



UNIVERSITY OF EMBU

TRIMESTER EXAMINATIONS PROCESSING SCHEDULE - 2023/2024 ACADEMIC YEAR

S/NO.	ACTIVITY	PERIOD/DEADLINE
1.	Submission of Main and Supps/Supplementary(where applicable) Examinations to Departmental Examination Offices	15 th to 17 th May, 2024
2.	Internal Moderation of Main/Special Examination	20 th to 24 th May, 2024
3.	Submission of Internally Moderated Examinations to Directorate of University Examinations Office	27th to 28th May, 2024
4.	Dispatch of Internally Moderated Examinations to External Examiners	29 th to 31 st May, 2024
5.	External Moderation of Draft Exams	3 rd to 7 th June, 2024
6.	Continuous Assessment Tests No.1	3rd to 14th June, 2024
7.	Picking of Externally Moderated Examination From External Examiners	10 th to 12 th June, 2024
8.	Dispatching of Externally Moderated Examination to Departments	13 th to 14 th June, 2024
9.	Correction of Externally Moderated Examinations by lecturers and Submission to the Departments	17 th to 21 st June, 2024
10.	Submission of Externally Moderated Draft Examinations to Directorate of University Examination by Departments	24 th to 25 th June, 2024
11.	Continuous Assessment Test No. 2	1st to 12th July, 2024
12.	Typesetting of Draft Examinations	26 th June to 5 th July, 2024
13.	Proofreading of Examinations	8 th to 12 th July, 2024
14.	Release of Final Examination Timetable	28 th June, 2024
15.	Correction , Printing and Packaging of Examination Materials	15th to 26th July, 2024
16.	End of Trimester Examinations	29th July to 9th August, 2024
17.	Marking of Examination Scripts	12 th to 30 th August, 2024
18.	Handing in of Marked Scripts to the Departmental Examination Office by Lecturers	2 nd to 4 th September, 2024
19.	External Moderation of Marked Scripts	9 th to 13 th September, 2024
20.	Departmental Examination Board Meetings	16 th to 20 th September, 2024
21.	School Examination Board Meetings	23 rd to 27 th September, 2023
22.	Senate Board of Examiners	3rd October, 2024
23.	Release of Provisional Results	7 th October 2024
24.	Submission of final Examination results to Directorate of University Examinations by Schools.	8 th to 10 th October, 2024

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

Deputy Vice-Chancellor (ARE)

