

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**

**ADMISSION OF STUDENTS INTO HIGHER LEARNING PROGRAMMES
OFFERED BY TERTIARY NON-UNIVERSITY INSTITUTIONS
IN TANZANIA**

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Abstract

The National Council for Technical Education (NACTE) was established to regulate and coordinate all matters pertaining to education and training for tertiary non-university institutions in Tanzania. One of the functions of the Council is “to assist tertiary non-university institutions in Tanzania, in the overall development of the quality of education they provide and to promote and maintain approved academic standards”. In order to realize this objective, NACTE coordinates admission of students into various programmes of study offered by public and private tertiary non-university institutions in order to ensure that all selected applicants have the requisite authentic entry qualifications for courses applied for.

The role of NACTE in this endeavour is to examine and verify entry qualifications for all applicants selected by private tertiary non-university institutions and allocate students with multiple selections into one programme and one institution only.

This paper presents NACTE procedures and guidelines on students' selection and admission into higher learning programmes offered by tertiary non-university institutions in Tanzania.

1.0 INTRODUCTION

The National Council for Technical Education (NACTE) was established to regulate and coordinate all matters pertaining to technical education and training in Tanzania.

Pursuant to the above mandate, among other functions, NACTE has to ensure efficient and effective admission service to both public and private technical institutions. Thus, NACTE has to coordinate admission of students into various programmes offered by technical institutions in order to ensure that all selected applicants have the requisite authentic entry qualifications for courses offered.

The role of NACTE in this endeavor is to examine and verify entry qualifications for all applicants selected by technical institutions. The Council may query doubtful school academic records of selected applicants and uses defined criteria in allocating applicants selected by more than one institution into programmes of their preference.

Considering the array of technical institutions under the ambit of NACTE and the number of programmes offered for every National Technical Award (NTA) level, the Council decided to coordinate the selection and admission of students into programmes at NTA level 7 (Higher Diploma) and above. For lower NTA levels (Ordinary Diplomas and below), technical institutions are mandated to develop admission guidelines for controlling and managing the selection and admissions, but the same must be approved by NACTE.

This paper presents NACTE's Admission Guidelines for selection and admissions of students into various programmes from Higher Diploma onwards (NTA levels 7 to 10) offered by tertiary non-university institutions in Tanzania.

2.0 ADMISSION GUIDELINES FOR NACTE

The Council established admission guidelines that are used by technical institutions on selection and admissions of students to higher learning programmes in tertiary non-university institutions in Tanzania. The guidelines consider student minimum entrance requirements, which were set after studying different requirements practiced by various institutions and awarding bodies nationally and internationally (see Appendix I).

2.1 Application for Admission

The Council developed the following procedure that is followed by every applicant seeking admission into national public or private technical institution(s) registered by NACTE.

- (a) An applicant sends his/her application letter to the institution of choice indicating the programme and NTA level of study desired;
- (b) The concerned institution replies by sending to the applicant form(s) to fill;
- (c) The applicant then fills the forms provided and sends the same to relevant institution(s) with the following attachments:
 - (i) Certified copies of Ordinary Level Secondary School (Form IV) and Advanced Level Secondary School (Form VI) certificates, and, for those with equivalent qualifications, certified copies of their academic transcripts for courses followed plus copies of their certificates and or diplomas;
 - (ii) Two coloured passport size photographs not older than six months with the applicant's full names at the back of each photo;
 - (iii) A non-refundable application fee as fixed by the institution from time to time;
 - (iv) A certified copy of the birth certificate or affidavit;
 - (v) A certified copy of Citizenship.

2.2 Student Selection and Admission Guidelines

Individual institutions have the responsibility of the selection of students into public or private non-university tertiary institutions, with the Council remaining with the coordination role. In order for an applicant to be eligible for selection into a technical institution therefore, he/she must satisfy both institution's and course entrance requirements. Admission requirements for each level are stipulated in the College/Institute Admission Regulations.

Being eligible for a course, however, does not guarantee selection and admission. Applicants for places in technical institutions normally compete for available places. The standard admission criteria developed by technical institutions for approval by NACTE must meet the following minimum conditions:

(a) NTA Level 7 (Higher Diploma)

A candidate is deemed eligible for consideration for admission to a course leading to the award of the National Technical Award (NTA) level 7 if the candidate has obtained either:

- (i) NTA Level 6 (Ordinary Diploma) with at least B grade in relevant modules or equivalent qualifications in the related field.

