



UNIVERSITY OF EMBU

EXAMINATION PROOFREADING FORM

1. Instructions

- i. This form should be filled at the Departmental Office by all Internal Examiners and submitted to the Directorate of Examinations when reporting to proofread the examination drafts.
- ii. A separate form should be filled for each Examination Paper.
- iii. Examiners must be authorized by the CoD 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 provided.
- 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 day of examination.
- viii. Append your signature on each page of the question paper to confirm the corrections suggested.

2. Details of Examiner & Examination Paper

Name of examinerF/T or P/T.....

SchoolDepartment

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

Unit codeUnit Description

Programme(s) taking the Unit.....
.....

Exact No. of students _____

3. Proofreading Authorization COD or Departmental Examinations Coordinator

Authorized by:

Name Designation

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

(NB: To be signed by *Chairman of Department or the 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: -----