

GUIDELINES GOVERNING ONLINE TEACHER RECRUITMENT EXAMINATIONS FOR TEACHERS AND SCHOOL LEADERS 2025

I. Roles and responsibilities of different stakeholders in online teacher recruitment examinations

I.1. Roles and responsibilities of National Coordination Team

- There shall be a National coordination team (REB, MIFOTRA, EF and RISA), which will be in charge of the overall coordination of the examination process;

I.2. Roles and responsibilities of REB Field Representatives

- Each district shall have a REB Staff, who will be in charge of exam supervision;
- Each district shall have a REB ICT Staff, who will be in charge of ensuring internet connectivity and selecting examination centers;
- REB Field representatives will submit to the National Coordination team a daily report and/or at any given time if necessary any matter related to the administration of teacher recruitment examinations;

I.3. Roles and responsibilities of a District

In collaboration with REB, District Education Officials will:

- participate in the selection of examination centres;
- oversee the smooth running of the administration of examinations in their districts;
- select and appoint two (2) invigilators per centre;
- identify two (2) ICT skilled staff to facilitate during examination.
- ensure that examination centres have the security personnel to handle security issues that may arise during examination;
- ensure that an examination centre is a school with two (2) Smart Classrooms with strong internet connectivity.

I.4. Roles and responsibilities of Examination Centre Supervisor

- To ensure that an examination centre has hygienic facilities;
- In collaboration with REB, ensure that a Smart Classroom to be used as an examination room has at least twenty (20) computers which are functional and in good condition; strong and reliable internet connection, reliable electric power supply, adequate ventilation, enough light and enough furniture (chairs and tables);
- Report any case that may hinder the smooth implementation of the exam, e.g: electricity cut off, low speed of internet or any other issue. The issue has to be reported immediately to the District supervisor for support;
- Ensure that both the invigilator and candidates do not enter the examination room with a mobile telephone;



- Provide a waiting room for extra candidates going to sit for an examination in case the number of candidates exceeds the capacity of the Smart classrooms being used as examination rooms;
- Ensure that candidates who have finished an examination leave the examination centre without having contact with those in a waiting room;
- Take appropriate measures and precautions to prevent any foreseeable examination malpractice or irregularity (including possible administrative failures by any involved stakeholder, impersonations, or cheating) in his/her District of jurisdiction;
- To ensure that no candidate enters the examination centre 30 minutes after the start of the examinations;
- For examinations that have many candidates that will not fit in the examination room at the same examination time, a waiting room shall be provided for those waiting to enter after the first shift has finished. Telephones for candidates in the waiting room and those doing examination shall be removed from them and be given back to them after the examination to avoid possible cases of cheating;

I.5. Roles and responsibilities of examination invigilator

At the examination center, there will be two invigilators and two ICT teachers.

The main roles and responsibilities of invigilators are the following:

- To be in the room two hours before the start of examination and check the status of all Computers in the room;
- Ensure that candidates who sit for the exams are legitimate/shortlisted candidates for the particular subject/paper applied for by checking their Identity cards at the entrance of the examination room;
- Invigilators shall be answerable for examination impersonation that will occur in his/her room of invigilation;
- Search thoroughly the candidates (female candidates MUST be searched by female invigilators and male candidates by male invigilators) and ensure that candidates do not enter the examination room with mobile telephones;
- Register candidates before entering the examination room and ensure that only a registered candidate sits for the examination in the room designated for him/her.
- Ensure that candidates who arrive at the examination room 30 minutes after the start of examination do not enter the examination room;
- Invigilator opens all laptops that will be used by candidates;
- Read carefully and understand the examinations rules and regulations as given by REB;
- Play the VIDEO given to guide the candidate's important steps to follow during the exam;
- Ensure that inside the examination room, charts, drawings, formulae, maps and other written materials are removed;
- Be in examination room at all times i.e. never to leave candidates unattended at any time during the examination.



