board” means the Valuers Registration Board established under section 12 of the Act;  
“candidate” means any person dully registered for any programme of the Board for assessment as part of professional education and who is eligible to sit for examinations;  
“cessation” means bar from sitting for Board examinations due to disciplinary grounds;  
“cheating” means possession of, using, giving, receiving or copying unauthorized material during the examination, and includes any form or kind of dishonesty, destruction, falsification or any evidence of examination irregularity;  
“contemporary issues” means any professional matter like a discussion paper or exposure draft or law issued or enacted at least three months before the examination

- date that may affect the profession's current and future operations;
- “discontinuation” means termination or bar to sit from Board's examinations due to breach of examination rules or regulations;
- “entry requirement” means the minimum entry qualifications required for a person to be considered for eligibility to sit for Board's examination;
- “Examination Committee” means an Examination Committee designated as such under rule 18 and shall also reconstitute itself as an Examination Disciplinary Committee;
- “examination irregularities” means any act done or omitted to be done by a candidate in the course of examination that violates the examination rules;
- “examination centre” means examination centres referred to under rule 14, approved by the Board;
- “fees” means payment that any person shall be required to pay to the Board for the service offered;
- “graduate” means a candidate who has successfully completed a course offered by the Board;
- “level” means a stage in the Board's examinations structure;
- “review class” means training, course, or activity with a defined content, method and duration accredited by the Board that involve improvement and broadening knowledge, skills and development of personality necessary for execution of professional duties;
- “review class providers” means a training centre recognized by the Board to conduct review class to candidates aspiring to sit for the examinations;

## PART II ADMINISTRATION OF EXAMINATION

Application for  
candidacy

3.-(1) Any person who wishes to sit for the Board's examinations shall apply for registration as a candidate after complying with the minimum qualifications to sit for that particular examination

(2) The application for candidacy registration shall be made in Form No. 1 specified in the First Schedule to these Rules.

(3) Each application form shall be supported by the relevant documents as prescribed in the form

(4) Upon submission of the application form, the Board shall-

- (a) verify the authenticity of the information furnished;
- (b) evaluate the application for candidacy registration to determine the applicant's entry point; and
- (c) communicate to the applicant the outcome of the evaluation process.

Entry requirements

4. An applicant for candidacy registration shall be required to meet the prescribed entry requirements for the respective examination level as set out in the Third Schedule to these Rules.

Candidacy registration number

5.-(1) Upon registration of a candidate, the Board shall issue an identity card showing the candidate's registration number.

(2) The candidate's registration number shall be permanent and valid throughout the candidacy.

(3) The candidate, upon being issued with candidate's registration number, shall be eligible to apply for the Board's examinations.

Registers

6.-(1) The Board shall maintain a record of the registered candidates.

(2) There shall be two types of candidacy registers, namely-

- (a) technician examination register;
- (b) professional examination register.

(3) The candidacy registers shall contain the following particulars:

- (a) names and address of the candidate;
- (b) date of entry;
- (c) qualifications of the candidate;
- (d) level of candidacy's registration; and
- (e) such other particulars as the Board may deem necessary.

(4) Any changes of registered particulars shall be entered in the appropriate register by the Registrar.

Examination

7.-(1) The candidate shall, after attaining the minimum training period in a review class

registration from a recognized provider and issued with a candidate's registration number and identity card, apply for examination registration by filling in Form No.2 set out in the First Schedule to these Rules.

(2) The Board shall evaluate the examination application to determine-

- (a) eligibility to sit for the examination;
- (b) payment of examination fee;
- (c) the compliance with the requirement of attaining the minimum training period in a review class by a recognized provider; and
- (d) the certification of the examination entry form by a recognized review class provider.

Fees 8.-(1) Upon admission, a candidate shall be required to pay the following fees as specified in the Fourth Schedule to these Rules:

- (a) registration fees;
- (b) examination fees; and
- (c) annual subscription fees.

(2) The annual subscription fees shall be paid on the first day of July of each year and shall cover the duration stipulated for cessation of candidacy.

(3) A candidate who fails to register for candidacy examination on the prescribed period shall be liable to pay a penalty fee determined by the Board from time to time.

(4) Examination fees paid shall not be carried forward to the next examination session unless the conditions provided for under rule 13(1) have been met.

Examination levels and completion period 9.-(1) There shall be two categories of Board examinations under the following levels:

- (a) the technician examination levels being-

- (i) Technician Level I;

- (ii) Technician Level II; and
- (b) the professional examination levels being-
  - (i) Professional Examination Level I (Foundation);
  - (ii) Professional Examination Level II (Valuation Methods); and
  - (iii) Professional Examination Level III (Professional Skills).

(2) A candidate shall be allowed to sit for one or more subjects in the respective level at a single examination attempt.

(3) A candidate shall only be allowed to proceed to a higher level of examination upon successful completion of the lower level.

(4) A candidate for full registration shall be required to submit annually experience report and write a thesis which shall be examined.

(5) The Board shall determine a maximum period for a candidate to keep or complete a paper, parts, level or entire examinations of the Board.

(6) A candidate who fails to complete the examination within the period determined by the Board shall be disqualified from sitting the Board's examination.

Examination admission letter

10. A candidate who is registered by the Board to sit for examination shall be issued with an admission letter specifying-

- (a) name of the centre at which the candidate shall sit for the examination;
- (b) examination date and time; and
- (c) examination paper(s) to be attempted.

Conduct of examination

11.-(1) A candidate shall be issued with candidate's examination instructions booklet specifying the matters to be observed during conduct of examinations.

(2) Subject to subrule (1), the candidate shall be required to comply with examination instructions and avoid committing the

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irregularities provided for under rule 15 and those provided for under the Valuers Registration (General) Rules.

Examination sessions

12.-(1) There shall be two examination sessions per annum or as shall be determined by the Board.

(2) The Board shall publish the sessions and dates of the examinations in the media three months before the sitting of the examination.

Postponement of or absence from examinations

13.-(1) A candidate who wishes to postpone examination in part or its entirety shall, upon communicating the valid reasons and receive the approval of the Registrar on or before the closing date, be allowed, in writing, to postpone such examinations and the total amount paid as examination fees shall be carried forward to the next session that he will conduct such examination.

(2) Where a candidate submits a written withdrawal after a closing date showing medical or any other reasonable grounds for postponement supported by documentary evidence, half of the amount paid may be carried forward as the Board may determine.

(3) A candidate allowed to postpone examination shall re-apply to sit for the postponed examination or part thereof in the next examination session.

(4) The candidate who fails to comply with the provisions of subrule (3) the fees that he paid shall not be refunded.

(5) Where a candidate fails to appear in the examinations without notice the fees paid shall not be refunded.

Examination centres

14.-(1) The Board shall select the examination centres from time to time based on the prescribed qualities.

(2) The Board's examinations shall be administered at the approved examination centres.



Examination  
irregularities

- 15.-(1) For purposes of these Rules, examination irregularities includes:
- (a) verbal communication or gesturing;
  - (b) exchanging of documents or answer scripts;
  - (c) assisting or being assisted by other candidates;
  - (d) plagiarism;
  - (e) smoking in the examination room;
  - (f) possession of a mobile phone in the examination room;
  - (g) removing examination answer script from an examination venue;
  - (h) tearing any part of an examination script or answer book;
  - (i) entering in an examination room with or using un-authorized material such as programmable calculators, ipad, dictionary or electronic translator of any kind or any other materials determined by the Board other than-
    - (i) noiseless scientific calculators with standard functions;
    - (ii) personal belongings such as briefcases, handbags, inactivated mobile phones which shall be kept at an area designated by the invigilator; or
    - (iii) a bottle of water;
  - (j) indecent dressing which shall mean any type of dress likely to cause disturbance or annoyance to other candidates outside or inside examination room or library or putting on any type of dress which may assist in cheating;
  - (k) borrowing of materials such as rulers, pens, pencils, calculators, from other candidates in the course of examination; and
  - (l) using abusive language in the answer

script or intimidating, coercing, scaring, terrorizing, bullying, assaulting, beating, threatening, destruction of property to embarrass or humiliate in the examination room or do any other act which may affect the conduct of examination.

(2) Any detected examination irregularity shall be immediately reported to the Registrar by the invigilator by using Form No. 3 set out in the First Schedule to these Rules.

(3) The candidate who commits any examination irregularities under subrule (1) shall be liable to the disciplinary action and the Board may-

- (a) give a warning or caution and cancellation of the relevant examination;
- (b) suspend him for a specified period of time; or
- (c) disqualify the candidate from conducting the Boards examination,

as provided for under the Second Schedule to these Rules.

(4) The candidate who has been suspended or discontinued from pursuing Board's examinations due to examination irregularities shall be informed in writing of his right to appeal against the decision of the Board.

(5) A candidate suspended may, upon making application to the Board, and on paying the prescribed fees, be re-admitted on such conditions as the Board may specify.

Cessation

16. A registered candidate shall cease to be a candidate upon the occurrence of any of the following events-

- (a) on being convicted of criminal offence relating to examination matters;
- (b) cheating in an examination room;
- (c) on being declared medically unfit to continue with examinations;

- (d) furnishing false information to the Board during the candidate's registration process;
- (e) furnishing forged documents;
- (f) on successful completion of programme undertaken;
- (g) failure to complete examinations in the prescribed period of time;
- (h) on being found guilty of examination irregularities provided for under rule 15 (1) (g), (h) and (l); or
- (j) death.

Grading system

17.-(1) The Board shall use different grades in classifying examination results as follows:

- (a) A, B and C for the passed paper;
- (b) F for the failed paper;
- (c) Q for disqualified papers; and
- (d) X for absent in a paper.

(2) The Board shall grade the performance of the examined papers as follows:

	(a) Valuation Technician Examinations:	
	Percen	Letter Grade      Designation
tage	80-100	A      Distinction
	60-79	B      Credit
	40-59	C      Pass
	0-39	F      Fail
	(b) Professional Examinations:	
	Percentage	Letter Grade      Designation
	80-100	A      Distinction
	60-79	B      Credit
		C      Pass

40-

59

F

Fail

0-39

(3) The Board may from time to time determine the appropriate codes and grades to be applied in all matters relating to examinations.

PART III  
EXAMINATION COMMITTEE

Examination  
Committee  
and  
Examination  
Disciplinary  
Committee

18.-(1) The Continuous Professional Education Committee shall, where there is an examination matter or a disciplinary matter to be determined, reconstitute itself into an Examination Committee or an Examination Disciplinary Committee as the case may be.

(2) A member of the Examination Committee or Examination Disciplinary Committee shall not be represented in the meeting by proxy.

(3) All meetings of the Examination Committee and Examination Disciplinary Committee conducted under these Rules shall demand the physical presence of fifty percent of all members.

Declaration of  
examination  
results

19.-(1) The Examination Committee entrusted with the Board's examination matters shall vet the examination results and recommend to the Board for approval and declaration.

(2) The Board shall approve and declare the examination results when it deems fit and such results shall be communicated to candidates immediately after approval.

(3) A candidate shall not be allowed to inquire about the date of declaration of the results.

(4) No candidate shall be informed of the numeric marks scored in a paper or the entire examination.

- Awards
20. A candidate who successfully completes an examination at any level shall be eligible for award of any of the following:
- (a) Technician Valuer Certificate, upon completion of technician examinations; and
  - (b) Fully Registered Valuer Certificate, upon completion of profession examination.
- Retention of examination results related documents
- 21.-(1) The Board shall retain examination scripts and other examination results related documents for a period of two years, after which the examination scripts and other examination results related documents shall be disposed off in a manner determined by the Board.
- (2) Where there is any dispute, the documents involved shall be retained until such time when the dispute is resolved.
- Syllabi Review
22. The Board shall review its syllabi after every five years or anytime it deems necessary.
- Testing of newly introduced statutes, laws or standards
23. The Board shall examine newly introduced statutes, laws or standards immediately after they have come into effect.
- Accreditation requirements for review class facilitators
- 24.-(1) The Board shall establish a system of registering and monitoring review class facilitators applying for registration to the Board.
- (2) A review class facilitator shall, after complying with the necessary requirements set out in the Review Class Provider's Registration Guide and upon payment of the appropriate fees prescribed under the Fourth Schedule to these Rules, be registered by the Board.
- (3) A review class facilitator shall be responsible for conducting review classes in accordance with procedures set out in the Third Schedule to these Rules.
- (4) Every prospective review class facilitator shall be required to apply to the Board for accreditation by filling in Form No. 5 set out in the

First Schedule to these Rules.

(5) A review class facilitator who fails to comply with procedures provided for under the Third Schedule to these Rules shall be liable to disciplinary actions as provided for under the Second Schedule to these Rules.

Examination  
setting

25.-(1) The Board shall establish a system of setting its examinations.

(2) The Board shall, in order to ensure quality and standards of the examinations question papers, appoint examination setters with the professional qualifications, expertise in the subject areas, merits, integrity and other qualities as shall be determined by the Board from time to time.

(3) An examination setter shall be responsible for setting examination questions and provide marking schemes and suggested solutions in accordance with the procedures laid down under the Third Schedule to these Rules.

(4) An examination setter who fails to comply with procedures provided for under the Third Schedule to these Rules shall be liable to disciplinary actions provided for under the Second Schedule to these Rules.

Examination  
moderation

26.-(1) The Board shall establish a system of moderation of examination questions.

(2) The Board shall, in order to ensure quality and standards of the examination question papers, appoint the Board's examinations moderators with professional qualifications, expertise in the subject areas, merits, integrity and other qualities as shall be determined by the Board from time to time.

(3) An examination moderator shall be responsible for reviewing question papers, suggested solutions and marking schemes in accordance with the procedures provided for under the Third Schedule to these Rules.

(4) An examination moderator who fails to comply with procedures prescribed under the Third Schedule to these Rules shall be liable to

disciplinary actions as provided for under the Second Schedule to these Rules.

Examination questions compilation

27.-(1) The Board shall establish a system of compiling examination questions.

(2) The Board shall, in order to ensure quality and standards of the compiled examination questions, appoint examination questions compilers basing on professional qualifications, expertise on the subject areas, merits, integrity and other qualities as shall be determined by the Board from time to time.

(3) The examination questions compiler shall assemble the questions and come up with a set of question papers in the manner provided for in the Third Schedule to these Rules.

(4) An examination compiler who fails to comply with procedures provided for under the Third Schedule to these Rules shall be liable to disciplinary actions as provided for under the Second Schedule to these Rules.

(5) The examination compiler shall be required to ensure that the compilation of examination is conducted in a secured and confidential environment.

Examination invigilation

28.-(1) The Board shall, in order to ensure quality and standards of invigilation exercise, appoint examination invigilators with professional qualifications, expertise, merits, integrity, experience and other qualities as shall be determined by the Board from time to time.

(2) An examination invigilator shall invigilate Board's examinations in the manner provided for under the Third Schedule to these Rules.

(3) Examination invigilator who fails to comply with procedures provided for under the Third Schedule to these Rules shall be liable to disciplinary actions as provided for under the Second Schedule to these Rules.

Marking of

29.-(1) The Board shall establish a system of

examinations

marking examinations to assess the performance of the candidates.

(2) The Board shall, in order to ensure quality and standards of the marked examinations questions, appoint an examination marker with professional qualifications, merits, integrity, expertise in the subject areas and other qualities as shall be determined by the Board from time to time.

(3) The examination marker shall mark the Board's examinations and award scores in accordance with the requirements provided for in the Third Schedule to these Rules.

(4) An examination marker who fails to comply with the provisions of these Rules or the procedures provided for under the Third Schedule to these Rules shall be liable to disciplinary actions as provided for under the Second Schedule to these Rules.

(5) The examination marker shall, when marking Board's examination, ensure that the marking exercise is conducted in a secured and confidential environment.

Scripts  
moderation

30.-(1) The Board shall establish a system of moderating candidate's marked scripts for the purposes of ensuring quality consistency and fairness.

(2) The Board shall, in order to ensure quality and standards of the moderated examination scripts, appoint examination scripts moderators on the basis of the professional qualifications, merits, integrity, expertise and other qualities as shall be determined by the Board from time to time.

(3) An examination scripts moderator shall assess quality of the marking for the purposes of ensuring consistency and fairness in the manner provided for under the Third Schedule to these Rules.

(4) An examination script moderator who fails to comply with the provisions of these Rules and the procedures provided for under the Third



Schedule to these Rules shall be liable to disciplinary actions stipulated in the Second Schedule to these Rules.

Processing of examination results

31.-(1) The Board shall establish a system of ensuring that the exercise of processing of examination results is secure, fair, and accurate and within the quality required in the manner provided for under these Rules.

(2) The Board shall, from time to time, appoint persons with relevant professional qualifications, merit, integrity, expertise and other qualities as shall be determined by the Board to assess the correctness of the marked scripts and process the examinations results.

