



**WORKFORCE DEVELOPMENT AUTHORITY – WDA**  
*Empowering people with employable skills and entrepreneurship capacity*

P. O. BOX, 2707 Kigali – Rwanda  
Tel: (+250) 255113365  
E-mail: [examinations@wda.gov.rw](mailto:examinations@wda.gov.rw)  
Website: [www.wda.gov.rw](http://www.wda.gov.rw)

---

## **RULES AND REGULATIONS GOVERNING NATIONAL TVET PRACTICAL EXAMINATIONS FOR ADVANCED LEVEL CANDIDATES, 2016**

### **SECTION 1: GENERAL INFORMATION**

**Article 1:** These rules and regulations cover examinations for advanced level candidate and administered by Workforce Development Authority (WDA). They refer to the conduct of examinations for TVET subjects.

**Article 2:** These rules and regulations are published to guide the key players in the Examination administration.

**Article 3:** The National Practical examinations for advanced level Technical Secondary Schools candidates will start on 21st/9/2016 and end on 30<sup>th</sup> /09/2016.

**Article 4:** Practical works must be individual, no group works are allowed. Where group work is required, each candidate will have a definite part to present and will be done in thirty (30) minutes.

**Article 5:** WDA will provide additional support fee for basic consumables in practical examinations in each trade.

**Article 6:** The topics to be examined will be set at Examinations Centers by allocated assessors.

### **SECTION 2: PRACTICAL EXAMINATION CENTER**

**Article 7:** It must meet the following requirements: enough rooms, enough furniture, electricity, generator, tap water and clean toilets if it is a boarding school. It must be equipped with tools and equipment required in laboratory, workshop and in other areas used in practical exams like school gardens, farms.

**Article 8:** WDA will nominate the Head of the center and the deputy. The school accountant shall be responsible for cash handling and students' welfare.

**Article 9:** Each school will be responsible for its student's turn-up and will ensure collaboration with the practical examination Center.

**Article 10:** Any Center which will not abide by the rules and regulations set will be disqualified for future hosting.

### **SECTION 3. THE CANDIDATES**

**Article 11:** All candidates are requested to abide by the internal regulations set by the chosen examination Center in line with rules and regulations governing National practical examinations.

**Article 12:** Each candidate should show his/her school identity card, National identity or Passport card before sitting for National practical examinations. Any of the above can serve the purpose.

**Article 13:** Each candidate has to attend the examining panel as scheduled on the time table. He/she must always keep discipline and sign after demonstration/presentation.

**Article 14:** Private candidates provide for themselves with meals, accommodation and transport.

### **SECTION 4. PANEL MEMBER AND HIS/HER PROFILE**

**Article 15:** After filling the application form for assessor indicating their identification, qualification, subjects being taught and option, the panel members will be recommended for the assessment activity by the school managers. WDA will allocate successful panel members to the examination centers.

**Article 16:** A panel will be comprised of three (3) examiners and will choose among themselves a panel leader before the examinations start.

**Article 17:** Panel members will ensure that no examination malpractice takes place in their room of jurisdiction.

**Article 18:** The panel members will examine each candidate for duration of at least 25 minutes and should not exceed 30 minutes. This should be strictly followed.

**Article 19:** Panel members will ensure the identity of the candidate through verification of the lists from WDA before they sit for practical examinations (checking of school and national identity

card respectively). No candidate is allowed to enter the examination room without appearing on the list from WDA.

**Article 20:** Panel members will use and respect only the format of the forms provided by WDA; individual Examiner form, Synthetic result per student and overall lists for all (separating school and private candidates).

**Article 21:** Panel members for each panel will averagely give a candidate synthetic results, on a transparency consensus; failure to this other concerned authorities will intervene to the raised matters.

**Article 22:** The synthetic results and the overall list will be filled and signed by the three (3) panel members endorsed, stamped and signed by the head of the center.

**Article 23:** Each panel member will ensure good teamwork with other panel members.

**Article 24:** Panel members must be responsible, honest and keep confidentiality of the National practical examinations. Always results of each candidate must remain confidential.

**Article 25:** Panel members are requested to make a report on the conduct and progress of the practical Examinations. This report will be handed to the head of the Center who will submit it to the WDA delegate.

#### **SECTION 5: HEAD OF THE PRACTICAL EXAMINATION CENTER**

**Article 26:** The head of practical examination center is nominated and deployed by WDA.

**Article 27:** The head of the Center is responsible for the conduct of the Practical examination and closely collaborate with other concerned individuals.

**Article 28:** The head of the Center ensures the identity of the candidates through the verification of the lists from WDA before they sit for practical examinations. No candidate is allowed to enter the examination room without appearing on the list from WDA.