- Ensure that candidates are seated in such a way that they cannot be able to cheat by looking at the neighbouring candidate's computer and respect distancing of at least 1 meter between two candidates.
- Ensure that candidates sign on attendance lists all the times. No candidate should leave examination room without signing on attendance list.
- Prevent examination malpractice from occurring in his/her room of jurisdiction and be prepared to answer for all matters arising from his/her room of jurisdiction, be it during or after exams;
- Ensure that no candidate goes out of the examination room once he/she has entered except with permission;
- For examinations that have many candidates that will not fit in the examination room at the same examination time, a waiting room shall be provided for those waiting to enter after the first shift has finished. Telephones for candidates in the waiting room and those doing examination shall be removed from them and be given back to them after the examination to avoid possible cases of cheating;
- Candidates who have finished doing the examination **MUST** not be allowed to meet those in the waiting room.

II. Guidelines for candidates who will sit for Online teacher recruitment examinations

II.1. Guidelines for candidates

- 1) A candidate must be at the examination centre at least one hour (1 hour) before the start of the examination;
- 2) A candidate must present his/ her Identity card to the examination invigilator at the entrance of the examination room;
- 3) A candidate must strictly follow the rules and regulations of the Online Recruitment Examinations;
- 4) A candidate should ensure that she/he sits for exam for her/his teaching subject he/she was shortlisted on;
- 5) A candidate shall not be allowed in the examination 30 minutes after the start of the examination;
- 6) A candidate shall not be allowed to go out of the examination room once he/she has entered except with permission from the invigilator;
- 7) **Any kind of examination malpractice** shall lead to immediate disqualification of the candidate;
- 8) A candidate will not be allowed to enter in the examination room with a mobile telephone;
- 9) Candidates will be allowed to use non programmable calculators;
- 10) Candidate who has submitted the examination shall leave the room immediately;
- 11) Candidates must enter an examination room remembering the **username and password of his/her account in Mifotra e-recruitment portal**, otherwise, he/she will not be allowed to sit for exam;

II.2. Examination structure:

The examination for Online Teacher recruitment consists of 3 categories:

- **Category 1:** Examination for candidates who will sit for a **single teaching subject** (standalone for example; mathematics, physics, English, French,) or **Non teaching** position. There will be **50 questions** marked out of **100 marks**. The first **30 questions** carry **30 marks**. The following **10 questions** carry **30 marks** while the last **10 questions** carry **40 marks**.
- **Category 2:** Examination for candidates who will sit for **two (2) subjects** (Combination). There will be **50 questions** marked out of **100 marks**. The first **15 questions** marked out of **15 marks** will be for one subject followed by **15 questions** also marked out of **15 marks** for the second subject. The following **5 questions** marked out of **15 marks** will be for the first subject followed by **5 questions** marked out of **15 marks** for the second subject. The following **5 questions** marked out of **20 marks** will be for the first subject followed by the last **5 questions** marked out of **20 marks** for the second subject.
- **Category 3:** Examination for candidates who will sit for three subjects (TML). There will be 50 questions marked out of 100 marks. The first 10 questions marked out of 10 marks will be for English followed by 10 questions marked out of 10 marks for Kinyarwanda and followed by 10 questions marked out of 10 marks for French. The following 4 questions marked out of 12 marks will be for English followed by 3 questions marked out of 9 marks for Kinyarwanda and followed by 3 questions marked out of 9 marks for French. These will be followed by 5 questions marked out of 20 marks for English followed by the last 5 questions marked out of 20 marks for Kinyarwanda.
- **English Proficiency test:** After submission of the teaching/administrative position exam, each candidate who has scored a pass (70% for teaching or 50% for Head teacher and Deputy Head teacher) will open a link for English proficiency test. This link will be provided in the examination room. Candidates who will have scored a fail in the subject/administrative examination will not be required to do an English proficiency test.