(3) The person appointed to process the examination results shall be required to comply with requirements provided for under the Third Schedule to these Rules failure of which such person shall be liable to disciplinary actions provided for under the Second Schedule to these Rules.

Examination procedures

32. A person involved in the examination processes shall be required to observe the procedures provided for under these Rules.

Handling of examinations

33.-(1) The Board shall establish a system of handling its examinations for the purposes of ensuring maximum safety and confidentiality.

(2) The Board shall ensure that reasonable care is undertaken during the process of selecting facilities for examinations processes and housing examination materials.

(3) The Board shall, when choosing a facility for handling examination under this rule, take into consideration the following major factors:

- (a) ownership;
- (b) location;
- (c) security; and
- (d) any other factor as shall be provided for in

the schedule of requirements.

(4) The Board shall ensure that the examination printing process is conducted under strict supervision and secure environment in the manner provided for under these Rules.

Leakage of examinations

34.-(1) The Board shall, where there is a leakage of examinations, nullify all the examinations and require the candidates to re-sit for the examinations.

(2) A person who causes examination leakage or discloses any information relating to examination papers or results shall be liable to disciplinary actions provided for under the Second Schedule to these Rules.

Transportation of examination papers and answer scripts

35.-(1) The Board shall ensure that transportation of examination papers and answer scripts is effectively administered and properly monitored for security purposes in accordance with the procedures provided for under these Rules.

(2) The handling of the packages of examination papers, empty scripts and examination answer scripts shall be administered in the manner provided for under the Third Schedule to these Rules or as may be determined by the guidelines issued by the Board.

#### PART IV GENERAL PROVISIONS

Offences and disciplinary procedures

36.-(1) Any breach of these Rules shall be reported to the Registrar who shall, after giving the party accused an opportunity to be heard, have power to warn, reprimand, counsel or require such party to rectify the breach or forward the matter to the Board depending on the gravity of the offence.

(2) The Registrar shall, where there is non-compliance with the Registrar's direction to rectify the breach, repeated breaches or the

breaches which are beyond his powers, shall report the breach to the Board.

(3) Where the Registrar reported any disciplinary matter to the Board, the Board shall have powers to determine such matters basing on the disciplinary action prescribed in the Second Schedule to these Rules.

(4) When considering any breach referred to it the Board shall afford a party concerned an opportunity to be heard.

(5) The Board shall, in considering any breach brought before it, have the powers to-

- (a) summon any candidate, invigilator, setter, assembler, moderator, marker or any person or officer to give evidence or information or produce anything in connection with an alleged offence or irregularity relating to examination process in order to enable it arrive at an impartial and just decision;
- (b) question or interrogate any candidate, invigilator, setter, assembler moderator, marker or any person or officer in relation to an examination offence or irregularity which happened during examinations; or
- (c) propose sanction on such persons found responsible for or guilty of such offenses or irregularity.

Penalties

37.-(1) Notwithstanding the penalties provided for in the Second Schedule to these Rules, the Board may require the candidate or any other person who is found guilty of a disciplinary offence, to pay compensation for the loss or damage caused.

(2) The Board shall, where circumstances demands, have the power to revise its previous

decision, provided that such review shall not be one which would have an adverse effect upon the candidate or a person concerned.

(3) Notwithstanding any penalty provided for under these Rules, the Board may impose a lesser penalty having duly considered the circumstances of a particular issue in dispute.

Discontinuation  
and suspension

38.-(1) A candidate who has earlier been discontinued from sitting Board's examinations on any grounds other than involvement in an examination irregularity, may be enrolled afresh by the Board after the lapse of two years, subject to having satisfied the applicable entry requirements.

(2) Where a person is alleged to have committed a disciplinary offence and such act or omission constitutes a criminal offence under these Rules or any written law, the disciplinary authority shall suspend such person from sitting the Board's examinations or participating in the Board's activities as the case may be until the criminal proceedings against such person is determined.

Cessation

39. A candidate who ceases to be the Board's examination candidate on disciplinary offence or involvement in an examination irregularity shall not be re-admitted to the Board.

Appeals

40. An appeal under these Rules shall be dealt with by the Board in accordance with the provisions of the Act.

Procedure  
for appeal

41.-(1) Any party aggrieved by the decision of the Board may, within seven days from the date of publications of the results or from the day when any penalty was imposed by or under the authority of the Board, appeal to the Arbitration Committee through the Registrar by filling in Form No. 4 set out in the First Schedule to these Rules.

(2) The Arbitration Committee shall hear and determine the appeals basing on the evidence

produced.

(3) Every appeal lodged shall be accompanied by a non-refundable fee prescribed under the Fourth Schedule to these Rules.

(4) An appeal may be lodged out of the time prescribed upon application accompanied with the grounds of delay together with the prescribed fees.

Notice  
of appeal

of 42.-(1) The notice of appeal shall be filed and registered by the appellant to the Registrar's offices within the prescribed period together with appropriate fees.

(2) A copy of notice of appeal and all other documents prepared shall be served to both parties.

(3) Where a party failed to serve properly a copy of document to the other party, such failure shall cause the Board to reject the filing of that document.

(4) Where a document is to be filed by a person who is not a party to the matter in disputes, such document may be hand-delivered or mailed only by a person who is of the age of eighteen years or above, who shall fill out the proof of proper service stating the name of person who was served and how he were served.

(5) Where there is any default pertaining the notice of appeal, the Board shall issue a notice of such default to notify the appellant the extent of such default.

(6) A party whose notice have been issued may be given fifteen days to rectify the default by providing a properly completed proof of service or paying the fees.

(7) Where a party fails to rectify the default stated in the notice of default within the time given, the Board may dismiss the appeal.

Copy of Appeal Board by the appellant. 43.-(1) An appeal shall be lodged to the

(2) The Board shall, within fourteen days from the receipt of the copy of appeal, submit to the Arbitration Committee its representations in

writing and serve a copy to the appellant.

(3) The Arbitration Committee shall meet within fourteen days following the receipt of an appeal.

(4) The Board shall, where the appeal is against the results, submit all marked examination scripts of the appellant together with copies of filled appeal forms to the Arbitration Committee for determination.

(5) The Chairman of the Arbitration Committee in consultation with the Registrar shall, after receiving an appeal against the examination results, appoint a team or suitable experts in the relevant subject to be an independent or third marker, provided that the appeal is lodged within the prescribed period.

(6) The independent or third marker referred to under subrule (4) (b) shall re-mark the relevant script using the same marking schemes used by the internal and external examiners.

(7) The independent or third marker shall briefly comment on the results of the third marking exercise to justify the award of marks which shall be paramount.

(8) The independent or third marker shall, where a technical error is detected, provide a justified suggested remedy and award or remove any marks accordingly, which shall be paramount.

(9) At the hearing of appeal by the Arbitration Committee, the parties concerned shall be entitled to be heard provided that no other person in defence of or in representative capacity for the aggrieved party shall be allowed to appear before the Arbitration Committee.

(10) The Arbitration Committee shall, after determine the appeal, communicate the decision and its reasons to the Board and the parties concerned.

(11) Parties shall be entitled to a copy of the decision of disciplinary proceedings from the Board or a copy of appeal proceedings from the Arbitration Committee.

(12) The Arbitration Committee shall, in determining an appeal, have power to confer, vary or set aside any decision reached or enhance, reduce or set aside any penalty imposed by the Board.

(13) The Registrar shall, immediately after receipt the determination made under subrule (11), communicate the appeal results to the appellant in writing.

Awards

44.-(1) The Board shall confer certificates and other awards to the graduates.

(2) The Board may award prizes to candidates who excelled in their respective examination paper.

Ownership and  
loss of  
certificate

45.-(1) The certificates awarded by the Board shall remain the property of the Board.

(2) Any alteration of the certificate without the approval of the Board shall constitute a criminal offence.

(3) The Board may, in case of a loss or destruction of the original certificate or a copy of it, issue a copy of a certificate on condition that-

- (a) the applicant produces a sworn affidavit;
- (b) the applicant produces evidence that the loss has been adequately publicly announced with the view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place; and
- (c) the applicant pays a prescribed fees specified under the Fourth Schedule to these Rules.

(4) The Board shall, upon being satisfied that the conditions under subrule (2) have been complied with, issue a replacement certificate which shall be water marked "COPY".

Loss or  
destruction of  
examination  
script

46.-(1) The Board shall, where there is a loss or destruction of examination script which was not contributed by the candidate, require the affected

candidate to re-sit the examination at the time scheduled.

(2) A person shall be deemed to have mishandled examination script if, by ill motive or due to poor supervision carelessly destroy, damage, lose or misplace examination script during the examination handling process.

(3) Any person who commits such negligence or misconduct under subrule (2) shall be dealt with in the manner prescribed for under these Rules.

Transcript and certification

47.-(1) A candidate or graduate may apply to the Board for issuance of a transcript or certificate.

(2) The Board may, upon receipt of an application under subrule (1) and upon payment of fees prescribed under the Fourth Schedule to these Rules by the applicant, issue a transcript or certificate.

(3) Any alteration on the transcripts without the approval of the Board shall constitute a criminal offence.

Learning materials

48.-(1) The Board shall set a system of preparing and publishing learning materials for members and candidates of the Board's examinations.

(2) The learning materials shall be written, reviewed or published by experts in the subject areas in order to ensure quality and standards of the learning materials.

(3) The Board shall appoint an author or a reviewer from among experienced individuals with relevant professional qualifications, merit, integrity and other qualities as shall be determined by the Board from time to time.

(4) The person appointed to write, review or publish the learning materials under subrule (3) shall be responsible for assessing the correctness of the learning materials and the relevancy in the manner provided for under these Rules.

(5) The preparation and review of learning materials shall base on the Board's syllabi,



international standards and in accordance with the procedures provided for under the Third Schedule to these Rules.

(6) Any author, reviewer or publisher who fails to comply with the provisions of these Rules shall be liable to disciplinary actions as provided for under the Second Schedule to these Rules.

Learning  
resources

49.-(1) An author who intends to prepare learning material shall seek and obtain written authorization from the organization owning the learning materials or the publisher.

(2) The authorized author shall be allowed to use quantities of text beyond fair use guidelines, photos, graphics and other resources created by another person even where no copyright symbol is on the material, and shall include materials in print or obtained from web.

(3) The permission shall be attached to the learning materials submittal form or forwarded to the Examination Department Coordinator electronically.

Disputes

50.-(1) Any dispute on the interpretation of these Rules shall be referred to the Board, and where need arises to the Arbitration Committee for determination.

(2) The decision of the Arbitration Committee shall be final and conclusive.

(3) Where a dispute under subrule (1) is of a matter of law, the Arbitration Committee may seek an interpretation from the High Court.

SCHEDULE

FIRST SCHEDULE

FORMS

FORM NO. 1

VALUERS REGISTRATION BOARD  
CANDIDACY REGISTRATION FORM

(Made under rule 3(2))

APPLICATION FOR CANDIDACY REGISTRATION

**SECTION A: CANDIDACY REGISTRATION**

1. PERSONAL DETAILS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SURNAME FIRST NAME OTHER NAMES  
(Initials)

2. GENDER (TICK )  M:  F:

3. CURRENT ADDRESS: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

4. DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
Day Month Year

NATIONALITY \_\_\_\_\_

5. EMPLOYMENT

(a) NAME AND ADDRESS OF PRESENT EMPLOYER

\_\_\_\_\_

PRESENT DESIGNATION (Position) \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

(b) If not employed indicate what you are currently engaged in e.g. student, etc.

(i) Student

Name of Institution/School

(ii) Others

Indicate type of engagement

**EDUCATION/PROFESSIONAL QUALIFICATIONS**

**(c)** Secondary: "O" Level

School	Subject	Grade	Year

**(d)** Secondary: "A" Level

School	Subject	Grade	Year

**(e)** Professional Qualification/University Degree/Diploma/Certificate awarded

*GN 682 (Contd.)*

Institution	Qualification	Speciality	Duration	Year completed	Full/Part Time

I desire to undertake the Board' Examinations and I am currently aspiring for:

Technician Level	
Professional; Level I	
Professional : Level II	

**6. APPLICATION FEE**

I enclose herewith receipt No.....being payment for the selected examination category fees below:

Form Fee	-	Tshs.....
Reg. Fee	-	Tshs.....
Student's Annual Subscription fee	-	Tshs.....

Payment GEPG control number .....dated.....

**10. DECLARATION BY THE APPLICANT:**

I have read and agreed to abide by the Examination Regulations and by laws of the Board and accept that any false information supplied by me invalidate my application.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

**SECTION B:**

**11. CERTIFICATION AND DECLARATION**

*(This must be signed by your employer or if you are attending a college as a full time/part time*

GN 682 (Contd.)

student, your Principal or Course Coordinator).

I,

\_\_\_\_\_  
Certify that the above-named applicant has been/is known to me for \_\_\_\_\_y  
ears/months, and his/her character is such that He/She is fit and proper person to take the  
examination of the Board and that to the best of my knowledge, the above information is  
correct.

Signature of

Employer/Principal/CourseCoordinator \_\_\_\_\_

Date \_\_\_\_\_

Official Stamp

NOTES FOR GUIDANCE

1. An applicant is required to fill the application form. The duly filled application form should be submitted with the following attachments:
  - (a) Educational and professional certificates including transcripts duly certified by a Magistrate or Notary Public.
  - (b) Three coloured identical passport size photographs (recently taken) with your name written and signed on the back of each photograph.
  - (c) Registration fee - Non-refundable. If application is to be posted, payment should be made by either Cheque or through direct bank deposit and the mode of payment used should be indicated. DO NOT POST CASH.
  - (d) Non citizens shall be charged double the rate applicable.
  - (e) Payment of Candidacy Registration and/or Exemption Fees can be made through Government Payment Gateway control number.
2. In filling the form, use BLOCK LETTERS. It is important to write your three names in full starting with your FIRST NAME.  
Please note that our records will be maintained on the basis of your first name and the order of names given in your Candidacy Registration forms. Therefore, your names will appear on Certificate(s) to be awarded to you by the Board in that order.

GN 682 (Contd.)

- (a) Names that you use are those which appear on the certificate(s) attached with your application forms for registration with the Board.
- (b) The Board shall not accept any request for change of name once an application for Candidacy Registration and/or Examination Entry has been lodged.

**3. Mailing Address**

The address indicated under para (3) on the first page of this form shall be the official contact address between you and the Board. Should you desire to have a different address, kindly notify the Board accordingly

**4. Incomplete Form**

If you do not complete this form correctly or enclose all required documents as instructed, or submit insufficient amount of fees, your application shall be rejected.

**5. Closing Dates**

Candidacy Registration forms should be submitted to our offices duly paid on or before the closing date. For late applications, kindly ensure that the additional penalty fee is payable on submission.

All your enquiries in connection with the Board's Examinations should be directed to Registrar

\_\_\_\_\_  
FOR OFFICIAL USE ONLY  
\_\_\_\_\_

**SECTION C: CANDIDACY REGISTRATION**

FORM CHECKED BY \_\_\_\_\_ ON \_\_\_\_\_

CERTIFICATE(S) INSPECTED BY \_\_\_\_\_ ON \_\_\_\_\_

\_\_\_\_\_  
FEE RECEIPT NUMBER \_\_\_\_\_ SHS. \_\_\_\_\_  
OF \_\_\_\_\_

REGISTRATION ACCEPTED \_\_\_\_\_

REGISTRATION REJECTED \_\_\_\_\_

REASONS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXAMINATION ELIGIBILITY**

Examination Level	Paper(s)

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

For: Registrar

FORM NO. 2

**THE VALUERS REGISTRATION BOARD TANZANIA  
TECHNICIAN EXAMINATION ENTRY REGISTRATION FORM  
(Made under rule 7 (1))**

**EXAMINATION ENTRY REGISTRATION FORM**

Before filling this form, please read carefully the examination entry guidelines included at the end of this form and the Examination and Training Rules.

1. CANDIDACY REGISTRATION NUMBER (VRB REG NO)   
2. NAME

--	--	--	--

SURNAME (LAST NAME)      FIRST NAME      MIDDLE NAME      Other names (initials)

**3. ADDRESS FOR POSTING EXAMINATION ADMISSION LETTER/RESULTS LETTER**

Postal Address:	Email ( <i>Write your email legibly</i> )
	Email:
	Mobile No.
	Landline No.

4. I wish to sit for the Examinations to be held in      MONTH

5. I hereby apply to sit for the following paper(s)(Tick the paper(s) to be attempted)

EXAM CODE	SUBJECT

GN 682 (Contd.)