Or

- (ii) A good Advanced Certificate of Secondary Education Examination (ACSEE) with two Principal Passes (in appropriate subjects depending on area of study) and, with total points not below 4.5 passed on the following scale:

A = 5, B = 4, C = 3, D = 2, E = 1, S = 0.5; plus a Secondary Education (CSE) with minimum pass of "C" grade in three (3) subjects depending on

area of study. Apart from possessing this requirement, form six leavers aspiring to join higher diploma/degree programmes are required to study pre-entry modules covering NTA level 6 competences.

Or

- (iii) *Pre-entry Programme Qualification:* Candidates not fulfilling the requirements of qualification (i) and (ii) above are required to join a Pre-entry Programme and obtain equivalent qualification through passing a Pre-entry Examination.

And/Or

- (iv) *Matriculation Examinations:* Candidates shall be required to sit and pass Matriculation Examination administered by respective technical institutions.

(b) NTA Level 8 (Bachelors Degree)

At this level, a candidate is considered for admission into any course of specialization aspired for leading to the qualification of NTA Level 8 if the candidate has obtained NTA Level 7 (Higher Diploma) or equivalent qualifications in related field.

3.0 CONTROLLING MULTIPLE ADMISSIONS

Due to existing competition for a few available places in higher learning institutions in Tanzania, applicants often submit their applications to one or more institutions. If an applicant qualifies for selection, usually he/she may be enlisted for admission to pursue a programme or course in more than one institution. This action is not profitable to the country for it discourages maximum utilization of available places in higher education.

The following procedure is used by NACTE in ensuring that multiple admissions of students are controlled and that only qualified applicants are admitted:

- (a) Each academic year, all technical institutions are required to submit to NACTE, in hard and soft copy form, list of selected applicants into various programmes of study at NTA level 7 and above. The lists must be in the format developed by the Council for ease of processing and validating data in respect of different categories of persons seeking admission into technical education. The followed format is found in Appendix II (A – C). A different form has been designed for each category of applicants. Every selected applicant is required to indicate three names for his/her identity i.e. surname plus the first and middle names, supported by submission of a birth certificate and/or affidavit.
- (b) Every institution submitting lists of selected applicants to NACTE for scrutiny and approval provides the following basic information about the institution and schemes under which applicants are selected:
 - (i) Name of the institution;
 - (ii) Relevant field of study or course programme to be pursued,
 - (iii) Category or scheme of entry the selected applicant is from:
 - Direct Entry Scheme;
 - Equivalent Qualification Scheme; and
 - Selections Based on Performance in Pre-Entry Programmes.
- (c) Computerisation of the admissions system is vital in order to effectively and efficiently coordinate the admissions and control multiple admissions. The Council is currently developing admissions database for entering the details of each qualified applicant.
- (d) For students selected by more than one institution, NACTE advises the students on what technical institution to be re-allocated considering the following criteria:

- (i) Student's priorities;
- (ii) Number of students in a programme offered;
- (iii) Gender preference;
- (iv) Ability of institution(s) to fill available vacant places by using reserve lists;
- (v) Special provision in a technical institution for persons with disabilities;
- (vi) Programme(s) of interest to sponsors; and
- (vii) Allocation on medical grounds.

4.0 INFORMING INSTITUTIONS ON THE SELECTION OF STUDENTS

The Council organises annual joint admissions meeting having all admission officers from all registered tertiary non-university institutions as invitees in June each year to process the applications done by technical institutions. Apart from admissions officers NACTE also co-opts one (1) member each from the Higher Education Students Loan Board and Tanzania Commission for Universities respectively. Before such a meeting is held it is important for NACTE to receive in good time all lists of selected applicants for the ensuing academic year in order to process the applicants' data and produce copies of the lists for use during the meeting.

Thus, for the admissions system to run properly and effectively the Council is currently finalising development of the admissions database. The admissions database will be instrumental in processing the applicants data (see Appendices IIA - IIC), and will serve to control multiple admissions. The database to be established shall be web-based so that every technical institution shall be requested to post particulars of selected applicants for admissions into respective programmes via the website. Technical institutions will look at the results, comment or give recommendations to NACTE for consideration before the joint admissions meeting is convened.

