

## **RULES AND REGULATIONS GOVERNING THE ADMINISTRATION OF PRIMARY LEAVING NATIONAL EXAMINATIONS, 2022-2023**

### **INSTRUCTIONS**

These rules and regulations are intended to the following stakeholders:

- (1) **ALL** Primary schools that have candidates for 2022-2023, for the candidates, centre Supervisors and Invigilators. District Directors of Education (DDEs), DEOs and SEOs are required to ensure that each *school* has received a copy of these exam guidelines.
- (2) Zonal Supervisors - for their own information and responsibility.
- (3) Mayors of the District/ District Executive Administrators, District Directors of Education (DDEs), District based pool of Inspectors, DEOs and SEOs - for their information and responsibility.
- (4) DPCs - for their information and responsibility.

### **SECTION 1: INTRODUCTION**

These rules and regulations are composed of 15 Sections. They are intended to guide all the Stakeholders involved in the administration of Primary Leaving National Examinations, 2022-2023.

All stakeholders in the examination administration exercise (indicated in the sections below) are required to read these instructions and act according to what they are requested.

Registered candidates (2022-2023) are required to read them carefully and strictly follow them.

### **SECTION 2: EXAMINATION CENTRE**

- 1) An examination centre is the school (or any other location designated by NESAI) where the candidates will sit for National Examinations.
- 2) An examination centre **MUST** have the following: sufficient classrooms, toilets, furniture, adequate ventilation and lighting.
- 3) In case of an examination centre where only candidates from one school are sitting for examinations, sufficient measures **MUST** be put in place to combat examination malpractices. For example, ensuring that their **invigilators are not teachers from that very school** (*further details are found in the following sections of this document*).

### **SECTION 3: EXAMINATIONS STRONG ROOM (STORE)**

- 1) The examination strong room (store) **MUST BE CLEAN AND COMPLETELY EMPTY**, (with the exception of furniture such as tables, chairs) **BEFORE THE EXAMINATION QUESTION PAPERS AND RELATED MATERIALS ARE PUT IN THE ROOM**. The windows, doors,



- roof, ceiling and floor of the examinations strong room (store) must be in secure conditions. The room **MUST NOT HAVE** any connection with adjacent rooms or outside.
- 2) Two new security locks **MUST** be used to lock the examination strong room (store). One set of the keys shall be kept by the Centre Supervisor and another set kept by the Deputy Centre Supervisor.
  - 3) At the time of opening and closing the examination strong room (store), **THREE PERSONS MUST BE PRESENT**. These are: (1) the Centre Supervisor, (2) Deputy Centre Supervisor and (3) Security Agent.
  - 4) The strong room (store) is solely dedicated to the question papers and related examination materials provided by NESAs. No other activities (e.g. usual school management activities) or materials shall be undertaken or kept in the store during the examination period.
  - 5) The door and windows of the examination strong room (store) must be solid or reinforced and have security locks (see 2 above) prior to delivery of the examination question papers and related materials.
  - 6) The Examination Centre Supervisor is responsible for ensuring that the above conditions of the examination strong room (store) are met prior to receiving the examination question papers and related materials from NESAs.
  - 7) No one is allowed to enter the examination strong room (store) with an envelope, bag, computer, camera, telephone or anything that can be used to carry information (in paper or electronic form). Such personal belongings must be placed in a separate room designed for this purpose. The Security Agent is responsible to ensure that this is adhered to.

#### **SECTION 4: NESAs REPRESENTATIVE**

Under these rules and regulations, the representative of NESAs is required to carry out the following tasks:

- 1) Deliver examination question papers and related materials to the District Headquarters and hand them over to the DDE (who, in turn, distributes them to Zones and Examination Centre Supervisors).
- 2) Supervise the distribution of examination question papers and related materials to the Zones and Examinations Centre Supervisors.
- 3) Immediately report to NESAs (Basic Education and TVET Examination Department) how the distribution was done.
- 4) Liaise with the DDE in monitoring the administration of examinations in the District.
- 5) Receive the examination answer booklets and remaining (unused) examination materials from the DDE and return them to NESAs on the set dates.
- 6) Make an elaborate report on the conduct of the national examinations in the assigned district (a format of the report is availed to the delegate prior to the commencement of the examination administration).
- 7) Return to NESAs reports from the DDE and Examination Centre Supervisors, and other reports required from the examination centres concerning the administration of examinations.
- 8) Be always ready to answer for any questions arising from the examination activity in his/her district of assignment.
- 9) **Ensure regular and efficient communication** with NESAs headquarters and other persons having a role in the administration of National Examinations within the District of assignment and other Districts when necessary.



