

**AUTHORIZATION:**

All documented information (Quality Objectives, procedures, opportunities and risk register for Examinations department are issued under the authority of:

MANAGEMENT REPRESENTATIVE

Signature:

Date:

QMS
KUC MANAGEMENT
REPRESENTATIVE
2ND MAY 2018

PROCESS OWNER/HOD/DIVISIONAL HEAD

Signature:

Date:

EXAMINATIONS OFFICER
KITUYA UTALII COLLEGE
Box 31052 - 00600,
Nairobi
5/5/2018

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SECTION A: QUALITY OBJECTIVES

OBJECTIVES	ACTIVITIES	RESOURCES	RESPONSIBILITY	TIME FRAME	KEY PERFORMANCE INDICATORS
1.To conduct examinations and communicate students results within 4 weeks of the following semester	<ul style="list-style-type: none"> - Receive draft examination questions - Moderate examinations - Administer examinations - Ratify marks 	<ul style="list-style-type: none"> - Competent staff - Materials - Meeting venue 	<ul style="list-style-type: none"> - Examinations Officer - Examinations Board members - Lecturers 	4 weeks of next semester	<ul style="list-style-type: none"> - Examinations Board meeting - Moderation time table - Semester reports
2.To process and issue certificates within 2 months after graduation	<ul style="list-style-type: none"> - Verify graduands marks - Verify graduands correct names - Printing the certificates 	<ul style="list-style-type: none"> - Materials - Competent staff 	Examinations Officer	2 months	<ul style="list-style-type: none"> - Certificate list - Copies of certificates
3. To prepare transcript request and issue to an applicant within 5 working days	<ul style="list-style-type: none"> - Receive replacement request - Request for student file 	<ul style="list-style-type: none"> - Competent staff - Materials - Student file 	<ul style="list-style-type: none"> - Examinations Assistant - Examinations Officer 	5 working days	Copies of transcript
4. To authenticate copies of certificates within three working days	<ul style="list-style-type: none"> - Receive authentication of certificate request - Request for student file 	<ul style="list-style-type: none"> - Competent staff - Materials - Certificate file 	<ul style="list-style-type: none"> - Examinations Assistant - Examinations Officer 	3 working days	Copies of certificate
5.	-	-			-

SECTION B: PROCEDURES

1. PROCEDURE FOR DEVELOPMENT AND DISSEMINATION OF ALL EXAMINATIONS

2. PURPOSE

To ensure quality and integrity and efficient conduct all of examinations.

3. SCOPE

The scope covers the setting, moderation, proof reading and administration of end of semester, supplementary and make-up examinations for all course programs.

4.0 REFERENCES

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

5.0 TERMS AND DEFINITIONS

5.1 CATs: Continuous Assessment Tests

5.2 KUC: Kenya Utalii College

5.3 ABM: Academic Board Meeting

6.0 RESPONSIBILITIES

The Director of Studies is responsible for implementing and maintaining this procedure.

7.0 INPUTS

- 7.1 Lecturers
- 7.2 Time tables
- 7.3 Examination rooms
- 7.4 Competent staff
- 7.5 Student Identification Card

8.0 METHODS

- 8.1 The subject lecturer shall set and administer CATS/assignments by the sixth week and eleventh week of the semester. This will account for 30% of the total mark. A CAT shall be marked and feedback given to students within 2 weeks from the time the CAT or assignment was administered.
- 8.2 **The subject lecturer** shall set and provide a marking scheme of the final examination in hand written form and hand over to Examinations office by the third Friday of the semester. Languages Department shall hand in ready typed exams because of the nature of the special characters. This will account for 70% of the total mark.
- 8.3 **The examinations' Officer** shall prepare moderation time-table by week 6.
- Lecturers shall moderate the examinations as per the schedule and fill the
- Examination Moderations Report form. (***see appendix L KUC/ACAD/R/050***)
- 8.4 **Peer subject lecturers** shall moderate final examination. Moderation will be take place during

week 7. The Examinations officer shall maintain an examination received register (***see Appendix KUC/ACAD/R/007***).

8.5 **The Examinations officer** shall ensure that the examination is proof read by week 9, printed and kept in safe custody by week 11.

8.6 The Examinations Officer shall prepare an examinations timetable and display the same on the notice board by week 12.

8.7 The Examinations officer will release the exam to the subject lecturer

/invigilator 30 minutes before the commencement of the scheduled exam together with Examination Attendance List, Examination Mal-practice Register and Examination Opening form. Both the **Examination Officer** and **Invigilators** shall sign for all exams released. (***see appendix B LUC/ACAD/R/008***).

8.8 End of semester examinations will be conducted in the fourteenth and fifteenth weeks of the semester

8.9 The Examinations Officer will prepare the time table for supplementary/make-up examinations and pin it on the students' notice board by the fifth week of the successive semester as necessary.

8.10 Supplementary/make-up examinations will be conducted in the sixth week of the successive semester.

9.0 OUTPUT

9.1 CATS/Assignments

9.2 End of Semester Examination

- 9.3 Supplementary/make up Examination
- 9.4 Examination Time tables
- 9.5 Examination card