6. Preferred Examination Centre  → (See Note I) overleaf for current centres

**7. CLOSING DATE FOR EXAMINATION REGISTRATION**

MAY EXAMINATION SESSION	NOVEMBER EXAMINATION SESSION
15 <sup>TH</sup> MARCH	15 <sup>TH</sup> SEPTEMBER

**8. Penalty Fee For Late Submission of Examination Entry Applications after Closing Dates below:**

S/N	MAY SESSION	NOVEMBER SESSION	PENALTY FEE
1.	14 <sup>th</sup> Feb– 15 <sup>th</sup> March	14 <sup>th</sup> Aug – 15 <sup>th</sup> Sept	50%
2.	16 <sup>th</sup> March – 14 <sup>th</sup> April	16 <sup>th</sup> Oct – 15 <sup>th</sup> Oct	100%

NB: No Application for examination entry shall be accepted after 16<sup>th</sup> April or October.

**9. CERTIFICATION BY INSTITUTION:**

I ..... certify that the applicant is attending review classes at this centre and is adequately prepared to sit for the examination paper(s) applied for.

Duration of Training: from.....to.....

Name of Officer:..... Signature of Officer .....

Date:.....

**10. DECLARATION BY THE Review Class Centre Coordinator**

I declare that the above information is correct.

Name of Coordinator:.....Signature of Co-coordinator .....  
(Official stamp)

**11.** I hereby enclose Tshs.....being payment of the examination fee for the paper(s) applied for under paragraph 5 above



12 Mode of Payment:  
I am submitting my copy of bank slip and receipt of payment paid using control number

No..... Dated.....

NB: (i) Do not post cash or Cheques to the Boards account, all payments shall be through control number issued using Government Electronic Payment Gateway

13.

14. DECLARATION BY THE APPLICANT

I ..... have read and agree to abide by the Examination and Training Rules of the Board and accept that any false information provided by me shall invalidate my application.

Signature of Applicant..... Date.....

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ONLY

Examination fee Tshs ..... Receipt No: .....date: .....

Exemption fee Tshs..... Receipt No: .....date: .....

Subscription fee Tshs..... Receipt No: ..... date: .....

ENTRY APPROVED/NOT APPROVED on the following grounds:

.....  
.....  
.....  
.....

For Registrar: .....

Stamp: ..... Date: .....

This application is NOT VALID without Official stamp and Signature.

APPLICATION ON ENTRY GUIDELINES:

- (1) Incomplete forms or those which have not been accompanied by the sufficient examination entry fees shall not be processed.
- (2) Examination entry application forms by candidates whose annual subscription fees are in arrears will not be processed.
- (3) Postponement/withdrawal from the examinations should be made on or before the closing date whereby full fees will be transferred to the immediate examination session.
- (4) Candidates are strongly encouraged to pay their examination fees early to avoid queues and uncalled for inconveniences on the last day.
8. Payment of Candidacy Registration and/or Exemption Fees is made through control number issued using GEPG and a receipt should be attached with the Candidacy Registration Form/Examination entry form and submitted to VRB.
9. In filling the form, use BLOCK LETTERS. It is important to write your three names in full starting with your LAST NAME.
10. Please note that our records will be maintained on the basis of your last name and the order of names given in your Candidacy Registration forms. Therefore, your names will appear on Certificate(s) to be awarded to you by the Board in that order.
  - (a) *Names that you use are those which appear on the certificate(s) attached with your application forms for registration with the Board.*
  - (b) *The Board shall not accept any request for change of name once an application for Candidacy Registration and/or Examination Entry has been lodged.*
11. Any form submitted to VRB without Receipt will not be processed.
12. Applications to examination entry should be made on VRB printed forms only and that photocopied/faxed shall not be accepted for purposes of registration.
13. A candidate is advised to fill an appropriate examination level and papers to be attempted.



-----  
 -----  
 (You may add a separate sheet if the space provided is not sufficient) Evidence  
 Describe and attach the exhibit for the incidence (if any) below:  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----

I certify that the above written information is correct regarding incident that has happened.

Chief Invigilator \_\_\_\_\_  
(Name + Signature + Date)

VRB Coordinator \_\_\_\_\_  
(Name + Signature + Date)

Invigilator \_\_\_\_\_  
(Name + Signature + Date)

Candidate involved \_\_\_\_\_  
(Name + Signature + Date)

Attachments:

The disciplinary committee panel will only consider documentary evidence. All documentary evidence necessary to support the application should be attached to this application form when it is submitted. Please signify, by ticking the appropriate boxes, which documents are attached.

- Statement by the candidate
- Statement by independent witness (invigilator)
- Evidence (if appropriate). It must be signed by the candidate concerned
- Other documents (if any)

FOR OFFICIAL USE ONLY

Received by:

VRB official: .....



(You may add a separate sheet if the space provided is not sufficient)

I certify that the above written information is correct regarding my application for appeal.

Candidate's Signature: \_\_\_\_\_

NB: An application submitted for appeal after the prescribed time shall not be attended.

FOR OFFICIAL USE ONLY

Received by:  
Valuers Registration Board official: .....  
Received on: .....  
Signature: .....  
Date: .....

VALUERS REGISTRATION BOARD

FORM NO. 5

REVIEW CLASS FACILITATOR REGISTRATION FORM  
(Made under rule 24(4))

- (1) FULL REGISTRATION CATEGORY
- (2) TECHNICIAN CATEGORY  (Tick as appropriate)

Section 1: Particulars of the Prospective Review class Provider:

- 1.1 Name of Institution: .....
- Location:.....
- District ..... Region: .....
- City/Town .....
- Street Name and Plot No. ....
- Postal Address: .....

.....  
.....  
..... Telephone No.(s).....Mobile No:  
..... E/Mail .....  
Fax:.....  
Website: .....

Ownership of the Institution:  
(Tick as appropriate)

Government Ministry: ( ) Company ( )  
Public Organisation : ( ) NGO ( ) Agency ( ) Sole Proprietorship  
Partnership ( ) Others – specify .....

\*Submit separate form if your institution has branches elsewhere  
Legal Registration/Licensing: (Specify and copies of supporting documents e.g.  
Articles of Association, Constitution, Charter etc.)

Date of Establishment ..... Business licence No. ....  
Date of Issue/Renewal .....  
Issuing Authority .....

Institutional Governance: (Tick as appropriate)

Board of Directors: ( ) Board of Trustees: ( )  
Council: ( ) Others (specify) .....

Management:

Official Title of the Chief Executive: .....  
Name of the Current Chief Executive: .....  
Contact Address: .....

.....  
Telephone No(s).....  
Mobile Nos. ....  
Email : .....  
Name of Chief Coordinator:.....  
Contact Address: .....

.....  
Telephone No.(s).....

GN 682 (Contd.)

Mobile Nos. ....

Email: .....

Qualification of the Chief Coordinator: .....

Vision of the Institution

.....  
.....  
.....  
.....

Mission of the Institution

.....  
.....  
.....

Section 2: Details of the Programmes:

Indicate the Examination Level(s) to which review class is or will be provided: (Tick as appropriate)

- (a) Technician Level I ( )
- (b) Technician Level II ( )
- (c) Professional Foundation Skills ( )
- (d) Professional Level II (Valuation Skills) )
- (e) Professional Level III (Professional Skills) ( )

Type of Courses offered/to be offered (Tick as appropriate)

- (a) Full Time ( )
- (b) Part-time ( )
- (c) Week-end Programme ( )
- (d) Distance Learning ( )
- (e) Others(Specify)

.....

Contact Hours

Indicate number of hours allocated in each subject per week (See 'contact hours' form attached) Use separate form to cater for different modes of training you offer)

Teaching Methodologies

Mention teaching methods which are commonly applied/to be applied by the tutors during the training sessions: (Tick as appropriate)

- (a) Lectures ( )
- (b) Group Discussions ( )
- (c) Others (Specify) ( )

Mention teaching equipments/aids used/to be used: (Tick as appropriate)

- (a) Overhead Projectors (LCD) ( )
- (b) White /Black Boards ( )



GN 682 (Contd.)

- (c) Flip Charts ( )
- (d) Others (specify) .....

Assessment of Candidates:

Indicate the type of assessment and frequency per training session Type of assessment:.....

Frequency: .....

Type of assessment: ..... Frequency .....

Type of assessment: ..... Frequency .....

Section 3: Physical and Learning Resources:  
Physical resources available to support training: (Tick/fill as appropriate)

Office (s):

Owned : ( ) Leased: ( ) (attach Lease agreement)

Lease period: .....

Classrooms:

Owned: ( ) Leased: ( ) (attach Lease agreement)

Lease period: .....

No. of classrooms: ..... Capacity per class: .....

Study Areas

Do you provide private study areas? Yes ( ), No ( )

If Yes, indicate how many rooms: .....

If No, state the what measures are being taken to provide such service:

.....  
.....

Library /Book Loan Services:

Do you provide Library Services - Yes ( ) - No ( )

(a) If yes what is the sitting capacity of your library .....

(b) How many book titles do you have?: .....

(c) How do you manage the book loan service: .....

.....

.....

.....

.....

If No, what plans are there to assist the candidates to access the library services

.....  
.....

How do candidates get access to the recommended reading materials?

.....

Desks and Chairs

Do you have adequate desks and chairs for your candidates?

- (a) Yes ( )
- (b) No ( )

If No, what measures are being taken to ensure that there are sufficient desks and chairs for candidates?

Other Services:

Indicate other services/facilities provided/to be provided to support training (Tick as appropriate)

- (a) Computer Facilities ( )
- (b) Internet Services ( )
- (c) Photocopying services ( )
- (d) Others (specify) .....

Do you advise candidates on what study materials to acquire?

- (a) Yes ( )
- (b) No ( )

If No, state what plans are in place to provide such a service

Do you provide handouts/note etc.

- (a) Yes ( )
- (b) No ( )

If No, state what plans are in place to provide such a service

Do you have in place problem solving sessions or revision sessions?

- (a) Yes ( )
- (b) No ( )

If yes, state how is it managed:

If No, state how candidates in need of this service are assisted/are to be assisted

GN 682 (Contd.)

Section 4: Candidates Enrolment:

Indicate the number of candidates per examination level enrolled/to be enrolled) during the current review session:

Examination	No. of Candidates		Type of programme attending		
	Male	Female	Full Time	Part time	Distance learning

Candidates' Attendance:

How do you monitor attendance of candidates in classes?

Elaborate .....

.....

.....

Section 5: Teaching /Administrative Staff  
Teaching Staff

Attach a List of your trainers engaged during the training session per format show below:

Sr No.	Name of Trainer	Qualification	Subject(s) teaching	Employment status with the institution (Part-time/Fulltime)	Registration Status with VRB for trainers teaching Core papers1

Administrative Staff

Attach a list of your administrative staff engaged during the training session per format shown below:

Sr No.	Name of Officer	Qualification	Job Title	Employment status with the institution (Part-time/Fulltime)

Tutors' Attendance

How do you control attendance of the teaching staff to the classes? Elaborate

.....

.....  
 .....

**Coverage of syllabus**

State what controls are in place to ensure that the syllabus is adequately covered:

.....  
 .....  
 .....

Do you have a mechanism in place of ensuring that tutors' knowledge and skills are kept up to date? Elaborate

.....  
 .....  
 .....

**Section 6: Self Evaluation: Performance Assessment Matrix**

Comment on how you're Review class Centre is meeting the performance targets indicated hereunder, where applicable attach supporting documents.

1. You are requested to go through the Review class Providers Registration Guide before you apply foreither professional or Technician status.
2. Ensure that you meet all the requirements started in that category before you lodge your application.
3. The Performance Targets for the Full Registration Category have been indicated to provide highlights to those Review class Providers wishing to move to the higher level.

		Performance Targets				
Assessment Element		Professional Registration	Technician Registration	F2F2	DL3	Evidence to be attached
Attendance of Candidates	of	1.1 (a) Commitment that an attendance register is in place and action is to be taken where candidates persistently fail to attend classes.	1.1 (a) An attendance register is in place and action is taken where candidates persistently fail to attend classes.	<input type="checkbox"/>		Sample of Attendance sheets

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

	1.1 (b) Commitment that action is to be taken where candidates persistently fail to complete assignments.	1.1 (b) Action is taken where candidates persistently fail to complete modules/assignments.		<input type="checkbox"/>	Provide Commitment Statement
Complaints Procedure	1.2 Commitment that a formal, transparent complaints procedure is to be in place and available to candidates. Complaints are to be received and investigated thoroughly and promptly and acted upon.	1.2 A formal, transparent complaints procedure is in place and available to candidates. Complaints received are investigated thoroughly and promptly and acted upon.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment statement
Premises and Facilities	1.3 (a) There are permanent premises for administration and classes for review class.	1.3 (a) There are permanent premises for administration and classes for review class.	<input type="checkbox"/>		For verification by quality control team
	1.3 (b) There are permanent premises for administration.	1.3 (b) There are permanent premises for administration.		<input type="checkbox"/>	For verification by quality control team
	1.4 Premises are comfortable and create an atmosphere that is conducive to study.	1.4 Premises are comfortable and create an atmosphere that is conducive to study.	<input type="checkbox"/>		For verification by quality control team
	1.5 Lecture rooms/classes are of an appropriate size for the number of candidates.	1.5 Lecture rooms/classes are of an appropriate size for the number of candidates.	<input type="checkbox"/>		For verification by quality control team
	1.6 (a) Premises and	1.6 (a) Premises and facilities	<input type="checkbox"/>		For

2 F2F = Face to Face

3 DL = Distance Learning

	facilities are appropriate for the types of courses offered and their mode of delivery.	are appropriate for the types of courses offered and their mode of delivery.			verification by visit team
	1.6 (b) Facilities and systems are appropriate for the mode of delivery of courses offered.	1.6 (b) Facilities and systems are appropriate for the mode of delivery of courses offered.		<input type="checkbox"/>	For verification by visit team
	1.7 Tutors have access to modern IT equipment including web access.	1.7 Candidates and Tutors have access to modern IT equipment including web access.	<input type="checkbox"/>		For verification by visit team

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

	1.8 Commitment that appropriate measures are to be in place to minimize disruptions to candidates in the event of system failure.	1.8 Appropriate measures are in place to minimize disruptions to candidates in the event of system failure.		<input type="checkbox"/>	Provide Commitment Statement
Terms and Conditions	1.9 Commitment that candidates are to be issued with institution's terms and conditions of enrolment, including refund and deferment policies.	1.9 All candidates are issued with institution's terms and conditions of enrolment, including refund and deferment policies.	<input type="checkbox"/>	<input type="checkbox"/>	Attach support ing documents
Tutor Absence/course cancellation	1.10 Commitment that appropriate measures are to be in place to minimize disruptions to candidates in the event of tutor absence/unavailability.	1.10 Appropriate measures are in place to minimize disruptions to candidates in the event of tutor absence/unavailability.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
Financial Viability	1.11 Review class Provider is financially viable.	1.11 Review class Provider is financially viable.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Financial Statements
Continual Improvement: Course Delivery	1.12 The institution is to demonstrate a commitment to innovation and continuous improvement in course delivery including the use of technology.	1.12 The institution demonstrates a commitment to innovation and continuous improvement in course delivery including use of technology.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
Progress Monitoring	1.13 Commitment that candidate progress is to be reviewed throughout the course and where applicable counselling is to be offered to candidates who fail.	1.13 Candidate progress is reviewed throughout the course and where applicable counselling is offered to candidates who fail.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
Continual Improvement: Candidate support	1.14 Study support methods are to be designed to meet the needs of candidates.	1.14 Study support methods have been designed to meet the needs of candidates.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
Administrative	1.15 Commitment that the	1.15 The performance of	<input type="checkbox"/>	<input type="checkbox"/>	Provide

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

Staff	performance of the administrative staff is to be monitored and where appropriate plans are to be in place to develop knowledge and customer service skills.	administrative staff is monitored and where appropriate plans are in place to develop knowledge and customer service skills.			Commitment Statement
-------	---	--	--	--	----------------------

**Part 2: Course Management and Delivery**

Assessment Element	Performance Targets				Evidence to be Attached
	Provisional Registration	Full Registration	F2F	DL	
Tutors	2.1 Tutors are knowledgeable and experienced in their chosen field and hold qualifications appropriate to the subjects they teach.	2.1 Tutors are knowledgeable and experienced in their chosen field and hold qualifications appropriate to the subjects they teach.  Tutors are further sponsored to attend CPE programmes	<input type="checkbox"/>	<input type="checkbox"/>	Attach support documents
	2.2 Commitment that Tutors will have access to relevant teaching reference materials, text books, past papers and journal articles	2.2 Tutors have access to relevant teaching reference materials, text books, past papers and journal articles	<input type="checkbox"/>	<input type="checkbox"/>	To be verified by the visit team
Candidate Feedback	2.3 (a) Candidate feedback on tutor performance, facilities, administration, and course content is to be undertaken.	2.3 (a) Candidate feedback on tutor performance, facilities, administration, and course content is done	<input type="checkbox"/>		Attach support documents
	2.3 (b) Candidate feedback on tutor performance, administration and course content is to be undertaken.	2.3 (b) Candidate feedback on tutor performance, administration and course content is done		<input type="checkbox"/>	Attach support documents
Teaching/study programmes	2.4 (a) Commitment that a structured teaching programme is to be in place and will be communicated to candidates.	2.4 (a) A structured teaching programme is in place and communicated to candidates	<input type="checkbox"/>		Attach support documents
	2.4 (b) Candidates are to be provided with a structured study programme for the training session	2.4 (b) Candidates are provided with a structured study programme for the training		<input type="checkbox"/>	Attach support documents