## SECTION 5: DUTIES OF DISTRICT EXECUTIVE ADMINISTRATORS AND MAYORS

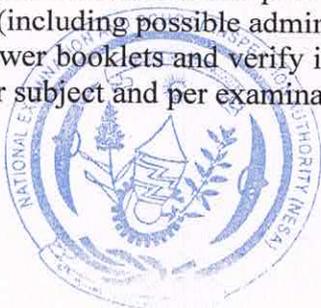
District executive administrators and the Mayors are required to have an upper hand in ensuring that the administration of National Examinations within the District goes on well as planned. Specifically, District executive administrators and Mayors are required to:

- 1) Organise appropriate transport facilities for delivering examination question papers related materials and personnel (DDE, Zone Supervisors, SEOs) from the District headquarters to examination centres and back within the specified time.
- 2) Supervise closely the examination administration exercise within the District and to help in solving any arising problems in collaboration with the other stakeholders.
- 3) Take appropriate measures and precautions to prevent any foreseeable examination malpractice or irregularity (including possible administrative failures by any stakeholder involved in this exercise) in his/her District of jurisdiction.
- 4) Ensure that the DDE and SEO are fully involved in the examination activities, **and no other duties are given to them during the examination period.**
- 5) Ensure appropriate support and facilitation to the NESAs representative during the examination period.

## SECTION 6: DUTIES OF THE DISTRICT DIRECTOR OF EDUCATION (DDE)

The DDE is required to coordinate the administration of examinations with integrity and to ensure that the administration of National Examinations within the District goes on well as planned. Specifically, the DDE is required to:

- 1) Ensure that the examination question papers related materials, facilities and human resources (Centre Supervisors, Invigilators, etc.) are available for the proper administration of examinations.
- 2) Ensure that the Examination Centre Supervisor comes from the school which does not have students sitting for examinations at that very examination centre.
- 3) Ensure that **THERE IS** one Centre Supervisor and one Deputy Centre Supervisor at each examination centre; one full-time Invigilator in the examination room per 25 candidates (maximum) and one Floating Invigilator per 75 candidates.
- 4) Ensure that no teacher supervises or invigilates National examinations in the school where he/she is currently working as a teacher **where it is possible.**
- 5) Ensure that P6 teachers **DO NOT** invigilate primary six National Examinations.
- 6) Use teachers who mark national examinations to assist in training those who will invigilate, in making sitting arrangements, writing index numbers, separating registration forms and writing examination reports.
- 7) Work with zone supervisors to set strategies to prepare for administration of examinations and to combat examination malpractices.
- 8) Work closely with the representative of NESAs in the District during the examination period to ensure that the administration of examinations goes on well as planned.
- 9) Ensure that examination question papers and examination materials received are the right ones in right numbers and quantities.
- 10) **Ensure that female candidates are checked at the time of entering the examination rooms by female invigilators only and male candidates must be checked by male invigilators.**
- 11) Take appropriate measures and precautions to prevent any foreseeable examination malpractice or irregularity (including possible administrative failures) in his/her District.
- 12) Receive answer booklets and verify if all exams are returned. A report format indicating number of envelopes per subject and per examination centre is provided by NESAs.



- 13) Write a comprehensive report on the general administration of examinations and to make relevant recommendations where necessary.
- 14) Issue allowances to the people involved in the administration of National Examinations as planned by NESA.

### **SECTION 7: DUTIES OF DISTRICT BASED POOL OF INSPECTORS (DPI)**

The District based Pool of inspectors is required to supervise the administration of the examinations with integrity and ensure that these examinations in his/her respective district are effectively conducted. Specifically, the District based pool of inspectors is required to:

1. Work hands in hands with the DDE and the SEO for the proper management and administration of National Examinations.
2. Make a follow-up on the enforcement of the rules and regulations governing the administration of primary leaving national examinations, 2022-2023 in his/her respective district.
3. **Ensure regular and efficient communication** with NESA headquarters and other persons having a role in the administration of National Examinations within the District of assignment.
4. Write a comprehensive report on how the administration of primary leaving national examinations was conducted and make relevant recommendations where it is necessary.

