



## UNIVERSITY OF EMBU

### EXAMINATIONS PROCESSING SCHEDULE - SECOND SEMESTER 2023/2024 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of Main/Supplementary Examinations to Departmental Examinations Office	17 <sup>th</sup> – 19 <sup>th</sup> January, 2024
2.	Internal Moderation of Main/Special Examinations	22 <sup>nd</sup> – 26 <sup>th</sup> January, 2024
3.	<b>Submission of Internally Moderated Examinations to Directorate of University Examinations Office</b>	<b>29<sup>th</sup> January – 30<sup>th</sup> January, 2024</b>
4.	Dispatch of Internally Moderated Examinations to External Examiners	31 <sup>st</sup> January – 2 <sup>nd</sup> February, 2024
5.	External Moderation of Examinations	5 <sup>th</sup> – 9 <sup>th</sup> February, 2024
6.	<b>Continuous Assessment Test No.1</b>	<b>29<sup>th</sup> January - 9<sup>th</sup> February, 2024</b>
7.	Picking of Externally Moderated Examinations from External Examiners	12 <sup>th</sup> – 14 <sup>th</sup> February, 2024
8.	Dispatching of Externally Moderated Examinations to the Departments	15 <sup>th</sup> – 16 <sup>th</sup> February, 2024
9.	Correction of Externally Moderated Examinations by Lecturers and Submission to Respective Departments	19 <sup>th</sup> – 23 <sup>rd</sup> February, 2024
10.	<b>Submission of Externally Moderated Examinations to the Directorate of University Examinations Office</b>	<b>26<sup>th</sup> – 27<sup>th</sup> February, 2024</b>
11.	Release of Examinations Timetable	26 <sup>th</sup> February, 2024
12.	Typesetting of Examinations	26 <sup>th</sup> February – 1 <sup>st</sup> March, 2024
13.	<b>Continuous Assessment Test No.2</b>	<b>26<sup>th</sup> February – 8<sup>th</sup> March 2024</b>
14.	Proofreading of Examinations	4 <sup>th</sup> – 8 <sup>th</sup> March, 2024
15.	Correction, Printing and Packaging of Examinations	11 <sup>th</sup> – 22 <sup>nd</sup> March, 2024
16.	<b>End of Semester Examinations</b>	<b>25<sup>th</sup> March – 5<sup>th</sup> April 2024</b>
17.	Marking of Examination Scripts	8 <sup>th</sup> April – 26 <sup>th</sup> April, 2024
18.	Handing in of Marked Examinations Scripts to the Departmental Examinations Office by Lecturers	29 <sup>th</sup> – 2 <sup>nd</sup> May, 2024
19.	Dispatch of Marked Examinations Scripts to External Examiners by Departments	5 <sup>th</sup> – 6 <sup>th</sup> May, 2024
20.	External Moderation of Marked Scripts	6 <sup>th</sup> – 10 <sup>th</sup> May, 2024
21.	Departmental Examinations Board Meetings	13 <sup>th</sup> – 17 <sup>th</sup> May, 2024
22.	School Examinations Board Meetings	20 <sup>th</sup> May – 24 <sup>th</sup> May, 2024
23.	<b>Senate Board of Examiners Meeting</b>	<b>30<sup>th</sup> May, 2024</b>
24.	<b>Release of Provisional Results</b>	<b>3<sup>rd</sup> June, 2024</b>
25.	Submission of Final Examination Results to Directorate of University Examinations Office by Schools	4 <sup>th</sup> – 6 <sup>th</sup> June, 2024

Approved by: Sign.

.....Date.....27<sup>th</sup> December, 2023  
Deputy Vice-Chancellor (ARE)