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

		Session			
	2.5(a) Homework assignments are to be set, reviewed and returned with	2.5 (a) Homework assignments are set, reviewed and returned with	<input type="checkbox"/>		Provide commitment Statement
	constructive comments within a specified time	constructive comments within a specified time			
	2.5 (b) Assignments are to be set, reviewed and returned with constructive comments within specified time.	2.5 (b) Assignments are set, reviewed and returned with constructive comments within specified time.		<input type="checkbox"/>	Provide Commitment Statement
	2.6 (a) Mock examinations and timed practice tests are to be set, reviewed and returned within a specified time.	2.6 (a) Mock examinations and timed practice tests are set, reviewed and returned within a specified time.	<input type="checkbox"/>		Provide Commitment Statement
	2.7 (b) Mock examinations and timed practice tests are to be given to candidates and returned with constructive comments within the specified time.	2.7 (b) Mock examinations and timed practice tests are given to candidates and returned with constructive comments within the specified time.		<input type="checkbox"/>	Provide Commitment Statement
	2.8 Candidates are to be encouraged to complete/attend mock examinations and timed practice tests	2.8 Candidates are encouraged to complete/attend mock examinations and timed practice tests	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
Support materials	2.9 Commitment that candidates are to be provided with an information brochure containing up-to-date essential information on the institution, the course and VRB	2.9 Candidates are provided with an information brochure containing up-to-date essential information on the institution, the course and VRB	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
	2.10 (a) Candidates are to be provided with teaching plans, guidance on reference materials and the timetable for the courses	2.10 (a) Candidates are provided with teaching plans, guidance on reference materials and the timetable for the courses.	<input type="checkbox"/>		Provide Commitment Statement



*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

	2.10 (b) Commitment that candidates are to be provided with teaching plans and reference materials for the courses.	2.10 (b) Candidates are provided with teaching plans and reference materials for the courses	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
Tutor Contact	2.11 (a) Commitment that candidates are to be provided with contact details of all their tutors.	2.11 (a) Candidates are provided with contact details of all their tutors.	<input type="checkbox"/>		Provide Commitment Statement
	2.11 (b) Commitment that candidates are to be provided with tutor contact details or have access to enquire on technical issues.	2.11 (b) Candidates are provided with tutor contact details or have access to enquire on technical issues.		<input type="checkbox"/>	Provide Commitment Statement
Candidate Support	2.12 Commitment that candidates are to be offered with relevant information on registration procedures, exemptions, progression rule and examination entry requirements.	2.12 Candidates are offered with relevant information on registration procedures, exemptions, progression rule and examination entry requirements.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
	2.13 Commitment that candidates shall receive responses to any queries within a specified time frame.	2.13 Candidates receive responses to any queries within a specified time frame.		<input type="checkbox"/>	Provide Commitment Statement
Administrative Staff	2.14 Administrative staff are appropriately trained to respond to queries relating to VRB candidacy registration/examination entry procedures	2.14 Administrative staff are appropriately trained to respond to queries relating to VRB candidacy registration/examination entry procedures	<input type="checkbox"/>	<input type="checkbox"/>	Attach support documents
Course Review Meetings	2.15 Commitment that Course Review meetings are to be held after every examination session to review: - course structure and delivery - candidates' performance..	2.15 Course Review meetings are held after every examination session to review: - course structure and delivery - candidates' performance.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement

*GN 682 (Contd.)*

Reports to Sponsors	2.16 Commitment that Reports to candidate progress are to be supplied to sponsors on request.	2.16 Reports to candidate progress are supplied to sponsors on request.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement
Promotional Material	2.17 Commitment that promotional materials containing accurate information regarding the review class provider are to be prepared and given to prospective candidates.	2.17 Promotional materials containing accurate information regarding the review class provider are provided.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Commitment Statement

Section 7: Declaration:

I certify that the above information furnished by me is complete and true to the best of my knowledge and belief.

NAME:.....

TITLE:.....

SIGNATURE:.....

OFFICIAL STAMP:.....

DATE:.....

SECOND SCHEDULE

*(Made under rules 15(3), 24(5), 25(4), 26(4), 27(4), 28(3), 29(4), 30(4), 31(3), 32(2), 34(2), 36(3), 37(1) and 48(6))*

DISCIPLINARY OFFENCES AND PENALTIES

<i>Offence</i>	<i>Sanction or penalty for first offence</i>	<i>Sanction or penalty for second offence</i>	<i>Sanction or penalty for third offence</i>	<i>Responsible Persons</i>
<i>Cheating</i>				

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Impersonation: where a candidate allows another person to take an examination on his behalf; or to present themselves as being that candidate.</p>	<p>Cancellation and cessation from sitting Board's examinations or from participating in the Board's activities relating to examinations or report to police for criminal charges.</p>			<p>Candidates, invigilators, coordinators and VRB Staff or any other person associated with examination activities.</p>
<p>Possession of examination papers or some questions; or obtaining or attempting to obtain unauthorized access to examination papers.</p>	<p>Cancellation and cessation from sitting Board's examinations or from participating in the Board's activities relating to examinations or report to police for criminal charges.</p>			<p>Candidates, invigilators, markers, setters, compilers, Coordinators and VRB Staff or any other person associated with examination activities.</p>
<p>Copying or attempting to copy the work of another candidate in an examination room or exchange of answer scripts</p>	<p>A severe written warning or Caution and cancellation of the relevant examination</p>	<p>Cancellation and suspension from sitting board's examination for a period of one year or participating in the board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting board's examinations or participating in the board's activities relating to examinations or report to police for criminal charges</p>	<p>Candidates</p>
<p>Requesting temporary absence from an examination room or any room where an assessment is taking place with the intention of gaining or attempting to gain access to information relevant to an examination.</p>	<p>A severe written warning or Caution and cancellation of the relevant examination.</p>	<p>Cancellation and suspension from sitting board's examination for a period of one year or participating in the board's activities relating to examinations.</p>	<p>Cancellation and cessation from sitting board's examinations or participating in the board's activities relating to examinations and/or report to police for criminal charges.</p>	<p>Candidates</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Making false statements in order to receive special consideration from the Board; or to avoid or postpone examinations; or to obtain extensions of deadlines; or exemption from work.</p>	<p>A severe written warning or Caution and cancellation of the relevant examinations.</p>	<p>Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations.</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.</p>	<p>Candidates, invigilators, markers, setters, compilers, Coordinators and VRB Staffs or any other person associated with examination activities.</p>
<p>Assisting or attempting to assist another candidate to gain or attempt to gain an unfair, improper, or dishonest advantage through Examination process. or the purchase or theft of material</p>	<p>A severe written warning or caution and cancellation of the relevant examination.</p>	<p>Cancellation and suspension from sitting board's examination for a period of one year or participating in the Board's activities relating to examinations.</p>	<p>Cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.</p>	<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities.</p>
<p>Falsification of data, duplication of related examinations material or any other form of examination materials as defined in the regulations.</p>	<p>A severe written warning or caution and cancellation of the relevant examination.</p>	<p>Suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations.</p>	<p>Cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.</p>	<p>Candidates, invigilators markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities.</p>
<p>Collusion</p>	<p>A severe written warning or caution and cancellation of the relevant examination</p>	<p>Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations.</p>	<p>Cancellation and cessation from sitting Board's examinations or from participating in the Board's activities relating to examinations and/or report to police.</p>	<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities.</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Taking or carrying into examination room in person or by agent, unauthorized materials, including but not limited to, plain papers, condensed or summarized materials, notes, books and handkerchief on which information is written or information written on any part of the body, recording apparatus, mobile phones, or any authorized electronic equipment or being in possession of such unauthorized materials with an intention to assisting candidates to cheat</p>	<p>Severe written warning or caution and cancellation of the relevant examination.</p>	<p>Cancellation of the relevant examinations and cessation from sitting the board's examinations or participating in any activity relating to examinations.</p>		<p>Candidates, invigilators, coordinators and VRB staffs or any other person associated with examination activities.</p>
<p>Aiding or abetting another candidate to copy from script or booklet of another person.</p>	<p>Cancellation and suspension from sitting board's examination for a period of one year or participating in the board's activities relating to examinations.</p>	<p>Cancellation and cessation from sitting board's examinations or participating in the board's activities relating to examinations and/or report to police for criminal charges.</p>		<p>Candidates, invigilators, coordinators and VRB staffs or any other person associated with examination activities.</p>
<p>Exchange answers with another candidate in or outside the examination room.</p>	<p>Cancellation and cessation from sitting board's examinations or report to police for criminal charges.</p>			<p>Candidates</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Collaborate with candidate in the examination room to use an unauthorized materials.</p>	<p>Caution and cancellation of the relevant examination.</p> <p>Cancellation of the relevant examination and suspension from the Board's examinations for a period not exceeding two years.</p> <p>Cancellation and cessation from sitting board's examinations or participating in the Board's activities relating to examinations.</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations.</p>		<p>Candidates, invigilators/chief invigilators coordinators and VRB staffs or any other person associated with examination activities.</p>
<p><i>Fraud</i></p>				
<p>Import into examination room in person or by agent, pre-prepared answer script or booklet</p>	<p>Cancellation and Cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.</p>			<p>Candidates, invigilators or chief invigilators, coordinators and VRB staffs or any other person associated with examination activities</p>
<p>Substitute the answer book prepared outside the examination hall for the one already submitted to the invigilator.</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.</p>			<p>Candidates, invigilators or chief invigilators, coordinators and VRB staffs or any other person associated with examination activities.</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

Tender false document in relation to eligibility to the Board's candidates and examination registration.	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.			Candidates, markers, invigilators or chief invigilators, coordinators and VRB Staffs or any other person associated with examination activities.
Falsify or alter marks awarded on an examination script or book or any information in the database relating to examination	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.			Candidates, markers, invigilators or chief invigilators, coordinators and VRB Staffs or any other person associated with examination activities
Sit or attempt to sit an examination without authority	Severe written warning or caution and cancellation of the relevant examination	Cancellation of the relevant examination and suspension from sitting the board's examinations for a period not exceeding two years	Cancellation and cessation from sitting the Board's examinations	Candidate

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Deliver or not deliver to an invigilator examination answer booklet after examination</p>	<p>Caution and cancellation of the relevant examination OR cancellation of the relevant examination and suspension from the Board's examinations for a period not exceeding two years</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations</p>		<p>Candidate, invigilator, chief invigilator, coordinator</p>
<p>Fraudulently receive examination papers or some questions or answer scripts which have been legally obtained or made available</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges</p>			<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>
<p>Fraudulently access or attempt to access examinations questions before examination is due</p>	<p>Cancellation and cessation from sitting board's examinations or participating in the board's activities relating to examinations or report to police</p>			<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>



*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Pay or induce another person to illegally procure or make available questions papers</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.</p>			<p>Candidates, invigilators or chief invigilators, coordinators and VRB staff or any other person associated with examination activities</p>
<p><i>Offences Relating to Hearing Process</i></p>				
<p>Interfere with the conduct of investigations or hearing of irregularity or other offence by the appeal committee</p>	<p>Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>
<p>Intimidating member of the disciplinary committee or other members of the Board or witnesses during determination of irregularity matter or other offences.</p>	<p>Caution and cancellation of the relevant examination <b>or</b> Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations.</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities.</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

Destroying or attempting to destroy evidence relating to an alleged irregularity offence or other offences.	Cancellation and suspension from sitting board's examination for a period of one year or participating in the board's activities relating to examinations.	Cancellation and cease from sitting board's examinations or participating in the board's activities relating to examinations or report to police for criminal charges.		Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities.
	Cancellation and cease from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police.			
Bribing or Attempting to bribe VRB officials, Witnesses or any other person in relation to an alleged offence.	Cancellation and Cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges			Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities
Harassing or procuring others to harass on his behalf a VRB official, witness or any other person in relation to an irregularity or other offences by making constant telephones calls, visits, etc.	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges.			Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities.
<i>Non academic offences</i>				

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

Threatening or illegal use of a weapon as defined in the regulations	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges			Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities
Dealing in an illegal substance	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges			Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities
Illegal possession of a weapon	Cancellation and cessation from sitting board's examinations or participating in the board's activities relating to examinations or report to police for criminal charges.			Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities
Assault which takes place on property owned or leased at the VRB or elsewhere	A severe written warning or fine not exceeding the value of the damaged property <b>or</b> Cancellation and cessation from sitting Board's examinations	Suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cease from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges	Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Incitement to commit an unlawful or illegal act or a serious breach of board's rules</p>	<p>A severe written warning <b>or</b> Caution and cancellation from sitting board's examinations</p>	<p>Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges</p>	<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>
<p>Encouraging others to use illegal substances</p>	<p>A severe written warning <b>or</b> Caution and cancellation from sitting Board's examinations</p>	<p>Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges</p>	<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>
<p>Possession of an illegal substance</p>	<p>Caution and cancellation from sitting Board's examinations <b>or</b> Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations <b>or</b> Cancellation and cessation from sitting board's examinations and participating in the board's activities relating to examinations or report to police</p>	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>
<p>Theft</p>				

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

	<p>Severe written warning or fine not exceeding the value of the stolen property  <b>or</b>                  Caution and cancellation from sitting Board's examinations  <b>or</b>                  Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations or report to police for criminal charges</p>	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities</p>
<p>Non-accidental interference with safety or emergency equipment (including non-accidental interference with closed circuit television equipment and the letting off fire extinguishers)</p>	<p>A severe written warning or fine not exceeding the value of the damaged property  <b>or</b>                  Caution and cancellation from sitting Board's examinations  <b>or</b>                  Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting board's examinations and participating in the board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>On-accidental damage to other leased Board's equipment or property</p>	<p>A severe written warning or fine not exceeding the value of the damaged property  <b>or</b>                  Caution and cancellation from sitting Board's examinations                  cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations  <b>or</b>                  Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, Coordinators and VRB Staffs or any other person associated with examination activities</p>
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*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Non-accidental damage to equipment or property belonging to staff, candidates or other persons on property owned or leased by the Board</p>	<p>A severe written warning or fine not exceeding the value of the damaged property  <b>or</b>                  Caution and cancellation from sitting Board's examinations  <b>or</b>                  Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations  <b>or</b>                  Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations.</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staff or any other person associated with examination activities</p>
<p>Inappropriate use of Board's facilities</p>	<p>A severe written warning or fine not exceeding the value of the damaged property  <b>Or</b>                  Caution and cancellation from sitting Board's examinations</p>			<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

	<p>cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p> <p><b>or</b></p>			
	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>			
<p>Failure to obey and evacuate on the sounding of a fire alarm</p>	<p>A severe written warning or fine not exceeding Tshs. 500,000/-</p> <p><b>or</b></p> <p>Caution and cancellation from sitting Board's examinations</p> <p><b>Or</b></p> <p>Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to Examinations</p>	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>



*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Harassment and bullying including threatening behaviour; bullying; the victimization of residents, staffs or visitors, indecent assault or the displaying of or permitting the display of, sexually explicit or pornographic material</p>	<p>A severe written warning or fine not exceeding Tshs. 500,000/-  <b>or</b>                  Caution and cancellation from sitting Board's examinations  <b>or</b>                  Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting board's examinations and participating in the board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>
<p>Getting drunk and cause disturbance to others</p>	<p>A severe written warning or fine not exceeding Tshs. 500,000/-  <b>or</b>                  Caution and cancellation from sitting Board's examinations  <b>or</b>                  Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Any other actions which occur other than on property owned or leased by the Board which are deemed to have brought the Board into disrepute</p>	<p>A severe written warning or fine not exceeding Tshs. 100,000/- <b>or</b> Caution and cancellation from sitting Board's examinations</p>	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, Coordinators and VRB Staffs or any other person associated with examination activities</p>
	<p>Caution and cancellation from sitting Board's examinations <b>or</b> Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>			

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

<p>Smoking in 'No smoking' areas</p>	<p>A severe written warning or fine not exceeding Tshs. 500,000/-  <b>or</b>                  Caution and cancellation from sitting Board's examinations                  caution and cancellation from sitting Board's examinations  <b>or</b>                  Cancellation and Suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations</p>	<p>Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, Invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities</p>
<p>Late or non-return of books, equipment and other Board's property provided through recognized loan arrangements</p>	<p>A severe written warning or fine not exceeding Tshs. 500,000/-  <b>or</b>                  Caution and withdrawal from access to library and other privileges  <b>or</b>                  Suspension from</p>	<p>Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges</p>		<p>Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person approved to use the library</p>