### **SECTION 8: DUTIES OF THE ZONE SUPERVISOR**

The Zone Supervisor is required to coordinate the administration of examinations with integrity, and to ensure that the administration of National Examinations within the Zone assigned goes on well as planned. Specifically, the Zone Supervisor is required to:

- 1) Receive from the DDE boxes containing question papers and relevant examination materials.
- 2) Deliver on time question papers and examination materials to the examinations centres of his/her zone.
- 3) Supervise the administration of the examinations in his/her zone.
- 4) After exams are done, in collaboration with Examination Centre Supervisors, pack examinations answer booklets for each examination centre separately.
- 5) Deliver the answer booklets and unused examination materials and financial reports to the DDE.
- 6) Prepare and provide to the DDE a comprehensive report of the administration of examinations within the zone of assignment.

### **SECTION 9: DUTIES OF THE SECTOR EDUCATION OFFICER (SEO)**

The SEO is required to coordinate the administration of examinations with integrity and to ensure that the administration of National examinations within the Sector assigned goes on well as planned. Specifically, the SEO is required to:

- 1) Work closely with the DDE, representative of NESA and Zone Supervisor to ensure that all needed materials for the smooth administration of examinations are available in the right place and on time.
- 2) Ensure that examination question papers and related materials are received at the examinations centres in the right quantities and conditions.
- 3) Take appropriate measures and precautions to prevent any foreseeable examination malpractice or irregularity (including possible administrative failures) in his/her Sector of jurisdiction.



- 4) Supervise the administration of the examinations in his Sector of jurisdiction.
- 5) Prepare and provide to the Zone supervisor a comprehensive report on the general administration of examinations and make relevant suggestions.

## **SECTION 10: DUTIES OF THE EXAMINATION CENTRE SUPERVISOR (ECS)**

The Examinations Centre Supervisor is required to coordinate the administration of examinations with integrity, and to ensure that the administration of National Examinations within the Examination Centre assigned goes on well as planned. Specifically, the ECS is required to:

- 1) **ENSURE THAT THE CONDITIONS OF THE EXAMINATION STRONG ROOM (STORE) ARE MET** prior to receiving examination question papers and related materials; and during the examinations period.
- 2) Meet and discuss with the Deputy Centre Supervisor and Invigilators (Full-time and Floating) the strategies for proper administration of examinations at the Examination Centre to which they are assigned.
- 3) Arrange examination rooms and ensure that they are sufficient to accommodate the candidates registered to sit for their examinations at that examination centre by **15/07/2022**.
- 4) **Ensure that female candidates are checked at the time of entering the examination rooms by female invigilators only and male candidates must be checked by male invigilators.**
- 5) **Ensure that all educational charts, drawings, formulae, maps and other written materials are removed from both inside and outside of the classrooms (walls, ceiling and chalkboards) at the examination centre.**
- 6) Ensure that the candidates, Invigilators, Floating Invigilators, Security Agents and Deputy Centre Supervisor receive and read a copy of the rules and regulations of the examinations prior to the commencement of the examinations and abide by them.
- 7) Ensure that the candidates from the same school are not allocated to one examination room alone.
- 8) Receive question papers and examination materials. In receiving them, the ECS ensure the following:
  - (i) Both the Deputy Centre Supervisor and Security Agents (Police) are present and witness the reception;
  - (ii) There are right examination question papers (subjects) and sufficient quantities of question papers in **well sealed envelopes** and related materials. If there is an envelope that is not well sealed, the ECS must report the case immediately to the NESAs representative and to the DDE. Failure to do so will imply that they will be answerable.
  - (iii) He/she signs delivery/reception note.
  - (iv) He/she arranges the examination question papers in order of examination timetable.
- 9) Observe the timetable designed by the NESAs including the time for entering the examination room, time for distributing question papers to students and for starting and ending the examinations.
- 10) Enter the examination strong room (store) **ONLY** in the presence of the Deputy Examination Centre Supervisor and the Security Agent.
- 11) Issue question papers and other examination materials to Full-time Invigilators and ensure that they are distributed to candidates in the examination rooms in accordance to the examination timetable (strictly respecting the date, subjects and timing).
- 12) Ensure that, immediately after distribution of question papers, all remaining question papers are collected and returned to the examination strong room (store).
- 13) **Notify (immediately)** the Zone Supervisor, District Director of Education, or the Representative of NESAs whenever problems arise at the examination centre.