II.3: Duration of the examination: The duration of the examination shall be 3 hours 30 minutes (2hours 30 minutes for subject knowledge exam and 1 hour for English proficiency test). Morning session will start at **8:30 AM** and end at **12:00 PM** while Evening session will start at **1:00 PM** and end at **4:30 PM**.

Done at Kigali, on 13 / 01 / 2025



Dr. MBARUSHIMANA Nelson
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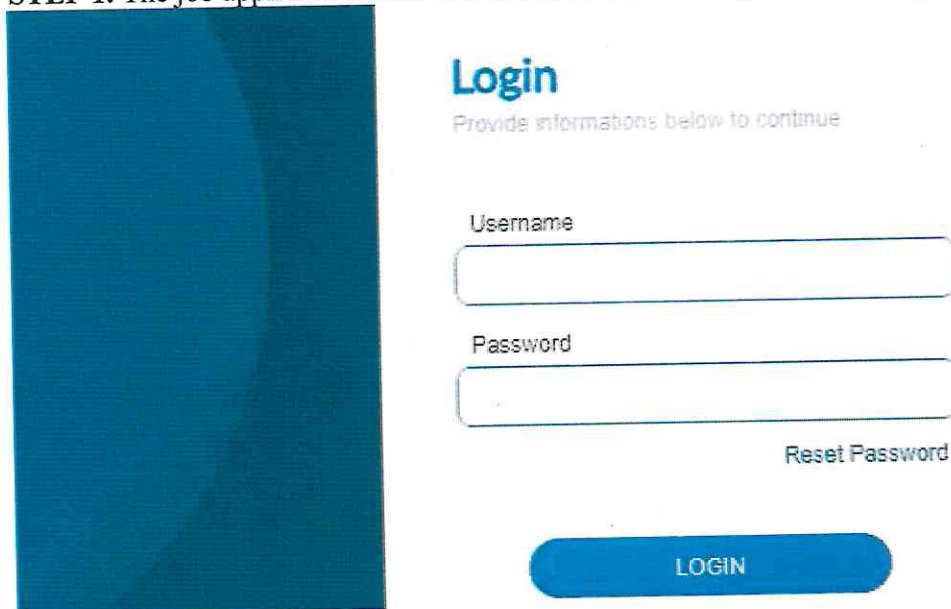


II.4: Important Steps to follow to do online exam

In doing online examination, the candidate follows the below steps:

STEP 1. The job applicant login through: <https://e-recruitment.mifotra.gov.rw/#/welcome> or visit www.mifotra.gov.rw then click on e-recruitment.

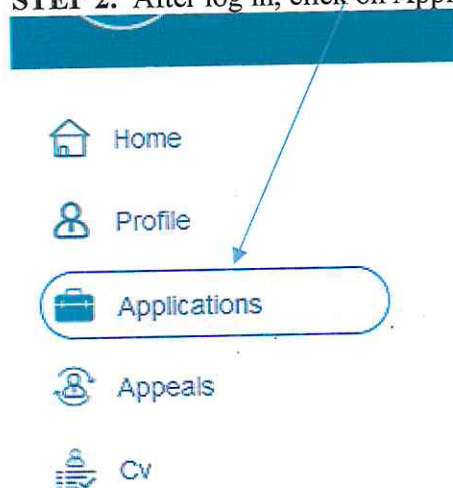
STEP 1. The job applicant will use his or her username and password to log in.



The screenshot shows a login interface with a dark blue background on the left. On the right, the word "Login" is displayed in a large, bold, blue font. Below it, the text "Provide informations below to continue" is shown in a smaller, grey font. There are two input fields: "Username" and "Password", both with rounded rectangular borders. To the right of the "Password" field is a link that says "Reset Password". At the bottom center, there is a blue button with the word "LOGIN" in white capital letters.

NB: The applicant must come with his or her username and password.