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

	access to library services and other privileges for a period of one year or participating in the Board's activities relating to examinations			
Misuse of on-line facilities against ICT policy	A severe written warning or fine not exceeding Tshs. 500,000/- <b>or</b> Caution and withdrawal of ICT privileges <b>or</b> Suspension from access to ICT privileges for a period of one year or participating in the Board's activities	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations		Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities
Failure to produce to the Board's Identity Card or any other relevant document when requested to do so. i.e. sit or attempt to sit in examinations, coordinating, invigilating, marking without valid documentations	A severe written warning <b>or</b> Caution and cancellation from sitting Board's examinations <b>or</b> Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges		Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

Failure or refusal to attend a meeting or hearing called or authorized by the	Cancellation and cessation from sitting Board's examinations or participating in the			Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person
Examination Disciplinary Committee or any other competent organ of the Board when summoned to do so by a proper written notice	Board's activities relating to examinations and fine not exceeding Tshs. 500,000/- or report to police for criminal charges			associated with examination activities
<i>Malpractices in the Conduct of Examinations</i>				
Leave the examination hall or room earlier than half an hour after the examination has commenced without the express permission of the invigilator	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations		Candidates
Indulge in any disruptive conduct including, but not limited to, shouting, assault of another candidate or any other person, using abusive or threatening language, destruction of the property or property of another candidate	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations <b>or</b> Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges		Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

Neglect, omit, or in any way fail to follow lawful instructions or orders issued by the invigilator or any other VRB official	A severe written warning <b>or</b> Caution and cancellation from sitting Board's examinations	Cancellation and suspension from sitting Board's examination for a period of one year and participating in the Board's activities relating to examinations	Cancellation and cease from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges	Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities
Physically assault or insult an invigilator or any other officer involved in the conduct of examination	Cancellation and suspension from sitting Board's examination for a period of one year and participating in the board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges		Candidates, coordinators and VRB Staffs or any other person associated with examination activities
Act or conduct which is likely to obstruct or to frustrate the holding of any examination or administrative activity or both	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations and participating in the Board's activities relating to examinations or report to police for criminal charges		Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities
Unauthorized use of, or interference, with any technical, electrical or other service or installation of any Board's own or leased properties	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges		Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities

*Valuation and Valuers Registration (Training and Examination) Rules*

*GN 682 (Contd.)*

Unauthorized possession of any Board's own or leased properties	A severe written warning or fine not exceeding the value of the damaged property <b>or</b> Cancellation from sitting Board's examinations	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges	Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities
Knowingly giving false information relating to an examination with intention of gaining advantage	A severe written warning <b>or</b> Caution and cancellation from sitting Board's examinations	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges	Candidates, invigilators, markers, setters, compilers, coordinators and VRB staffs or any other person associated with examination activities
Wilful obstruction or interference with the work or proceedings conducted by any competent organ of the Board	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations and/or report to police for criminal charges		Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities
Refusal or failure to abide by the ruling, decision or penalty made or imposed by the disciplinary authority or any other competent organ of the Board after expiry of appeal limitation period	Cancellation and suspension from sitting Board's examination for a period of one year or participating in the Board's activities relating to examinations	Cancellation and cessation from sitting Board's examinations or participating in the Board's activities relating to examinations or report to police for criminal charges		Candidates, invigilators, markers, setters, compilers, coordinators and VRB Staffs or any other person associated with examination activities

**THIRD SCHEDULE**

*(Made under rules 4, 24(3), 25(3), 26(3), 27(3), 28(2), 29(3), 30(3), 31(3), 35(2) and 48(5))*

PROCEDURES FOR REGISTRATION TO THE VALUERS REGISTRATION BOARD EXAMINATIONS, SETTING, MODERATION OF EXAMINATION QUESTION PAPERS, EXAMINATION COMPILATION, EXAMINATION INVIGILATION, EXAMINATION MARKING, ANSWER SCRIPT MODERATION, PROCESSING OF EXAMINATION RESULTS AND EXAMINATION HANDLING PROCESSES

1.0. REGISTRATION OF VALUERS REGISTRATION BOARD EXAMINATIONS

1.1 CANDIDACY REGISTRATION PROCEDURES

- (i) A prospective candidate wishing to register with the Board to sit for its examinations is required to fill the candidacy registration form.
- (ii) The form shall be obtained from the Board's offices and it should be printed and filled appropriately.
- (iii) The Candidacy Registration Form should be submitted to the Board together with certified photocopies of certificates, academic and professional certificates, supported by transcripts showing the subjects covered and grades obtained. In addition, three coloured passport size photographs showing all ears in a face shall be attached and submitted along with the form which has been appended with the Candidacy Registration form.
- (iv) The Identity Request form shall be filled in and signed with a black pen shall be submitted in one cover along with the Candidacy Registration Form.
- (v) Identity card shall be issued, bearing the candidate's registration number the number which shall be the permanent reference of the candidate and has to be quoted in all communications with the Board.
- (vi) As evidence of registration as a candidate, the Board shall forward to the candidate an acknowledgement letter notifying the candidate receipt of the form.
- (vii) The Board shall verify the authenticity of the information furnished.
- (viii) The Board shall communicate to the applicant of the outcome of the evaluation of documents and information submitted by the applicant, notifying the applicant the examination eligibility, registration number following the assessment of the certificates attached with the application.
- (ix) No change of names by the prospective candidate shall be allow at the time of registration. Prospective candidates shall use the names appearing in the certificates which qualified the prospective candidate for admission.
- (x) A holder of Certificates of Secondary Education obtained outside Tanzania shall be required to get translation of equivalence from the National Examination Council of Tanzania (NECTA).
- (xi) A holder of Diploma or Degree obtained outside Tanzania shall be required to seek recognition letter from either Tanzania Commission for Universities (TCU) or



National Council for Technical Education (NACTE) as the case may be.

## **2.0 EXAMINATION ENTRY PROCEDURES**

### **(i) Application to Examination Entry**

A candidate seeking to write the Board's examinations must be a registered candidate, i.e. has already submitted the Candidacy Registration Form. The application to examination entry request must be made on the prescribed form which is available on the Board's offices.

### **(ii) Admission to sit for the Board's Examinations:**

A candidate shall be admitted to sit for the Board's examinations at any of its examination levels subject to the regulations applicable to that examination level provided that-

- (a) the candidate possesses the qualifications prescribed as the minimum necessary to sit for that particular examination level;
- (b) the application has been made on the prescribed form, duly filled and submitted to the Board within the stipulated dates and accompanied by appropriate examination entry fees;
- (c) the candidate has met the minimum training requirements provided by approved Review Class Provider, and the examination entry form has been endorsed by the review class provider certifying that the candidate is ready to sit for the examinations.

## **3.0 EXAMINATION CENTRE**

- (i) The applicant **MUST** indicate in the examination entry form, an examination centre preferred to take the examinations. The list of examination centres is as provided at the back of the form.
- (ii) Change of an examination centre shall be allowed only if the application is lodged in writing one month before the date the examination is to commence. Late requests for change of examination centre shall not be entertained.

## **4.0 EXAMINATION POSTPONEMENT:**

### **(i) Postponement within acceptable dates**

A candidate wishing to withdraw from an examination, may do so in writing and is required to lodge the application to reach the Board on or before 13<sup>th</sup> February for the May examinations and 13<sup>th</sup> August for the November examinations. In such cases, full fee shall be carried forward to the immediate next examination session. A candidate shall, however, be required to fill a fresh Examination Entry Form and submit it before the normal closing date of receiving the application to examination entry.

### **(ii) Postponement after the acceptable dates**

- (a) Application to postpone the examinations received after the acceptable dates i.e. after 13<sup>th</sup> February for May examinations and 13<sup>th</sup> August for the November examinations shall not be entertained. In such situations, a candidate shall be required to pay afresh all the applicable fees.

- (iii) Postponement due to Ill-health (medically unfit)
- (a) A candidate falling sick during the examination week may lodge an application to postpone sitting for an examination in writing. The application shall be supported by a valid medical report from the registered practitioner to substantiate the claim.
  - (b) Treatment sheets, prescriptions, sick sheets for purposes of validating a postponement claim shall not be considered for this purpose.
  - (c) A candidate whose application for postponement has been accepted by the Board, shall be required to fill afresh an Examination Entry Form applying for the examination the next coming session and lodge it on or before the closing date of receiving the applications.
  - (d) Half of the fees paid may be carried forward to the next examination session upon application.

#### 5.0 ORDER OF TAKING EXAMINATIONS AND EXAMINATIONS COMPLETION PERIOD

A registered candidate is required to observe this requirement while applying to sit for any level of the Board's examinations to take advantage of the options available.

##### Valuation Technician Examination:

- (a) Number of papers to be attempted:  
A candidate has a liberty to choose the number of papers to attempt in a level and shall be allowed to retain a pass obtained in any subject attempted.  
  
A candidate applying to sit for Technician examinations shall be required to pass all the papers at the lower level before applying to sit for the higher level.
- (b) Duration of retaining passed papers:  
A candidate shall be given a maximum of two years to complete the papers in a level, failure of which the passes of the previously passed papers shall be withdrawn and a candidate shall have to re-sit all the papers in that level.
  - i. Maximum Time Limit to Complete a Level:  
A candidate shall be given a maximum of four years to have completed any level of the Technician examination before being automatically de-registered.
  - ii. A candidate who has successfully completed the Technician Level II shall be awarded the Technician Valuer Certificate.

##### Professional Examination:

- (a) Level I (Foundation Skills)  
A candidate is at liberty to choose the number of papers to attempt in this level and shall be allowed to retain a pass obtained in any subject attempted on scoring a pass grade.

A candidate applying to sit for the Level I examinations shall be required to pass all the papers in that level before being allowed to move to the next level.

i. Duration of retaining passed papers:

A candidate shall be given a maximum of three years to complete the passed papers in Level I, failure of which the passes of the previously passed papers shall be withdrawn and a candidate shall have to re-sit all the papers in that level.

ii. Maximum Time Limit to Complete the Level I

A candidate shall be given a maximum of six years to complete the Level I before being automatically deregistered.

(b) Level II ( Valuation Skills)

A candidate is at liberty to choose the number of papers to attempt in this level and shall be allowed to retain a pass obtained in any subject attempted on scoring a pass grade.

A candidate applying to sit for the Intermediate level examinations shall be required to pass all the papers in that level before being allowed to move to the next level.

i. Duration of retaining passed papers:

A candidate shall be given a maximum of three years to complete the passed papers in that level, failure of which the passes of the previously passed papers shall be withdrawn and a candidate shall have to re-sit all the papers in that level.

ii. Maximum Time Limit to Complete the Intermediate Level

A candidate shall be given a maximum of six years to complete the Intermediate level before being automatically deregistered.

(c) Level III (Professional skills)

A candidate applying to sit for the Final level examinations shall be required to pass all the papers in that level to qualify as a Registered Valuer.

A candidate is at liberty to choose the number of papers to attempt in this level and shall be allowed to retain a pass obtained in any subject attempted on scoring a pass grade.

i. Duration of retaining passed papers:

A candidate shall be given a maximum of three years to complete the papers in that level, failure of which the passes of the previously passed papers shall be withdrawn and a candidate shall have to re-sit all the papers in that level.

ii. Maximum Time Limit to Complete the Final Level

A candidate shall be given a maximum of six years to complete the Final level before being automatically deregistered.

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6.0 CATEGORIES OF FEES AND MODALITY OF PAYMENT:

An applicant wishing to register and sit for the Board's examinations shall be required to pay the required fees as stipulated in the Fourth Schedule to these Rules along with the candidacy registration and/or examination entry form.

The categories of fees payable by the applicant to the Board may include:

a) Candidacy Registration Fee Categories

The first type of fee is the *Candidacy Registration Fee* which is payable upon submission of a duly completed Candidacy Registration Form. As evidence of registration, a candidate shall be given a Candidacy Registration Number and an identity card bearing that number.

b) Candidate's Annual Subscription Fees:

The second type of fee is the *Candidate's Annual Subscription Fee (SASF)* which is payable, by those applicants who are registering with the Board for the first time, upon registration, and thereafter the fee shall be payable every January of each year.

For a candidate who has already been registered, the fee is payable every year in the month of January. This fee shall be paid annually by every candidate as long as he/she is registered as a candidate with the Board and wishes to remain in the register of candidates. The fee ceases to be payable when one completes the registration program in full or ceases to be registered as a candidate with the Board.

c) Examination Fees

The fourth type of fee is the *Examination Fee*. This fee shall be payable upon submission of duly filled Examination Entry Form applying for a particular examination level.

Examination fees once paid shall not be refunded or carried forward to the next examination session if a candidate withdraws/postpones after the closing date of receiving the requests for withdrawal/postponement.

d) Penalty Fee

A candidate who submits an application for candidacy registration and/or examination entry after the closing date of receiving such applications shall be liable for a penalty fee charge which shall be paid along with the other fees.

e) Transcript fee

Transcript fee shall be charged to a candidate who lodges a request for preparation of transcript. A candidate who applies for a transcript shall also be required to submit two coloured identical passport size photographs.

f) Search fee

A candidate who request for information which requires for searching of such information shall be required to pay for search fee. Such information may include previous performance records, receipts for payments done to the Board.

g) Duplicate certificate fee

A candidate who request for a copy of his/her certificate shall be required to pay the required fee and submit a police report on loss of such document and copy of public

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announcement notification.

- h) Appeal fee and late lodgement of appeal  
A candidate who wishes to appeal against examination result or a penalty shall be required to pay for the service accompanied with a lodgement of appeal form. Similarly, a candidate who lodges an appeal after the stipulated period shall be charge late lodgement of appeal fee.
- i) Form fee  
Candidate who submits an application for candidacy/examination shall be required to pay fee for the respective form. The rates for the above fees shall be determined by the Governing Board from time to time.

#### 7.0 Mode of Payment of the fees:

Payments relating to the Candidacy Registration, Subscription or Examination Entry fees and other related fees shall be made through control number issued using GEPG as shall be determined by the Board and indicated in the relevant form(s).

The original-pay-in slip has to be submitted to the Board for receipting. The slip has to be attached together with the relevant form(s) and a cover letter to the Board.

#### 8.0 TRAINING TO SIT FOR THE BOARDS' EXAMINATIONS

A Candidate aspiring to sit for the Board's examinations shall be required to undergo training of not less than six months in preparation for an examination. Evidence of training has to be supported vouched by an approved review class provider where such training was undertaken. The examination entry form should be certified by a review class centres coordinator to show evidence of minimum attainment of training.

#### 9.0 EXAMINATION INSTRUCTIONS TO CANDIDATES

A candidate shall be required to observe the following instructions when preparing to write the examinations.

##### Admission to the Examination Room

A candidate shall be admitted into the examination hall at least twenty (20) minutes before the commencement of an examination paper, and he/she is not permitted to leave the examination hall until thirty minutes have expired after the commencement of examination. Further, a candidate shall not be allowed to leave the examination room thirty minutes before the examination ends.

A candidate shall not be allowed to enter the examination hall beyond half an hour after the commencement of any examination paper. A candidate, who arrives within half an hour of the commencement of the examination, shall be allowed to enter the examination hall, but no additional time shall be given to compensate the lost time.

##### Reading time

Ten (10) minutes reading time shall be given to the examination candidate to allow him/her read the question paper thoroughly before attempting the examination.

During the 10 minutes reading time you can make notes on the question paper. You are not allowed to write in your answer book or use your calculator.

Announcements:

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The chief invigilator will make all relevant announcements in the examination room before the examination commences.

#### Examination Packages

The sealed envelopes containing the examinations of that particular session shall be opened in the presence of the candidates.

#### Leaving the Examination Room temporarily

Any candidate having for some reason to leave the examination hall temporarily may do so only with the permission of the chief invigilator and will be accompanied by an assistant invigilator.

#### Allocation of Examination Desk

A candidate shall be required to sit at the desk which bears his/her registration number.

#### Candidate's Identity

The Board shall not entertain any excuses from a candidate who fails to produce the examination identity card which allows one to enter the examination hall.

#### Candidate's Admission in the Examination Room

No candidate shall be admitted into the examination hall, unless he/she carries with him/her both the Examination Identity Card provided by VRB and the Examination Admission Letter.

#### Types of Calculators

A candidate is permitted to use noiseless electronic calculator. The types of calculators allowed are the scientific calculators with basic /standard memory functions and Solar powered (at your own risk). Other types of calculators such as alpha-numeric keyboards, personal organizers, checklists and memo pads, those that make noise etc (the list is not exhaustive) should not be carried in the examination room.