- 14) Supervise Invigilators and take immediate action (including suspension) on those who do not perform well and communicate this immediately to one or all examination stakeholders such as Zone Supervisor, SEO, DDE and representative of NESAs.
- 15) Seal every examination subject/paper separately and ensure that no single candidates' answer booklet is missing. Any case of missing answer booklet lies in the responsibility of Room Invigilator and Centre Supervisor.
- 16) Ensure that all examination rooms' reports are well written and put in envelopes.
- 17) Write a report indicating the total number of candidates who were supposed to sit the examination and those who did not turn up; indicating percentages of those who were supposed to sit and those who didn't (*a format is provided with the examination materials*).
- 18) Sign other examinations related documents such as reports, attendance lists, etc.
- 19) **Collaborate closely with the Deputy Examination Centre Supervisor for the smooth and fair administration of examinations at his/her Centre of jurisdiction; especially in arranging seats, pasting regulations and timetable in the examination rooms, arranging envelopes of answer booklets, allocating Full-time Invigilator and Floating Invigilator in rooms, writing reports.**
- 20) Answer for any irregularities occurring in his/her centre of jurisdiction.
- 21) **Note: Candidates with special needs will be given an extra time not exceeding one hour for each paper.**

### **SECTION 11: DUTIES OF THE DEPUTY EXAMINATION CENTRE SUPERVISOR (DECS)**

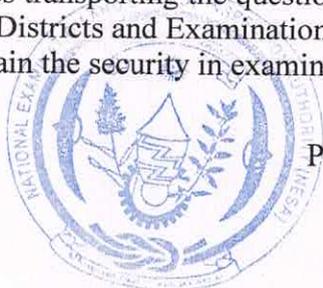
The Deputy Examination Centre Supervisor is required to assist the ECS in coordination of the administration of examinations with integrity and to ensure that the administration of National Examinations within the Examination Centre assigned goes on well as planned. Specifically, the DECS is required to:

- 1) Keep one set of the keys of the new locks used to lock the examination strong room (store).
- 2) Be present at the time of opening and closing the examination strong room (store).
- 3) Ensure that in all examination rooms, charts (including drawings, formulae, maps and other written materials) are removed from the walls and ceiling or chalkboard inside and outside the classrooms.
- 4) Provide all necessary and required cooperation and assistance to the ECS for the smooth and fair administration of examinations at his/her Centre of jurisdiction.
- 5) Countersign all reports made by the invigilators.
- 6) Assist in distributing envelopes of question papers, arranging seats for the candidates, pasting regulations and timetable in the examination rooms, arranging envelopes of answer booklets, allocating Full-time Invigilator and Floating Invigilator in rooms and writing reports.
- 7) **Take examination attendance at his /her respective examination centre through School Data Management System (SDMS). Thus, DECS must be familiar with SDMS to perform well this task.**

### **SECTION 12: DUTIES OF SECURITY AGENTS (SA)**

The Security Agent (normally two at each examination centre) is required to ensure maximum security during the administration of examinations. Specifically, the SA is required to:

- 1) Escort the vehicles transporting the question papers and other confidential examination materials to and from NESAs, Districts and Examinations Centres at all times.
- 2) Ensure and maintain the security in examination centre at all times.

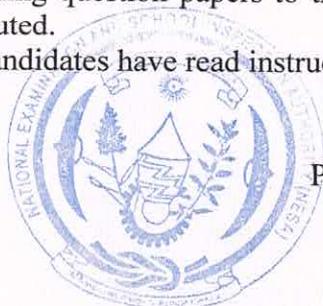


- 3) Not to enter the examination room, except when authorised but move around the school compound for ensuring that unauthorised people do not approach the examination rooms for any reasons.
- 4) Keep always vigilance that no unauthorised people can enter the examination strong room (store) or the examination room.
- 5) **Remain at the examination strong room (store) on a full-time basis.**
- 6) **Ensure that the examination strong room (store) is only opened in his/her presence together with the (1) Examination Centre Supervisor and (2) Deputy Examinations Centre Supervisor.**
- 7) **Ensure that neither the Examination Centre Supervisor nor the Deputy Examination Centre Supervisor stay in the examination strong room (store) for an unnecessary long time.**
- 8) **Ensure that nobody gets into the strong room alone.**

