



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR MANAGEMENT OF EXAMINATIONS

DOC. NO : JOOUST/AA/R /OP 13

AUTHORIZED BY : DEPUTY VICE-CHANCELLOR ACADEMIC AFFAIRS SIGN: 

ISSUED BY : REGISTRAR ACADEMIC AFFAIRS SIGN: 

0.1 DOCUMENT DISTRIBUTION

| S. NO | TYPE | OFFICE |
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| (i) | Original | QMR |
| (ii) | Copy | DVC AA |
| (iii) | Copy | RAA |
| (iv) | Copy | All Deans, Directors and Coordinators |
| (v) | Copy | CoD |

0.2 DOCUMENT CHANGES

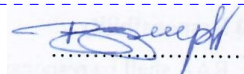
DATE CHANGES AUTHORIZED BY

27/04/2012 Restructured methods 6.1.1, 6.1.2,
6.4.2, 6.4.5, 6.5.0, 6.6.1, 6.8.3, 6.8.5
6.8.7, 6.8.13, 6.8.15, 6.8.16, 6.8.18,
6.8.20, 6.9.5, 6.9.8, 6.9.9, 6.11.6
6.12.1, 6.12.6, 6.13.1, 6.13.3,
Deleted 6.8.15, 6.8.16



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29/4/2013 Procedure reviewed to reflect change



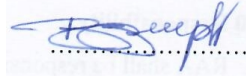
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of status from BUC to JOOUST

**ISSUE NO:
001**

**REVISION NO:
03**

**DATE OF ISSUE:
15TH OCTOBER, 2011**



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30/4/2015 Procedure reviewed for adequacy

1.0 Purpose: To ensure efficient and effective process for managing examinations.

2.0 Scope: It covers the administration of examinations, issuance of examination results and academic transcripts.

- 3.0 References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 JOOUST Service Charter
 - 3.5 JOOUST Examination Policy
 - 3.6 JOOUST Examination Rules and Regulations

4.0 Terms and Definitions

- 4.1 **BUC:** Bondo University College
- 4.2 **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.3 **VC:** Vice-Chancellor
- 4.3 **QMR:** Quality Management Representative
- 4.4 **DVC AA:** Deputy Vice Chancellor, Academic Affairs
- 4.5 **RAA:** Registrar Academic Affairs
- 4.6 **CoD:** Chairperson of Department.
- 4.7 **EO:** Examination Office

5.0 Responsibility:

RAA shall be responsible for the implementation of this procedure.

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6.0 Method

6.1 Setting examinations

- 6.1.1 RAA shall prepare a schedule of examination activities and forward to the Deans one week before commencement of the semester.
- 6.1.2 Deans shall give notices to course lecturers to set examinations within one month after commencement of the Semester.
- 6.1.3 Course lecturers shall forward examination question papers in soft and hard copies and marking Schemes to the Deans a week after receiving the notice.

6.2 Appointment of External Examiners

- 6.2.1 Deans shall identify External Examiners and forward their names to RAA, one week after commencement of semester.
- 6.2.2 RAA shall table the names of External Examiners at Deans Committee for discussion one month after commencement of the semester.
- 6.2.3 Deans Committee shall recommend to Senate the names of External Examiners for appointment.
- 6.2.4 DVC AA shall table the names at Senate for approval one week after the Deans Committee meeting.
- 6.2.5 DVC AA shall prepare and release appointment letters to External examiners within one week after Senate approval.

6.3 Moderation

6.3.1 ~~2.~~ Dean shall organize for internal moderation one week after receiving the ~~6.2.2~~ examinations.

~~6.2.3~~ 6.3.2 Dean shall forward internally moderated examination question

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papers to External Examiners for further moderation one week after internal moderation.

~~6.2.4~~ ~~6.3.4~~ Dean shall receive back moderated examination papers from the External Examiners one week after moderation.