#### Permitted Aids

A candidate is required to bring in the examination room his/her own pens, pencils and rulers.

#### Prohibited Materials

Candidates are prohibited from carrying into the examination hall or in any way having in their possession within the hall, any books or stationery other than those specifically permitted by the Board. Bags/handbags etc. should be kept at a place identified by the invigilator, but at the owner's risk.

Mobile telephones and any communication facilities should not be carried into the examination hall as candidates are prohibited from making telephone calls, receiving calls, sending or receiving messages, using those communicational facilities while examinations are in progress.

Possession of mobile phones or any communicational facilities in the examination room may lead to disqualification from the examination.

#### Removing Examination Answer Books

A candidate is not allowed to remove his/her examination answer book out of the examination hall.

#### Leaving the Examination Room

*GN 682 (Contd.)*

A candidate may be allowed to leave the examination hall half an hour after examination starts but may not be allowed to take his/her examination question paper. Similarly, a candidate who leaves the hall before the examination ends will not be allowed to take his/her question paper.

#### Conduct during the Examinations

A candidate should not engage in any unprofessional conduct designed to assist him/her in the examinations being attempted and is not allowed to communicate with other candidates while the examination is on progress or copy answers from each other. If a candidate contravenes the examination rules for example by cheating, helping another candidate to cheat or by having materials or items that could give a candidate unfair advantage, a candidate will be reported to the Registrar.

The following are deemed to be examples of contravention of examination rules:

- Having any book, notes or documents with you at any time during the examination;
- Having any book, notes or documents in a situation which suggests that a candidate could have used them during the examination;
  - Talking to, copying from, or in any way communicating with, another candidate;
  - Using a mobile phone, including the calculator function;
  - Leaving the room without the permission of an invigilator;
  - Removing answer books and/or question papers, whether used or blank from the examination room

A candidate adjudged guilty of dishonesty in connection with the examination or infringing any of the examination rules and regulations is liable to disciplinary action, which may result to disqualification.

#### **Signing Attendance of the Attendance Sheet**

During the period of each examination paper, a candidate shall be required to sign against his/her index number on an Attendance Sheet.

#### Maintaining Examination Atmosphere

It is the responsibility of each candidate to maintain examination atmosphere in the examination hall and to ensure that he/she will not engage in any conversation or behaviour that could distract the attention of other candidates.

#### 10. Communication with Invigilator

A candidate who wishes to communicate with the invigilator should raise his/her hand rather than knocking the desks as it disturbs other candidates.

#### Completing the Front Cover of the Answer Book

Each candidate is required to write his/her Index Number on the examination cover only. Names, initials or any other mark that could distinguish one candidate from another should not be written on the examination cover or script papers.

#### Instructions on the Answer Books and those Given by the Invigilator

Candidates are required to observe any general instructions that may be given by the chief invigilator and to read carefully instructions that appear on top of examination question paper, such as those indicating the number of questions to be attempted. Pay particular attention to the instructions given on the cover of the answer book.

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Eating, Smoking, Drinking, Chewing in the Examination Room

Candidates are not permitted to smoke, drink, chew or eat in the examination hall.

End of the Examination

A candidate shall be cautioned thirty minutes prior to the time the examination ceases. When the chief invigilator has declared the examination over, a candidate must immediately stop writing. This instruction applies not only to the answering of questions but also to filling in numbers, punctuations and any other writing.

Collecting the Answer Books

A candidate must remain in his/her seats until the invigilators have collected all answer books. Each candidate should make sure that he/she has handed over the answer book to the invigilator.

Usage of Examination Answer Books

The answers to the questions are to be written on the answer book provided for that purpose in accordance with the following instructions:

- (i) The answer to each question must commence on a fresh page.
- (ii) The question number must be written at the top of each page in the space provided.
- (iii) Write on both sides of the answer paper.
- (iv) Answers are to be written in ink or ball-point pens; flow charts, graphs and diagrams may, however, be drawn in pencil.
- (v) All workings must be done in the answer book.
- (vi) Do not remove/tear any sheet from the answer book. Cross through neatly any work not to be marked. **Do not use correcting fluid.**
- (vii) In case the main answer book has been fully utilized, you can request for a

ADDITIONAL ANSWER BOOK.

- (viii) Tick the questions that have been attempted accordingly.
- (ix) Fasten carefully any supplementary answer book(s) to the main answer book and ensure that the graph sheets are neatly tied **inside** the answer book and thereafter complete the appropriate boxes.

Answers should be written concisely and in a plain and legible manner. Style in the manner of setting out answers will be taken into account in the marking of each question. Candidates are warned that any tendency towards illegibility will operate to their disadvantage.

If owing to illness a candidate is unable to present himself/herself for the examination, he/she should inform the Executive Registrar of the Board before the examination commences. Part of the examination fee may be refunded or carried forward at the discretion of the Education and Publications Committee. There shall be no claim for refund of examination fee for a candidate who postpones an examination for any other reason without



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a prior approval of the Registrar.

At the end of the examination, the answer books shall be collected, reconciled, packed and sealed in the presence of the Principal Invigilator, VRB Examination Coordinator and one examination candidate.

#### 11.0 DECLARATION OF RESULTS

The results of the examinations shall be declared by the Board and candidates shall be informed of their results through respective addressed given. The results would also be displayed at the VRB Notice Board and on the website.

##### 11.1 Instructions to VRB examination setters

Introduction:

The Boards examinations are conducted twice in a year during the months of May and November. In setting these examinations the VRB appoints examination setters from institutions of higher learning and practitioners in public and private organizations. These examinations are attempted by candidates of different academic and training backgrounds and aim at testing the knowledge and understanding of the subject matter.

##### 11.2 Guidelines in setting Question Papers

In setting examination questions, the setters are requested to observe the guidelines spelt out below which supplement the instructions given in the letter of appointment.

When setting an examination, the setter should ensure that-

- the prescribed syllabus has well been covered. The questions are relevant and within the syllabus prescribed;
- the questions are fair in terms of length and difficulty with a proper mix of easy as well as difficult questions, including computational questions where applicable;
- the questions are challenging – requiring interpretation of the **facts** and not purely repeating facts from the notes;
- the questions are clearly worded and unambiguous;
- the questions are unique, i.e. NOT COPIED from other sources; if used elsewhere, ensure that the names, figures, dates, etc. are changed;
- avoid lengthy or tedious calculations, references to real persons, places or businesses;
- sentences should be as short, simple and direct as possible.

##### 11.2 Pilot your own questions (timing)!

###### 11.2.1 Suggested Solutions and Marking Schemes

Setters are required to provide suggested solutions that are correct and adequately answer the questions asked. The detailed solutions should be supported by a marking scheme or guide. The marking scheme should be well prepared and precise, allocating marks in each section and subsection in order to achieve consistency during marking of the scripts.

For questions that require workings, ensure that marks are also allocated to such calculations/workings.

###### 11.2.2 Submission of the Assignment

On completion of the assignment, setters are requested to-

- (a) ensure that all the paperwork/soft copies and other storage and transmission devices are secured safely, or destroyed thereafter. Storage on computer hard drive should totally be avoided;
- (b) fill the form provided showing the topics/skills examined;
- (c) submit your work to Registrar, clearly marking the envelope (Personal and Confidential to the name of the ED);
- (d) observe the deadlines for the submission of the assignment.

#### 11.3 Instructions for securing examination paper moderators

The Board's examination paper shall be subjected to moderators who shall be appointed by the Registrar on the basis of the following qualities:

- 11.3.1 Moderators will hold a qualification at least one level higher than the level of setter;
- 11.3.2 They must have specialized in the subject being assessed;
- 11.3.3 Relevant experience will be taken into account;
- 11.3.4 They will have the personal experience qualities and attributes.

#### 11.4 Objective of question paper moderation

The objective of moderating the question paper is to ensure the questions are of the required standard and quality expected. Also it is important to have the questions subjected for technical review to ensure that they are technically current, achievable and covers the syllabus requirements.

#### 11.5 Expectations for the question paper moderators

As a moderator of the question paper, the moderator is expected to establish the following:

- 11.5.1 That the standard and rigor of the question paper is of the required standards;
- 11.5.2 That the question paper has adequately covered the Board's syllabus and the questions are within the syllabus and have adequately been spread within the syllabus;
- 11.5.3 The question paper is fair in terms of length and difficulty.
- 11.5.4 The questions are correct and current;
- 11.5.5 The questions are relevant, challenging, unique, not copied from elsewhere, clearly worded and unambiguous;
- 11.5.6 The distribution of marks in the question paper is fair that marks are shown on every part of the question and its marking scheme;
- 11.5.7 The suggested solutions and marking schemes are accurate and fair;
- 11.5.8 For questions that required workings, marks have also been allocated to such calculations/workings.

#### 11.6 The moderation question paper exercise

In moderating the question paper, the moderator has to make sure the following procedures have been adhered to:

- 11.6.1 Study the question paper, question after question thoroughly;
- 11.6.2 Attempt the question paper in the examination condition;
- 11.6.3 Establish the quality of the question paper in regard to length, clarity and difficulty;
- 11.6.4 Ascertain whether the common phrases used in the requirement of the question corresponds with the answer provided;
- 11.6.5 Compare the new prepared solutions with those given and give comment;
- 11.6.6 Check the marking scheme and comment if it can be used as benchmark for marking the candidates' answer script;
- 11.6.7 Lastly the question paper moderator is required to write a report on the moderation of the

question paper, incorporating all the points raised above. The format of the report should be as follows:

- (a) The syllabus coverage;
- (b) The quality and standard of the question paper;
- (c) Individual questions, i.e. the topics examined-
  - (i) whether the questions are with the VRB syllabus; and
  - (ii) whether they are up to date and applicable to the Tanzanian environment;
- (d) Fairness of the questions with regard to the marks allocated, clarity and length;
- (e) The suggested solution provided;
- (f) The marking scheme provided
- (g) Concluding remarks and/or recommendations and advice

#### 12. Examination Question Paper Compilation

The Board shall have a system of compiling examination question papers in order to come up with a well-balanced paper i.e. that combines easy/difficult questions, theoretical / computational questions, and adequate coverage of the syllabus and does not contain examination questions set by one examiner to avoid biasness or giving undue advantage to a certain group of candidates. The following criteria shall be used by the Board in carrying out this assignment:-

- a. The Registrar shall recommend to the Committee responsible for examination matters, names of examination question paper compilers to be used in compilation of the Board's examinations;
- b. The appointment shall base on academic and professional qualification, expert knowledge in the subject area for the examination, personal qualities, merit and experience, above all the integrity of the person to be appointed;
- c. The selection of the examination question paper compiler shall be from different sources such as from the academic institutions or professional bodies, from industry or from within the Board;
- d. The Committee responsible for examination matters shall scrutinize the credentials of the proposed examination question paper compilers together with the recommendations from the referees and appoint the examination question paper compilers who will be used in examination question paper compilation processes;
- e. The Registrar shall maintain a database of the examination question paper compilers and enter into contractual agreement for a period of three years renewable;
  
- f. The process of appointing the examination question paper compilers shall be done in a confidential manner and any person who shall disclose the names of the examination question paper compilers shall be liable for disciplinary action.

##### 12.1 Criteria for Appointing the Examination Question Paper Compilers

The following criteria shall apply with regard to the selection and appointment of an examination question paper compilers:

- The examination question paper compiler must have an equal or higher qualification than examination setter who was used to set that particular examination paper, with at least Master degree, or PhD and/or professional qualification with specialty on the subject area which he has been appointed on.
- The examination question paper compiler must have at least five years of experience in teaching at an institution of higher learning or professional body, and/or working

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experience of least three years and exposure in similar work.

- The examination question paper compiler must also hold a senior position in an institution and command respect in that area of specialty.
- The examination question paper compiler must get a recommended from a responsible person at the training institution or professional body or organization where he is/has been employed.
- The examination question paper compiler must declare any conflict of interest if any on taking the assignment.

#### 12.2 Notification of Appointment

- The examination question paper compiler shall be notified of the appointment among other things, the notification shall include:
  - the offer letter;
  - the contract showing the terms on conditions of the assignment; and
  - any other details concerning the assignment.
- Upon acceptance of the offer, the Registrar shall, when appropriate send an appointment letter requiring the examination question paper compiler to report at an identified venue to compile examination question paper(s) and among other things, the letter should set out the following:
  - The question papers to be compiled;
  - The date to report at the identified venue and the expected date to complete the assignment; and
  - The general instructions to follow in compiling the examination question paper(s).

#### 12.3 Compilation of Examination Question Papers

- Examination question paper compilation shall be carried out in accordance with the specific guidelines prepared detailing the process.
  - The Examination question paper compiler shall be required to abide to the specific instructions during the compilation process.
- In carrying out the assignment the examination question paper compiler should be issued with the following:
  - Specific guidelines on how the compilation process shall be carried out;
  - The moderated question papers for compilation;
  - The moderators report;
  - The previous data bank questions that had been moderated previous but not yet used;
  - The detailed syllabus for respective examinations;
  - Appropriate working tools in carrying out the assignment;
  - The previous comments from the examiners on the subject area;
  - A record showing the topics tested in previous examination sessions.
- The examination question paper compiler shall be required to, upon completing the drafting process of each examination question paper, sign against the register provided certifying that the compilation process has been done.
- Once the draft examination question paper compiled has been typeset, the compiler shall proofread the draft and make any appropriate adjustments and corrections and allow a team of compilers to re-check the draft for any technical, typographic or any other error that is found in the question paper before it is submitted for corrections.
- The examination question paper compiler shall hand over the final proof of the

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question he has compiled to the officer in charge of the assignment for further processes.

#### 12.4 Security during the Examination Compilation Process

- The examination question paper compiler shall be required to observe security issues during the compilation process at all times..
- The examination question paper compiler shall not carry into the compilation venue any bags, handbags, cell phones, computers/laptops or ipads or any gadget unless permitted to do so by the Registrar.
- The examination question paper compiler shall not leave the working venue with any paper in connection with the assignment.
- The examination question paper compiler shall immediately destroy all the materials (the hard copies and soft copies) that have been used during the examination compilation process once the final copy has been handed over to the Officer in charge of the assignment.
- The examination question paper compiler shall also submit a declaration showing that the examination materials have been destroyed when submitting the examination question paper(s), suggested solutions and marking schemes.

#### 12.5 Instructions to the Secretariat during compilation of examination question papers

In processing the draft examination question paper, the Secretariat will:

- a. Check the initial draft examination paper(s) against previous years' actual paper(s), sample papers, relevant circulars and guidelines to ensure that rubrics, mark allocations, format and layout are in order;
- b. Check the assessment grid that has been submitted with the draft, to ensure that it accurately records the content and the assessment objective being tested by each item;
- c. Use the grid to check that the syllabus content has been appropriately sampled and that the various assessment objectives are being tested in the appropriate proportions;
- d. Check all questions against the actual syllabus text to ensure that they are within the bounds of the syllabus;
- e. Check each question to ensure that it-
  - is age appropriate;
  - is examination-level appropriate;
  - is in accordance with the examination specification (e.g. short answer, multiple choice, essay);
  - provides adequate differentiation in respect of the range and ability level of the candidates;
  - enables effective discrimination between candidates;
  - is accurate (content, spelling, language, punctuation, numbering, etc.);
  - is reliable;
  - is unbiased and inclusive;
  - respects cultural diversity;
  - does not cause offence or distress to candidates by virtue of inappropriate language or content;
  - is phrased clearly;
  - indicates clearly the depth and breadth of response required;
  - is sufficiently different from questions on previous years' papers;
  - can be answered in the allotted time; and
  - does not overlap with or contradict other questions on the paper;
- f. Check relevance, suitability and quality of graphics, photographs, case studies, video clips, etc.;
- g. Acknowledge source of copyright material and check with Registrar regarding procedures for seeking permission for use;
- h. Construct alternative questions, as required;

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- i. Ensure that the text of the questions matches the relevant non-text material (diagrams, photographs, etc.);
- j. Ensure parity of standards across optional questions in the paper;
- k. Ensure that the question paper is similar in demand to that of previous years (allowing for officially approved and publicly notified changes);
- l. Amend and/or replace questions as agreed at the panel meeting; and
- m. At each stage of the production process, check thoroughly against previous agreed draft.

12.6 Preparation of detailed draft marking scheme for the paper:

**12.6.1** Take all necessary precautions to ensure the highest standards of confidentiality and security of the draft materials at all times:

- record all movements of the draft papers;
- use secure methods to transfer confidential material, as directed;
- store all documents securely while work is in progress;
- hand over all relevant support and source materials to the responsible in charge of the assignment;
- destroy all other notes, etc., following completion of the process;
- keep electronic records secure during the process, by working only on the secure flash drive supplied, and by storing this securely;
- ensure complete deletion of all electronic records following completion of the process.