10.0 RECORDS

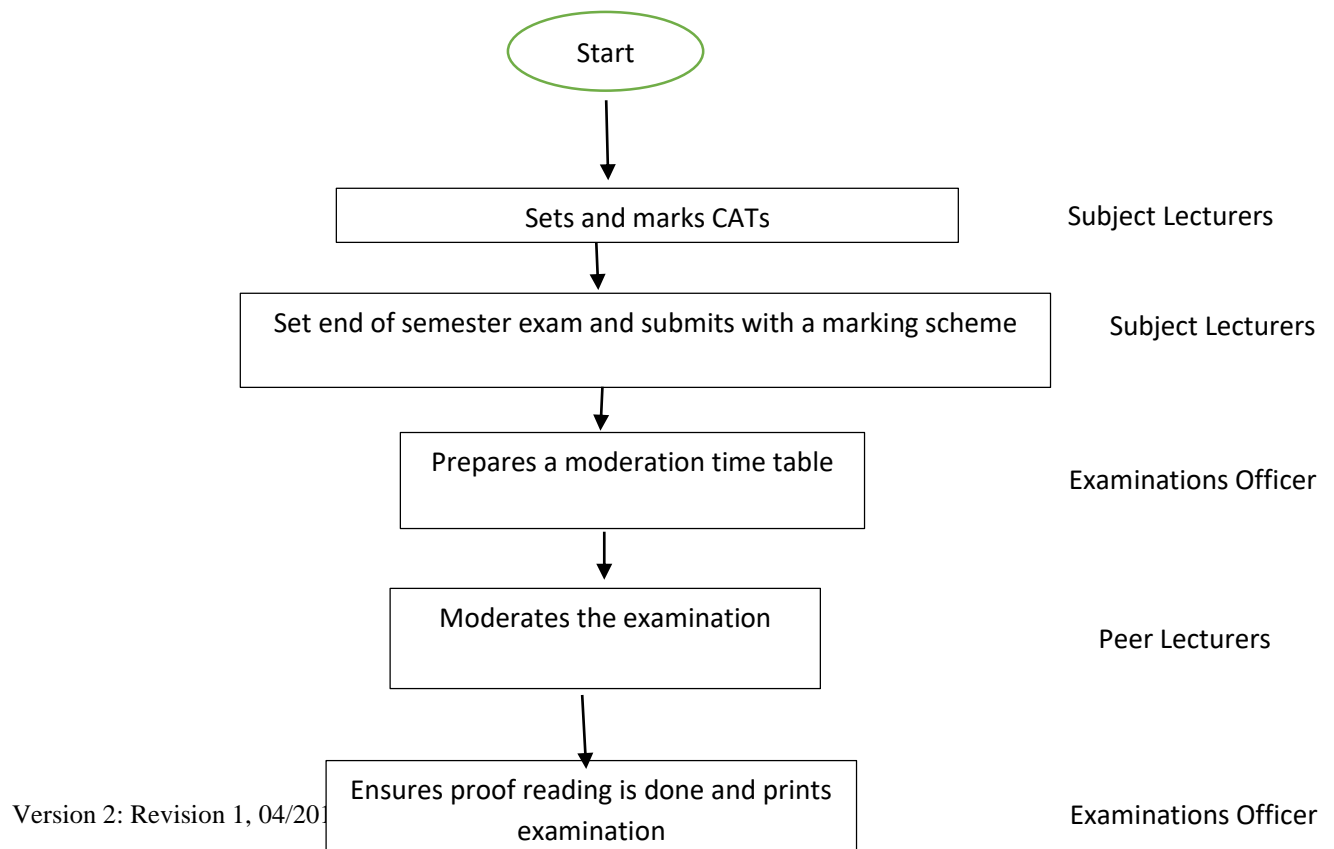
- 10.1 Examination answer booklets
- 10.2 Examination question papers
- 10.3 Examination Attendance Register
- 10.4 Examination moderation form

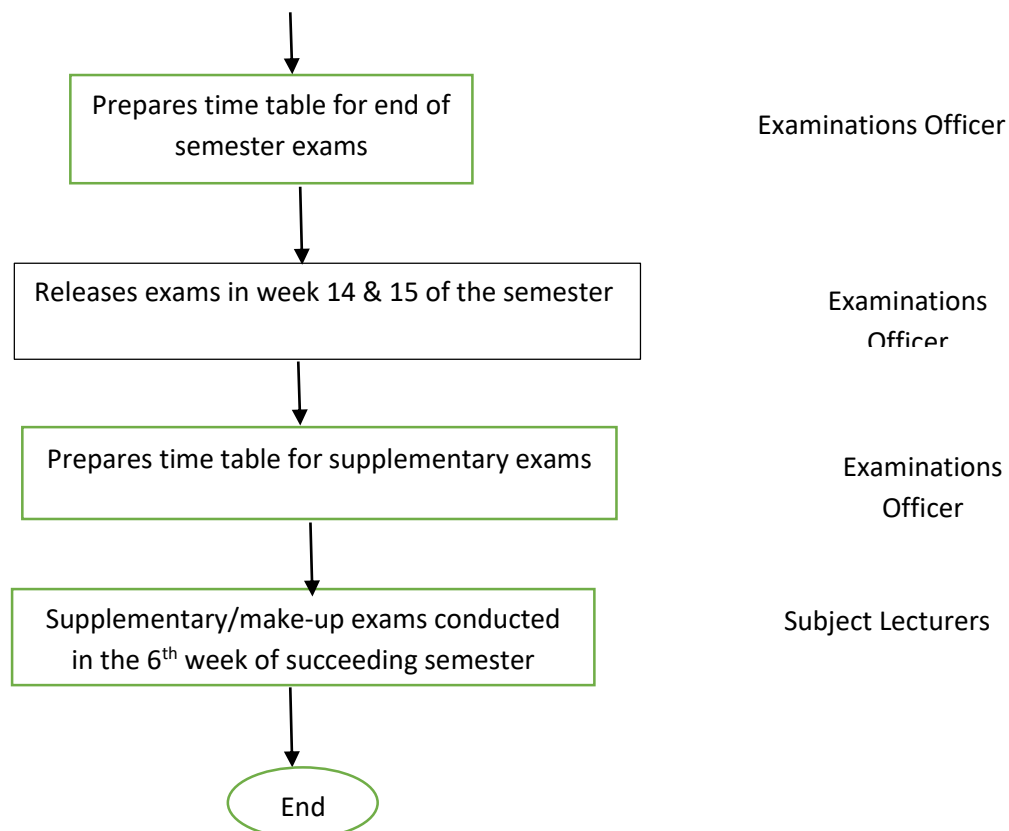
11.0 KEY PERFORMANCE INDICATORS

- 11.1 Number of Examinations moderated
- 11.2 Number of Examinations prepared
- 11.3 Number of Supplementary/make up Examination set

12.1 FLOW CHART

Development and Dissemination of Examinations Procedure





12.2.1 Examinations received register

KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/007

Course Title: Semester: Sem. Dates:

DATE	SUBJECT	LECTURER NAME & SIGNATURE	EXAM STATUS	COURSE GROUP	NAME & SIGNATURE OF RECEIVING OFFICER	DATE EXAM MODERATED	MODERATOR'S NAME & SIGNATURE	DATE OF PROOF READING	NAME & SIGNATURE

12.2.2 Examinations issued out Register.

Examinations issued out Register.

