

KAGUMO TEACHERS' TRAINING COLLEGE



DIPLOMA IN SECONDARY TEACHER EDUCATION COURSE

ACADEMIC POLICY

DIPLOMA IN SECONDARY EDUCATION CURRICULUM

I. BROAD OBJECTIVES

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

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. Seven terms of tuition - (residential)
 - ii. Two terms of practicum under supervision.
- b. No candidate shall be presented for the award of the Diploma in Secondary 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

The trainee undertaking the Diploma in Secondary Teacher Education (DSTE) shall take:

- i) Two teaching subjects
- ii) One common subject
- iii) Physical education
- iv) 12 Professional learning areas

IV. RULES GOVERNING THE CONDUCT OF EXAMINATIONS

- (a) A student shall sit for all internal assessments, school-based assessments and any other assessment tools (e.g., Practical, Projects, Assignments etc) as regularly scheduled by the college.
- (b) A student will be expected to attain a minimum Score of forty percent (40%) in all Examinations as the pass mark.

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

- (c) A student who fails to take an examination for medical reasons with permission must submit a letter from a medical practitioner approved by the college. The student may be allowed to sit for a special examination.
- (d) Irregularities (e.g. Cheating, Collusion) during examinations will lead to nullification of the examination and disciplinary action shall be taken on the culprit.
- (e) **A student shall be required to have paid the College Fee in full in order to be allowed to sit for Internal Examinations.**
- (f) A student shall sit for the **external Diploma in Secondary Teacher Education (DSTE)** Examination at the end of the **Seventh Term** of residential training. The DSTE Summative Examination is administered by **the Kenya National Examinations Council (KNEC)**.
- (g) A student shall be required to have paid **full Examination Fee** as stipulated by **KNEC** in order to register for DSTE Examination.
- (h) A student who is **referred** in a subject or **fails** the DSTE Examination shall be required to pay the **Examination Fee** as stipulated by KNEC in order to register for the re-sit of the Examination.
- (i) Any candidate who **does not pass all the papers within three years after the initial sitting** will have to **re-take the entire examination**.
- (j) 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.
- (k) 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.
- (l) A student will only be eligible for **Graduation** upon **passing the DSTE Examination, successful completion of Practicum** and **payment of stipulated Graduation Fee** by the College.

V. TEACHING PRACTICE

- i. The college will organize Teaching Practice during Terms 8 and 9 of the courses. 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:

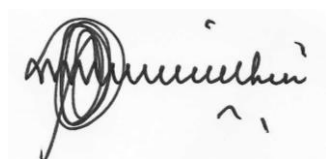
TABLE OF LEVEL OF GRADING

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 Secondary Teacher Education (DSTE) Examination. The most current copy is available in the College Library.



DR. EUSTACE MUTHUI
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