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|  | Document Ref.: CU/SOP/EXTT/12 | Issue Date: 20th August, 2019 |
| | Issue No.: 06 | Revision No.: 00 |
| Document Title: STANDARD OPERATING PROCEDURE FOR EXAMINATIONS & TIMETABLES MANAGEMENT | | |

CHUKA UNIVERSITY

Standard Operating Procedure


For

Examinations & Timetables Management (CU/SOP/EXTT/12)

Document Review Sheet

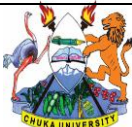
The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

| Action | Name & Signature | Position | Date |
|-----------------------|-----------------------------|--|-------------|
| Prepared & Revised by | Mr. J. K. Kathuru | Deputy Registrar (Examinations) | 20.8.2019 |
| Reviewed by | Prof. D. K. Isutsa | Deputy Vice-Chancellor (ARSA)/ISO M.R. | 20.8.2019 |
| Approved by | Prof. E. N. Njoka | Vice-Chancellor | 20.8.2019 |

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1.0 AMENDMENT RECORD

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

Amendment Record Sheet

| Amendment Date | Issue No. | Revision No. | Page No. | Subject of Review /Modification | Revised By | Reviewed & Approved By |
|----------------|-----------|--------------|----------|--|------------|------------------------|
| 20/8/2019 | 06 | 00 | 6 to 11 | Added “resources” in all processes by revising inputs heading to read “inputs/resources” and expanding the section as necessary | DR (EXTT) | ISO M.R./VC |
| 20/8/2019 | 06 | 00 | 12 | Revised KPIs in quality objectives to be “measurable” | DR (EXTT) | ISO M.R./VC |
| 20/8/2019 | 06 | 00 | 12 | Revised quality objectives to distinguish from routine duties and responsibility, & infused actions that will ensure customer satisfaction | DR (EXTT) | ISO M.R./VC |
| 20/8/2019 | 06 | 00 | 14 | Revised risks to capture factually binding and persistent ones | DR (EXTT) | ISO M.R./VC |
| 20/8/2019 | 06 | 00 | 15 | Generated stand-alone Opportunities for the Directorate and de-linked them from Risks | DR (EXTT) | ISO M.R./VC |
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2.0 GENERAL

2.1 Purpose

The purpose of this procedure is to ensure that evaluation of students is done in accordance with examination regulations stipulated in the University Statutes and the requirements of the International Standard.

2.2 Scope

This procedure covers all the activities that take place in the Directorate of Examinations and Timetabling, including preparation and coordination of Semester Schedules, Teaching Timetables, Examinations Timetables, Consultation Timetables, CATs and end of semester examinations as stipulated in the University Statutes.

2.3 References

- (i) Kenya Constitution, 2010
- (ii) CU Charter, 2013
- (iii) CU Strategic Plan, 2017-2022
- (iv) CU Code of Conduct and Ethics Policy, 2014
- (v) CU Statutes, 2014
- (vi) CU Students' Information Handbook (Current)
- (vii) ISO 9001: 2015 Standard Clauses 4 to 10
- (viii) CU ISO Quality Management System Manual (current)
- (ix) CU Catalogue, 2016
- (x) Teaching, Consultations and Examinations Timetables

2.4 List of Abbreviations

| | | |
|----------------|---|---|
| Asst. Director | = | Assistant Director, Examinations and Timetabling |
| CATs | = | Continuous Assessment Tests |
| CODs | = | Chairpersons of Departments |
| DIR (EXTT) | = | Director, Examinations and Timetabling |
| DR (E) | = | Deputy Registrar (Examinations) |
| DVC (ARSA) | = | Deputy Vice-Chancellor (Academic, Research & Student Affairs) |
| EXTT | = | Examinations and Timetabling |
| HODs | = | Heads of Departments |
| ISO | = | International Organisation for Standardization |
| QMS | = | Quality Management Representative |
| AA/SAA (E) | = | Administrative Assistant/Senior Administrative Assistant (Examinations) |
| VC | = | Vice-Chancellor |


2.5 Definition of Terms

Director: Means the Director in-charge of Examinations and Timetabling processes.

Semester: Seventeen (17) weeks of approved academic activities for Chuka University

Student: Means a person registered by the University for the purpose of obtaining a qualification or any other person who is determined by the Senate to be a *bona-fide* student.

Potent Risk: Refers to potential raw risk that is anticipated.

