
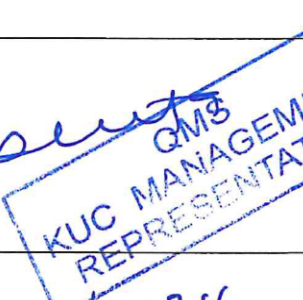
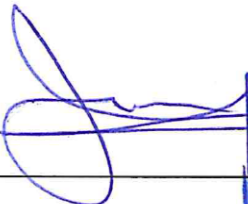
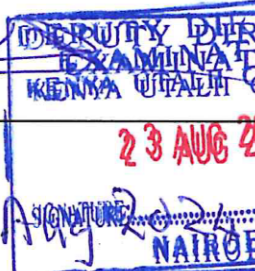






KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR EXAMINATIONS DEPARTMENT (KUC/QMS/R/034)

AUTHORIZATION: Procedures for Examinations Department are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	 
DATE	23/08/2024.
PROCESS OWNER: DEPUTY DIRECTOR, EXAMINATIONS	
SIGNATURE:	 
DATE:	23 rd Aug 2024  



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RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DDE



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DOCUMENT DETAILS

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records



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SECTION A: QUALITY OBJECTIVES

No.	QUALITY OBJECTIVE	TASK ACTIVITY	RESOURCES REQUIRED	RESPONSIBLE	TIME FRAME	PERFORMANCE INDICATORS
1	To process and manage examinations as per academic calendar	Coordinate Exam moderation and proofreading Print and Package Exams	Competent personnel Printing Machines Stationery	DDE	As per Academic calendar	Examinations carried out.
2	To issue certificates within two (2) weeks upon course completion	Marks ratification Printing of certificates Signing of Certificates	Competent personnel Budget Printing machines Stationery	DDE	Continuous	Certificates issued within 2 weeks of course completion.
3	Authentication of certificates within three (3) days	Verify authenticity of certificates	Competent personnel Record of Certificates	DDE	Continuous	Certificates authenticated within 3 days



SECTION B: PROCEDURES

PROCEDURE FOR EXAMINATION MANAGEMENT

2. PURPOSE

The purpose is to guide on examination management

3. SCOPE

The scope covers the setting, moderation, proof reading and administration of examinations.

4.0 REFERENCES

- 4.1 Policy on Examinations
- 4.2 Students Rules and Regulations
- 4.3 Academic calendar

5.0 TERMS AND DEFINITIONS

- 5.1 CATs: Continuous Assessment Tests
- 5.2 AB: Academic Board

6.0 RESPONSIBILITIES

Deputy Director Examinations

7.0 INPUTS

- 7.1 Time tables
- 7.2 Competent staff
- 7.3 Stationery



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8.0 METHOD

- 8.1 The DDE shall receive set final/supplementary/special examinations and maintain an examination received register in week three (3) (see Appendix KUC/ACAD/R/007).
- 8.2 The DDE shall coordinate moderation by week six (6).
- 8.3 The DDE shall coordinate examination is proof read by week eight (8).
- 8.4 The DDE shall prepare the Examination timetable by Week nine (9).
- 8.5 The DDE shall display the examinations timetable on the notice board by week ten (10).
- 8.6 The invigilators shall pick exams on the day of Exams, 30 minutes to the Exam timing.
- 8.7 Exams shall be invigilated as per Examination guidelines.
- 8.8 Examination shall be opened in the Examination room.
- 8.9 Students shall sign the examination attendance Lists.
- 8.10. Exam malpractices shall be reported immediately to the DDE with the relevant Evidences.
- 8.11 Departmental marks ratification shall be undertaken.
- 8.12 Examinations results shall be submitted to DDE in Week two (2) of the subsequent semester.
- 8.13 Marks ratification shall be undertaken by Examinations Board
- 8.14 Marks shall be released to Students by week four (4) of subsequent semester.

Supplementary/Special Examinations

6

- 8.14 Students shall apply for supplementary/special Exams
- 8.15 The DDE shall prepare the time-table for supplementary/special



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examinations and display on the students' notice board by week five (5).

- 8.16 Supplementary/special make-up examinations will be conducted in week six (6).
- 8.17 The invigilators shall pick exams on the day of Exams, 30 minutes to the Exam timing.
- 8.18 Exams shall be invigilated as per Examination guidelines.
- 8.19 Students shall sign the Examination attendance Lists.
- 8.20. Exam malpractices shall be reported immediately to the examinations office with the relevant Evidences.
- 8.21 Supplementary/Special examination results shall be submitted to Examinations office by week eight (8).

9.0 OUTPUT

Examinations carried out as per Academic Calendar.

