



UNIVERSITY OF EMBU

EXAMINATIONS PROCESSING SCHEDULE-FIRST SEMESTER 2023/2024 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of main Examinations to Departmental Examinations Office	11 th - 13 th September, 2023
2.	Internal moderation of main Examinations	18 th - 22 nd September, 2023
3.	Submission of Internally Moderated Examinations to Directorate of University Examinations	25th - 26th September, 2023
4.	Dispatch of Internally Moderated Examinations to External Examiners	27 th - 29 th September, 2023
5.	External Moderation of Examinations	2 nd - 6 th October, 2023
6.	Continuous Assessment Test No.1 - Continuing Students Continuous Assessment Test No.1 - New Students	2nd - 13th October, 2023 9th - 20th October, 2023
7.	Picking of externally moderated examinations from external examiners	9 th - 11 th October, 2023
8.	Dispatching of externally moderated examinations to the Departments	12 th - 13 th October, 2023
9.	Correction of Externally moderated Examinations by Lecturers and Submission to the Department	13 th - 18 th October, 2023
10.	Submission of Externally Moderated Examinations to the Directorate of University Examinations Office	19th - 20th October, 2023
11.	Release of Examinations Timetable	23 rd October, 2023
12.	Typesetting of Examinations	23 rd October - 3 rd November, 2023
13.	Continuous Assessment Test No.2 - Continuing Students Continuous Assessment Test No.2 - New Students	30th October - 10th November, 2023 6th November - 17th November, 2023
14.	Proofreading of Examinations	6 th - 10 th November, 2023
15.	Correction, printing and packaging of Examination materials	13 th - 24 th November, 2023
16.	End of Semester Examinations	27th November - 15th December, 2023
17.	Marking of Examination scripts	18 th December, 2023 - 12 th January, 2024
18.	Handing in of marked Examinations scripts to the Departmental Examinations Office by lecturers	13 th - 17 th January, 2024
19.	Dispatch of marked Examinations scripts to the External Examiners by Departments	21 st - 22 nd January, 2024
20.	External Moderation of marked scripts	22 nd - 26 th January, 2024
21.	Departmental Examinations Board meetings	29 th - 2 nd February, 2024
22.	School Examinations Board meetings	5 th - 9 th February, 2024
23.	Submission of Senate documents to Directorate of University Examinations office by Schools	12th - 13th February, 2024
24.	Senate Board of Examiners	15th February, 2024
25.	Release of provisional results	19th February, 2024
26.	Submission of final Examination results to Directorate of Examinations office by Schools	20 th - 22 nd February, 2024

Approved by: Sign..........Date.....

Deputy Vice-Chancellor (ARE)