Version 2: Revision 1, 04/2018

**KENYA UTALII COLLEGE, NAIROBI****KUC/ACAD/R/008**

Date	Title of Exam	Name and Signatur e of the issuing	Name and signature of the Receiv	Name and signature of the invigilat	Number of examinati on scripts	Remark s

12.2.3 Examination answer Booklet

**Examination
answer Booklet.**

Cover page**KENYA****UTALII****COLLEGE****EXAMINAT****ION****ANSWER****BOOK**

**STUDENT'S EXAMINATION/ADMISSION
NO:-** _____

COURSE NO: _____

LECTURER'S NAME: _____

COURSE TITLE/DESCRIPTION: _____

MAJOR: _____

YEAR OF STUDY: FIRST YEAR/SECOND YEAR/THIRD YEAR/FOURTH YEAR

INSTRUCTIONS TO CANDIDATES

- 1) Write on both sides of the pages
- 2) Each answer should start on a fresh page
- 3) Write each question number at the top of each page
- 4) All rough work must be done in the Answer Book and crossed through
- 5) Enter in the space provided below the number of the questions which you have attempted.
- 6) DO NOT remove answers books used or un used from the examination room

- 7) Ensure accuracy and clarity of expression when answering questions
- 8) Make sure that you sign the examination attendance register to be circulated by the Invigilator(s)
- 9) REMEMBER THAT YOU WILL RECEIVE AN “ F” AND YOUR STUDIES AT KENYA UTALII COLLEGE BE DISCONTINUED IF YOU ARE CAUGHT CHEATING IN THE EXAMINATION.

INSERT HERE THE QUESTION NUMBERS YOU HAVE ANSWERED
IN THE ORDER IN WHICH YOU HAVE DONE THEM.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Inside page.KENYA
COLLEGE

UTALII

Page: 1

Do
not
write
in

	<p>STUDENT ADMISSION NO:</p> <p>_____</p> <p>_____</p> <p>COURSE NO: _____</p> <p>Write on both sides of</p>	<p>either</p> <p>r</p> <p>marg</p> <p>in</p>
--	--	--

the paper. Question

No:

12.2.4 Examinations Attendance list



KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/010

Examination Title: Semester:

Course Group Dates:

	Student Name	Student Number	Candidate's signature	Remarks
1				
2				
3				

12.2.5 Examination Malpractices Register



KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/012

EXAMINATION MALPRACTICE REGISTER

Student Name:..... Student No:..... Student Signature: Date:.....

Subject Name:..... Subject Code:..... Nature/details of Malpractice:.....

Invigilator's Name:..... Signature:.....

Examination officer

Remarks:.....

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

Action Taken:

Name:..... Designation:

Signature:..... Date:.....

12.2.6 Examination Results Received Register

KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/012

END OF SEMESTER / COURSE STUDENT MARKS RECEIVED SEMESTER
DATES:.....

DATE	SUBJECT	COURSE GROUP	LECTURER NAME & SIGNATURE	P.T. MARKS	NO. OF MARKED SCRIPTS	MARKING SCHEME	EXAM SIGN LIST	EXAM OPENING FORM	NAME & SIGN RECEIVING OFFICER	REMARKS
1										
2										

12.2.7 Examination Opening Form

KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/061

EXAMINATION OPENING FORM

Examination Subject: **Course Name:**

The exam opened in class? ☐ Yes ☐ No

A briefing given before the beginning of the exam? ☐ Yes ☐ No

An announcement of the remaining time given 30 minutes before the end of the exam? ☐ Yes ☐ No

Student Name:..... Student No:..... Student Signature:..... Date:.....

INVIGILATORS

Invigilator's Name:..... Signature:..... Date:.....

Invigilator's Name:..... Signature:..... Date:.....

VERSION 2 : REVISION 1 08/2011

12.2.8 REPORT ON EXAMINATION MODERATION FORM**REPORT ON EXAMINATION MODERATION FORM****SUBJECT:** _____**SEMESTER:** _____**COURSE GROUP:** _____**YEAR OF STUDY:** _____**DATE:** _____

1. Has the course outline been made available to the moderating team?
Moderation panel Yes ☐ No ☐ comments: _____
2. Are the exam questions in line with the learning outcomes of the course outline?
Moderation panel Yes ☐ No ☐ comments: _____
3. Are the questions presented clearly so that they provide adequate guidance to all the candidates?
Moderation panel Yes ☐ No ☐ comments: _____
4. Is the time allocated adequate in respect of the tasks given to the candidate?
Moderation panel Yes ☐ No ☐ comments: _____
5. Considering the course content and the learning outcomes, is the examination comprehensive and appropriate?
Moderation panel Yes ☐ No ☐ comments: _____
6. Considering the level of the candidate, is the examination appropriate?
Moderation panel Yes ☐ No ☐ comments: _____
7. Does the examination test the various educational objectives of knowledge recall, comprehension, analysis, synthesis, application and evaluation?
Moderation panel No ☐ Yes ☐ comments: _____
8. Has a marking scheme covering all the examination items been presented?
Moderation panel Yes ☐ No ☐ comments: _____
9. Is the distribution of the marks fairly done?
Moderation panel Yes ☐ No ☐ comments: _____
10. Does the marking scheme provide adequate guidance and details for another examiner to mark the same examination?
Moderation panel Yes ☐ No ☐ comments: _____
11. Kindly list any corrections that you feel need to be made in order to enhance this examination:-

Moderation Team:

Signature

- 1.....
- 2.....

