

REVISED

KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

INTERNAL MEMO

FROM: Registrar (Academic)

DATE: 3rd June, 2022

TO: See below

REFS: KU/ADV/REGACAD/VOL.2/

SUBJECT: REVISED SCHEDULE FOR PROCESSING OF 2021/2022 REGULAR SEMESTER 2, 2021/2022 CEP TRIMESTER 2 AND 2021/2022 DSVOL TRIMESTER 2 EXAMINATION.

Outlined below is a schedule of Examination Processing for 2021/2022 semester II Regular, 2021/2022 CEP Trimester II and 2021/2022 DSVOL trimester I dates and schedule of activities. Kindly note the dates.

- Examination Administration (School of Nursing, Pharmacy, Medicine and B.Sc. FN & D. - **28th – 8th April. 2022**
- Examination Administration (DSVOL) - **19th -24th April 2022**
- Examination Administration CEP – **23rd – 25th April 2022**
- Examination Administration (School of Architecture. – **2nd – 13th May 2022**
- Examination Admin (2nd and 3rd year regular students) - **6th – 13th May 2022**
- Examination Administration for (all 1st, 4th year and postgraduate students.) – **20th - 27th May 2022**
- Examination Administration (year 1. School of Engineering. – **23rd May – 2nd June 2022**

S/NO	ACTIVITY	PERIOD
1	Marking of Examinations (regular, CEP, and DSVOL) – all schools)	6 th June – 17 th June 2022
2	Departmental Board of examiners/External Examiners (Regular, DSVOL & CEP – All schools)	20 th June – 1 st July 2022
3	Entry of Marks by all Lecturers.	2nd July – 10th July 2022
4	Marks verification committee meetings and rectification of any erroneously entered exam results	11 th - 15 th July 2022
5	ICT Running SAP Reports	15 th -19 th July 2022
6	Schools' Boards of Examiners	20 th – 22 nd July 2022
7	Preparation and Submission of Senate Captions to the Registrar (Academic)	25 th – 28 th July 2022
8	University Board of Examiners	Fri, 29th July 2022

NOTE:

1. Deans of Schools are requested to process and prepare to present Senate Captions for all the groups.
2. **The Captions to be submitted in both hard and soft copies latest Thursday 28th July 2022 at 3.00 PM. Please send soft copies to; head-senateaffairs@ku.ac.ke**
3. Deans of schools are reminded to submit to the Deputy Vice Chancellor (Academic) through the Registrar (Academic) a list of all lecturers who will not have posted marks by the time of the school board of examiners as per Examination Processing Policy.
4. Deans of schools should also ensure that copies of **RAC 04** forms are forwarded to the Registrar (Academic) by the time of the school board.

Please circulate this information to all members of your academic staff and ensure strict adherence.

Thank you,



PROF. BENARD KIVUNGE
AG. REGISTRAR (ACADEMIC)

TO: All Deans of Schools
Chairmen of Departments
All Directors of Campuses

Cc Vice Chancellor
Deputy Vice Chancellors
Registrars
Chief Finance Officer
Director of Student Affairs
Director, ICT - **To open the system**
Director, Time Tabling and Units Scheduling
Head, Academic Audit
Head, Examinations Administration Section
Head, Senate Affairs Section
Coordinator Admissions
Head, Academic Data Verification Section - **To follow up**
KUSA Academic Secretary

IFA/rk