



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

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

Deputy Vice-Chancellor (ARE)