3.....

Verified by: **Examinations Officer**

For use on all course Final Examinations

1. PROCEDURE FOR EXAMINATION MARKING, RATIFICATION AND GRADING SYSTEM

2. PURPOSE

To ensure quality, integrity and efficiency in marking and grading of examinations.

3. SCOPE

The scope covers the examination marking, ratification and grading system at the end of semester or course programs.

4.0 REFERENCES

4.1 Policy on
 Examinations

4.2 Class lists

4.3
 Acad
 emic
 calenda

r.

5.0 TERMS AND DEFINITIONS

5.1 CATs: Continuous
 Assessment Tests

5.2 KUC: Kenya
 Utalii College

5.3 ABM: Academic

Board Meeting

6.0 RESPONSIBILITIES

The Director of Studies is responsible for implementing and maintaining this procedure.

7.0 INPUTS

- 7.1 Lecturers
- 7.2 Examination scripts
- 7.3 Marking schemes

8.0 METHODS

8.1 The marking of final exams scripts shall be completed within one (1) Week after the beginning of the next semester.

8.2 The marked scripts together with scores shall be submitted to the Examinations officer who shall arrange for ratification of the results, before they are adopted and released by the examination Board by week 4. The examination results shall be released by week 5 of the following semester.

8.3 The Examinations Officer convenes an Examinations Board to ratify marks in the fourth week of the semester.

8.4 The Examinations Officer shall ensure that student results of final exams are released to students not later than four (4) weeks into the subsequent semester

8.5 The student shall apply for supplementary exams by filing in the Application for supplementary

examinations form. (see appendix H
KUC/ACAD/R/047)

8.6 A student failing a supplementary examination shall apply to repeat the course he/she has failed in by filing in application to repeat a course form (see appendix I KUC/ACAD/R/049).

8.7 The Examinations officer will handle the preparation of examination result slips (phase reports), transcripts, certificates and diplomas in accordance with the applicable grading system.

8.8 Examinations Officer issues examination results slip (Semester Report) to students with the grading as per the attached system. ***(See appendix 12.1.3)***

8.9 The grading of the results for the courses shall be.

8.10.1.	80% - 100%	= A	(DISTINCTION)
8.10.2.	66% - 79%	= B	(CREDIT)
8.10.3.	50% - 65%	= C	(PASS)
8.10.4.	0% - 49%	= D	(FAIL)

9.0 OUTPUT

- 9.1 Semester Reports
- 9.2 Annual Reports
- 9.3 Transcripts
- 9.4 Certificates

10.0 RECORDS

- 9.1 Consolidated marks worksheets

11.0 KEY PERFORMANCE INDICATORS

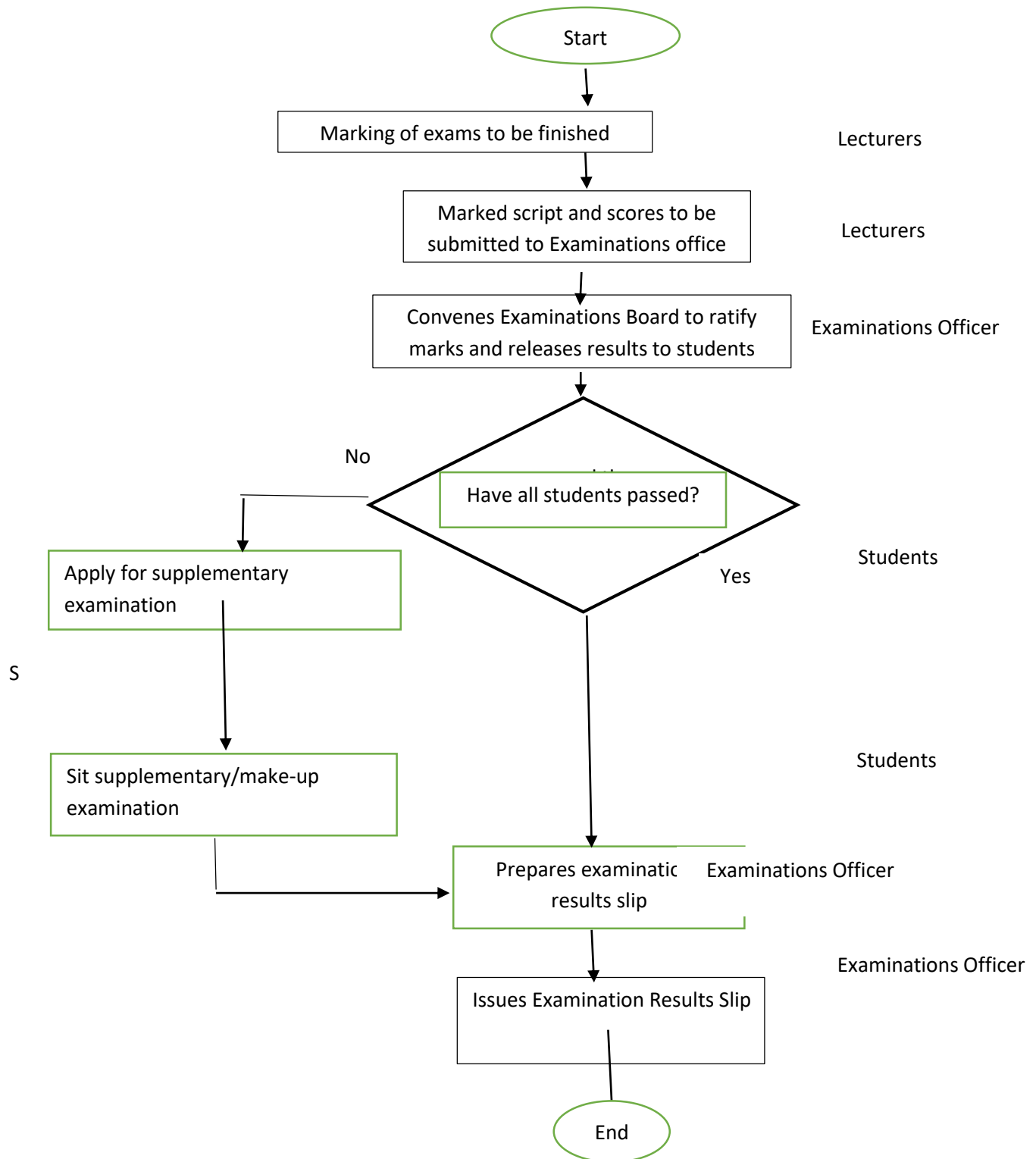
11.1 Number of Semester Reports generated