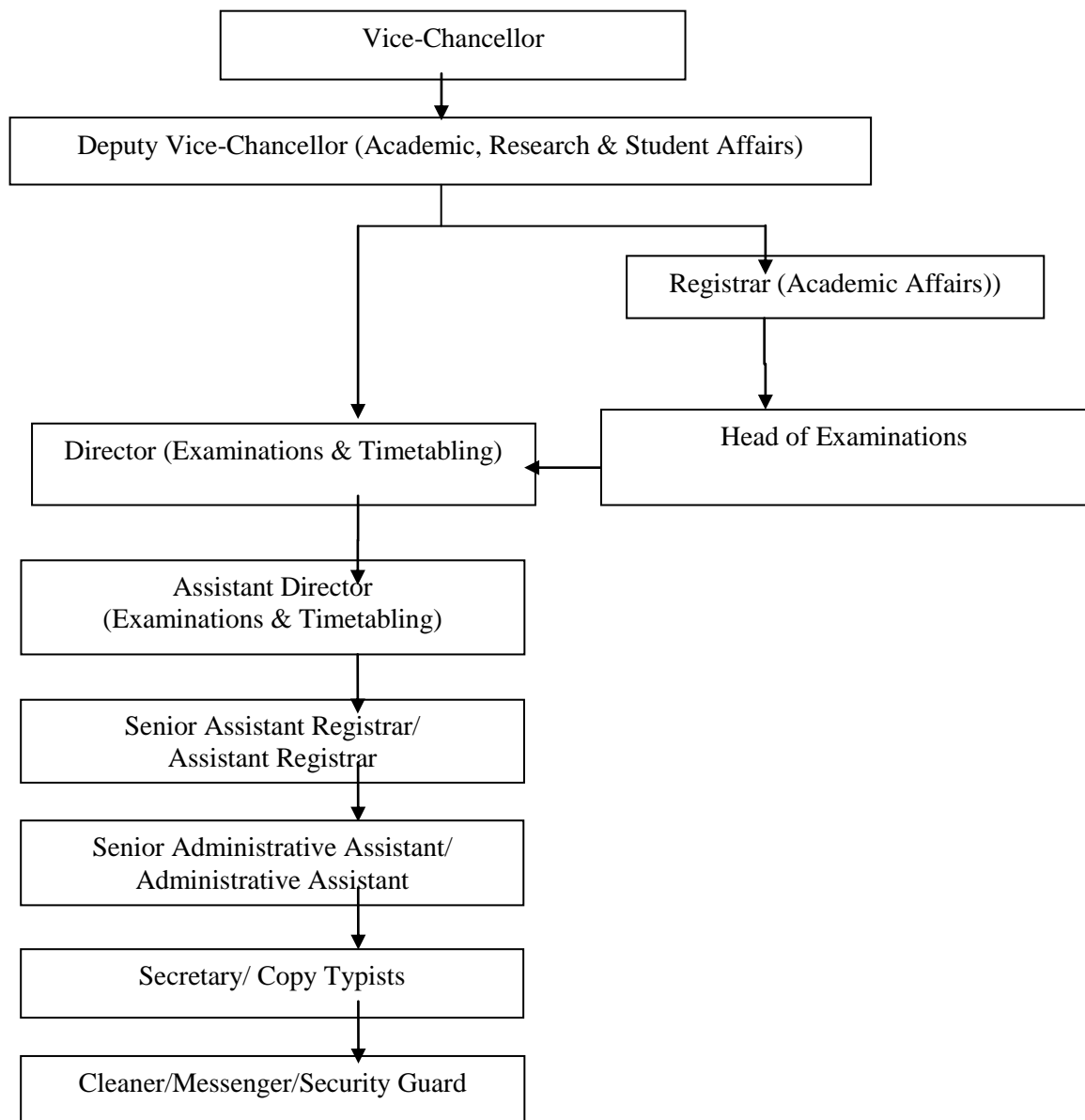
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2.6 Responsibility

The Director of Examinations and Timetabling has the primary responsibility of ensuring that this procedure is implemented and remains adequate for its intended purpose and for providing the information from which the documentation for its processes and activities can be compiled and initiating action to keep them up to date. All departmental staff members are responsible for implementing and ensuring that these procedures are followed.

3.0. ADMINISTRATIVE STRUCTURE

Examinations and Timetabling is one of the Directorates within Chuka University in the Division of Deputy Vice-Chancellor (Academic, Research & Student Affairs). The current administrative structure for the Directorate is as shown below:



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4. PROCESSES

4.1 Overview

The Directorate, EXT T is responsible for the activities related to coordinating the preparation of Academic Calendar, Teaching, Consultation and Examination Timetables, Processing and Administration of Examinations. The core activities of the Directorate include:

- (i) Preparation of academic year schedule
- (ii) Preparation of teaching timetable
- (iii) Preparation of consultation timetables
- (iv) Preparation of examination processing schedule
- (v) Preparation of examination timetable
- (vi) Coordination of administration of examinations
- (vii) Examination Conduct Report Writing

4.2. Process for Preparation of Academic Year Schedule

4.2.1 Source

Senate, Top Management; CU/VICM/01

4.2.2 Required inputs /resources

- University calendar and reporting dates
- Groups to be in session

4.2.3. Expected outputs

- Academic Year Schedule

4.2.4. Receivers

ISO Departments

4.2.5. Procedure details

| No. | Process Details/Description | Output | Responsibility |
|------------|--|----------------|-----------------------|
| 1. | Preparation of the academic year schedule. | Draft schedule | Dir. EXT T |
| 2. | Table the draft in the Senate to facilitate approval of the academic year schedule | Final schedule | Senate |
| 3. | The schedule is implemented by extracting dates and preparing semester schedules. | Final Schedule | Dir. EXT T & CODS |