During the joint admissions meeting, members deliberate on the selection and draw their recommendations that are later tabled to the Council for approval. Members always ensure that every applicant has one place in the number of technical institutions available. After the meeting, the NACTE Secretariat requests the Council to approve admissions and authorise technical institutions to release the selected names to the public.

A properly run admissions system that respects applicant's priorities ideally discourages appeals from applicants against re-allocation. The Council strives to have in place a system powerful enough to discourage appeals.

5.0 CONCLUSION

The paper has presented admissions guidelines approved by the Council for admission of students into tertiary non-university institutions in Tanzania. The guidelines were developed in order to ensure that the quality of inputs is guaranteed. The quality of technical education can be effectively archived if the learners will be able to demonstrate that they are capable of executing the occupational task at relevant level. Thus, the admission guidelines in place are a mechanism of ensuring quality of inputs which in turn guarantees the quality of outputs from technical institutions. Technical institutions are then tasked to ensure quality of processes that yield these outputs and environment/context within which learning and teaching take place.

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Appendix I

**DETAILS ABOUT SURVEY OF THE SELECTION AND ADMISSION GUIDELINES
FOR INDIVIDUAL INSTITUTIONS AND ADMISSION BODIES**

S/N	Name of the Institution/Admission Body	Course	Specific Entry Requirements
1.	The University of Dar es Salaam	B.A	Direct Entry: Two or more Passes in Arts subjects of A-level. Mature Entry: An appropriate equivalent Diploma/Certificate with credit or higher grade and approved by the senate
		B.A (Ed)	Direct Entry: Two or more Passes with a 'C' or higher grade in two teaching subjects. Mature Entry: An appropriate Diploma in either Teacher Education or Adult Education with B+ or 60% grade in two school teaching subjects.
		B.Sc	Direct Entry: Principal level passes in Physics, Chemistry and Mathematics or Biology. Mature Entry: An appropriate equivalent Diploma/Certificate with 'B' grade average or higher
		B.Sc. (Ed)	Principal level passes in Physics, Chemistry, Maths or Biology
		B. (Ed) Physical Education and Culture	Direct Entry: Two or more principal passes and Knowledge of and performance level in any sport or game is an added advantage, plus credit passes in Chemistry, Physics and Biology. Mature Entry: A Diploma/Certificate in Physical Education with second class/credit level pass or higher grade as well as 'O' level credit passes in Chemistry, Physics and Biology. Must also be physically fit.
		B. (Ed) General	Two or more principal level passes in appropriate subjects
		B.Sc. Engineering	Principal level passes in Mathematics and Physics. At least subsidiary pass in Chemistry in the ACSEE or equivalent. Minimum entry is points 5.5
		B.Sc. (Agri. Eng)	Principal level passes in Mathematics and Physics and at least a Credit passes in Biology or Agriculture Science in CSEE or equivalent. Minimum entry is points 5.5
		B.Sc. (Geology)	Direct Entry: Principal level passes in Mathematics, Physics, Chemistry and or Biology. Mature Entry: An appropriate equivalent Diploma/Certificate with an average of credit or higher grade.

