

**KAGUMO TEACHERS' TRAINING COLLEGE**



**DIPLOMA IN SECONDARY TEACHER EDUCATION COURSE**

**ACADEMIC POLICY**

# **DIPLOMA IN SECONDARY TEACHER 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

NB/ A Student must be registered with PWD and they did their KCSE under the same conditions.

## **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. Attendance of classes is compulsory.
- d. 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
- v) Practicum

### **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) Exams should be done in designated rooms **only**.
- (c) A student will be expected to attain a minimum Score of forty percent (40%) in all Examinations as the pass mark.
- (d) All online Exams shall be done using lap tops and not mobile phones.
- (e) Phones are not allowed in Exam rooms.

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

- (f) 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.
- (g) Irregularities (e.g. Cheating, Collusion) during examinations will lead to nullification of the examination and disciplinary action shall be taken on the culprit.
- (h) **A student shall be required to have paid the College Fee in full in order to be allowed to sit for Internal Examinations.**
- (i) 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)**.

NB/ Pass mark for internal Exams is 40%.

The college will involve the guardian of the student who consistently get less than 40%.

- (j) A student shall be required to have paid **full Examination Fee** as stipulated by **KNEC** in order to register for DSTE Examination.
- (k) 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.



- (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 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.
- (n) 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. PRACTICUM

- i. The college will organize Practicum 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 Practicum 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 Practicum will be given another chance to repeat Practicum during next session at their own cost.
- iv. A student withdrawn from Practicum due to indiscipline **will not be reposted to another school and will have to redo when next offered** at their own cost.
- 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.

  
**IRENE MWANGI (MRS)**  
**CHIEF PRINCIPAL**

<b>CHIEF PRINCIPAL</b> <b>KAGUMO TEACHER'S TRAINING COLLEGE</b> P. O. Box 18 - 10100, NYERI CELL - 0701972942 info@kagumocollege.ac.ke DATE:.....SIGN:.....
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**KAGUMO TEACHERS' TRAINING COLLEGE**

**ACADEMIC POLICY COMMITMENT FORM**

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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