



UNIVERSITY OF EMBU

EXAMINATIONS PROCESSING SCHEDULE - SECOND SEMESTER 2024/2025 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of main/supplementary Examinations to Departmental Examinations Office	20 th to 24 th January, 2025
2.	Internal Moderation of main/Special Examinations	27 th to 31 st January, 2025
3.	Submission of Internally Moderated Examinations to Directorate of University Examinations Office	3rd to 4th February, 2025
4.	Dispatch of Internally Moderated Draft Examinations to External Examiners	5 th to 7 th February, 2025
5.	External Moderation of Examinations	10 th to 14 th February, 2025
6.	Continuous Assessment Test No.1	10th to 21st February, 2025
7.	Picking of externally moderated examinations from External Examiners	17 th to 19 th February, 2025
8.	Dispatching of externally moderated examinations to the departments	20 th to 21 st February, 2025
9.	Correction of Externally moderated Examinations by Lecturers and Submission to the Department	24 th to 26 th February, 2025
10.	Submission of Externally Moderated Examinations to the Directorate of University Examinations Office	27th to 28th February, 2025
11.	Release of Examinations Timetable	3 rd March, 2025
12.	Typesetting of Examinations	3 rd to 14 th March, 2025
13.	Continuous Assessment Test No.2	10th to 21st March 2025
14.	Proofreading of Examinations	17 th to 21 st March, 2025
15.	Correction, printing and packaging of Examinations	24 th March to 4 th April, 2025
16.	End of Semester Examinations	7th to 17th April, 2025
17.	Marking of Examination scripts	22 nd April to 9 th May, 2025
18.	Handing in of marked Examinations scripts to the Departmental Examinations Office by lecturers	12 th to 14 th May, 2025
19.	Dispatch of marked Examinations scripts to the External Examiners by departments	18 th to 19 th May, 2025
20.	External Moderation of marked scripts	19 th to 23 rd May, 2025
21.	Departmental Examinations Board meetings	26 th to 30 th May, 2025
22.	School Examinations Board meetings	2 nd to 6 th June, 2025
23.	Senate Board of Examiners	10th June, 2025
24.	Release of provisional results	13th June, 2025
25.	Submission of final Examination results to Directorate of University Examinations Office by Schools	16 th to 18 th June, 2025

Approved by: Sign  Date: 9/12/2024
Deputy Vice-Chancellor (ARE)