**12.6.2** Ensure that each stage of the setting process is carried out as per agreed procedures and within the agreed time schedule.

### 13. Safety Mechanisms for the Entire Examination Process

The Registrar shall provide a secure venue and facilities for the compilation, development, production and storage of the examinations in the following manner:-

- (a) When selecting the venue and facilities for the assignment, the Registrar shall take account of the following:
  - the premises and facilities for the assignment;
  - location and accessibility of the premises and the security of the facilities available;
  - safeness of the premise and availability of strong rooms;
  - possibilities of entering into contractual agreement where necessary for the use of the premises and facilities if using rented premises and facilities.
- (b) The Registrar shall appoint members of staff who shall be involved in the examination production and packaging process. The appointment of members of staff shall take into account the following attributes of the individuals:
  - integrity of the individual member of staff;
  - commitment of the individual member of staff to sensitive assignments;
  - record of previous performances in such assignments;
  - technical expertise of the individual member of staff; and
  - having being vetted as required by the public service requirements.

Each of the appointed member of staff should be required to-

- show willingness to participate in the assignment in writing;
- declare any conflict of interest on the assignment given by filling a declaration form;
- commits oneself that he shall be ready to abide to rules or guidelines that shall be provided in connection with the assignment.

For safety of carrying out the assignment at the secured venue the team should observe the general instructions that shall guide them on the behaviour expected while the assignment is in process and this includes:

- (a) Not to carry into the working venue any unauthorized materials such as handbags, briefcases, newspapers, cell phone, personal computers

- or laptops, ipads;
- (b) To enter and leave the working venue as authorized by the officer in charge of the assignment;
- (c) The examination production processes should be carried out as per the laid down procedures in order to avoid errors, leakages and other incidences; The processes involved cover:
  - (i) Preparation of statistical data that establishes the number of question papers to be packed in each examination centre;
  - (ii) Identification of number of question papers per each exam and centre that should be reserved for emergency purposes;
  - (iii) Establishing the total number of question papers to be produced per examination;
  - (iv) Final checking of the examination question paper to be produced before being printed;
  - (v) The checking of the question papers produced page by page after being printed;
  - (vi) Counting the question papers, packing and sealing and recording the packed parcels after every examination question paper being printed;
  - (vii) Housing of the examination question paper parcels in a strong room;
  - (viii) Final checking of all parcels containing examinations before transporting them to the head office for storage.

### **13.1 Housing of the Examination Parcels at Head Office**

- (a) The Registrar shall provide strong room at head office to store the examination question paper parcels before they are distributed to the examination centres. A detailed system of access to the strong room should be spelt out.
- (b) When carrying out the examination parcels packing and distribution to centres, the appointed examination centre coordinator should be present to certify the packing process by verifying the number of candidates sitting for each examination against the number of question papers packed and the examination time table.
- (c) The parcels should be packed in one package and labelled accordingly before being transported to the examination centre.

### **13.2 Transportation of the Examination Packages to the Centres**

- (a) The Registrar shall provide secure transportation system of the examination packages to all examination centres.
- (b) The examination packages should be collected and transported to the examination centres at reasonable time and no examination centre coordinator should be allowed to stay with the examination packages anywhere except where stipulated.
- (c) Once the examination packages have been handled over to the examination centre, it will be the duty of the examination coordinator to ensure its safety and follow the laid down guidance that stipulate the safeness of the packages.

### **13.3 Custody of the Examination Packages at the Examination Centres**

- (a) The Registrar shall provide secure area and cabinets for safety custody of the examination packages at the examination centres
- (b) It is the duty of the examination coordinator to ensure that the examination packages are stored in a secured area as instructed by the Registrar and the guidelines on custody of examinations.
- (c) Each examination package shall be handled over to the Chief Invigilator on each examination day and signed for by both parties.
- (d) For the examination centres within the head office, the examination

coordinators shall follow the laid down guidelines as shall be given from time to time.

**14 Invigilation of the Examinations**

The department dealing with examination issues shall prepare application forms to invite applications from eligible invigilators and examination coordinators in good time to apply for the invigilation of the examinations. The applicants for each position, namely Chief Invigilator, Principal Invigilator or Examination Coordinator shall be shortlisted, selected and recommended to the Registrar in accordance with the following criteria:

**14.1 Chief Invigilator**

- (a) Degree in Education (BA. Ed)/Teachers Grade A;
- (b) Experience in teaching and invigilating examination at Secondary school level of not less than seven years;
- (c) At least 35 or above years of age;
- (d) Good record of invigilating examinations at higher position would be an added advantage;
- (e) Should not have any conflict of interest; and
- (f) Should not be an examination candidate with the Board.

**14.2 Principal Invigilator**

- (a) Degree in Education (BA. Ed)/Teachers Grade A;
- (b) Experience in teaching and invigilating examination at Secondary school level of not less than five years;
- (c) At least 30 or above years of age;
- (d) Good record of invigilating VRB examinations at higher position would be an added advantage;
- (e) Should not have any conflict of interest;
- (f) Should not be an examination candidate with the Board.

**14.3 Invigilator**

- (a) Degree or Diploma in Education;
- (b) Experience in teaching and invigilating examinations at Secondary School level of not less than three years;
- (c) At least 25 or above years of age;
- (d) Good record of invigilating VRB examinations would be an added advantage;
- (e) A person of integrity;

**14.4** Should not have any conflict of interest; and Should not be an examination candidate with the Examination Coordinator:

- (a) Be a member of VRB staff;
- (b) Experience of not less than 3 three years with VRB;
- (c) At least 23 years of age or above;
- (d) A good record of working with VRB;
- (e) Vetted as per the public service regulations;
- (f) Consideration will be given to a person who is not an employee of VRB whose recommendation is from VRB employee;
- (g) At least has completed secondary school education;
- (h) Should not have any conflict of interest; and
- (i) Should not be an examination candidate with the Board.

**14.5 Appointment of the Invigilators**

- (a) The Registrar shall appoint the invigilators as recommended by the



- department dealing with examination issues;
- (b) The appointment of the invigilators in different positions shall depend upon the following:
  - (i) Availability of the position applied; and
  - (ii) The number of candidates at the centre; and
- (c) The appointment of the invigilator shall be done at least three weeks before the commencement of the examination.

#### 14.6 Notification of the Appointment

Notification of the appointment shall be prepared and should among other issues include:

- (a) The examination centre the invigilator has been appointed to invigilate;
- (b) The examination time-table;
- (c) An analysis showing the number of candidates to sit for that particular examination;
- (d) When the invigilators' meeting would be conducted;
- (e) Declaration of conflict of interest form; and
- (f) An attachment that should be submitted by the invigilator for accepting the appointment.

#### 14.7 The Invigilators' meeting

- (a) The Invigilators meeting shall be convened by the Registrar or its appointee;
- (b) All the invigilators who have accepted the appointment shall be required to attend to the meeting without fail except those who shall be invigilating the examinations outside the Dar es Salaam examination centres;
- (c) Those who fail to attend the meeting should be disqualified;
- (d) For identification purposes, all the invigilators should submit two passport size photographs and identification cards should be prepared and worn by invigilators during the invigilation process;
- (e) During the meeting the invigilators should be given special instructions on how the invigilation process should be done;
- (f) Important documents which should be distributed to assist the invigilators in carrying out their duties should include:
  - (i) The examination time-table;
  - (ii) The number of candidates sitting for the examinations per examination and per centre;
- (g) The invigilators appointed outside the Dar es Salaam centres should be briefed of the invigilation process by the VRB examination Coordinator and be given all the documents necessary for invigilation.

#### 14.8 Examination Coordinator:

- (j) Be a member of VRB staff;
- (k) Experience of not less than 3 three years with VRB;
- (l) At least 23 years of age or above;
- (m) A good record of working with VRB;
- (n) Vetted as per the public service regulations;
- (o) Consideration will be given to a person who is not an employee of VRB whose
- (p) recommendation is from VRB employee;
- (q) At least has completed secondary school education;
- (r) Should not have any conflict of interest; and
- (s) Should not be an examination candidate with the Board.

#### 14.9 Appointment of the Invigilators

- (d) The Registrar shall appoint the invigilators as recommended by the

- department dealing with examination issues;
- (e) The appointment of the invigilators in different positions shall depend upon the following:
  - (iii) Availability of the position applied; and
  - (iv) The number of candidates at the centre; and
- (f) The appointment of the invigilator shall be done at least three weeks before the commencement of the examination.

14.10 Notification of the Appointment

Notification of the appointment shall be prepared and should among other issues include:

- (g) The examination centre the invigilator has been appointed to invigilate;
- (h) The examination time-table;
- (i) An analysis showing the number of candidates to sit for that particular examination;
- (j) When the invigilators' meeting would be conducted;
- (k) Declaration of conflict of interest form; and
- (l) An attachment that should be submitted by the invigilator for accepting the appointment.

14.11 The Invigilators' meeting

- (h) The Invigilators meeting shall be convened by the Registrar or its appointee;
- (i) All the invigilators who have accepted the appointment shall be required to attend to the meeting without fail except those who shall be invigilating the examinations outside the Dar es Salaam examination centres;
- (j) Those who fail to attend the meeting should be disqualified;
- (k) For identification purposes, all the invigilators should submit two passport size photographs and identification cards should be prepared and worn by invigilators during the invigilation process;
- (l) During the meeting the invigilators should be given special instructions on how the invigilation process should be done;
- (m) Important documents which should be distributed to assist the invigilators in carrying out their duties should include:
  - (iii) The examination time-table;
  - (iv) The number of candidates sitting for the examinations per examination and per centre;
- (n) Should not be an examination candidate with the Board.

14.12 The Invigilation of Examinations:

- (a) The invigilators should carry out the invigilation of the examinations in accordance with the laid down procedures as spelt out in the instructions to invigilators.
- (b) The invigilators are required to strictly follow the instructions that guide the invigilation process.
- (c) The invigilation guidelines among other things provide instruction on-
  - (i) Opening of the examination hall;
  - (ii) Sitting plan;
  - (iii) Items to be placed on the candidate's desk;
  - (iv) Permitted aids;
  - (v) Issuing of question papers;
  - (vi) Admitting candidates in the examination room;
  - (vii) Identity checks;
  - (viii) Getting candidates seated;
  - (ix) Announcements to be made;
  - (x) Reading time allowed before starting the examination;
  - (xi) Admitting candidates who arrive late;
  - (xii) Candidates who wish to leave the examination hall;
  - (xiii) Examination irregularities;
  - (xiv) Handling unexpected events;
  - (xv) Tasks to be completed during the examinations;
  - (xvi) Tasks to be performed at the end of the examination.
- (d) At the end of each examination session morning/afternoon session, the collected answer scripts should be counted, packed and labelled accordingly and all parties should sign again the form provided that the package was sealed in the examination room.
- (e) The labelled examination package should be handled over to the VRB examination coordinator for safe custody.
- (f) It is the responsibility of the examination coordinator to store the parcel containing the examination scripts in accordance with the laid down instructions.

14.12.1 Transportation of the Examination Answer Scripts to Head office

- (a) The examination answer scripts should be transported to Head Office, accompanied by the VRB examination Coordinator as the guidelines stipulated.
- (b) The packages should be handled to the Officer assigned to receive the scripts, opened and counted to see if the correct number of scripts has been received.
- (c) The parties involved should sign accordingly certifying receipt of the answer scripts as indicated on the labels and balancing with the attendance sheet signatures.
- (d) The examination coordinator should also hand over the Office identification cards, examination safe/cupboard keys, attendance sheets, unopened examination question papers where no candidate appeared for the examination, stock sheet showing the remaining stock at the centre.

15 Handling of examination answer scripts

- (a) Immediately after the papers have been printed and packed in the envelopes, they must be highly secured until they are done.
- (b) There must be a strong room to keep them until they are dispatched to the examination centres.

For Dar es Salaam centres examination papers will. Likewise the answer scripts will be kept in the strong room until they are dispatched for marking.

- (c) Office cars are preferred for transporting examination papers and answer scripts to and from the centres. For upcountry centres examination papers as well as answer scripts will be transported to and from the centres by office cars in those regions where road transport is easily accessible and for distant regions and islands air transport should be used. Special care should be taken by examination coordinators in protecting the exam papers or answer scripts while they travel by air.
- (d) Examination papers and answer scripts should be kept in a safe custodian arranged by the Board. For upcountry invigilation, answer scripts should be returned to the office the next day after examinations are done.

#### 15.1 Selection of Examination Writing Venue

Selection of the examination writing venue should follow the laid down guidelines as shall be provided for in the Invigilation Guidelines. At the minimum the examination venue should consider the following:

Size of the venue;

- (a) Size of chairs and desks;
- (b) Ceiling height;
- (c) Ventilation and temperature;
- (d) Lighting;
- (e) Accessibility to disabled persons;
- (f) Toilet facilities; and
- (g) Fire, health and safety.

#### 15.2 Appointment of Markers

The Registrar shall recommend to the Committee responsible for examination matters names of examination markers to be used in marking the Board's examinations in the following manner:-

- (a) The appointment shall base on academic and professional qualification, expert knowledge in the subject area for the examination personal qualities, merit and experience, above all the integrity of the person to be appointed.
- (b) The selection of the examination markers shall be from different sources such as from the academic or professional institutions, from industry or from within the Board.
- (c) The Committee responsible for examination matters shall scrutinize the credentials of the recommended examination markers and appoint the examination markers who will be used in examination marking processes.
- (d) The Registrar shall maintain a database of the examination markers and enter into contractual agreement for a period of three years renewable.
- (e) The process of appointing the examination markers shall be done in a confidential manner and any person who shall disclose the names of the examination markers shall be liable for disciplinary action.

#### 15.3 Criteria for Appointing the Examination Marker

The following criteria shall apply with regard to the selection and appointment of an examination marker:

- (a) The examination marker must have at least a Bachelor or Masters degree and/or professional qualification with specialty on the subject area which he is to be appointed on.
- (b) The examination marker must have at least three years of experience in teaching at an institution of higher learning or professional body, and at least two years of teaching and examining the subject area of interest.
- (c) The examination marker must be recommended by a responsible person from the training

institution or professional body or firm where he is/has been employed.

- (d) The examination marker must declare any conflict of interest in connection with the assignment.

#### 15.4 Notification of Appointment

- (a) The examination marker shall be notified of the appointment which shall include:
- (i) the offer letter;
  - (ii) the contract showing the terms on conditions of the assignment; and
  - (iii) any other details concerning the assignment.
- (b) Upon acceptance of the offer, the Registrar shall, when appropriate send an appointment letter requiring the examination marker to set examination question paper(s) and among other things the letter should set out the following:
- (i) The question paper(s) to be marked;
  - (ii) The period of commencement and cessation of the assignment;
  - (iii) The general instructions to follow in marking the examination answer scripts.
- (c) The attachments that should accompany the appointment letter should among others include examination question paper (s) to be marked.

#### 15.5 The Marking Process

- (a) The marking of the examinations should be carried out as per the details that are provided prior to the marking of the examination answer scripts.
- (b) The marking of the examination answer scripts shall be done in a secluded venue as shall be determined from time to time.

#### 16.0 Appointment of Examination Scripts Moderat16.0 Appointment of Examination Scripts Moderators

- (a) The Registrar shall recommend to the Committee responsible for examination matters names of examination script moderators to be used in moderating the candidates answer scripts.
- (b) The appointment shall base on academic and professional qualification, expert knowledge in the subject area for the examination, personal qualities, merit and experience, above all the integrity of the person to be appointed.
- (c) The selection of the examination script moderators shall be from different sources such as from the academic or professional institutions, from industry or from within the Board.
- (d) The Committee responsible for examination matters shall scrutinize the credentials of the recommended examination script moderators and appoint the examination script moderators that will be used in examination moderation processes.
- (e) The Registrar shall maintain a database of the examination script moderators and enter into contractual agreement for a period of three years renewable.
- (f) The process of appointing the examination script moderator shall be done in a confidential manner and any person who shall disclose the names of the examination script moderators shall be liable for disciplinary action.

#### 16.1 Criteria for Appointing the Examination script Moderators

The following criteria shall apply with regard to the selection and appointment of an examination script moderator:

- (a) The examination script moderator must have a higher qualification than the examination

marker who was used to mark that particular examination paper, with at least Masters degree, or PhD and/or professional qualification with specialty on the subject area which he is to be appointed on.

- (b) The examination script moderators must have at least five years of experience in teaching at an institution of higher learning or professional body, and least three years of teaching and examining the subject area of interest.
- (c) The examination script moderator must also hold a senior position in an institution and command respect in that area of specialty.
- (d) The examination script moderator must be recommended by a responsible person from the training institution or professional body or organization where he is/has been employed.
- (e) The examination script moderator must declare any conflict of interest if any in connection with the assignment.