		B. Computer Science	<p>Direct Entry: Principal level passes in Mathematics, Physics, Chemistry and or Biology.</p> <p>Mature Entry: An appropriate equivalent Diploma/Certificate with an average of credit or higher grade.</p>
		LLB.	<p>Direct Entry: Any two or more A level principal passes. In addition, candidates must have 'O' level credit passes in History and English.</p> <p>Mature Entry: An appropriate equivalent Diploma/Certificate with an average of credit or higher grade.</p>
		B.Com.	<p>Direct Entry: Two or more principal level passes in Accountancy, Commerce, Economics or Mathematics. Candidates who do not possess a principal level pass in Mathematics must have passed the subject with at least a 'C' grade or higher at 'O' level or with subsidiary level pass at 'A' level in addition to the two principal level passes.</p>
		B.Sc. (Elec. Sc. & Comm)	<p>Direct Entry: Good principal level passes in Physics and Mathematics</p> <p>Mature Entry: An appropriate equivalent Diploma/Certificate with an average credit of B or higher grade.</p>
		B.Sc. (Chem & Proc. Eng)	<p>Direct Entry: Principal level passes in Mathematics and Physics and at least subsidiary pass in Chemistry at CSEE or equivalent.</p> <p>Mature Entry: An appropriate equivalent Diploma/Certificate with an average of credit or higher grade. Computation of point is based on grades obtained in Mathematics, Physics and General Studies only. Minimum entry points is 5.5</p>
		BBA	<p>Direct Entry: Two or more principal level passes in Accountancy, Commerce, Economic or Mathematics. Candidates who do not possess a principal level pass in Mathematics must have passed the subject with at least a 'C' grade or higher at 'O' level or with a subsidiary level pass at 'A' level in addition to the two principal level passes.</p>
2.	Muhimbili University College of Health Sciences (MUCHS)	Bachelor of Pharmacy (B. Pharm)	<p>Direct Entry: Principal level pass at 'C' grade or better in Chemistry or Biology/Zoology or Physics/Mathematics PROVIDED that the other two subjects are not below 'D' grade. Preference will be given to applicants with Credit passes ('C' or above) in Chemistry or Biology in that order.</p> <p>Special Consideration: Candidates with 'E' in Physics/Mathematics, Chemistry and Biology at A.C.S.E.E., PROVIDED that they have at least a Credit pass in Chemistry and/or Biology at C.S.E.E.</p>

			<p>Equivalent Qualification:</p> <ul style="list-style-type: none"> • Appropriate Diploma/Certificate AND three Principal level passes in Physics, Chemistry and Biology at A.C.S.E.E. • Holders of a Bachelors degree from a recognized University with a major in Physics, Chemistry and Biology/Zoology.
		B.Sc. Nursing	<p>Direct Entry: Principal level passes at 'C' grade or higher in Chemistry or Biology/Zoology or Physics/Mathematics. For one 'C' and two 'D's, preference will be given to those with 'C' in Chemistry or Biology/Zoology in that order.</p> <p>Equivalent Qualification: Holders of Diploma in Nursing with Principal level passes in Physics, Chemistry and Biology at A.C.S.E.E.</p>
		B.Sc. Midwifery	<p>Direct Entry: Principal level passes at 'C' grade or higher in Chemistry or Biology/Zoology or Physics/Mathematics. For one 'C' and two 'D's, preference will be given to those with 'C' in Chemistry or Biology/Zoology in that order.</p> <p><i>B.Sc. Midwifery – Conversion</i> Candidates must successfully complete the 2 year Advanced Diploma in Midwifery (ADM0 programme).</p>
		B.Sc. Nursing Mgmt.	Candidates must be registered nurses and must meet the University of Dar es Salaam mature age entry criteria. Candidates must sit for and pass the mature age entry examinations
		B.Sc. (Environmental Health Sciences)	<p>Direct Entry: Two Principal level passes in any of the following subjects: Chemistry, Biology, Physics, Mathematics or Geography. Preference will be given to those with at least a 'C' grade in Biology.</p> <p>Equivalent Qualification: Diploma and/or Advanced Diploma in Environmental Health Sciences of the University of Dar es Salaam or any other recognised institution of higher learning AND two Principal level passes at A.C.E.E. plus two years experience.</p>
3.	Sokoine University of Agriculture	B.Sc. (Agric. General)	<p>Direct Entry: At least two principal level passes in Chemistry, Biology/Botany, Physics/Mathematics and Practice in Agriculture in the Advanced Certificate of Secondary education or its equivalent. The sum of the total points from the two principal level passes should not be less than 4.0.</p> <p>Mature Age Entry: Holders of Diplomas in Agriculture or related fields will be eligible, if they</p>