### **SECTION 13: DUTIES OF FULL-TIME INVIGILATORS (FTI)**

The Full-time Invigilator is required to ensure that candidates sit for the right subject/paper and that the candidates strictly adhere to the rules and regulations, specifically as stipulated in **Section 14 of the current rules and regulations**. Specifically, the FTI is required to:

- 1) Read carefully and understand the current examination rules and regulations.
- 2) **Ensure that all educational charts, drawings, formulae, maps and other written materials are removed from both inside and outside of the classrooms (walls, ceiling and chalkboards) at the examination centre.**
- 3) Read and explain to candidates, instructions written on the answer booklet before issuing them out to candidates.
- 4) Be in the examination room at all times i.e. never to leave candidates unattended at any time during the examination period.
- 5) Stand at a strategic position in the examination room; and never turn his/her back on candidates and ensure that he/she can see all candidates at all times during the examination period.
- 6) Strictly adhere to the national examination timetable.
- 7) Check thoroughly the candidates (**female candidates MUST BE checked by female invigilators and males by male invigilators**) before they enter the examination room to ensure that no candidate brings in the examination room unauthorised materials.
- 8) Ensure that he/she does not enter the examination room with a mobile telephone.
- 9) Ensure that candidates are seated in such a way that they cannot be able to cheat - the seats are arranged in such a way that candidates cannot look at each other's work.
- 10) Ensure that candidates who sit for the exams are legitimate/registered candidates for the particular subject/paper, by checking their registration forms while doing exams and submit them after the exam.
- 11) Work with the Floating Invigilator to make a list of those who turned up for the exam and those who did not turn up indicating their index numbers. This must be done after the start of the exam.
- 12) Verify from the envelope 'window' if the exam therein is the very one to be done at that particular time (before opening it).
- 13) Open the examination question paper envelope in the presence of the candidates and call upon **two candidates in front of the examination room to witness and certify that the envelope is well sealed.**
- 14) Issue answer booklets and rough paper to candidates. Rough paper is used in all exams apart from Mathematics.
- 15) Return all remaining question papers to the centre supervisor immediately after necessary papers have been distributed.
- 16) Ensure that the candidates have read instructions before commencing the examination.



- 17) **Assist candidates to write their names and index numbers on answer booklets as they appear on their registration forms.** Make sure that every candidate has written his/her right name and index number on the answer booklet.
- 18) Inform the Centre Supervisor of any arising problems.
- 19) Write a report on a candidate who is suspected /involved in any form of examination malpractice, ensure that the candidate signs it, but make sure that the candidate is not stopped from doing the examination.
- 20) Prevent examination malpractice from occurring in his/her room of jurisdiction and be prepared to answer for all matters arising from his/her room of jurisdiction, be it during or after exams.

**N.B: When examination malpractices are found out during the marking exercise or thereafter, the invigilator in that very room will be required to answer according to the law, rules and regulations governing national examinations.**

- 21) Remind the candidates of the remaining time after every thirty (30) minutes and remind them the last fifteen (15) minutes for stopping writing.
- 22) Receive candidates' registration forms and put them in their respective envelopes.
- 23) Ensure that candidates **sign in after submitting their answer booklets**, one by one, and ensure that every candidate in his/her examination room hands in. **The invigilator moves around and collects answer booklets until the last one while students are seated.**
- 24) Put back answer booklets in their envelopes. Any case of missing answer booklet lies in the responsibilities of Room Invigilator.
- 25) Avoid changing names or index numbers of candidates.
- 26) Fill in the report forms of the examination room after every examination and put them in their respective envelopes.
- 27) Sign examination related documents and reports.  
The invigilator **MUST NOT**:

- (i) Carry out any other task (for example reading a book or a newspaper, reading and answering the question paper being sat for, marking, looking through the window) from the examination room for a long time;
- (ii) Direct candidates to particular questions or particular sections of the question paper;
- (iii) Make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the examination centre supervisor through the floating invigilator;
- (iv) Give any information to candidates about possible mistakes in the question, unless there is an erratum notice;
- (v) Comment on the content of the question paper;
- (vi) Read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- (vii) Offer any advice or comment on the work of a candidate.
- (viii) **Allow any candidate to leave the examination room except in an emergency and under supervision and with the approval of the centre supervisor.**
- (ix) **Permit any candidate to violate in any way the rules and regulations of the examinations or the instructions on the front cover of the question paper.**