11.2 Number of Complaints

No.	Date	Details Of Change		Authorization
	<i>dd-mm-yy</i>	Page	Clause/sub-clause comment	Name and signature

12.1 FLOW CHART

Examination Marking, Ratification and Grading Procedure



12.2 APPENDICES

12.1.1 Application for Supplementary Examination



KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/047

APPLICATION FOR SUPPLEMENTARY EXAMINATIONS	
NAME:	STUDENT NO:
COURSE:	DATE:
I, _____ do hereby apply to be considered for supplementary examinations in the following subjects being all the subjects I failed at the end of my course in _____ (month/year)	
SUBJECT	MARKS
1. _____	_____
2. _____	_____
Signed: _____ Date: _____ Student	
FOR OFFICIAL USE ONLY	
Recommended/Not Recommended	
Signed: _____ Date: _____ Head of Department	
Approved/Not Approved	
Remarks: _____	
Signature: _____ Date: _____ Director of Studies	

.....Appendix 2 of the Students Rules and Regulations

12.1.2 Application to repeat a course unit



KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/049

APPLICATION FORM TO REPEAT A COURSE UNIT(S)

Name: _____	Course: _____
Student No: _____	Date: _____
I, _____ Student Number _____ do hereby apply to be allowed to repeat the _____ Course/Year/Phase/Subject(s). In submitting this application, I hereby confirm I have read the College Rules and Regulations governing repeating, and agree to abide by the following conditions: <ol style="list-style-type: none"> 1. Pay the full costs for the Year/Phase 2. Be Non-resident during the period of study 3. Abide by the College Rules and Regulations 4. The decision of the College Management is final Signed: _____ Date: _____	
FOR OFFICIAL USE ONLY:	
HEAD OF DEPARTMENT Remarks: _____ Signed: _____ Date: _____ Head of Department	
DIRECTOR OF STUDIES Recommended/ Not Recommended Remarks: _____ Signed: _____ Date: _____ Director of Studies	
PRINCIPAL Approved/Not Approved Remarks: _____ Signed: _____ Date: _____ Principal	

12.1.3 Kenya Utalii College Grading System

The grading of the results for the courses shall be.

80% - 100%	= A	(DISTINCTION)
66% - 79%	= B	(CREDIT)
50% - 65%	= C	(PASS)
0% - 49%	= D	(FAIL)

1. TITLE PROCEDURE FOR GRADUATION CLASSIFICATION AND ISSUE OF CERTIFICATES

2. PURPOSE

To ensure that only those candidates that qualify for graduation participate and receive a certificate after completion of the course.

3. SCOPE

The scope covers graduation, classification and issue of certificates after graduation.

4.0 REFERENCES

4.1 Policy on
Examinations

4.2 Students Rules and
Regulations

4.3 ABM
pronouncements

4.4 Academic calendar.

5.0 TERMS AND DEFINITIONS

5.1 CATs: Continuous Assessment Tests

5.2 KUC: Kenya
Utalii College

5.3 ABM: Academic
Board Meeting

6.0 RESPONSIBILITIES

The Director of Studies is responsible for implementing and maintaining this procedure

7.0 INPUTS

- 7.1 Graduation Committee
- 7.2 Consolidated mark sheets
- 7.3 Approved budget
- 7.4 Competent staff

8.0 METHODS

- 8.1 The Examinations Assistant shall prepare Marks worksheets for the entire course period for ratification four weeks after closing of receiving marks.
- 8.2 The Examinations Assistant shall prepare transcripts for students who successfully completed their course two weeks before the graduation date.
- 8.3 The Examinations officer shall advise the graduation committee on the number of graduands expected for purposes of ordering the students invitation cards and ordering of graduation gowns.
- 8.4 The list of students shall be provided by examinations office to the respective departments at least 2 weeks to graduation date.
- 8.5 Graduating students shall collect graduation clearance forms from the Examinations office. (see appendix O KUC/ACAD/R/049)

- 8.6 Certificates for students who successfully completed their course shall be prepared after the graduation date but within two months.
- 8.7 Students shall collect their certificates from the Examinations Office upon presentation of a duly signed clearance for graduation form and upon submission of their student's identity card.
- 8.8 In the event that the certificate has an error, the graduand shall lodge the complaint with the Examinations office and be advised accordingly in line with correction of certificates procedures.
- 8.9 The graduand shall present the voided certificate to the examinations office for verification of the said error.
- 8.10 The Examinations officer shall take at least one week to correct the certificate and thereafter forward it to the Director of Studies.
- 8.11 The certificate should be ready for collection two weeks after the students' request is made.
- 8.12 Certificates to be issued by KUC for various courses will be classified as follows: -.

Course Duration	Nature of certification	Signatory to the certificate
Less than a 40 hours unit (including but not limited to Refresher courses and MDPs)	Certificate of attendance	Examinations Officer and Director of Studies

A 40 hours unit to 1 year 6 months including internship where applicable.	Certificate of merit by examination.	Director of Studies and Principal
2 to 3 years including internship where applicable.	Diploma of merit by examination	Director of Studies and Principal

NB: Certification Requirements

- 1) No certificate or Diploma shall be signed 'pp' or 'for'.
- 2) All courses not developed through the board and examinable shall not be certified by a certificate of merit.
- 3) Certificate of attendance courses shall not accumulate credit hours towards any examinable certificate, diploma or degree programmes of the college.