		<p>have passes in at least four science subjects.</p> <p><i>In addition, in both categories, a candidate must pass the University Matriculation examinations.</i></p>
	B.Sc. (Horticulture)	<p>Direct Entry: At least two principal level passes in Chemistry, Biology/Botany and Practice in Agriculture in the Advanced Certificate of Secondary education or its equivalent. The sum of the total points from the two principal level passes should not be less than 4.0.</p> <p>Mature Age Entry: Holders of Diploma in Horticulture or Agriculture related field will be eligible, if they have passes in at least four science subjects.</p> <p><i>In addition, in both categories, a candidate must pass the University Matriculation examinations.</i></p>
	B.Sc. (Animal Science)	<p>Direct Entry: At least two principal level passes in Chemistry, Biology/Botany, Zoology/Science and Practice of Agriculture, Chemistry and Physics/Mathematics in the Advanced Certificate of Secondary education or its equivalent. Of these, Biology/Botany, Zoology/Science and Practice of Agriculture must be passed at principal level. The sum of points from the two principal level passes should not be less than 4.0.</p> <p>Mature Age Entry: Holders of Diplomas in Animal Husbandry, Animal Health will be eligible, if they have had passes with credit in four relevant science subjects in their O-level certificate of education or equivalent.</p> <p><i>In addition, in both categories, a candidate must pass the University Matriculation examinations.</i></p>
	B.Sc. (FST)	<p>Direct Entry: At least two principal level passes in Chemistry, Physics and Biology/Home Economics/Food and Nutrition in the Advanced Certificate of Secondary education or its equivalent. Of these, Chemistry and at least one other subject must be passed at principal level. The sum of points from the two principal level passes should not be less than 4.0.</p> <p>Mature Age Entry: Holders of Diploma with credit in Food Science, Home Economics or other related fields of knowledge may be considered. Applicants in this category should have passed with credits in Biology, CHEMISTRY, Physics and Mathematics at O level.</p>

			<i>In addition, in both categories, a candidate must pass the University Matriculation examinations.</i>
		B. Sc. (Agric. Engineering)	<p>Direct Entry: At least two principal level passes in pure Mathematics, Applied Mathematics and Physics; principal level passes in (Pure & Applied Mathematics) and Physics or Pure Mathematics and Physics, and at least subsidiary level pass in Chemistry in the ACSEE or equivalent or a credit pass in Chemistry in the CSEE or equivalent. Or at least a credit pass in Biology or Agricultural Science in the CSEE or equivalent.</p> <p>Mature Age Entry: Must be an outstanding Diploma holder in Agricultural Engineering from a recognised Agricultural Engineering College. Such are treated on individual merit.</p> <p><i>In addition, in both categories, a candidate must pass the University Matriculation examinations.</i></p>
		B.Sc. (Environmental Science Management)	<p>Direct Entry: At least two principal level passes in Chemistry, Physics and Biology/Botany/Zoology/Mathematics/Geography. Candidates without a principal level pass in mathematics should have passed Basic Applied Mathematics at the subsidiary level. The sum of points from the two principal level passes should not be less than 4.0.</p> <p>Mature Age Entry: Holders of Diploma in relevant field of Physics, Chemical and Biological sciences from recognized colleges passed at Second Class (Credit) or above. AND passes in five subjects at o level or equivalent including mathematics, chemistry, geography, physics, agriculture and biology/botany/zoology.</p> <p><i>In addition, in both categories, a candidate must pass the University Matriculation examinations.</i></p>
4.	Irish National Council for Educational Awards	Higher National Certificate/Diploma	At least six passes in essential different subjects in GCSE 'O', or 'A' examinations
		BEng. (Civil, Structural and Building Services)	Entry Requirements: A pass in the Higher National Diploma (HND) with at least 8 merit credits including Construction Mathematics, Civil Engineering Mathematics and Applied Mathematics in year 1 and the Project and the optional Mathematics in year 2
5.	New Zealand Qualifications Authority	Higher National Certificate/Diploma	At least six merits in the GCSE at 'O' or 'A' level examinations. A science subject is preferred in addition to Mathematics.