10.0 RECORDS

- 10.1 Examination register
- 10.2 Examination Attendance List
- 10.3 Examination moderation form
- 10.4 Examinations Proof reading Form
- 10.5 Examination Malpractice Form
- 10.6 Examination Results Received Register
- 10.7 Examination opening form
- 10.8 Supplementary application form



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1. PROCEDURE FOR ISSUE AND VERIFICATION OF CERTIFICATES

2. PURPOSE

This procedure is to provide a guide on issuance and verification of certificates.

3. SCOPE

The scope covers issuing and verification of certificates.

4.0 REFERENCES

4.1 Examinations policy

5.0 TERMS AND ABBREVIATIONS

5.3 AB: Academic Board

5.4 DDE Deputy Director Examinations

6.0 RESPONSIBILITIES

Deputy Director Examinations

7.0 INPUTS

Graduation List

8.0 METHOD

8.1 Students shall submit their names as they would like appear on the certificates.

8.2 Students shall complete a clearance form and surrender their students Identity Card.

8.3 Graduates shall collect their certificates within two weeks (2) of graduation.

8.4 Students shall sign on the collection register upon receipt of certificates.

Correcting Certificates



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8.5 The graduand shall inform the Examinations office of the Error in the Certificate

8.6 The graduand shall return the incorrect certificate to the Examinations office.

8.7 The graduand shall be issued with a new certificate within two (2) weeks

Verification of Certificates.

8.8 The request for verification shall be received and recorded.

8.9 DDE shall request for a copy of the certificate using the certificate verification form (see appendix J KUC/ACAD/R/059) from the records Department.

8.10 Authentication of a certificate shall be done .

8.11 Communication shall be done to the requesting organization within three (3) working Days

9.0 OUTPUT

9.1 Certificates issued

10.0 RECORDS

- 10.1 Clearance form
- 10.2 Students Name lists
- 10.3 Received certificate list
- 10.4 Certificate verification form
- 10.5 Request for student file



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12.1

12.2 APPENDICES

12.2.1 Clearance for Graduation Form

GRADUATION CLEARANCE FORM

Student Name

S/No.....

Accounts Department

I confirm that the above named student has paid the graduation fee of Kshs. and issued with an official receipt. Name: **Accountant**.....

Signature..... Official Stamp.....

I confirm that the above student has cleared all College fees.

Accountant

Name:Signature..... Official

Stamp:.....

Laundry Department

I,..... confirm that I have collected a graduation gown. I understand that the gown should be returned three days after the date of graduation, failure to which a fee of **Kshs.300/-** will be charged for each day the gown is not returned for the next seven (7) days. Thereafter, the full cost of the gown will be charged.

Signature:

Date:

Return of the Graduation Gown

I confirm that the above named student has returned his/her graduation gown in good order.

Remarks:.....

.....

Name: Signature..... Official

Stamp:.....

Laundry Officer

Return of Trophies and Awards



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I confirm that the above named student has returned the returnable Trophies / Awards.

Remarks:.....
.....

Name:Signature..... Official
Stamp:.....

Head of Department

Library Materials/Books

I confirm that the above named student has returned all the library materials.

Remarks:.....
.....

Name: Signature.....Official
Stamp:.....

Library Officer

Issue of Diploma/Certificate

I confirm that I have returned my College Student ID card and collected / not collected my Academic Transcript and also my Diploma/Certificate No.....

Student's Name:.....
Date:.....

Student's No:..... Signature:
.....

Name:Signature.....Official
Stamp:.....

Deputy Director Examinations

12.2 APPENDICES



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12.2.1 Certificate Verification Form

CERTIFICATE VERIFICATION FORM

Details of organization / individual requesting for verification

Name Designation.....

Organisation.....

Contact Address Telephone Number..... Email
Address.....

Date of Request.....

Details of the Certificate to be verified

Student Name: Certificate Number:.....

Date of Issue.....

RECORDS OFFICE

Is the certificate in our records? YES NO

Remarks

.....

Name of Records Officer Signature & Stamp Date

EXAMINATION OFFICE

Action Taken upon receipt:.....

.....

.....

Deputy Director Examinations Signature & Stamp Date



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12.2.2 Request for Student File Form

REQUEST FOR STUDENT FILE

To: Records Department

Please provide for a file detailed as follows:

Student Name..... File /Student No

Student Contact.....

Reasons for Request:
.....

Requesting Officer	Signature	Date
Records Officer		
Signature:.....		Date:.....

ACTION TAKEN BY EXAMINATION OFFICER

.....

Name: Signature:..... Date:..... Stamp.....