**Article 29:** The head of the center will coordinate; supervise in collaboration with the DEO and WDA delegate to take appropriate measures in any case where necessary.

**Article 30:** The head of the center will ensure that candidates, who prepare practical examinations projects, will do presentation to the panel of examiners during the time of sitting. Always results of each candidate must remain confidential.

*AAK*

**Article 31:** The head of the center provides detailed reports on financial expenditures and administration of practical examination and submits them to the WDA representative a day after the end of examinations. No reports and marks results will be considered by WDA after its delegate has left the district.

**Article 32:** Centers with accountancy options will examine on any of Sage 50 or 100.

Note: Both sage versions must be installed in school computers that is, a student can be examined in his/her convenient version.

#### **SECTION 6. SECTOR EDUCATION OFFICER (SEO)**

**Article 33:** The SEO will supervise the progress of practical examinations, in close collaboration with Heads of Centers in his/her sector of jurisdiction.

**Article 34:** He/she should reach each center every day during the practical examinations period.

**Article 35:** The SEO will compile a report on the progress of practical examination in his or her sector.

#### **SECTION 7. DIRECTOR OF EDUCATION (DE)**

**Article 36:** The DE will liaise private candidates to schools with their respective options to undertake projects/topics for presentation to the panel of examiners during the time of sitting.

**Article 37:** The DE will supervise the progress of practical examinations in his or her district of jurisdiction, in collaboration with WDA Representative and Heads of examination center.

**Article 38:** The DE will compile a report on the progress of practical examination in his or her district.

#### **SECTION 8. WDA REPRESENTATIVE AT DISTRICT LEVEL**

**Article 39:** He/she will represent WDA at the districts/examination centers and supervise practical examination process.

**Article 40:** He/she will emphasize and monitor if only candidates appearing on the list from WDA are the ones allowed to sit for practical examinations.

**Article 41:** He/she will verify the marks sheets thoroughly before leaving the examination center, that is, if signed, stamped and put on the lists issued by WDA. He/she should communicate and report anything unusual.

*DLG*

**Article 42:** He/she will return synthetic forms, overall list, and detailed financial expenditure and administration reports of practical examination from all heads of the examination center.

**Article 43:** He/she will closely work with other coordinators at different levels and compile a report on the progress of practical examination in the districts assigned to.

**SECTION 9. WDA PROVINCIAL REPRESENTATIVE AND IPRC PRINCIPAL**

**Article 44:** He/she will coordinate the progress of national practical examinations in the province assigned to.

**Article 45:** He/she will work in collaboration with WDA representative at district level in supervision of the examinations.

**Article 46:** He/she will make a report on the progress of examinations.

**SECTION 10. WDA NATIONAL COORDINATOR**

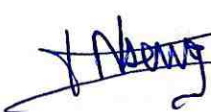

**Article 47:** Coordinate examination activity nationwide.

**Article 48:** Resolve any issue raised by WDA Representative and IPRC's Principal at the provincial and district levels.

**Article 49:** Communicate and report to WDA Top Management the progress of practical exam.

**Article 50:** Take any appropriate decision related to smooth progress of exam in his/her powers.

N.B. Anybody who will act contrarily to these rules and regulations will be dealt with according to the law of the Republic of Rwanda.

  
  
**GASANA Jerome**  
**Director General, WDA.**



**WORKFORCE DEVELOPMENT AUTHORITY – WDA**  
*Empowering people with employable skills and entrepreneurship capacity*

P. O. BOX 2707  
Tel: (+250) 255113365  
E-mail: [info@wda.gov.rw](mailto:info@wda.gov.rw)  
Website: [www.wda.gov.rw](http://www.wda.gov.rw)

**NATIONAL PRACTICAL EXAMINATIONS TIMETABLE FOR TVET SCHOOLS, 2016**

Day	Date	Period	Activities
Sunday	18/09/2016	8.00 A.M up to 17.00 PM	Transport of exam materials from WDA HQ to Districts
Monday	19/09/2016	8.00 A.M up to 17.00 PM	(1) Arrival of Heads of centers in their District of deployment. (2) Meeting at District level, (3) Distribution of materials, (4) Arrival of Assessors
Tuesday	20/09/2016	8.00 up to 12.00 AM up to 17.00 PM	(1) Meeting at centers, (2) Setting questions, (3) Setting questions, (4) Arrival of candidates to the centers.
Wednesday	21/09/2016	8.00 AM up to 17.00 .PM	Start of examinations
Friday	30/09/2016	The whole day	(1) End of practical examinations,(2) Report at centers,(3) Report at Districts
Saturday	01/10/2016	The whole day	(1) Departure from Districts to WDA. Headquarters (2) Bringing marks sheets (Synthetic forms and overall lists) and reports.

*[Signature]*  
GASANA Jerome  
Director General WDA