4.3. Process for Preparation of Teaching and Consultation Timetables

4.3.1 Source

CU/SOP/ACAD/16-21, 34-37, 42-44

4.3.2. Required inputs / resources

- Course allocations from the departments
- The number of students per course / unit
- The number of rooms and their capacity

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4.3.3. Expected outputs

- Teaching timetable
- Consultation Timetable

4.3.4. Receiver(s)

CU/SOP/ACAD/16-21, 34-37, 42-44; Top Management; Students, Lecturers

4.3.5. Procedure details

| No. | Process Details/Description | Output | Responsibility |
|-----|---|--------------------|--------------------------|
| 1 | Request for course allocations for the semester from the departments one month before the beginning of the semester. | Course allocations | Director, EXT COD |
| 2 | Preparation of the draft timetable by inserting the subject code in the typed draft sheet three weeks to the beginning of the semester. | Draft timetable | Dir. EXT |
| 3 | The draft is scrutinized to remove conflicts. | Draft timetable | Dir. EXT |
| 4 | Release of the draft timetables to stakeholders to study two weeks to the beginning of the semester. | Draft timetable | Dir. EXT Stakeholders |
| 5 | The stakeholders return any concerns one week to the beginning of the semester. | Concerns | Stakeholders |
| 6 | Receives all concerns and amends the timetables. | Draft Timetable | Dir. EXT |
| 7 | Effects corrections within last week to beginning of the semester. | Draft Timetable | Dir. EXT |
| 8 | Release the final timetable once at the beginning of the semester. | Final Timetable | Dir. EXT |
| 9 | Preparation of consultation timetable for part-time students once per month. | Final timetable | Dir. EXT |
| 10 | Release of the consultation timetable at intervals of four weeks. | Final timetable | Dir. EXT |

4.4. Process for Preparation of Examinations; Setting and Moderation Timetable

4.4.1 Source

CU/SOP/ACAD/16-21, 34-37, 42-44

4.4.2. Required inputs /resources


- Academic Year Schedule
- Groups in session

4.4.2 Expected outputs

- Moderated exams drafts

4.4.4. Receiver(s)

CU/SOP/ACAD/16-21, 34-37, 42-44; Top Management; Students, Lecturers

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4.4.5. Procedure details

| No. | Process Details/Description | Output | Responsibility |
|-----|--|-----------------------|--------------------|
| 1 | Call to lecturers to set examinations by the 6 th week from the beginning of the semester. | Memo | Dir. EXT T |
| 2 | Departments receive the drafts and seek approval for facilitation to take the drafts for moderation by external examiners latest by the 6 th week from the beginning of a semester. | Exam drafts | Dir. EXT T CODs |
| 3 | Departments receive the moderated exams drafts and report within the 7 th week. | Moderated exam drafts | CODs |
| 4 | The moderated examination drafts are forwarded to lecturers to effect changes if any within the 8 th week after the beginning of the semester. | Moderated exam drafts | CODs |
| 5 | The moderated exam drafts are forwarded to the exams office by the 8 th week to process. | Moderated exam draft | CODs Dir. EXT T |

4.5. Process for Preparation of Examination Timetable

4.5.1 Source

CU/SOP/ACAD/16-21, 34-37, 42-44

4.5.2 Required inputs /resources

- Course allocations
- Rooms and their capacity
- Number of students
- Stationery

4.5.2 Expected outputs


- Examinations timetable

4.5.3 Receivers

CU/SOP/ACAD/16-21, 34-37, 42-44; Top Management; Students

4.5.4 Procedure details

| No. | Process Details/Description | Output | Responsibility |
|-----|--|-----------------|----------------------------|
| 1 | Call for examination /course allocations for the semester from the Departments 8 weeks from the beginning of the semester. | Memo | Dir. EXT T CODs |
| 2 | Preparation of the timetable draft by inserting the examination code in the timetable. | Draft timetable | Dir. EXT T |
| 3 | The draft is scrutinized to ensure there are no conflicts. | Draft timetable | Dir. EXT T |
| 4 | Release of the examination timetable draft to users to study the draft 8 weeks after the beginning of the semester. | Draft timetable | Dir. EXT T Stakeholders |

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| 5 | The stakeholders return concerns by the 11 th week after the beginning of the semester. | Concerns | Dir. EXT Stakeholders |
| 6 | Corrections are effected in the 11 th week after the beginning of the semester | Draft timetable | Dir. EXT |
| 7 | Release of the final examination timetable two weeks to the beginning of the examinations. | Final exam timetable | Dir. EXT |
| 8 | The Departments extract individual Departmental examination timetables, allocate a minimum of 2 invigilators per course of up to 50 students and circulate to respective students and staff for implementation. | Final exam timetable | CODs Stakeholders |

