



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

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RULES AND REGULATIONS GOVERNING THE ADMINISTRATION OF A' LEVEL EXAMINATIONS, 2012

1. INTRODUCTION

Examinations administration exercise is very important in the education sector, one of the pillars of economic development of the country. This is why the district and provincial administration should own it such that the security, transparency and justice are ensured.

2. EXAMINATION CENTRE

- It should meet all the requirements: enough rooms, enough furniture, electricity and running water if it is a boarding school.
- It should have a head teacher, a deputy and a bursar to cater for the welfare of the candidates plus security agents. The welfare is arranged by the head teachers of the schools that will sit from that centre together with the D.E.O.
- Cooking and sanitary services should be done by not more than five (5) people basing on the number of candidates in the centre.
- For an examination centre whereby only candidates from that school sit examinations alone, strategies are laid to combat examination malpractices, e.g ensuring that their invigilators are not the very teachers of that school.
- Private candidates provide for themselves as regards meals, accommodation and transport.

