



UNIVERSITY OF EMBU

SPECIAL/SUPPLEMENTARY EXAMINATIONS PROCESSING SCHEDULE 2023/2024 ACADEMIC YEAR

| S/NO. | ACTIVITY | PERIOD/DEADLINE |
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| 1. | Submission of Special and Supplementary (where applicable) Examination to Departmental Examination Office | 15 th to 17 th May, 2024 |
| 2. | Internal-External Moderation of Special/Supplementary Examinations | 20 th to 24 th May, 2024 |
| 3. | Submission of Internally-Externally Moderated Supplementary/ Special Examinations to Directorate of University Examinations | 27th to 28th May, 2024 |
| 4. | Typesetting of Supplementary/ Special Examinations | 3 rd to 14 th June 2024 |
| 5. | Proofreading of Supplementary/Special Examinations | 17 th to 21 st June 2024 |
| 6. | Release of Special/ Supplementary Examination Timetable | 21 st June 2024 |
| 7. | Correction, Printing and Packaging of Supplementary/Special Examinations | 24 th June to 5 th July, 2024 |
| 8. | Supplementary Examinations | 8th to 12th July 2024 |
| 9. | Marking of Supplementary Examination Scripts | 15 th July to 19 th July, 2024 |
| 10. | Departmental Examination Board meeting | 22 nd July to 26 th July, 2024 |
| 11. | School Examination Board meeting | 29 th to 1 st August 2024 |
| 12. | Senate Board of Examiners Meeting for Supplementary/Special Examinations | 6th August ,2024 |

Approved by: Sign..........Date.....17/04/2024

Deputy Vice-Chancellor (ARE)