4.6. Process for Examination Processing

4.6.1 Source

CU/SOP/ACAD/16-21, 34-37, 42-44; Top Management; Students

4.6.2. Required inputs / resources

- Moderated draft exams
- Stationery
- Academic staff
- Examination processing instructions from examiners

4.6.3. Expected outputs


Packaged examinations ready for administration

4.6.4. Receivers

CU/SOP/ACAD/16-21, 34-37, 42-44; Top Management; Students, Lecturers

4.6.5. Procedure details

| No. | Process Details/Description | Output | Responsibility |
|-----|---|-------------------------------------|------------------|
| 1. | Receives examination drafts from departmental examination officers by the 8 th week after the beginning of the semester. | Moderated exam draft | Dir. EXT CODs |
| 2 | Recording of the examination drafts according to departments | Moderated exam draft | Dir. EXT |
| 3 | Arranging of the moderated examination drafts according to the timetable. | Moderated exam draft | Dir. EXT |
| 4 | Arranges typing of examinations according to the days in the timetable, starting from the 8 th week of the semester. | Arranged moderated draft exams | Dir. EXT |
| 5 | Call to lecturers to visit examinations office to proofread examinations by the 11 th week from the beginning of a semester. | Memo Short Service Message/Email | Dir. EXT |

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|----|--|------------------------|------------|
| 6 | Recording of exams in examination proofreading form | Exams for proofreading | Dir. EXT T |
| 7 | Effecting corrections suggested by lecturer/instructor if any. | Corrected exams | Dir. EXT T |
| 8 | Printing and photocopying of ready examination. | Processed exams | Dir. EXT T |
| 9 | Collating and packaging of examination papers beginning in the 12 th week from the beginning of a semester. | Processed exams | Dir. EXT T |
| 10 | Safe storage of examinations under lock and key. | Processed exams | Dir. EXT T |

4.7. Process for Coordination of Administration of Examinations

4.7.1. Source

CU/SOP/ACAD/16-21, 34-37, 42-44

4.7.2. Required inputs /resources

- Final examinations timetable
- Sealed examination papers
- Invigilators

4.7.3. Expected outputs


- Examinations returns in terms of attendance sheets and question papers
- Sat examinations and scripts for subsequent marking

4.7.4. Receiver(s)

CU/SOP/ACAD/16-21, 34-37, 42-44; Top Management; Students, Lecturers

4.7.5. Procedure details

| No. | Process Details/Description | Output | Responsibility |
|-----|---|--|---------------------------------------|
| 1 | Retrieves examination papers from safe custody | Exam papers | Dir. EXT T |
| 2 | Records individual exam papers in the black book upon release to the invigilators, who sign in the black book and collect invigilation documents. | Examinations papers, rules and regulations Attendance sheets Processing forms | Dir. EXT T |
| 3 | Invigilators make exam returns to the exams office immediately after invigilation of exams. | Attendance sheet(s) Examination papers | Invigilators DIR. EXT T |
| 4 | The invigilators write the exact number of candidates who sat respective papers and record incidences if any. | Examinations issuance book Attendance sheets | DIR. EXT T |
| 5 | Two copies of each examination paper are forwarded to the Library two weeks after the end of examination administration. | Exam papers | DIR. EXT T University Librarian |
| 6 | Labels and stores original attendance sheet copies according to semester and year. | Attendance sheets in box files | Dir. EXT T |

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4.8. Process for Examination Conduct Report Writing

4.8.1 Source

CU/SOP/ACAD/16-21, 34-37, 42-44

4.8.2. Required inputs /resources

- Final examination returns
- Examinations issuance record
- Stationery
- Returns from invigilators

4.8.3. Expected outputs


Examinations conduct report

4.8.4. Receiver(s)

CU/SOP/ACAD/16-21, 34-37, 42-44; Top Management

4.8.5. Procedure details

| No. | Process Details/Description | Output | Responsibility |
|------------|---|---------------|---|
| 1 | Two weeks from the end of examination invigilation the papers released and the ones that were typed are checked (according to the programmes) to ensure they are tallying. | Draft report | DIR. EXT T |
| 2 | Data showing examinations done (date of examination, the lecturer who taught, number of candidate and remarks) is inserted. | Draft report | DIR. EXT T |
| 3 | Data showing examinations typed according to programmes.is inserted. | Draft report | DIR. EXT T |
| 4 | The report captures the following: (a) Title, indicating the period of examination. (b) Introduction of the report. (c) How exams were administered from submission to releasing of papers done. (d) Challenges encountered during examination period. (e) Recommendations on administration. (f) Conclusion indicating the views of the Director on the way forward. | Final report | DIR. EXT T |
| 5 | The report is submitted to relevant authorities four weeks from the end of examinations for necessary information and actions | Final report | VC DVC (ARSA) DVC (AFPD) Registrar (AA) DIR (EXT T) |

