



**UNIVERSITY OF EMBU**

**EXAMINATION PROOFREADING FORM**

**1. Instructions**

- i. This form should be filled by all Internal Examiners at the Departmental Office and submitted to the Exams Office*
- ii. A separate form should be filled for each Examination Paper*
- iii. Examiners must be authorized by the Dean/CoD /School or Dept. Examinations Coordinator in order for them to access the examination paper(s) for proofreading.*
- iv. Indicate all corrections made on the draft Examination paper.*
- v. Ascertain that all parts of the examination have been included.*
- vi. Ensure that the marks for each question are correct and add up to the required total marks.*
- vii. Attach tables, diagrams and any other material needed for reproduction of the paper for preparation prior to the of examination.*

**2. Details of Examiner & Examination Paper**

Name of examiner .....F/T or P/T.....

School .....Department .....

Semester.....Academic Year.....

Unit code \_\_\_\_\_ Unit Description \_\_\_\_\_

Programme (s) taking Unit \_\_\_\_\_

Exact No. of students \_\_\_\_\_

**3. Proofreading Authorization Dean/COD/School or Departmental Examinations Coordinator**

**Authorized by:**

Name ..... Designation .....

Signature..... Date and stamp.....

**(NB: To be signed by Dean/ Chairman of Department or the School/ Departmental Examinations Coordinator)**

**4. Declaration by Examiner**

I have proofread the Examination Paper indicated and have ascertained that it can be processed further with amendments/without amendments for administering to candidates.

NAME: -----

SIGNATURE: -----DATE: -----