9.0 OUTPUT

- 9.1 Graduation roll
- 9.2 Certificates issued

10.0 RECORDS

- 10.1 Clearance for graduation
- 10.2 Signed class lists
- 10.3 Student Identification Card
- 10.4 Consolidated marks worksheet

11.0 KEY PERFORMANCE INDICATORS

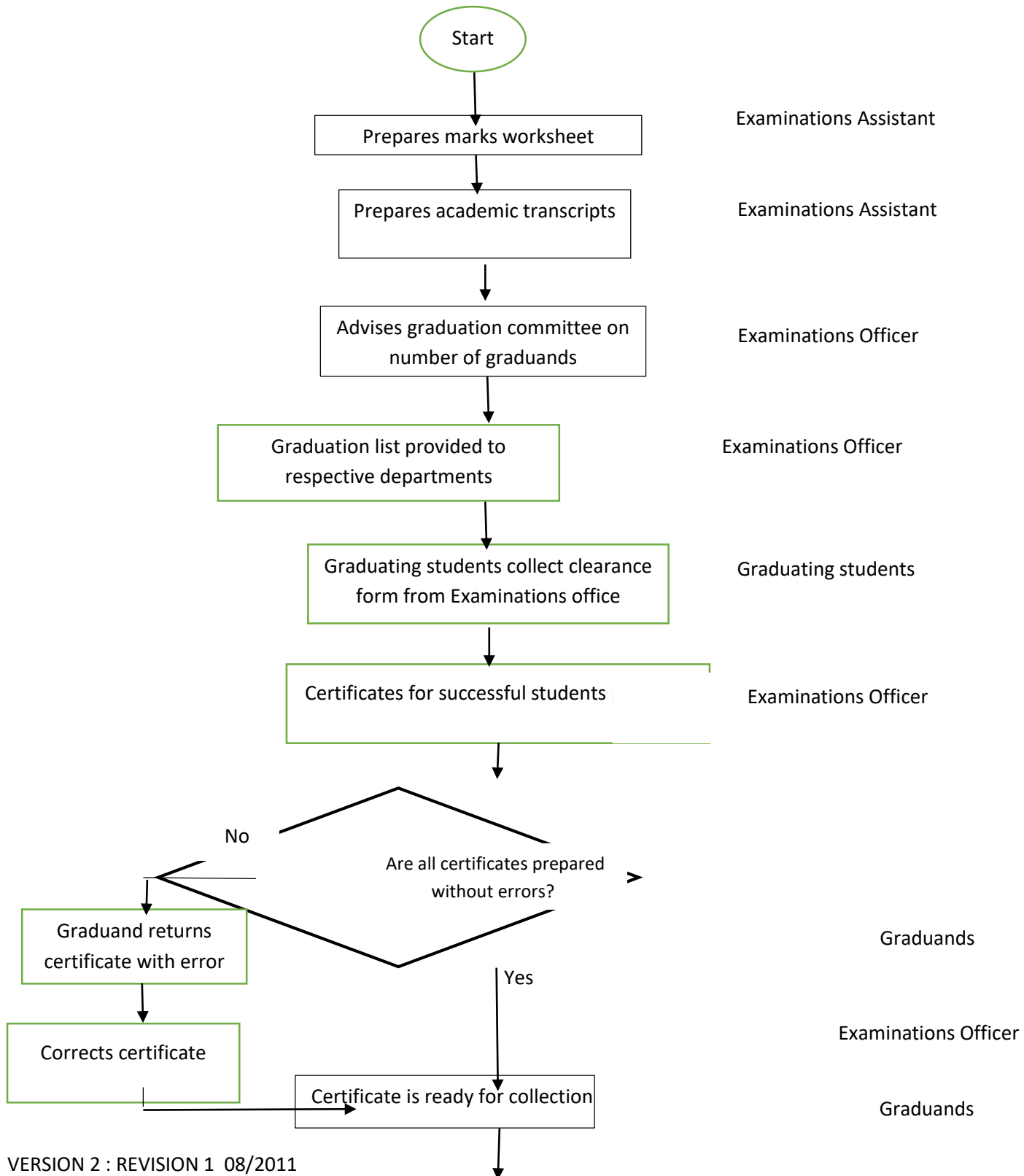
- 11.1 Number of candidates graduating
- 11.2 Number of certificates issued.

12.0 RECORD OF CHANGES

No.	Date	Details Of Change		Authorization
	dd-mm-yy	Page	Clause/sub-clause and comment	Name and signature

12.1 FLOW CHART

Graduation Classification and issue of certificates Procedure



End

12.2 APPENDICES**12.2.1 Clearance for Graduation Form**

KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/048

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**

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:.....

Examination Officer

1. TITLE
PROCEDURE FOR INVIGILATION AND
HANDLING MAL-PRACTICE OF ALL
EXAMINATIONS

2. PURPOSE

To ensure there is quality, integrity and efficient conduct all of examinations.

3. SCOPE

The scope covers the invigilation and handling mal-practices in the conduct of all end of semester, supplementary and make-up examinations for all course programmes.