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5. RECORDS

- (i) Examination Attendance Records
- (ii) Examination Incidents Forms
- (iii) Examination Processing Forms
- (iv) Examination proofreading form
- (v) Examination Data
- (vi) Examination Timetables
- (vii) Teaching Timetables
- (viii) Rules and regulations

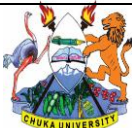
6. PERFORMANCE INDICATORS/ QUALITY OBJECTIVES

6.1. Performance Indicators

- i. The number of final examinations papers done
- ii. The number of final teaching, consultation and examinations timetables
- iii. The percentage of examination malpractices reported
- iv. The quantity of examination materials/stationery procured

6.2. Quality Objectives

| | | | |
|--|---|-----------------------------|---|
| Linked Strategic Objective: SO 2: Provision of Relevant Quality Higher Education and Training SO 3: Enhancement of Academic Competitiveness of the University SO 4: Implementation of ISO 9001 Standard QMS in Teaching | | | |
| QO 1. To increase examinations coordination to 7 Faculties from present 5 Faculties once every semester and three times per year | | | |
| Strategy (Actions/Activities required to achieve the objective) | | | |
| <ul style="list-style-type: none"> • Review examination procedures to create an efficient evaluation and certification system • Process applicable examinations • Coordinate examination administration | | | |
| Responsibility | Resources | Timeline | Key performance indicators |
| DIR. EXTT Senate | Examinations policy Examinations papers Answer booklets | At the end of each semester | -the number of procedures reviewed - the number of final examinations papers done - the number of written examinations report |
| Progress review dates/ timeline | | Quarterly | |
| Linked Strategic Objective: SO 25: Maintenance and Improvement of Quality Assurance SO 26: Improvement of Productivity, Efficiency and Effectiveness SO 27: Compliance with Statutory Requirements | | | |
| QO 2. To reduce issuance of teaching, consultation and examination timetables from five versions to three versions maximum per session | | | |
| Strategy (Actions/Activities required to achieve the objective) | | | |
| <ul style="list-style-type: none"> • Call for course allocations. | | | |

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- Prepare the teaching and consultation timetables by inserting course codes in the template.
- Release the teaching and consultation time table to the users.

| Responsibility | Resources | Timeline | Key performance indicators |
|---------------------------------|---|---|---|
| Dir. EXT Deans CODs | Course allocations Lecturer rooms and capacity | One month before start of semester & examinations | - The number of final teaching, consultation and examinations timetable versions issued |
| Progress review dates/ timeline | | Once per semester | |

Linked Strategic Objective

SO 2: Provision of Relevant Quality Higher Education and Training
SO 22: Strengthening of University Governance for Effective Decision Making
SO 26: Improvement of Productivity, Efficiency and Effectiveness

QO 3. To ensure zero examinations malpractice per semester in the EXT Office

Strategy (Actions/Activities required to achieve the objective)

- Sensitize staff in examination office on confidentiality in preparation and administration of all the examinations.
- Securing all examinations under lock and key.
- Shredding any waste examination papers.
- Access of authorized staff

| Responsibility | Resources | Timeline | Key performance indicators |
|---------------------------------|---|---------------------|--|
| Dir. EXT | Resource Persons Fire proof cabinets Paper shredder Grill office Security personnel | Throughout the year | - Number of sensitized staff - Number of examination malpractices reported - Number of lockable cabinets - Availability of the shredder machine |
| Progress review dates/ timeline | | Per semester | |

Linked Strategic Objective:

SO 2: Provision of Relevant Quality Higher Education and Training
SO 25: Maintenance and Improvement of Quality Assurance

QO 4. To increase procurement of materials needed for examinations to satisfy 7 Faculties from previous 5 Faculties

Strategy (Actions/Activities required to achieve the objective)

- Gather data that determines the quantity of materials required
- Raise requisitions for materials
- Make follow ups for procurement of materials

| Responsibility | Resources | Timeline | Key performance indicators |
|---------------------------------|---|------------------------|---|
| Dir. EXT Procurement Officer | Procurement Plan Approval letter Requisition note | Quarterly | -Number /quantity of examination materials procured |
| Progress review dates/ timeline | | Quarterly and annually | |



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Risk Register

Key: LA=Likelihood Achieved. CA=Consequence Achieved. RI= Risk Incidences Encountered. EC (%) = Effectiveness of Control (%)


