



KAGUMO TEACHERS' TRAINING COLLEGE

DIPLOMA IN SECONDARY TEACHER EDUCATION COURSE

ACADEMIC POLICY

©
2021

DIPLOMA IN EDUCATION CURRICULUM

I. BROAD OBJECTIVES

The Diploma in Education Course is aimed at preparing Secondary School Teachers who are capable of teaching Two Teaching subjects and Physical Education.

With this programme it is expected that the College will continue to produce competent, self motivated and adaptable teachers who are a credit to the teaching profession and the Nation.

II. GENERAL REGULATIONS

Entry Requirements

Candidates must satisfy the minimum requirements as prescribed below:-

- i) Mean Grade C+ (Plus) at KCSE
- ii) Grade C (plain) in English
- iii) Grade D+ (plus) in Mathematics for Art based Courses only.
- iv) Grade C (plain) in Mathematics for Science based courses only.
- v) Grade C+ (plus) in the two teaching subjects.

For applicants with special needs (visual and hearing impairment)

- i) Mean Grade C (plain) at KCSE.
- ii) Grade C- (minus) in English
- iii) Grade D (plain) in Mathematics for Art based courses only.
- iv) Grade C- (minus) in Mathematics for Science based courses only.
- v) Grade C (plain) in the two teaching subjects

III. THE COURSE

Duration

- a. The course will last three academic years as follows:
 - i. Eight terms of tuition - (residential)
 - ii. One term of teaching practice under supervision.
- b. No candidate shall be presented for the award of the Diploma in Education until three full years of academic and professional studies have been successfully completed.
- c. A student who misses 4 weeks of training in any one term for whatever reason does not meet the requirements of training. Such a student must therefore repeat the course when it is next offered in the curriculum.

Subjects offered

These are determined by the Ministry of Education and may change from time to time. Currently the college is offering Sciences, Languages and Humanities.

In addition to the two teaching subjects the course will also include; Physical Education, Education and the following support subjects;

- Communication Skills
- Library Science
- Entrepreneurship
- Environmental Studies
- Information Communication and Technology (ICT)
- Guidance and Counseling
- General Workshop Course (GWC)

IV. RULES GOVERNING THE CONDUCT OF EXAMINATIONS

- (a) A student shall sit for all Continuous Assessment Tests (CAT), End of Term (ET) tests and any other assessment tools (e.g. Practical, Projects, Assignments etc) as regularly scheduled by the college.
- (b) A student shall also sit for the **summative Examinations** administered at the end of the **first** and **second** academic years. These are: - End of Year One (EY 1) and Final Academic College Examination (FACE). These examinations shall be internally set and moderated.
- (c) A student will be expected to attain a minimum Score of forty percent (40%) in all Examinations as the pass mark..
- (d) **Supplementary Examinations** shall be administered to a student who does not attain the pass mark as determined by the Academic and Examination Board. Such a supplementary examination will be equivalent to the substantive examination in standard, content and duration. The highest mark attainable in Supplementary Examination is forty percent (40%).

Failure to undertake an exam without formal permission will be treated as a case of indiscipline.

- (e) A student who fails to take an examination for medical reasons must submit a letter from a medical practitioner approved by the college. The student may be allowed to sit for a special examination.
- (f) Irregularities (e.g. Cheating, Collusion) during examinations will lead to nullification of the examination and disciplinary action shall be taken on the culprit.
- (g) **A student shall be required to have paid the College Fee in full in order to be allowed to sit for Internal Examinations.**

NB: All internal examinations constitute 30% of the final examination paper marks. They are forwarded to Kenya National Examination Council (KNEC) as consolidated marks in form of Paper 1, Paper 2, and Paper 3 at the end of the residential course.

- (h) A student shall sit for the **external Diploma in Teacher Education (DTE) Examination** at the end of the **Eighth Term** of residential training. The DTE Examination is administered by **the Kenya National Examinations Council (KNEC)**.
- (i) A student shall be required to have paid **full Examination Fee** as stipulated by KNEC in order to register for DTE Examination.
- (j) A student who is **referred** in a subject or **fails** the DTE Examination shall be required to pay the **Examination Fee** as stipulated by KNEC in order to register for the re-sit of the Examination.
- (k) A candidate shall be allowed to resit the KNEC examination as many times as possible within a period of five (5) years after the date of the first sitting as per KNEC DTE regulations Revised Edition 2014.
- (l) Any candidate who **does not pass all the papers within three years after the initial sitting** will have to **re-take the entire examination**.
- (m) A candidate whose results are cancelled by KNEC, and overall grade is given as 'Y', is **banned for two years from sitting the examination**. One will only be eligible to sit for any examination after the two years.
- (n) A student shall be required to have **paid all college dues** in order to be issued with Result Slip, Merit Certificate (where applicable), Academic Transcript, Academic Certificate and Leaving Certificate.
- (o) A student will only be eligible for **Graduation** upon **passing the DTE Examination, successful completion of Teaching Practice** and **payment of stipulated Graduation Fee** by the College.

V. TEACHING PRACTICE

- i. The college will organize Teaching Practice during Terms 9 of the course. Assessment will be done by the college lecturers. External Assessment will be done by a panel of assessors constituted by the Director Quality Assurance and Standards of the Ministry of Education and the Kenya National Examinations Council.
- ii. A student who is incapacitated due to ill health will be deferred to undertake the Teaching Practice when it is next offered. The student should provide a recent medical report from recognized medical practitioner to the college administration immediately.
- iii. Any student referred in Teaching Practice will be given another chance to repeat Teaching Practice during next T.P. session at their own cost.
- iv. A student withdrawn from Teaching Practice due to indiscipline **will not be reposted to another school and will have to redo Teaching Practice when next offered.**
- v. Assessment shall be graded on the basis of 100 marks, which will be translated into grades as follows:

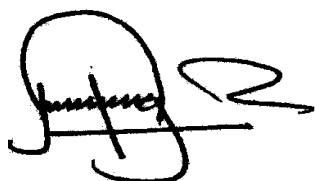
TABLE OF LEVEL OF GRADING

MARKS	GRADE	DESCRIPTION
85 – 100	1	Pass with Distinction
75 – 84	2	Pass with Distinction
65 – 74	3	Pass with Credit
55 – 64	4	Pass with Credit
50 – 54	5	Pass with Credit
45 – 49	6	Pass
40 – 44	7	Pass
0 - 39	8	Fail

For a candidate to be awarded a Distinction or Credit in the overall grade; he/she must have scored at least a credit in Teaching Practice otherwise a candidate will be awarded a grade lower.

NOTE:

- (i) Any other regulations from stakeholders such as the KNEC, KICD and/or the Ministry of Education will apply and supersede.
- (ii) All students are advised to read the Kenya National Examination Council regulations for Diploma in Teacher Education (DTE) Examination. The most current copy is available in the College Library.



FRANCIS MWANGI
CHIEF PRINCIPAL/SECRETARY BOM

KAGUMO TEACHERS' TRAINING COLLEGE

ACADEMIC POLICY COMMITMENT FORM

I, _____ ID. No.: _____ CLASS: _____
do hereby confirm that I have read and understood and without duress, do commit myself
to comply fully with the Kagumo Teachers' Training College Academic Policy.

Student's Signature

Date

This was witnessed by:

Parent's/Guardian's Signature
or
College Lecturer

Date