4.0 REFERENCES

4.1 Policy on Examinations

4.2 Students Rules and Regulations

4.3 ABM pronouncements

4.4 Academic calendar.

4.4 ISO 9001:2015 standard

5.0 TERMS AND DEFINITIONS

5.1 CATs: Continuous Assessment Tests

5.2 KUC: Kenya Utalii College

5.3 ABM: Academic
Board Meeting

6.0 RESPONSIBILITIES

The Director of Studies is responsible for implementing and maintaining this procedure

7.0 INPUTS

- 7.1 Invigilators
- 7.2 Time tables
- 7.3 Examination rooms
- 7.4 Competent staff

8.0 METHODS

- 8.1 The examinations Assistant,** shall ensure that each examination shall have at least two invigilators as per the timetable issued by the Examinations Office. The number of invigilator shall be based on the policy on examinations criteria. (**See Appendix 12.1.4**).
- 8.2** The candidates will be permitted entry to the examination room by the invigilator 10 minutes prior to the commencement of the exam. The invigilator will allow only those candidates who have been cleared by the Examinations Officer and hold both valid examination cards and student identity cards.
- 8.3** The invigilators(s) shall announce that the candidates should not be in possession of any unauthorized materials and will also confirm that the seating arrangement is conducive for the exam.
- 8.4** The invigilators shall open the examination in the presence of the candidates and distribute the same together with the College authorized examination answer booklet (**see Appendix C KUC/ACAD/R/009**).
- 8.5** The invigilators shall announce the remaining time at least 30 minutes to the end of the exam.
- 8.6** The invigilators shall ensure that they have collected all the examination answer booklets at the end of the stipulated examination period. Towards this end, every candidate must sign examination attendance list (**see Appendix D KUC/ACAD/R/010**).

No candidate shall be allowed to leave the examination room with any unused examination answer booklet.

- 8.7 Any examination malpractice shall be recorded in the examination malpractice register **(see Appendix E KUC/ACAD/R/012)** and reported to the Examinations Officer in writing within one working day.
- 8.8 All examination malpractice forms shall be submitted immediately after completion of the examination to the examinations office.
- 8.9 The Examinations Officer shall then forward the examination malpractice form including any evidence and examinee's report to the Examinations Board for action as per the Students Rules and Regulations

9.0 OUTPUT

- 9.1 Examination well conducted

10.0 RECORDS

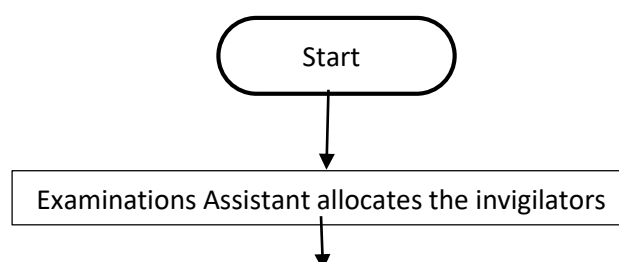
- 10.1 Examination answer booklets
- 10.2 Examination question papers
- 10.3 Examination Attendance Register
- 10.4 Examination moderation form
- 10.5 Examination card
- 10.6 Student Identification Card
- 10.7 Examination Mal-practice Register

11.0 KEY PERFORMANCE INDICATORS

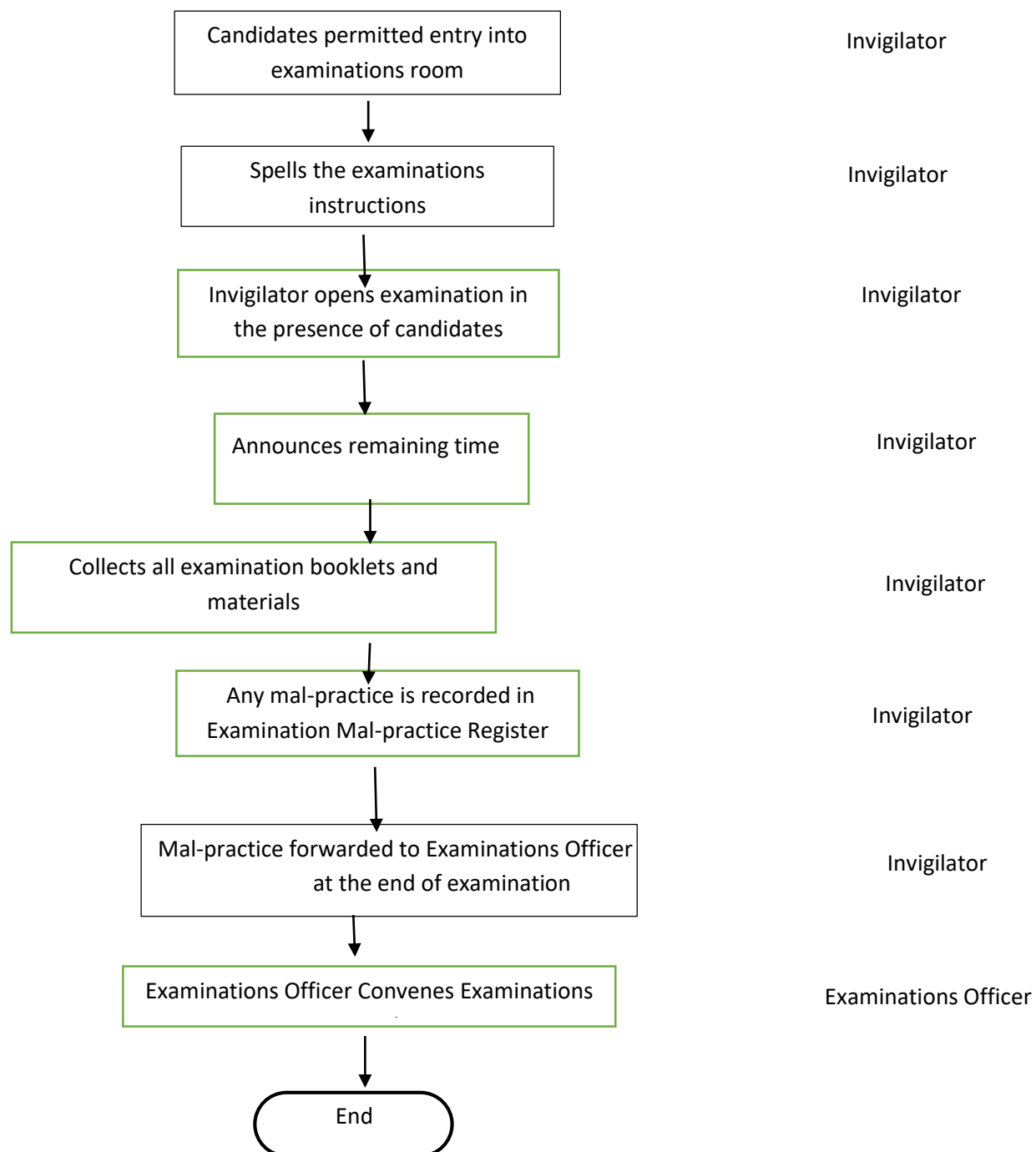
- 11.1 Number of candidates sitting examination
- 11.2 Number of Mal-practices detected