Potent Risk (PR): Refers to potential raw risk that is anticipated. EC% = 100% - RR%

| Department: CU/SOP/EXTT/12-Directorate of Examinations and Timetabling | | | | | | | | | | | | | |
|--|---|-------------------|---------------------|-----------------------|---|------------------|------------|----------------------------|----|--------------|---------------|------|--|
| Procedure/Project/Process Name: Examination and Timetabling Management | | | | | | | | | | | | | |
| Risk name/ description | Risk Consequences | Likelihood (L) | Consequ ence (C) | Potent Risk =L x C | Mitigation/controls (Opportunity source) | Risk Owner | Monitoring | Actual Risk as @ 20/8/2019 | | | | | |
| | | | | | | | | LA | CA | RI= LA*CA | RR%= RI/PR | EC% | |
| Examination leakage | Loss of time Poor image High cost of operation High wastage Substandard graduates | 1 | 3 | 3 | Strengthening, documenting and supervising examinations processing controls | Dir. EXT CODs | Daily | 1 | 0 | 0 | 0 | 100% | |
| Examination malpractices | Discontinuation Loss of time Poor image High operations cost | 2 | 3 | 6 | Strict supervision Issuance of rules and regulations Adherence to exams rules & regulations | CODs DIR. EXT | Quarterly | 2 | 0 | 0 | 0 | 100% | |
| Errors in typing of examinations | Complaints Invalid exam | 2 | 2 | 4 | Thoroughly proofread examination drafts Typed exam draft Soft copy exam draft Proofreading | DIR. EXT CODs | Quarterly | 2 | 1 | 2 | 50% | 50% | |
| Unauthorized access | Complaints Damaged reputation Exam leakage | 1 | 3 | 3 | Authorized access Restricted access | Dir. EXT | Daily | 1 | 0 | 0 | 0 | 100% | |
| Loss of data | Complaints Wastage of time | 2 | 3 | 6 | Ensure installation of backups and antivirus software Enhance backup Updated antivirus software | DIR. EXT | Quarterly | 2 | 0 | 0 | 0 | 100% | |

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Opportunities Register

| SN | Opportunities | Action Plan | Timeline | Effectiveness Status |
|----|--|---|---|----------------------|
| 1 | Increasing demand for high education and professional programmes | - Design and develop academic progression calendar | Once to run for 3 years | 80% |
| 2 | Favourable and populous catchment area and a growing national population | - Increase examination services to cater for increase in student enrolment | Three times per year (April, August and December) | 90% |
| 3 | Linkages with business partners | - Diversify purchase of examination materials from suppliers - Regularize servicing of printers and photocopiers | - Once per year - Thrice per year | 100% |
| 4 | Accessible and good transport and communication network | - Use of online to post teaching, examination and consultation timetables | - Throughout the year on the University website | 80% |
| | | - Use of all-weather road to deliver exams to the satellite campuses | - Three times per year | 100% |
| 5 | Community goodwill and support | - Participate in community engagement like education/open days | - Annually | 80% |

| | | |
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APPENDIX I: PROCESS MAPS



(i) Teaching Timetable Process Map


| RESPONSIBILITY | ACTION |
|--|---|
| VICE-CHANCELLOR DVC (ARSA) R (AA) DIRECTOR (EXTT) | <p style="text-align: center;">Start</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Preparation of Academic Schedule</p> |
| SENATE | <p style="text-align: center;">Approval</p> <p style="text-align: right;"> ↗ NO ↓ YES </p> |
| DIRECTOR (EXTT) | Preparation of Semester Schedule and Dates |
| CODs | Call for course allocations for the semester |
| DIRECTOR (EXTT) | Preparation of timetable sheet - draft |
| DIRECTOR (EXTT) | Insert the subject code in the draft sheet |
| DIRECTOR (EXTT)/CODs/ LECTURERS/INSTRUCTORS | Release the timetable draft with a call for all concerns |
| DIRECTOR (EXTT)/ ASSISTANT DIRECTOR (EXTT)/SAR, EXAMINATIONS | <p style="text-align: center;">Receive the concerns, address them, and release final timetable</p> <p style="text-align: center;">End</p> |

(ii) Examination Processing Process Map

| RESPONSIBILITY | ACTION |
|--|--|
| VICE-CHANCELLOR DVC (ARSA) DIRECTOR (EXTT) | <p style="text-align: center;">Start</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Preparation of Schedule</p> |
| SENATE | <p style="text-align: center;">Approval</p> <p style="text-align: right;"> ↗ NO ↓ YES </p> |
| DIRECTOR (EXTT) | Preparation of Semester Schedule and Dates |
| CHAIRPERSON/LECTURERS | Setting and moderation of examinations by internal examiners |

| | | |
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| | | |
|--|---|--|
| CHAIRPERSONS/DEANS DVC (ARSA) | Nomination and appointment of External Examiners | |
| SENATE/ VICE-CHANCELLOR | Approve external examiners |  NO YES |
| EXTERNAL EXAMINERS | Moderation of drafts Examinations | |
| DIRECTOR (EXTT) | Preparation of Examinations timetable | |
| CHAIRS/EXAMINATION OFFICERS | Submission of examinations drafts | |
| DIRECTOR (EXTT)/ SAR, EXAMINATIONS | Typing, proof-reading, collating and Packing question papers | |
| DIRECTOR (EXTT)/ SAR, EXAMINATIONS | Safe storage in the strong room | |
| DIRECTOR (EXTT)/ SAR, EXAMINATIONS LECTURERS | Administration of Examinations Collecting & Invigilation/supervision | |
| DIRECTOR (EXTT)/ ASSISTANT DIRECTOR (EXTT)/SAR, EXAMINATIONS | Report writing |  End |

| | | |
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APPENDICES

Examination Attendance Record



Using the student identity cards and the examination card all candidates must sign the attendance sheet on the spaces provided. A copy of the attendance sheet must be handed over to the examinations office immediately the examination ends.