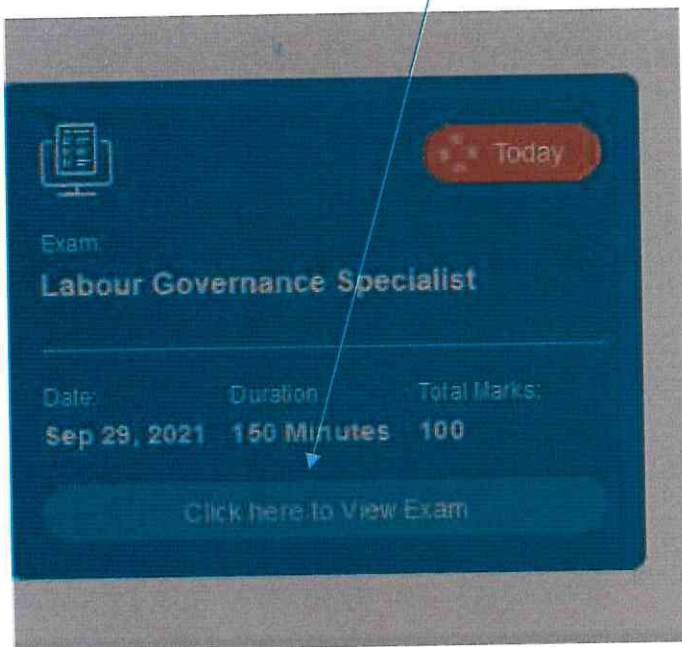
STEP 2. After log in, click on Applications to view job position name.



STEP 3: The applicant click on [start exam](#)
My applications

Institution/Employer	Job title	Application date	Status	Time	Action
MIFOTRA	Labour Governance Specialist	29-09-2021 09:38:55 AM	<div> <div>Report</div> <div>ShortListed</div> </div>	<div>Start time</div> <div>09:56</div> <div>End Time</div> <div>12:26</div>	<div>Start Exam</div>

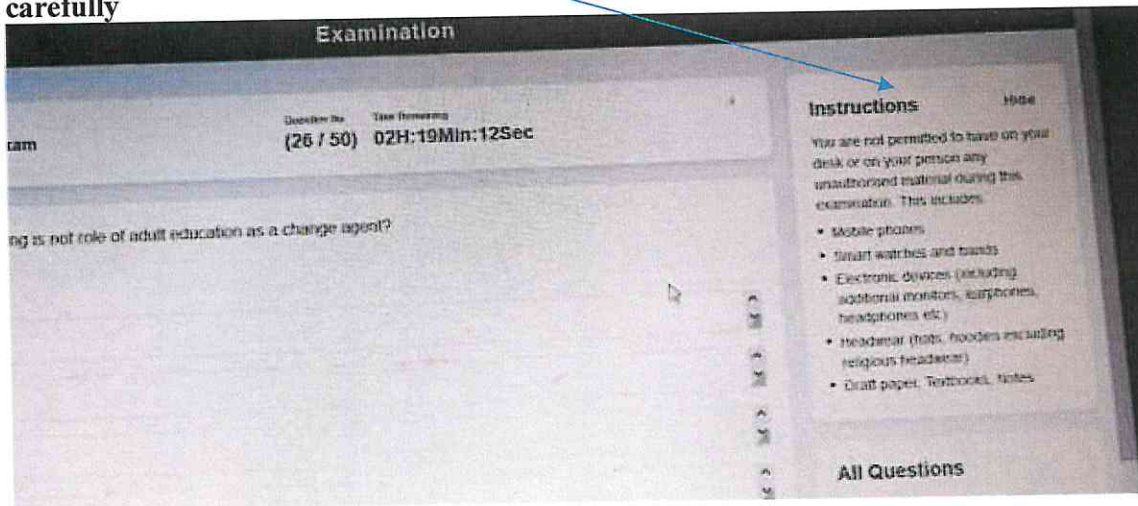
STEP 4: Click on: “click here to view exam”