#### **SECTION 14: DUTIES OF THE FLOATING INVIGILATOR (FI)**

The Floating Invigilator is required to ensure that she/he supports the Full-time Invigilator in managing the administration of the examination in examination rooms. Specifically, the FI is required to:



- 1) Invigilate three rooms of not more than 75 candidates.
- 2) **Ensure that the candidate's details written on the answer booklet are the same as those written on the registration form.** When a candidate omits his/her names and index number; writes them erroneously or crosses them, the Floating Invigilator asks the candidate to re-write them. When a candidate repeats the same mistake, he/she is taken as one involved in examination malpractice and a report is written about it.
- 3) **Seal the candidates' names and index numbers.**
- 4) Replace an invigilator who, for one reason or another, gets out of the examination room.
- 5) Ensure that he/she does not have a mobile telephone when carrying out invigilation activity.
- 6) Escort candidates who wish to ease themselves, and to ensure that they do not go from or come back to the examination room with unauthorised materials.
- 7) **Make a list with names and index numbers of candidates** in his/her examination room in time, and make sure it is not altered unless corrections are required.
- 8) Assist invigilators to keep examination materials in the right places.
- 9) Sign examination related documents.
- 10) Be always ready to answer for any irregularities occurring in his/her rooms of jurisdiction.

### **SECTION 15: INSTRUCTIONS TO CANDIDATES**

A candidate MUST:

- 1) Strictly follow the rules and regulations of National Examinations 2022-2023.
- 2) Demonstrate a high level of discipline during the examination period.
- 3) Carry a blue or black pen and a ruler to use while sitting for the examination.
- 4) Not bring into the examination room other materials EXCEPT the following: a mathematical set, a pencil, a pen, a rubber, and a sharpener. If a candidate has any unauthorised material in an examination room (whether or not he/she intends to use it), this is considered as an examination malpractice **and the candidate will be deprived of the right of being a candidate that year and all his/her exams are nullified.**
- 5) **Not enter the examination room 30 minutes after the commencement of the examination.**
- 6) Read carefully the instructions on the front page of each examination question paper before opening the question paper and follow these instructions.
- 7) Write his/her names and index number **correctly and in the right place on the answer booklet.** Any candidate who does contrary to this will be deprived of the right of being a candidate that year and his/her exams are nullified.
- 8) Candidates must write their names and index numbers on the examination answer booklet as they appear on the examination registration form. Any candidate, who wishes to claim for his/her missing examination results, can do so within only 3 months after the results publication.
- 9) Avoid bad hand writing, too much rubbings, etc.
- 10) Avoid writing information irrelevant to the subject of the examination in question; any candidate who writes irrelevant information in the answer booklets is deprived of the right of being a candidate that year and his/her exams are nullified.
- 11) Write answers ONLY in the provided space in the answer booklets.
- 12) Not to cheat and look at neighbours' work in the examination room.  
A candidate caught cheating or helping another candidate to cheat or demonstrates any other examination fraud, is deprived of the right of being a candidate that year and his/her exams are nullified.
- 13) **Not accept to be involved in examination malpractices in any way. The examination malpractices can be recognized during examination administration, marking exercise or even**



thereafter. The candidate is deprived of the right of being a candidate that year and all his/her exams are nullified.

14) Remain seated whenever it is not yet time up. A candidate should not get out of the examination room until all his/her papers have been checked and submitted.

**Note: Candidates with special needs will be given an extra time not exceeding one hour for each paper.**

15) Sign after handing in the answer booklet and registration form.

16) Not move out of the examination room without the permission of the invigilators. A candidate who finishes before the allocated time of the examination must wait until the examination ends.

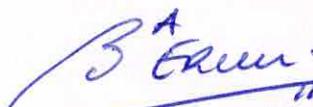
17) Present his/her registration form and other identifications whenever need arises.

18) Keep his/her registration form after an exam, and keeping it safely in case it is requested for by the NESA authorities.

19) Make follow up within one (1) month following the publication of examination results if there is a case of missing subject marks. Claims are only received within thirty (30) days after the publication of examination results.

20) After the publication of examination results, there is no examination remarking and no candidate is given his/her answer booklet.

Done at Kigali on 09/07/2023



**Dr. BAHATI Bernard**  
**Director General**