**Examination Attendance Sheet
(CU/EXTT/FORM/01)**

COURSE CODE: _____ **TITLE OF PAPER:** _____
EXAMINATION ROOM: _____ **YEAR OF STUDY:** _____ **STREAMS:** _____
DATE OF EXAMINATION: _____ **TIME:** _____ **PAGE:** _____


| SN | REG.NO | SURNAME | OTHER NAMES | SIGN | DATE |
|----|--------|---------|-------------|------|------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
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| 9 | | | | | |
| 10 | | | | | |
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| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

NAMES OF INVIGILATORS

TOTAL NUMBER OF CANDIDATES

1. _____
2. _____
3. _____

CHIEF INVIGILATOR'S SIGNATURE

| | | |
|---|---|--|
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Examination Incident Form

CHUKA



UNIVERSITY

**DIRECTORATE OF EXAMINATIONS AND TIMETABLING EXAMINATION
MALPRACTICE REPORT (CU/EXTT/FORM 2)**

*To be filled in **TRIPLICATE**. A copy to be sent to the **Dean of Faculty and Chairperson of Department** and the original to **Registrar (Academic Affairs)** on the day of examination, providing all supporting documents and evidence.*

Examination particulars:

Faculty: Department:

Course Unit Code: Course Unit Title:

Student's Name.....Reg. No.

Date of Examination:Time:..... Venue.....

Nature of Incident/Malpractice:

.....
.....

Chief Invigilator:

Name: SignDate:

Witnessed by Co-Invigilator:

Name: SignDate.....


Candidate:

Name:..... SignDate:.....

Forwarding comments and recommendations by **Chairperson of Department**

.....
.....

Name: SignDate & Stamp.....

| | | |
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Examination Processing Form

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Examination Processing Form (CU/EXTT/FORM/03)

EXAMINATION PERIOD _____

A) General Details

Course Code and Title: _____ Streams: _____

Exam. Session: _____ Year: _____ Semester: ____ CF: _____

Number of Candidates: _____ Exam. date/Time: _____

B) Particulars of the Examiner:

Name: _____ Designation: _____

Dept: _____ Faculty: _____

Signature: _____ Date: _____

C) Submission of results to the COD:

Submitted by (Name): _____ Signature: _____

Streams: _____

Number of Scripts per stream: _____

Received by: _____ Signature: _____

Date: _____ Official Stamp: _____

D) Submission of Results to the Dean of the Faculty:

Submitted by (Name): _____ Signature: _____ Date: _____

Course Mark Sheets per stream (Pages): _____


No. of Candidates per stream: _____

Received by (Name): _____ Signature: _____

Designation: _____ Faculty: _____

Date: _____ Official Stamp: _____

NB: This form should be submitted to the COD not later than two weeks after the end of the main examination session and one week after resit/special examinations


| | | |
|---|---|--|
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Examination Data Form



**Examination Data Form
(CU/EXTT/FORM/04)**

| S/N | DATE OF ISSUE | EXAMINATION – COURSE CODE & TITLE | NO. OF CANDIDATES DATES | LECTURER | REMARKS |
|-----|---------------|-----------------------------------|-------------------------|----------|---------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
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| 22. | | | | | |


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According to programmes/groups



**Examination Administration Sheet
(CU/EXTT/FORM/05)**

| S/NO. | DEGREE/PROGRAMME | NO. OF EXAM PAPERS |
|-------|-------------------------------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
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| 24 | | |
| 25 | | |
| 26 | | |
| 27 | | |
| 28 | | |
| 29 | | |
| 30 | | |
| 31 | | |
| 32 | | |
| | TOTAL NUMBER OF PAPERS | |

| | | |
|---|---|--|
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Examination timetable

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UNIVERSITY

**Examination Timetable
(CU/EXTT/FORM/06)**

(_____)
(STREAMS SITTING EXAMINATIONS – OUTLINED HERE)

| DATE/DAY | COURSE CODE, TIME AND ROOM ALLOCATION | | | |
|------------------|---------------------------------------|----------------|-------------|-------------|
| | 8.30AM-10.30AM | 11.30AM-1.30PM | 2.30-4.30PM | 5.30-8.30PM |
| MONDAY | | | | |
| TUESDAY | | | | |
| WEDNESDAY | | | | |
| THURSDAY | | | | |
| FRIDAY | | | | |
| | | | | |
| | | | | |

Prepared by:



Document Ref.:
CU/SOP/EXTT/12

Issue Date:
20th August, 2019

Issue No.:
06

Revision No.:
00

Document Title:
STANDARD OPERATING PROCEDURE FOR EXAMINATIONS & TIMETABLES MANAGEMENT


Teaching Timetable

**CHUKA UNIVERSITY
Teaching Timetable
(CU/EXTT/FORM/07)**

(_____)
(PROGRAMMES IN SESSION OUTLINED HERE)

| Day | 7am-8am | 8am-9am | 9am-10am | 10am-11am | 11am-12am | 12pm-1pm | 1pm-2pm | 2pm-3pm | 3pm-4pm | 4pm-5pm | 5pm-6pm | 6pm-7pm | 7pm-8pm | 8pm-9pm |
|-----|---------|---------|----------|-----------|-----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|
| M | | | | | | | | | | | | | | |
| O | | | | | | | | | | | | | | |
| N | | | | | | | | | | | | | | |
| D | | | | | | | | | | | | | | |
| A | | | | | | | | | | | | | | |
| Y | | | | | | | | | | | | | | |
| T | | | | | | | | | | | | | | |
| U | | | | | | | | | | | | | | |
| E | | | | | | | | | | | | | | |
| S | | | | | | | | | | | | | | |
| D | | | | | | | | | | | | | | |
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PREPARED BY: _____ **NB:** _____

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CHUKA



UNIVERSITY

**CHUKA UNIVERSITY Examinations Rules and Regulations Form
(CU/EXTT/FORM 08)**

Memorandum

To: All invigilators

From: Director Examinations & Timetabling


WHAT YOU ARE EXPECTED TO DO DURING EXAMINATIONS

A. BEFORE THE EXAMINATION

- (i) (a) Chief invigilators should organize sitting plan for the group(s) taking the examination paper(s) and ensure that the examination(s) is properly administered.
(b) Chief invigilators should collect personally from the University Examination office sealed question papers.
- (ii) Invigilators and candidates should be in the examination room 30 minutes before the start of the examination.
- (iii) Each candidate should be given one answer booklet and thereafter continuation sheets.
- (iv) Chief invigilators should announce and write on chalkboard when candidates should start writing and when they should stop writing. Chief invigilators should inform candidates to display their student ID Cards and examination cards on the desks.
- (v) No student should be allowed into the room after the first 30 minutes of the examination.
- (vi) Chief invigilators should inform and ensure that students do not carry mobile phones or any other unauthorized materials into the examination room(s).

B. DURING THE EXAMINATION

- (i) All efforts should be made to ensure there is no cheating during taking of the examination.
- (ii) Invigilators should check and record all the registration numbers of the students that are in examination room using the student ID and the examination card.
- (iii) Invigilators should collect all the unused answer booklets and continuation sheets from the candidates/room.

| | | |
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C. CHEATING CASES

- (i) Any candidate involved in any examination irregularity as contained in Chuka University Statutes XXV & XXVII should record a statement as soon as the irregularity is discovered, explaining what happened. After this, the candidate should be allowed to continue with the examination.
- (ii) Any material used in irregularity must be confiscated from the candidate and attached together with the statements from the candidate, invigilators who caught the candidate cheating and independent invigilator/witness who may have seen what happened.
- (iii) The three statements should be handed over to the Departmental Examination Officer to compile all cheating cases and a report for Faculty Disciplinary Committee.


D. AFTER THE EXAMINATION

- (i) The invigilator should make sure that no candidate leaves the examination room with used or unused answer booklet.
- (ii) The invigilator should count all the scripts collected to confirm physical counting and recorded number in the examination room.
- (iii) The invigilator should hand over the checklist to the Examination Officer in the Directorate of Examinations and Timetabling and collect a copy of the same.
- (iv) The invigilator should hand over two question papers to examination Officer in the Directorate of Examinations and Timetabling to forward to the Library.

J. N Riungu

Director (Examination & Timetabling)

CC: Deputy Vice-Chancellor(ARSA)
Dean of Faculties
Directors
Chairpersons of Departments (CoD's)

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CHUKA



UNIVERSITY

DIRECTORATE OF EXAMINATIONS AND TIMETABLING

LEAVE OF ABSENCE APPLICATION FORM

(CU/EXTT/FORM/09)

PART (A): TO BE COMPLETED BY APPLICANT

NAME:

.....

PAYROLL NO:

.....

DAY(S) REQUESTED W.E.F: TO:

Purpose/Reasons:

.....
.....
.....

Number of Leave days taken this year:

.....

SIGNATURE: DATE:

PART (B): TO BE COMPLETED BY SECTION HEAD

I recommend / do not recommend the leave of absence as applied by the officer.

DESIGNATION:


.....

SIGNATURE:

.....

DATE:

.....

| | | |
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CHUKA



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**EXAMINATION PROOF READING FORM
(CU/EXTT/FORM/10)**

FACULTY _____

DEPARTMENT _____

PAPER _____

TYPED BY _____ DATE _____

NUMBER OF CANDIDATES: _____

| Question Number | Page | Paragraph and/or line | Remarks |
|-----------------|------|-----------------------|---------|
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Proof read by _____ Signature _____ Date _____