



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

DOCUMENT : PROCEDURE FOR MANAGEMENT OF EXAMINATIONS
DOC. NO : JOOUST/AA/R /OP 11

AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGN:
ACADEMIC AFFAIRS

ISSUED BY : REGISTRAR SIGN:
ACADEMIC AFFAIRS

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0.2 DOCUMENT CHANGES

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

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

3.0 References:

- i. ISO 9001:20015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Service Charter
- v. JOOUST Examination Policy
- vi. JOOUST Examination Rules and Regulations

4.0 Abbreviations /Acronyms and Definition of terms

- i. **CoD:** Chairperson of Department.
- ii. **Dean:** Head of School
- iii. **DVC, AA:**Deputy Vice Chancellor, Academic Affairs
- iv. **EO:** Examination Office
- v. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- vi. **QMR:** Quality Management Representative
- vii. **R,AA:** Registrar Academic Affairs
- viii. **VC:** Vice-Chancellor

5.0 Responsibility:

R,AA shall be responsible for the implementation of this procedure.

6.0 Method

6.1 Setting examinations

- 6.1.1 R,AA 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.

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6.1.2.1 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 R,AA, one week after commencement of semester.
- 6.2.2 R,AA 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 Deans shall organize for internal moderation one week after receiving the examinations.
- 6.3.2 Deans shall forward internally moderated examination question papers to External Examiners for further moderation one week after internal moderation.
- 6.3.4 Deans shall receive back moderated examination papers from the External Examiners one week after moderation.
- 6.3.5 Deans shall submit the externally moderated examination question papers (both soft and hard copies) to R,AA within one week after receiving them from the External Examiners.

6.4 Examination Processing

- 6.4.1 R,AA shall oversee the printing, collation, stapling and packaging of the examinations.
- 6.4.2 R,AA shall ensure safe and proper storage of examination question papers.

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6.5 Registration for Examinations

- 6.5.1 R,AA shall prepare registration schedules
- 6.5.2 R,AA shall release a circular to students informing them of the examination registration dates at least five weeks before the start of examinations.
- 6.5.3 R,AA shall register students at least four weeks before the start of examination
- 6.5.4 R,AA shall issue examination cards to fully registered students.
- 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.

6.6 Examination Security

- 6.6.1 R,AA shall receive examination question papers from the Deans at least five weeks before the examinations begin.
- 6.6.2 R,AA shall register and pack individual examination question papers and store them in a secure safe.

6.7 Conduct and Invigilation of Examinations

- 6.7.1 RAA shall coordinate and supervise the conduct of examinations.
- 6.7.1 EO shall release examinations to Chief Invigilators at least half an hour before the start of all respective examinations.
- 6.7.2 Invigilators shall administer examination attendance registers during each session and ensure that all students have legitimate examination cards.
- 6.7.3 Invigilators shall supervise the students while writing the examinations.
- 6.7.4 The invigilator shall forward the students examination scripts to the course lecturer.

6.8 Marking of Examinations

- 6.8.1 Course lecturers shall mark the examinations within two weeks after the end of examinations.
- 6.8.2 Course lecturers shall forward the marksheets, scripts and marking schemes to the Deans of Schools within two weeks after the end of the examinations.

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6.9 Processing Examination Results

- 6.9.1 Director, Quality Assurance and Enhancement shall invite External Examiners for moderation of examination results one week after the end of marking.
- 6.9.2 External Examiners shall moderate results and forward their reports to the VC immediately after moderation.
- 6.9.3 CoDs shall convene Departmental Boards of Examiners to consider the results one week after external moderation.
- 6.9.4 Deans shall convene School Boards of Examiners to discuss the results one week after receiving results from Departmental Boards.
- 6.9.5 Deans shall forward provisional results to Deans Committee for consideration and recommendation to Senate.
- 6.9.6 DVC,AA shall forward provisional results to Senate for final approval.
- 6.9.7 DVC,AA shall release provisional results after Senate’s approval.
- 6.9.8 Deans shall issue provisional academic transcripts to students two weeks after approval of results by Senate.
- 6.9.9 DVC,AA shall release final transcripts to students within two weeks after graduation.

6.10 Examination Irregularities, Leakage, Remarking

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

6.11 Replacement of Transcripts

- 6.11.1 The student shall pay requisite fees and fill in a transcript replacement form.
- 6.11.2 R,AA shall receive the dully filled form and forward to respective Deans for recommendation within two days of receipt.
- 6.11.3 R,AA shall inform the students within three days to collect their transcripts.
- 6.11.4 Students shall sign a transcript receiving form.

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