#### 16.2 Notification of Appointment

The examination script moderator shall be notified of the appointment which shall include:

- (a) The offer letter;
- (b) Examination scripts to be moderated;
- (c) the contract showing the terms on conditions of the assignment; and
- (d) any other details concerning the assignment.

Upon acceptance of the offer, the Registrar shall, when appropriate send an appointment letter requiring the examination script moderator to moderate examination scripts and among other things the letter should set out the following:

- The examination scripts to be marked
- The venue where the assignment is to be carried out
- The general instructions to follow in moderating the examination answer scripts

The appointment letter should be accompanied with necessary attachments which among others include the question paper(s) for the examination scripts to be moderated

#### 16.3 Selection of Examination Marking Venue

Selection of the examination marking venue should follow the laid down guidelines. At the minimum the examination marking venue should consider the following:

- (a) Size of the venue;
- (b) Size of chairs and desks;
- (c) Ceiling height;
- (d) Ventilation and temperature;
- (e) Lighting;
- (f) Accessibility to disabled persons;
- (g) Toilet facilities;
- (h) Fire, health and safety;
- (i) Availability of accommodation for the markers, moderators and VRB secretariat;
- (j) Provision of meals, morning and afternoon tea; and
- (k) Costs associated with the usage of facilities.

#### 17. Processing of examination results

After examiners have completed their work VRB Secretariat shall do the following:

- (a) Ensure all scripts are marked by going through each script. Unmarked questions/part of questions should be submitted to a competent person in the Secretariat for marking.
- (b) Ensure that marks are appropriately added in each question and are reflected on the top of the answer booklet.
- (c) Ensure that the marks on the top of the answer book matches with the marks in the

mark sheets.

- (d) Ensure that marks that are appearing in the mark sheets are correctly entered in the computer mark sheets.
- (e) Ensure that the grades are properly allocated through a designed data base system and appropriate verdicts are determined.
- (f) Checking of the marks and alteration of marks on the top of answers scripts due to wrong additions should be accompanied by signature/initials of the responsible secretariat member. The Board shall use range of marks in classifying examination results as follows:-

80 – 100%: Marks in this range indicate an exceptionally high level of outstanding performance in terms of all dimensions. Achievement at this level exhibits a high degree of subject understanding and high level of analysis.

A candidate shall be awarded grade ‘A’

60 – 79%: Marks in this range indicate high levels of performance exhibiting well organized and sound arguments and grasp of the relevant knowledge.

In this category a candidate shall be awarded grade ‘B’.

40 – 59%: Marks in this range indicate general capability, but with moderate levels of weaknesses. Performance in this range may contain inaccuracies, the arguments may lack clarity or rigor or there may be a lack of critical understanding. In this category a candidate shall be awarded grade ‘C’

0 – 39%: Marks in this range indicates general incompetence, with high serious levels of weaknesses in argumentation, command of course material or a serious failure to reflect on those materials. In this category a candidate shall be awarded grade ‘F’.

The Board shall denote letter ‘Q’ for disqualified papers, letter ‘X’ for absent in a paper, ‘W’ for withheld results and any other code as may be determined by the Board from time to time.

Candidates will be eligible to record a passed subject grade for a period of four executive examinations sessions prior to the time the examination results were issued. No candidate will be allowed to proceed to another level without clearing the referred subject(s) in the respective level. A candidate must obtain at least C grade to be declared to have passed a subject.

The VRB awards are as follows:-

- A candidate who has successfully passed Technician examinations shall be awarded a Statement of Success
- A candidate who has successfully passed professional examinations shall be awarded a Statement of Success

A candidate who has successfully passed Final Stage examinations shall be awarded Fully Registered Valuers’ certificate

### **18. Accreditation of Review class**

The Board shall accredit and monitor all the approved Review class Providers which conduct review classes to candidates preparing for the Board’s examinations.

The prospective Review class Provider shall be required to apply for accreditation by filling the prescribed application form stated in the first schedule and submit it to the Board.

A Review class Provider who fails to comply with Review class Provider’s Registration Guidelines shall be de-registered.

### **19.0 CONDUCTING EXAMINATIONS DURING PUBLIC HOLIDAYS**

The Board, in as much as possible will foresee that the examinations are not conducted during public holidays. However, if there is/are unforeseeable events during the examination week, the examinations shall be postponed to the following day.

### **20.0 THESIS WRITING GUIDELINES**

Provisional registered Valuers who have passed professional examinations at Level I and Level II shall be required to submit a dissertation in partial fulfilment of the professional training requirements

All thesis candidates shall be required to give at a presentation before initial submission of thesis.

**20.1 Notice of Intention to Submit**

At least three months before submitting a thesis a candidate shall give notice in writing to the Registrar, expressing intention to submit thesis.

**20.2 Certification**

Every thesis submitted for a professional registration must be accompanied by a declaration by the candidate, to the satisfaction of Board, stating that the thesis has not been submitted in any other entity. The thesis must be submitted in four hard copies, plus one soft copy PDF Format. The thesis shall also contain a declaration by the candidate's supervisor (Full Registered Valuer), confirming that he/she has read the dissertation/thesis and found it to be in a form acceptable for examination.

**20.3 Copyright Declaration**

The thesis shall contain a statement of copyright by the author, reading as follows:

“No part of this thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means: electronic, mechanical photocopying, recording, or otherwise, without prior written permission of the author or Valuers Registration Board in that behalf.”

**20.4 Abstracts**

The abstract shall indicate in summary the essential points of the thesis, the important results achieved and the conclusions reached.

**20.5 Cover page details**

Cover page material	Chrome manila
Cover page weight	200 to 250g
Size of dissertation/thesis	B5 final trim
Title on cover page	Capital letters – Arial 14 pts
Author and address below	Arial 14 pts
Margins on the cover page	Top – 2 cm Bottom -2.5 cm Right – 1.5 cm Left – 1.5 cm

**20.6 PREPARATION AND PRESENTATION OF THESES AND DISSERTATIONS**

**Manuscript Preparation**

Word-processing

- (a) The thesis must be printed on good quality A4 paper. This is to ensure clear copies. Typing must be 1.5 -spaced and on one side of the paper only.
- (b) Except on the title page fonts should be 12 points (Times, New Times Roman or CG Times).

Pagination

- (a) Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc.) beginning with the title page.
- (b) Number the pages of the body of the thesis in Arabic numerals



("1", "2", "3", etc) consecutively throughout.

- (c) The page numbers should appear just below the centre of the upper margin.

Margins

- (a) The left-hand margin must be 2.5 cm from the left edge of the paper;  
(b) the right-hand margin 2.5 cm from the right edge;  
(c) the top margin 2.5 cm from the top of the page;  
(d) the bottom margin 2.5 cm from the bottom edge of the paper.

Front and Title Pages

For samples of both pages please refer to Appendices. However the following information is important in preparation of the pages:

The front (title) page must be arranged as follows:

- (a) Write the Main Title of the thesis in CAPITALS (well-indented, centered) in 14 points bold fonts. A subtitle should be in Capital and Small letters.  
(b) Insert your name at the centre of the title page. The name should be in Capital and Small letters, 12 points bold.  
(c) Then Insert the words "A Thesis (whichever is appropriate) Submitted in Fulfilment of the Requirements for the Professional registration of Valuers Registration Board; give the date (Month and Year) of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation were made)."

Declaration by the candidate and Statement of Copyright

- a. Declaration  
Every thesis submitted as part of fulfillment for registration with Valuers Registration Board must be accompanied by a declaration by the candidate to the satisfaction of Board, stating that it is the candidate's own original work, and that it has not been submitted in any other entity.
- b. Statement of Copyright

The thesis shall contain the following statement of copyright by the author:

"This Thesis is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Registrar, on behalf of both the author and Valuers Registration Board."

Acknowledgement

In this section, the candidate should acknowledge the people or institutions that rendered support or other assistance, which made the execution of the thesis/dissertation work possible.

Dedication (if any) Must be tasteful.

Abstract

This should be concise but comprehensive. It should be one page only. The essential points of the thesis, important results achieved and the conclusive and the conclusions reached are summarised here.

Table of contents

The table of contents is used instead of an index, and should, therefore, be analytical and refer to specific pages. If there is to be a list of Tables or a list of illustrations, it should be on a separate page, arranged in the same format as the Table of Contents. Any table legends should be listed on the appropriate pages.

Body of Thesis

(a) Tables, text figures, diagrams and plates should be numbered in separate sequences, and should be cited by number in the text. Each table and illustration should have a full caption. Text illustrations should in general be reproduced by photographic or similar means. All lettering in figures must be in stencil equivalent

(b) The text should contain a comprehensive introduction and

Literature Review, a Statement of the Research Problem, Objectives and Hypotheses (or Research Questions); details of the Methods used in the research, description and statistical analyses of the Research Data; discussion of the Results, and possibly also suggestions of further reached

Literature Cited

All literatures being referred to must be cited in the document

All the literature cited in the text must be arranged in alphabetical order at the end of the thesis, beginning with the author's surname. Details on the year of

It is not expected that all the research work completed by the candidate will find room in the thesis. At the Valuers Registration Board the maximum length for the thesis shall be-

publication of the work cited, the title of the work, the pages, the publisher, etc. must be given. Departments may vary in the way they would like the literatures cited, but there should be consistency in each case, and candidates should consult their supervisors on this.

35-50 pages with a tolerance of 10% above this limit i.e. up 10 extra pages, appendices and footnotes included.

## 20.7 EXAMINATION OF THESESES

### Initial Submission

The copies of thesis (4 copies) for initial submission should be submitted in loosely bound

form.

Final Submission of Theses

- (i) After satisfactorily completing all the corrections recommended by examiners and submission of error free copies of theses is a requirement for graduation.
- (ii) Soft copy of the theses in PDF format will be submitted to the Board.

SEQUENCING THE PRELIMINARY PAGES

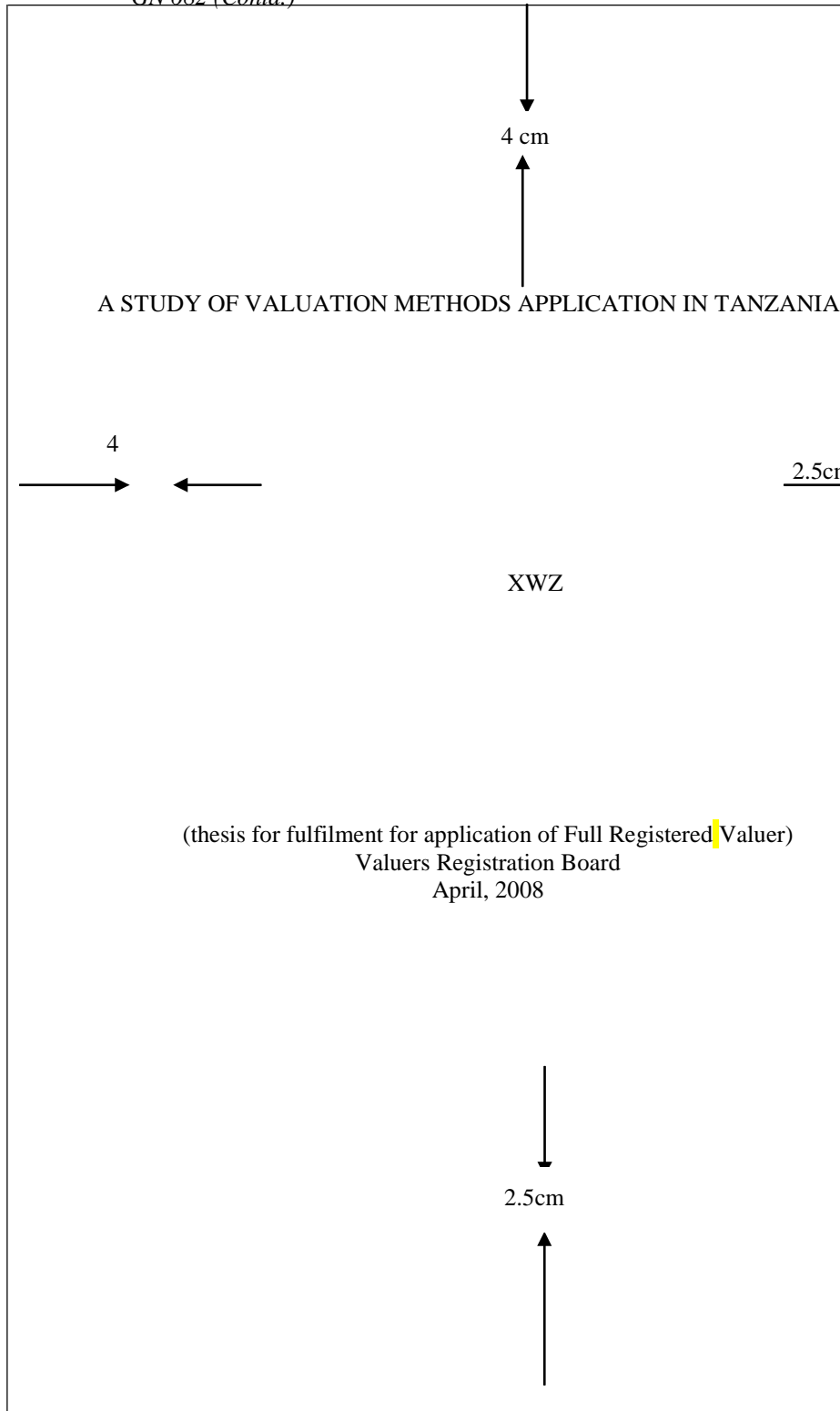
❖ Cover page	(see attached sample)
❖ Title page	(see attached sample)
❖ Certification	(see attached sample)
❖ Declaration and copyright	(see attached sample)
❖ Acknowledgements	
❖ Dedication (if any or necessary)	
❖ Abstract	
❖ Table of Contents	

All these, except the title page, should be identified by conspicuous pagination in roman numerals.

Sample of Preliminary pages

Appendix 1(b)

Cover page



Title page

A STUDY OF VALUATION METHODS APPLICATION IN TANZANIA

By

xwz

A Thesis Submitted in (Partial) Fulfillment of the Registration for Full  
Registered Valuer  
Valuers Registration Board

April, 2008

A Sample of Certification Page of a Thesis Submitted for  
Examination

CERTIFICATION

The undersigned certify that they have read and hereby recommend for examination a thesis entitled a *study of valuation methods application in* fulfilment of the requirements for registration with Valuers Registration Board.

\_\_\_\_\_  
ABCC  
(Supervisor)

Date:.....

DECLARATION AND COPYRIGHT

I, XWZ, declare that this thesis is my own original work and that it has not been presented and will not be presented to any other University for a similar or any other degree award.

Signature.....

This thesis is copyright material protected under the Berne Convention, the Copyright Act 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Registrar on behalf of both the author and Valuers Registration Board.

*Valuation and Valuers Registration (Training and Examination) Rules*  
GN 682 (Contd.)

FOURTH SCHEDULE

*(Made under rules 8(1), 24(2), 41(3), 45(3)(c) and 47(2))*

OTHER FEES:

S/N	TYPE OF FEE	AMOUNT
1	Form fee	Tshs. 50,000 graduate
		Tshs 30,000 Technician
2	Candidacy registration	Tshs. 50,000.00 Annually
3	Annual Subscription Fee	Tshs. 50,000.00 Annually
4	Examination Fees	
	Technician per subject	Tsh. 100,000.00
	Supplementary per subject	Tsh 50,000.00
	Professional per subject	Tshs. 100,000.00
	Supplementary per subject	Tshs.50,000.00
5	Transcript fee	TShs. 30,000 per level
6	Loss/renewal of ID fee	TShs. 20,000.00
7	Search fee	TShs. 20,000.00 per document
8	Duplicate of certificate fee	TShs. 100,000.00
9	Appeal fee	TShs. 100,000.00 per subject
10	Late lodgement of appeal fee	TShs. 150,000.00 per subject
11	Statement of Results fee	TShs. 10,000.00
12	Loss/Renewal of certificate	TShs. 30,000.00
13	Review Class Registration Fee	Tshs. 300,000.00
14	Review class annual subscription fee	Tshs. 500,000.00 per year
15	CPE course/class accrediting fee	Tshs.500,000.00

*Valuation and Valuers Registration (Training and Examination) Rules*  
*GN 682 (Contd.)*

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Penalty Fees

For May Examinations	For November Examinations	Penalty Fee
1. 14 <sup>th</sup> February to 15 <sup>th</sup> March	1. 16 <sup>th</sup> August to 15 <sup>th</sup> September	50%
2. 16 <sup>th</sup> March to 14 <sup>th</sup> April	2. 16 <sup>th</sup> September to 15 <sup>th</sup> October	100%

Dodoma,  
....., 2020

CLETUS ELIGIUS NDJOVU  
*Chairman of the Valuers Registration Board*