		BEng.	Entry Requirements: A pass in at least essential seven different subjects in one or other of the examinations of GCSE at 'O' 'A' or Higher level or Certificate of Six Year studies or studies in the Higher National Certificate/Diploma. Students who have passed the International Baccalaureate or European Baccalaureate are also acceptable.
6.	Institute of Finance Management	Advanced Diploma in Accountancy	Direct Entry: Advanced level or its equivalent with two principal passes and credit passes in English and Mathematics obtained in Ordinary Secondary level. Mature Entry: 'O' level or its equivalent with five credit passes including English, Mathematics or Principles of Accounts plus at least two years of relevant working experience.
7.	Dar es Salaam Institute of Technology	NTA Level 7	NTA level 6 or equivalent with an average pass of 'C' grade or above in the respective field or its equivalent from a recognised institution. Or An advanced Certificate of Secondary Education with an average Principal pass of 'C' in subjects of Mathematics and Physics.
		NTA Level 8	A good NTA level 7 or equivalent with an minimum of 3.0 average points; Or FTC with a minimum of 2.5 average grade points; Or Two Principal passes in appropriate subjects at same sitting with a minimum average points of 5.0; Or Minimum of 5.0 points from three principal passes of appropriate subjects or at least two principal passes at 'C' or above from different sitting.
8.	Institute of Social Work	Advanced Diploma in Social Work	Form VI with at least two passes at Principal level in any arts subjects or its equivalent; Or Form IV graduate with a minimum of three credit passes and either with work experience of not less than four years in the human services areas, or has obtained an upper second class in the Certificate in Social Work, Labour Studies and Human Resource Management or its equivalent. Notwithstanding the above requirements, all candidates must pass the Institute's aptitude test (both oral and written) in order to qualify for admission.

9.	College of African Wildlife Management	Advanced Diploma	<p>Either an Advanced Level School Certificate (or equivalent) with at least one principal passes in Biology, Chemistry and Geography; Or</p> <p>A second class Certificate in the area of specialization (or a related area); Or a third class Certificate in the area of specialization (or a related area) with at least two years work experience in the area of specialization (or related area). The minimum entry qualification required for admission onto the final year of the Programme is a recognised Second class Diploma in Wildlife Management</p>
10.	The Tanzania Commission for Universities (TCU)	Degree Programme	<p>Direct Entry: Two or more principal passes in subjects related to programme applied. Minimum total score obtained at 'A' Level Secondary Education shall be 4.5 or above.</p> <p>Mature Entry: A Diploma/Certificate with second class/credit level pass or higher grade as well as 'O' level Secondary Education with five or above credit passes in area applied. In addition, both applicants (Direct and Mature Entrants) sit for matriculation examinations</p>

(a) Applicants under Direct Entry Scheme (Form NACTE/ADM/DE/YEAR)

The following basic data shall be expected from institutions in respect of applicants selected on the basis of qualifications considered for direct entry.

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION

NACTE/ ADM /DE/YEAR

Applicants selected under Direct Entry Scheme (Strictly Must be in Microsoft Excel Spreadsheet)

Institution:.....

Field of study.....

Category: Direct Entry scheme														15	16									
1	2	3	4	5				Particulars of 'O' level Certificate				10				Particulars of NTA Level held				Scores in Matriculation/Entry examination	Nationality			
No.	Name	Sex	Ref. No.	Grades obtained in relevant 'O' level subjects				6	7	8	9	Grades obtained in relevant modules/subjects at NTA Level 6/Equivalent. Tick appropriate level				11	12	13	14					
																				Sch.	Ind. No.	Year	Div	Class

1. Serial number;
2. Full names of the applicants – surname followed by first and middle names;
3. The sex of the applicants – male (M) or female (F);
4. Reference number as issued by the institution processing the application;
5. Applicant's minimum of three credit passes obtained at 'O' level (the subjects should be relevant to those to be pursued at college or institute);
6. Name of school/center at which the 'O' level exams were sat (*Applicants should indicate all sittings*);
7. Applicant's 'O' level exams index number as issued by a recognized examining board/body;
8. Year the applicant sat for the Certificate of Secondary Education Examination (CSEE) or its equivalent;

9. Class and Division of the 'O' level certificate;
10. Grades in relevant subjects/modules obtained in the Traditional/NTA programme;
11. Class of the award (e.g. first class/Second class, or distinction/credit/pass etc);
12. Name of college or institution at which the award exams were sat;
13. Applicant's award number as issued by a recognized institution;
14. Year the applicant sat for the award;
15. Scores obtained in the institution's matriculation or entry examination (where applicable); and
16. Nationality.

Appendix II (B)

(b) Applicants under Direct Entry scheme (Form NACTE/ADM/DE_A/YEAR)

In submitting the list of applicants selected under Direct Entry scheme with 'A' level qualification, institutions shall be expected to provide the following details in Form NACTE/ADM/DE_A/YEAR.

