



UNIVERSITY OF EMBU

PROPOSED EXAMINATIONS PROCESSING SCHEDULE - SECOND SEMESTER 2025/2026 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of Main/Supplementary Examinations to Departmental Examinations Office	19 th to 23 rd January, 2026
2.	Internal Moderation of Main/Special Examinations	26 th to 30 th January, 2026
3.	Submission of Internally Moderated Examinations to University Examinations Office	2nd to 3rd February, 2026
4.	Dispatch of Internally Moderated Draft Examinations to External Examiners	4 th to 6 th February, 2026
5.	External Moderation of Examinations	9 th to 13 th February, 2026
6.	Continuous Assessment Test No.1	9th to 20th February, 2026
7.	Picking of externally moderated examinations from External Examiners	16 th to 18 th February, 2026
8.	Dispatching of externally moderated examinations to the Departments	19 th to 20 th February, 2026
9.	Correction of Externally moderated Examinations by Lecturers and Submission to the Departments	23 rd to 25 th February, 2026
10.	Submission of Externally Moderated Examinations to the University Examinations Office	26th to 27th February, 2026
11.	Release of Examinations Timetable	2 nd March, 2026
12.	Typesetting of Examinations	2 nd to 13 th March, 2026
13.	Continuous Assessment Test No.2	9th to 20th March 2026
14.	Proofreading of Examinations	16 th to 20 th March, 2026
15.	Correction, printing and packaging of Examinations	23 rd March to 2 nd April, 2026
16.	End of Semester Examinations	7th to 17th April, 2026
17.	Marking of Examination scripts	20 th April to 8 th May, 2026
18.	Handing in of marked Examinations scripts to the Departmental Examinations Office by lecturers	11 th to 13 th May, 2026
19.	Dispatch of marked Examinations scripts to the External Examiners by Departments	17 th to 18 th May, 2026
20.	External Moderation of marked scripts	18 th to 22 nd May, 2026
21.	Departmental Examinations Board meetings	25 th to 29 th May, 2026
22.	School Examinations Board meetings	4 th to 10 th June, 2026
23.	Submission of the Senate documents to University Examination Office	15th to 16th June, 2026
24.	Senate Board of Examiners	18th June, 2026
25.	Release of provisional results	23rd June, 2026
26.	Submission of final Examination results to the University Examinations Office by Schools	29 th to 30 th June, 2026

Approved by: Sign.....Date: 4/12/25
Deputy Vice-Chancellor (ARE)

