



UNIVERSITY OF EMBU

EXAMINATIONS PROCESSING SCHEDULE-FIRST SEMESTER 2022/2023 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of main/supplementary Examinations to Departmental Examinations Office	14 th - 16 th September, 2022
2.	Internal Moderation of main/supplementary Examinations	19 th - 23 rd September, 2022
3.	Submission of Internally Moderated Examinations to Examinations Office	26th - 28th September, 2022
4.	Dispatch of Internally Moderated Examinations to External Examiners	29 th - 30 th September, 2022
5.	External Moderation of Examinations	3 rd - 7 th October, 2022
6.	Continuous Assessment Test No.1	3rd - 14th October 2022
7.	Picking of externally moderated examinations from external examiners	10 th - 11 th October 2022
8.	Dispatching of externally moderated examinations to the departments	12 th - 13 th October 2022
9.	Correction of Externally moderated Examinations by Lecturers and Submission to the Department	14 th - 19 th October, 2022
10.	Submission of Externally Moderated Examinations to the Directorate of University Examinations Office	20th - 21st - October 2022
11.	Release of Examinations Timetable	28 th October 2022
12.	Typesetting of Examinations	24 th October - 4 th November, 2022
13.	Continuous Assessment Test No.2	31st October - 11th November 2022
14.	Proofreading of Examinations	7 th - 11 th November, 2022
15.	Correction, printing and packaging of Examination materials	14 th - 25 th November 2022
16.	End of Semester Examinations End of Semester	28th November - 9th December 2022
17.	Marking of Examination scripts	12 th December - 6 th January 2023
18.	Handing in of marked Examinations scripts to the Departmental Examinations Office by lecturers	9 th - 11 th January, 2023
19.	Dispatch of marked Examinations scripts to the External Examiners by departments	12 th - 13 th January 2023
20.	External Moderation of marked scripts	16 th - 20 th January, 2023
21.	Departmental Examinations board meetings	23 rd - 27 th January, 2023
22.	School Examinations board meetings	30 th - 3 rd February, 2023
23.	Senate Board of Examiners	9th February, 2023
24.	Release of provisional results	13th February, 2023
25.	Submission of final Examination results to Examinations office by Schools	14 th - 16 th February

Approved by: Sign.....Date.....
Deputy Vice-Chancellor (ARE)

