



UNIVERSITY OF EMBU

EXAMINATIONS PROCESSING SCHEDULE-FIRST SEMESTER 2025/2026 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of main Examinations to Departmental Examinations Office	27 th - 29 th August, 2025
2.	Internal moderation of main Examinations	1 st - 5 th September, 2025
3.	Submission of Internally Moderated Examinations to University Examinations Office	15th - 16th September, 2025
4.	Dispatch of Internally Moderated Examinations to External Examiners	17 th - 19 th September, 2025
5.	External Moderation of Examinations	22 nd - 26 th September, 2025
6.	Continuous Assessment Test No.1	29th September - 9th October, 2025
7.	Picking of externally moderated examinations from external examiners	29 th September – 1 st October, 2025
8.	Dispatching of externally moderated examinations to the Departments	2 nd – 3 rd October, 2025
9.	Correction of Externally moderated Examinations by Lecturers and Submission to the Department	6 th - 13 th October, 2025
10.	Submission of Externally Moderated Examinations to the University Examinations Office	14th - 16th October, 2025
11.	Formatting of Examinations	17 th October - 31 st October, 2025
12.	Release of Examinations Timetable	23 rd October 2025
13.	Continuous Assessment Test No.2	27th October - 7th November, 2025
14.	Proofreading of Examinations	3 rd - 7 th November, 2025
15.	Correction and printing of Examinations materials	10 th – 21 st November 2025
16.	End of Semester Examinations	24th November – 5th December, 2025
17.	Marking of Examination scripts	8 th December, 2025 - 9 th January, 2026
18.	Handing in of marked Examinations scripts to the Departmental Examinations Office by lecturers	12 th - 14 th January, 2026
19.	Dispatch of marked Examinations scripts to the External Examiners by Departments	18 th - 19 th January, 2026
20.	External Moderation of marked scripts	19 th – 23 rd January, 2026
21.	Departmental Examinations Board meetings	26 th - 30 th January, 2026
22.	School Examinations Board meetings	9 th - 13 th February, 2026
23.	Submission of Senate documents to the University Examinations office by Schools	16th - 17th February, 2026
24.	Senate Board of Examiners	19th February, 2026
25.	Release of provisional results	20th February, 2026
26.	Submission of final Examination results to the Examinations office by Schools	23 rd - 24 th February, 2026

Approved by: Sign.....

Deputy Vice-Chancellor (ARE)

Date.....

15/08/2025

