

## **PROCEDURE FOR MANAGEMENT OF EXAMINATIONS**

1. REGISTRATION OF STUDENTS FOR EXAMINATION
2. SETTING AND MODERATION OF EXAMS BY INTERNAL EXAMINERS
3. PREPARATION AND SUBMISSION OF EXAMS TIMETABLE
4. SUBMISSION OF DRAFT EXAMINATION
5. ADMINISTRATION OF EXAMINATIONS (COLLECTING AND INVIGILATION)
6. MARKING AND SUBMISSION OF RESULTS
7. COORDINATION OF EXTERNAL MODERATION AND APPROVAL OF RESULTS BY  
THE DEPT.
8. COMPILATION OF EXAMS RESULTS AND SUBMISSION TO THE DEAN BY THE  
FACULTY ACADEMIC BOARD
9. PROVISIONAL EXAMS RESULTS
10. RELEASE OF PROVISIONAL RESULTS AND SUBMISSION OF RESULTS IN RUBRIC  
FORM TO FAB FOR RATIFICATION
11. RESULTS RATIFIED?
12. FORWARD RESULTS TO SENATE FOR APPROVAL
13. RESULTS APPROVED?  
  
COMMUNICATE RESULTS TO THE DEAN / DIRECTOR  
  
END

RESPONSIBILITY	PROCEDURE FOR MANAGEMENT OF EXAMS
DEAN/CHAIRMAN	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">REGISTRATION OF STUDENTS FOR EXAMINATION</div>
CHAIRMAN	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">SETTING AND MODERATION OF EXAMS BY INTERNAL</div>
DEAN/CHAIRMAN	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">PREPARATION AND SUBMISSION OF EXAMS TIMETABLE</div>
DEAN/CHAIRMAN DEPARTMENT	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">SUBMISSION OF DRAFT EXAMINATION</div>
DEPUTY REGISTRAR EXAMINATIONS (OPERATIONS)	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">ADMINISTRATION OF EXAMINATIONS (COLLECTING AND INVIGILATION)</div>
INTERNAL EXAMINERS	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">MARKING AND SUBMISSION OF RESULTS</div>
DEAN /CHAIRMAN/ LECTURERS	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">COORDINATION OF EXTERNAL MODERATION AND APPROVAL OF RESULTS BY THE DEPT.</div>
CHAIRMAN	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">COMPILATION OF EXAMS RESULTS AND SUBMISSION TO THE DEAN BY THE FACULTY ACADEMIC BOARD</div>
DEAN	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">RELEASE OF PROVISIONAL RESULTS AND SUBMISSION OF RESULTS IN RUBRIC FORM TO</div>
REGISTRAR, ACADEMIC	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">FORWARD RESULTS TO SENATE FOR  COMMUNICATE RESULTS TO DEAN/DIRECTOR</div>