



## UNIVERSITY OF EMBU

### EXAMINATIONS PROCESSING SCHEDULE-FIRST SEMESTER 2024/2025 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of main Examinations to Departmental Examinations Office	4 <sup>th</sup> - 6 <sup>th</sup> September, 2024
2.	Internal moderation of main Examinations	9 <sup>th</sup> - 13 <sup>th</sup> September, 2024
3.	<b>Submission of Internally Moderated Examinations to Directorate of University Examinations</b>	<b>16<sup>th</sup> - 17<sup>th</sup> September, 2024</b>
4.	Dispatch of Internally Moderated Examinations to External Examiners	18 <sup>th</sup> - 20 <sup>th</sup> September, 2024
5.	External Moderation of Examinations	23 <sup>rd</sup> - 27 <sup>th</sup> September, 2024
6.	<b>Continuous Assessment Test No.1</b>	<b>30<sup>th</sup> September - 12<sup>th</sup> October, 2024</b>
7.	Picking of externally moderated examinations from external examiners	30 <sup>th</sup> September - 2 <sup>nd</sup> October, 2024
8.	Dispatching of externally moderated examinations to the Departments	3 <sup>rd</sup> - 4 <sup>th</sup> October, 2024
9.	Correction of Externally moderated Examinations by Lecturers and Submission to the Department	7 <sup>th</sup> - 11 <sup>th</sup> October, 2024
10.	<b>Submission of Externally Moderated Examinations to the Directorate of University Examinations Office</b>	<b>14<sup>th</sup> - 16<sup>th</sup> October, 2024</b>
11.	Release of Examinations Timetable	23 <sup>rd</sup> October 2024
12.	Formatting of Examinations	17 <sup>th</sup> October - 1 <sup>st</sup> November, 2024
13.	<b>Continuous Assessment Test No.2</b>	<b>28<sup>th</sup> October - 9<sup>th</sup> November, 2024</b>
14.	Proofreading of Examinations	4 <sup>th</sup> - 8 <sup>th</sup> November, 2024
15.	Correction, printing and packaging of Examination materials	11 <sup>th</sup> - 22 <sup>nd</sup> November 2024
16.	<b>End of Semester Examinations</b>	<b>25<sup>th</sup> November – 6<sup>th</sup> December, 2024</b>
17.	Marking of Examination scripts	9 <sup>th</sup> December, 2024 - 8 <sup>th</sup> January, 2025
18.	Handing in of marked Examinations scripts to the Departmental Examinations Office by lecturers	9 <sup>th</sup> - 10 <sup>th</sup> January, 2025
19.	Dispatch of marked Examinations scripts to the External Examiners by Departments	12 <sup>th</sup> - 13 <sup>th</sup> January, 2025
20.	External Moderation of marked scripts	13 <sup>th</sup> - 17 <sup>th</sup> January, 2025
21.	Departmental Examinations Board meetings	20 <sup>th</sup> - 24 <sup>th</sup> January, 2025
22.	School Examinations Board meetings	27 <sup>th</sup> - 31 <sup>st</sup> January, 2025
23.	<b>Submission of Senate documents to Directorate of University Examinations office by Schools</b>	<b>6<sup>th</sup> - 7<sup>th</sup> February, 2025</b>
24.	<b>Senate Board of Examiners</b>	<b>11<sup>th</sup> February, 2025</b>
25.	<b>Release of provisional results</b>	<b>14<sup>th</sup> February, 2025</b>
26.	Submission of final Examination results to Directorate of Examinations office by Schools	17 <sup>th</sup> - 18 <sup>th</sup> February, 2025

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

Deputy Vice-Chancellor (ARE)

