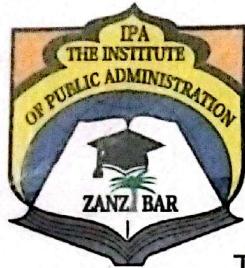


# THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR



## ACADEMIC TRANSCRIPT

The Management of Institute of Public Administration  
approved the following Results for Certificate Course In Records and Archives  
Management.

Name: TERESIA JUWATE MORIS

Reg No: CT/IPA/268/RM.2011

### FIRST SEMESTER:

JULY - DECEMBER, 2011

RMT: 4101. INTRODUCTION TO RECORDS MANAGEMENT	C	PASS
RMT: 4102. OFFICE ORGANIZATION	C	PASS
RMT: 4103. BASIC MATHEMATICS	C	PASS
RMT: 4104. COMMUNICATION SKILLS	B	PASS
RMT: 4105. INFORMATION IN SOCIETY	B	PASS
RMT: 4106. GENERAL STUDIES	B	PASS

### SECOND SEMESTER:

JUNUARY - JUNE, 2012

RMT: 4201. REGISTRY MANAGEMENT	C	PASS
RMT: 4202. INTRODUCTION TO PERSONAL AND INTERPERSONAL SKILLS	C	PASS
RMT: 4203. BASIC COMPUTER APPLICATION	B	PASS
RMT: 4204. INTRODUCTION TO ARCHIVE MANAGEMENT	B	PASS
RMT: 4205. INTRODUCTION TO CONSERVATION OF RECORDS AND ARCHIVAL MATERIALS	B	PASS
RMT: 4206. FIELD PRACTICE	C	PASS

GPA

2.5 PASS

REGISTRAR'S SIGNATURE.....

DATE: 02 / 07 / 2012

DIRECTOR'S SIGNATURE.....

Key to the Grade of Examination Results.

Grade	A	B	C	D	F
Score Range	80-100%	65-79%	50-64%	40-49%	0-39%
Points	4.0	3.0	2.0	1.0	0.0
Definition .	Excellent	Good	Average	Poor	Failure

Key to the Classification of Awards.

Overall GPA	Certificate	Foundation
3.5 - 4.0	First Class	First Class
3.0 - 3.4	Second Class	Second Class
2.0 - 2.9	Pass	Pass