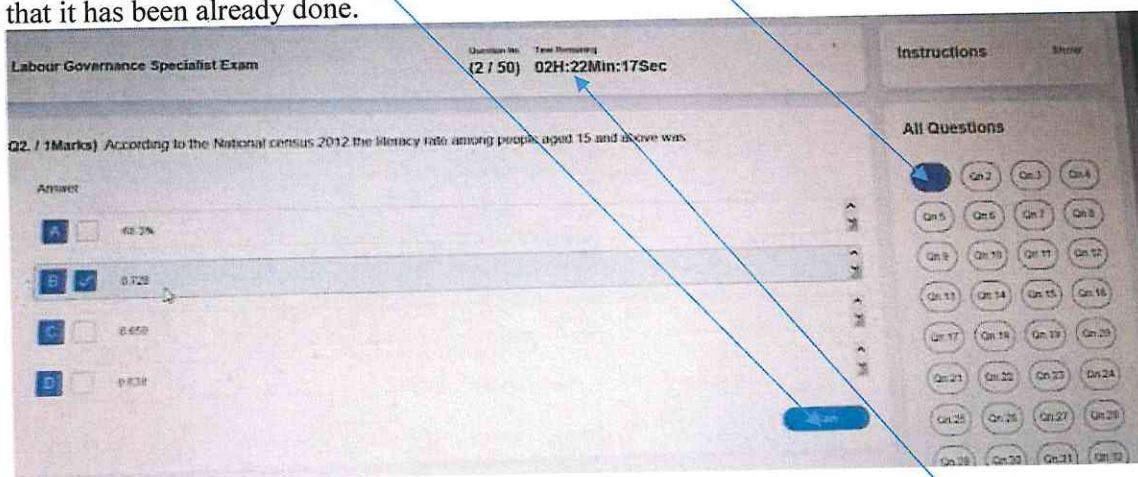
STEP 5: Click “start timer” to start exam



STEP 6: Click on “Show” to read exam instructions before starting exam and read them carefully



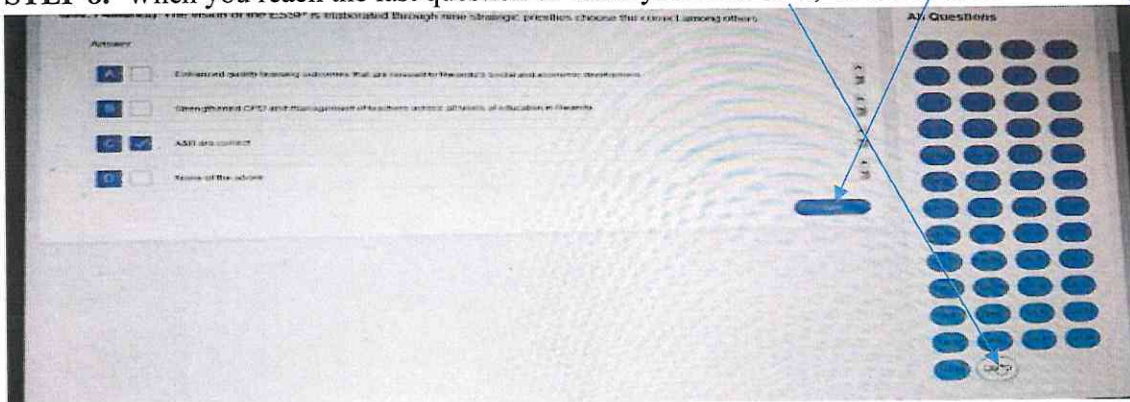
STEP 7: View questions number and click on first question to start Exam. After choosing the right answer, click on “Save button” and the question immediately change the colour to alert you that it has been already done.



NB: - Note that when you are doing the exam, the system shows you the remaining timing.

- The applicant may start on the question of her or his choice and make sure that all questions have been responded and saved.
- He or she should return back the question that has been already responded to change the answer if need be and save it again

STEP 8. When you reach the last question of exam you click on it, do it and save.



STEP 9: After saving the last question, Click on Submit the exam

