



EXAMINATIONS PROCEDURE

GLUK/AR-E/QMS/001

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GREAT LAKES UNIVERSITY OF KISUMU

EXAMINATIONS PROCEDURE

1.0 PURPOSE

The purpose is to provide procedure for managing examinations at Great Lakes University of Kisumu in respect to examination rules and regulations for the integrity and international standards of the examination process.

2.0 SCOPE

This procedure covers from setting of examinations including administration of examinations, processing results and finally printing of transcripts and certificates at Great Lakes University of Kisumu.

3.0 REFERENCES

- 3.1 GLUK Quality manual
- 3.2 GLUK Examination rules and regulations
- 3.3 GLUK statutes 2013
- 3.4 ISO 9001:2008 Quality Management System Requirements
- 3.5 Teaching and Examinations Timetables
- 3.6 Students' Hand book

4.0 ABBREVIATIONS/ DEFINITIONS

- 4.1 **CATs** = Continuous Assessment Tests
- 4.2 **Semester:** fifteen (15) weeks of approved academic activities for GLUK.
- 4.3 **Moderation:** Process of ensuring that set/approved standards of an examination are met through critical look of presented examination and associated results(marks)
- 4.4 **Transcripts-** Student report of the academic year examination results
- 4.5 **External examiner:** An external qualified person who moderates questions for an Examination and grades for a programme.
- 4.6 **Internal Examiner:** A person who writes/sets questions for an examination, marks and grades(a course lecturer)
- 4.7 **Departmental Academic Boards:** Academic members of a department involved in examination moderation and incorporate input (comments) of external examiner to improve quality
- 4.8 **School Boards -Faculty-**Board of the faculty members of academic staff
- 4.9 **Senate -**Senate of the GLUK established under Charter
- 4.10 **Invigilator-**Supervisor of examination as authorized by the senate
- 4.11 **Chief Invigilator-** Overall Supervisor of examination as authorized by the senate
- 4.12 **Individual mark sheet-** mark sheet results of one course unit
- 4.13 **Consolidated mark sheet-** mark sheet results of the course units
- 4.14 **DVC (A A)-**Deputy Vice Chancellor Academics Affairs
- 4.15 **AR** - Academic Registrar
- 4.16 **AR-E** - Assistant Registrar- Examinations
- 4.17 **E.O** - Examinations Officer

5.0 RESPONSIBILITY

Deputy Vice-Chancellor (Academic Affairs) has the principal responsibility for all matters pertaining to examinations. Deans, HODs and Departmental staff members are responsible for implementing and ensuring that these procedures are followed.

6.0 STEPS IN PROCESSING EXAMINATIONS

6.1 Examination Calendar

6.1.1 The Senate shall receive and communicate examination calendar through the DVC (AA) to the academic departments during the first month of the semester according to the university Calendar.

6.2 Setting and moderation of Examination

6.2.1 HoD/Deans/ VC shall nominate External Examiners.

6.2.2 The Vice-Chancellor shall approve the nomination of the External Examiners.

6.2.3 The HoD shall request the internal examiners to set and submit examinations through a memo.

6.2.4 The Internal Examiner shall submit the set examination papers to the Head of Department by the sixth (6) week of the semester.

6.2.5 The HoD shall convene departmental board to internally moderate exams by sending a memo at least ten (10) days before the scheduled day of the meeting.

6.2.6 The HoD shall submit the examinations to the External Examiner for moderation by the ninth (9) week of the semester.

6.2.7 The external examiner shall submit moderated exams to the HoD by the eleventh (11) week.

6.2.8 The HoD shall ensure the incorporation of the external examiners comments.

6.2.9 Issuance of examination cards, signing of nominal roll by students shall be done two weeks (2) before commencement of examination

6.3 Administration of Examination

6.3.1 GLUK Time Table Committee shall prepare an examination time table two weeks before start of examination

6.3.2 The HoD shall submit examinations to Assistant Registrar Examinations according to the university semester programmes by filling examination submission form.

6.3.3 Assistant Registrar Examinations shall ensure safe custody of examinations.

6.3.4 The examination officer shall produce, and pack adequate copies of examinations papers as per examination time table and students number at least seven (7) days before the day of examination.

6.3.5 The Invigilator shall collect the examination papers and answer sheets 30 minutes before the scheduled time by filling the exam collection form, and collects examination attendance form and examination incidence form to be filled in the examination room.

- 6.3.6 Invigilator shall administer the exam as per the time table in accordance with examination rules and regulations. He/she shall report any incidences and attendance by filling the incidence and attendance forms respectively
- 6.3.7 After the examination the invigilator shall collect answer scripts, sign for each student against the course the examination was done.
- 6.3.8 The invigilator shall return a copy of incidence, attendance and question script to the examination and a copy of the same to the HoD.
- 6.3.9 Examination answer sheets shall be kept in custody by the HOD/ AR Examinations for marking

6.4 Marking and Moderation of results

- 6.4.1 The Internal Examiner shall mark the examinations and submit the answer scripts, marking scheme and Individual Course Marksheet to the HoD 30 days after the examination.
- 6.4.2 The HoD shall prepare the scripts, mark sheets, course outlines and exam papers for external moderation.
- 6.4.3 The HoD shall organize for external moderation of examinations according to the university senate programme
- 6.4.4 The External Examiner shall moderate the exams and hand in the scripts and mark sheets to the HoD.
- 6.4.5 The External Examiner shall make a moderation report and sent to Deputy Vice Chancellor Academics Affairs (AA) and copy to the HoD.
- 6.4.6 HoD shall organize a meeting to discuss the External Examiners report.
- 6.4.7 The vice chancellor through DVC(AA) shall advice the HOD on the areas requiring improvement.

6.5 Processing of results

- 6.5.1 The Departmental Examination Boards shall meet to consider results after end of examination.
- 6.5.2 The HoD shall prepare consolidated mark sheet and forward the results to the Dean

6.6 Approval of results

- 6.6.1 The Dean shall convene School Board to consider and approve results.
- 6.6.2 The Dean shall release provisional transcripts to students.
- 6.6.3 The Dean shall forward provisional results in Senate rubric form and consolidated mark sheets to Academic Registrar within the sixth (6) and seventh (7) week after end of examination
- 6.6.4 The senate shall consider and approve the results.

6.7 Graduation Convocation

- 6.7.1 The VC shall seek approval for graduation ceremony from the university council
- 6.7.2 The university council shall determine the date for the graduation convocation

6.8 Issuance of academic transcripts

6.8.1 The AR-Examinations office shall prepare and issue academic transcripts.

7.0 APPENDICES

- ☐ Examination moderation form
- ☐ Examination submission form
- ☐ Examination collection form
- ☐ Examination attendance form
- ☐ Examination incidence form