

INSTRUCTIONS TO CANDIDATES

PREAMBLE:

Instructions to Candidates refers to a mandatory set of rules, procedures, and guidelines that candidates must follow and comply during PSPTB examinations. Candidates are required to read them carefully before sitting for the intended examination session.

INSTRUCTIONS:

1. A candidate shall present themselves before the Invigilator(s) and for examination in a manner in which he/she can be identified in compliance with his/her candidate identity card issued by the Board.
2. A candidate failing to present himself/herself in a manner that allows disclosure of his/her identity shall not be allowed to sit for the scheduled examination and shall be required to reapply for such examination(s) at another examination session.
3. A candidate shall not be allowed to enter the examination room(s) without the permission of the invigilator(s).
4. A candidate shall be required to ensure, that he/she is not carrying unauthorised materials with him/her.
5. A candidate who carries unauthorised materials into the examination room on his/her own accord before commencement of the examination shall notify the invigilator otherwise the incidence will be considered as cheating practice and the candidate will be penalized.
6. A candidate suspected of carrying hidden unauthorised materials shall be apprehended immediately and searched by invigilators of the same gender as the suspect and in the presence of another person of the same gender to ensure that the privacy and bodily integrity of a person are not violated.
7. A candidate registered to sit for PSPTB examination is not allowed to carry with him/her into the examination room unauthorized materials such as written/scripted materials (on paper, clothes or in any part of candidate's body), purses, annotated mathematical tables, and other similar documents, electronic equipment - cell phones, pagers, a smart watch, unauthorised calculator or any other electronic device, storage devices or digital facilities, and any unauthorised materials the candidate knows or reasonably believes or suspects could be used to assist him/her in answering the examination questions that lead into cheating and may also include any other materials which will be specified from time to time by the Board.
8. A candidate shall sit at the desk displaying his/her examination number, unless instructed otherwise. Each candidate shall check around his/her desk and see if there is any unauthorised material. If any, then the candidate shall notify the invigilator before the commencement of the respective examination.
9. A candidate shall attend and sit for the examination in person. A conduct of impersonating a candidate, or any candidate who allows such impersonation, shall result in disqualification, cancellation of results and disciplinary actions.
10. A candidate registered to sit for PSPTB examinations shall dress decently, respectfully, and appropriately while attending PSPTB examinations in accordance with Tanzania Government Circular No. 3 of 2007 on Public Service Dress Code to be observed by all Public Service stakeholders when on any of the public sector office premises or when attending any official functions like examinations.
11. A candidate shall observe orderliness, silence, and tranquillity in an examination room. Communication among candidates in the examination room shall amount to cheating.
12. A candidate shall be required to sign his/her name on an attendance register/sheet. Each candidate shall indicate the serial number of the examination script(s) used against their name in the attached sheet.

13. Candidate(s) shall remain seated until the Invigilators have collected all answer booklets from the candidate(s).
14. Candidate(s) will be admitted into the examination room 30 minutes before the commencement of the examination paper, and will not be permitted to leave the examination room until thirty minutes have elapsed since the commencement of the examination paper.
15. No candidate shall be allowed to enter the examination room more than half an hour after the commencement of the examination session.
16. A candidate may be permitted, upon request, to leave the examination room for not more than five minutes with the permission of the invigilator, who shall record the time to determine the frequency of going outside the examination room and the level of risks in case of examination irregularities.
17. A candidate shall not be allowed to borrow working tools from other candidates while in the examination room, except with prior approval from the Invigilator.
18. A candidate is not allowed to chew anything while in the examination room unless granted permission by the relevant authorities under special circumstances. A candidate found to be doing so and refusing to produce the material being chewed shall be deemed to have destroyed evidence while in the examination room.
19. A candidate is not permitted to smoke, drink, or eat in the examination room unless granted permission to drink water by the invigilator under special circumstances.
20. A candidate shall observe the instructions given in a specific examination she/he is attending. **No candidate is allowed to sit and write an examination that is NOT indicated in his/her admission letter.**
21. Any candidate caught cheating or violating any Instructions during the examination shall be required to fill and sign the examination irregularities' prescribed form handed to him/her by the Chief invigilator, witnessed by the nearby candidates who will sign it as a witness. The candidate so caught cheating or violating these instructions shall be allowed to continue with the examination. Failure or refusal to fill out and sign the prescribed form for examination irregularities shall mean accepting or causing a commotion in the examination room, which may lead to punishment as contempt of the Board's authority.
22. Any candidate has the right to appeal if he/she is unsatisfied with the results. The request for review shall be submitted to the Executive Director within TEN calendar days from the date the examination results.
23. No application for review from an unsatisfied candidate on his/her results shall be received after a lapse of TEN calendar days from the release date of examination results. All reviews shall be accompanied by a Non-Refundable Administrative fee of **TZS 50,000** per subject or any amount as may be determined by the Board. The review will be conducted by an independent expert who was not engaged in setting and marking of the respective examination session.
24. If, owing to illness, a candidate is unable to present himself/herself for the examination or a candidate who postpones the examination, he/she should inform the Executive Director before commencement of the examination.
25. Legal action shall be taken against whoever contravenes these instructions according to the PSPTB Act and/or any other written laws.


EXECUTIVE DIRECTOR