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION

NACTE /ADM /DE_A/YEAR

Applicants selected under Direct Entry Scheme with 'A' level qualification (Strictly Must be in Microsoft Excel Spreadsheet)

Institution:.....

Field of study.....

Category: Direct Entry scheme													15	16				
1	2	3	4	5				Particulars of 'O' level Certificate				13			14	Scores in Matriculation / Entry examination	Nationality	
No	Name	Sex	Ref. No	Grades obtained in relevant 'O' level subjects				6	7	8	9	10	11	12	Grade obtained in relevant 'A' level subjects			Pt Scores
								Sch	Ind. No.	Year	Div	Sch	Ind. No.	Year				

1. Serial number;
2. Full names of the applicant – surname followed by first and middle name;
3. Sex of the applicant – male (M) or female (F);
4. Reference number as issued by the institution processing the application;

5. Applicant's minimum of three credit passes at 'O' level (the subjects should be relevant to those to be pursued at college or institute);
6. Name of school/center at which the 'O' level exams were sat;
7. Applicant's 'O' level exams index number as issued by a recognized examining board/body;
8. Year the applicant sat for the Certificate of Secondary Education Examination (CSEE) or its equivalent;
9. Class or Division of the 'O' level certificate;
10. Name of school/center at which the applicant sat for 'A' level exams;
11. Applicant's 'A' level exams index number as issued by a recognized examining board/body;
12. Year the applicant sat for the Advanced Certificate of Secondary Education Examination (ACSEE);
13. Grades obtained in 'A' level exams;
14. Total points obtained in the ACSEE (where A= 5, B= 4, C= 3, D= 2, E= 1, S= 0.5 and F= 0);
15. Scores obtained in the institution's matriculation or pre-entry examination (where applicable); and
16. Nationality.

Appendix II (C)

(c) Selections on the Basis of “Performance in Pre-Entry Examinations” (FORM NACTE/ADM /PRE/ACADEMIC YEAR)

Applicants selected under this scheme are those with ‘A’ level education or equivalent qualification but lack the general entry requirements into an institution or specific entry requirements for a programme. Institutions shall be expected to submit lists of such selected applicants on Form NACTE/ADM/PRE/ACADEMIC YEAR, and include information relevant to the applicant’s level of education.

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION FORM

NACTE/ADM /PRE/YEAR

Applicants selected on the Basis of Performance in Pre-Entry Examinations Scheme (Strictly Must be in Microsoft Excel Spreadsheet)

Institution:.....

Field of study.....

Category: Performance in Pre-Entry Examinations Scheme													15	16				
1	2	3	4	5				Particulars of ‘O’ level certificate				Particulars of ‘A’ level or equivalent certificate			13	14	Scores in Pre- entry or foundation examination	Nationality
No	Name	Sex	Ref. No	Grades obtained in relevant ‘O’ level subjects				6	7	8	9	10	11	12	Grades obtained in relevant ‘A’ or equivalent subjects	Pts scores		
								Sch	Ind. No.	Year	Div	Sch	Ind. No.	Year				

1. Serial number;
2. Full names of the applicant – surname followed by first and middle names;
3. Sex of the applicant – male (M) or female (F);

4. Reference number as issued by the institution processing the application;
5. Applicant's minimum of three credit passes at 'O' level (the subjects should be relevant to those to be pursued at college/institute);
6. Name of school/center at which the 'O' level exams were sat;
7. Applicant's 'O' level exams index number as issued by a recognized examining Board/Body;
8. Year the applicant sat for the Certificate of Secondary Education Examination (CSEE) or its equivalent;
9. Class or Division of the 'O' level certificate;
10. Name of school/center at which the applicant sat for 'A' level exams or equivalent;
11. Applicant's 'A' level exams index number as issued by a recognized examining board/body;
12. Year the applicant sat for the Advanced Certificate of Secondary Education Examination (ACSEE);
13. Grades obtained in 'A' level exams or equivalent;
14. Total points obtained in the ACSEE (where A= 5, B= 4, C= 3, D= 2, E= 1, S= 0.5 and F= 0);
15. Scores obtained in the pre-entry or foundation examination; and
16. Nationality.