



UNIVERSITY OF EMBU

SPECIAL/SUPPLEMENTARY EXAMINATIONS PROCESSING SCHEDULE 2024/2025 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of Special and Supplementary (where applicable) Examination to Departmental Examination Office	14 th to 16 th May, 2025
2.	Internal-External Moderation of Special/Supplementary Examinations	19 th to 23 rd May, 2025
3.	Submission of Internally-Externally Moderated Supplementary/ Special Examinations to University Examinations Office	26th to 28th May, 2025
4.	Typesetting of Supplementary/ Special Examinations	2 nd to 13 th June 2025
5.	Proofreading of Supplementary/Special Examinations	16 th to 20 th June 2025
6.	Release of Special/ Supplementary Examination Timetable	23 rd June 2025
7.	Correction and Printing of Supplementary/Special Examinations	23 rd June to 4 th July, 2025
8.	Supplementary Examinations	7th to 11th July 2025
9.	Marking of Supplementary Examination Scripts	14 th to 18 th July, 2025
10.	Departmental Examination Board meeting	21 st to 25 th July, 2025
11.	School Examination Board meeting	28 th July to 1 st August 2025
12.	Senate Board of Examiners Meeting for Supplementary/Special Examinations	5th August, 2025

Approved by: Sign.....Date.....17/4/25

Deputy Vice-Chancellor (ARE)