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~~6.2.5~~ ~~6.3.5~~ Dean shall submit the externally moderated examination question papers (both soft and hard copies) to RAA within one week after receiving them from the External Examiners.

6.4 6.4 Examination Processing

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~~6.4.1~~ ~~6.4.1~~ RAA shall oversee the printing, collation, stapling and packaging of the examinations.

~~6.4.2~~ ~~6.4.2~~ RAA shall ensure safe and proper storage of examination question papers.

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6.5 6.5 Registration for Examinations

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6.5.1 RAA shall prepare registration schedules

~~6.5.2~~ RAA shall release a circular to students informing them of the examination registration dates at least five weeks before the start of examinations.

~~6.4.4~~ ~~6.5.3~~ RAA shall register students at least four weeks before the start of examination

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~~6.4.5~~ ~~6.5.4~~ RAA shall issue examination cards to fully registered students.

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~~6.4.6~~ ~~6.5.5~~ Teaching and Examination Time-Table Coordinator shall release examination time-tables to students and invigilators at least two weeks before the examinations begin.

~~6.65~~ Examination Security

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~~6.5.1~~ ~~6.6.1~~ RAA shall receive examination question papers from the Deans at least five weeks before the examinations begin.

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~~6.5.2~~ 6.6.2 RAA shall register and pack individual examination question papers and store them in a secure safe.

~~6.76~~ Conduct and Invigilation of Examinations

~~6.6.1~~ 6.7.1 RAA shall coordinate and supervise the conduct of examinations.

~~6.6.2~~ 6.7.1 EO shall release examinations to Chief Invigilators at least half an hour before the start of all respective examinations.

~~6.6.3~~ 6.7.2 Invigilators shall administer examination attendance registers during each session and ensure that all students have legitimate examination cards.

~~6.6.4~~ 6.7.3 Invigilators shall supervise the students while writing the examinations.

~~6.6.5~~ 6.7.4 The invigilator shall forward the student examination scripts to the course lecturer.

~~6.87~~ Marking of Examinations

~~6.7.1~~ 6.8.1 Course lecturers shall mark the examinations within two weeks after the end of examinations.

~~6.7.2~~ 6.8.2 Course lecturers shall forward the mark sheets, scripts and marking schemes to the Deans of Schools within two weeks after the end of the examinations.

~~6.8~~ 6.9 _____ Processing Examination Results

~~6.8.1~~ 6.9.1 Director, Quality Assurance and Enhancement shall invite External Examiners for moderation of examination results one week after the end of marking.

~~6.8.2~~ 6.9.2 External Examiners shall moderate results and forward their reports to the VC immediately after moderation.

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~~6.8.3~~—~~6.9.3~~ CoDs shall convene Departmental Boards of Examiners to consider the results one week after external moderation.

~~6.8.4~~—~~6.9.4~~ Deans shall convene School Boards of Examiners to discuss the results one week after receiving results from Departmental Boards.

~~6.8.5~~—~~6.9.5~~ Deans shall forward provisional results to Senate for final approval.

~~6.8.6~~—~~6.9.6~~ Deans shall release provisional results after Senate’s approval.

~~6.9.7~~ Deans shall issue provisional academic transcripts to students two weeks after approval of results by Senate.

~~6.8.7~~—~~6.9.8~~

~~6.8.8~~ DVC AA shall release final transcripts to students within two weeks after graduation.

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6.9 ~~6.9.9~~ — Examination Irregularities, Leakage, Marking

Invigilators/Lecturers shall handle irregularities, leakages and remarking as provided for in the Student Rules and Regulations.

6.10 Replacement of Transcripts

6.10.1 The student shall pay requisite fees and fill a transcript replacement form.

6.10.2 RAA shall receive the dully filled form and ~~forward~~ forward to respective Deans within two days of receipt.

6.10.3 RAA shall inform the students within three days to collect their transcripts.

6.10.4 Students shall sign a transcript receiving form.

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