



UNIVERSITY OF EMBU

TRIMESTER EXAMINATIONS PROCESSING SCHEDULE - 2024/2025 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of Main and Supps/Supplementary(where applicable) Examinations to Departmental Examination Offices	14 th to 16 th May, 2025
2.	Internal Moderation of Main/Special Examination	19 th to 23 rd May, 2025
3.	Submission of Internally Moderated Examinations to University Examinations Office.	26th to 28th May, 2025
4.	Dispatch of Internally Moderated Examinations to External Examiners	29 th to 30 th May, 2025
5.	External Moderation of Draft Exams	2 nd to 6 th June, 2025
6.	Continuous Assessment Tests No.1	9th to 20th June, 2025
7.	Picking of Externally Moderated Examination From External Examiners	9 th to 10 th June, 2025
8.	Dispatching of Externally Moderated Examination to Departments	11 th to 13 th June, 2025
9.	Correction of Externally Moderated Examinations by lecturers and Submission to the Departments	16 th to 20 th June, 2025
10.	Submission of Externally Moderated Draft Examinations to University Examinations Office by Departments	23 rd to 24 th June, 2025
11.	Continuous Assessment Test No. 2	7th to 18th July, 2025
12.	Release of Final Examination Timetable	27 th June, 2025
13.	Typesetting of Draft Examinations	30 th June to 11 th July, 2025
14.	Proofreading of Examinations	14 th to 18 th July, 2025
15.	Correction and Printing of Examination	21st July to 1st August, 2025
16.	End of Trimester Examinations	4th to 15th August, 2025
17.	Marking of Examination Scripts	18 th August to 5 th September, 2025
18.	Handing in of Marked Scripts to the Departmental Examination Office by Lecturers	8 th to 9 th September, 2025
19.	External Moderation of Marked Scripts	15 th to 19 th September, 2025
20.	Departmental Examination Board Meetings	22 nd to 26 th September, 2025
21.	School Examination Board Meetings	29 th September to 3 rd October, 2025
22.	Senate Board of Examiners	7th September, 2025
23.	Release of Provisional Results	10 th October, 2025
24.	Submission of final Examination results to University Examinations Office by Schools.	3 rd to 14 th October, 2025

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

Deputy Vice-Chancellor (ARE)

