



UNIVERSITY OF EMBU

EXAMINATIONS PROCESSING SCHEDULE - SECOND SEMESTER 2022/2023 ACADEMIC YEAR

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

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

Deputy Vice-Chancellor (ARE)