12.1 FLOW CHART

Invigilation and Handling Mal-practice in all Examinations Procedure



Examinations Assistant



12.2 APPENDICES

12.2.1 Examination answer Booklet

Cover page

KENYA

UTALII

COLLEGE

EXAMIN

ATION

ANSWER

BOOK

**STUDENT'S
EXAMINATION/
ADMISSION
NO:-**

COURSE

NO:

**LECTURER'S
NAME:**

COURSE TITLE/DESCRIPTION:_____

MAJOR:_____

**YEAR OF STUDY: FIRST YEAR/SECOND YEAR/THIRD
YEAR/FOURTH YEAR**

INSTRUCTIONS TO CANDIDATES

- 1) Write on both sides of the pages
- 2) Each answer should start on a fresh page
- 3) Write each question number at the top of each page
- 4) All rough work must be done in the Answer Book and crossed through
- 5) Enter in the space provided below the number of the questions
whic
h you
have
atte
mpte
d.
- 6) DO NOT remove answers books used or un used from the examination room
- 7) Ensure accuracy and clarity of expression when answering questions

- 8) Make sure that you sign the examination attendance register to be circulated by the Invigilator(s)
- 9) REMEMBER THAT YOU WILL RECEIVE AN " F" AND YOUR STUDIES AT KENYA UTALII COLLEGE BE DISCONTINUED IF YOU ARE CAUGHT CHEATING IN THE EXAMINATION.

INSERT HERE THE QUESTION NUMBERS
YOU HAVE ANSWERED IN THE ORDER IN
WHICH YOU HAVE DONE THEM.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Inside page.

	<div style="text-align: center;"> KENYA COLLEGE Page: 1 STUDENT ADMISSION NO: _____ _____ COURSE NO: _____ Write on both sides </div>	Do not write in either margin
--	--	--

of the paper.

Question No:

12.2.2 Examinations Attendance list

KENYA
KUC/ACAD/R/010

UTALII

COLLEGE,

NAIROBI

Examination Title: **Semester:**

.....

Course Group

Dates:

.....

Student Name		Student Numb	Candidate's	Remarks
1				
2				
3				

12.2.3 Examination Malpractice Register

KENYA
KUC/ACAD/R/012

UTALII

COLLEGE,

NAIROBI

EXAMINATION MALPRACTICE REGISTER

Student Name:..... Student No:..... Student Signature:

Date:.....

Subject Name:..... Subject Code:..... Nature/details of
Malpractice:.....

Invigilator's Name:.....

Signature:.....

Examination officer

Remarks:.....

.....

VERSION 2 : REVISION 1 08/2011

Name:.....

Signature:.....

Date:.....

Action

Taken:

.....

Name:.....

Designation:

.....

Signature:.....

Date:.....

12.2.4 Table for determining allocation of invigilators

No.	No. of candidates	No. of invigilators
1.	1 - 25	2
2.	26 - 75	3
3.	76 - 125	4
4.	126 - 175	5

NOTE: *An increase in the number of candidates in multiples of fifty (50) will require an additional invigilator.*

1. TITLE
PROCEDURE FOR TRANSCRIPT REPLACEMENT REQUEST AND MANAGEMENT OF STUDENTS' EXAMINATION RECORDS

2. PURPOSE

To ensure that only those candidates that qualify for graduation participate and receive a certificate after completion of the course.

3. SCOPE

The scope covers transcript replacement request and management of students' examination records

4.0 REFERENCES

4.1 Policy on Examinations

4.2 Students' files

4.3 ABM pronouncements

5.0 TERMS AND DEFINITIONS

5.1 ATs: Continuous Assessment Tests

5.2 KUC: Kenya Utalii College

5.3 ABM: Academic Board Meeting

6.0 RESPONSIBILITIES

The Director of Studies is responsible for

implementing and maintaining this procedure

7.0 INPUTS

- 7.1 Student file
- 7.2 Competent staff

9.0 METHODS

- 8.1 Upon the customer requesting for a transcript, the Examination Officer shall request for a student file **(see appendix K KUC/ACAD/R/060)** from the records Department. If the customer is requesting for authentication of a certificate, the Examination Officer shall request for a copy of the certificate using the certificate verification form **(see appendix J KUC/ACAD/R/059)** from the records Department. Authentication of a certificate shall be done within three (3) days.
- 8.2 There shall be a requisite fee for authentication of a certificate or preparation of a transcript.
- 8.3 The person making the request shall show the original receipt and also submit a copy of the receipt for the payment of transcript replacement to the Examinations Officer.
- 8.4 A transcript shall be prepared within 3 days and forwarded to the Director of Studies for signature within two (2) working days. The transcript shall be ready for collection within five (5) working days from the day the request was launched.
- 8.5 There shall be a charge levied for transcripts and certificates/diplomas that are not collected within one (1) year after the date of graduation.
- 8.6 Marked examination scripts shall be kept by the Examinations officer for 6 months and there after transferred to records department for storage.
- 8.7 Copies of Academic Transcripts, Certificates and Diplomas shall be kept in the Records Department.

9.0 OUTPUT

- 9.1 Transcripts replaced

- 9.2 Certificates authenticated
- 9.3 Student exam record stored

10.0 RECORDS

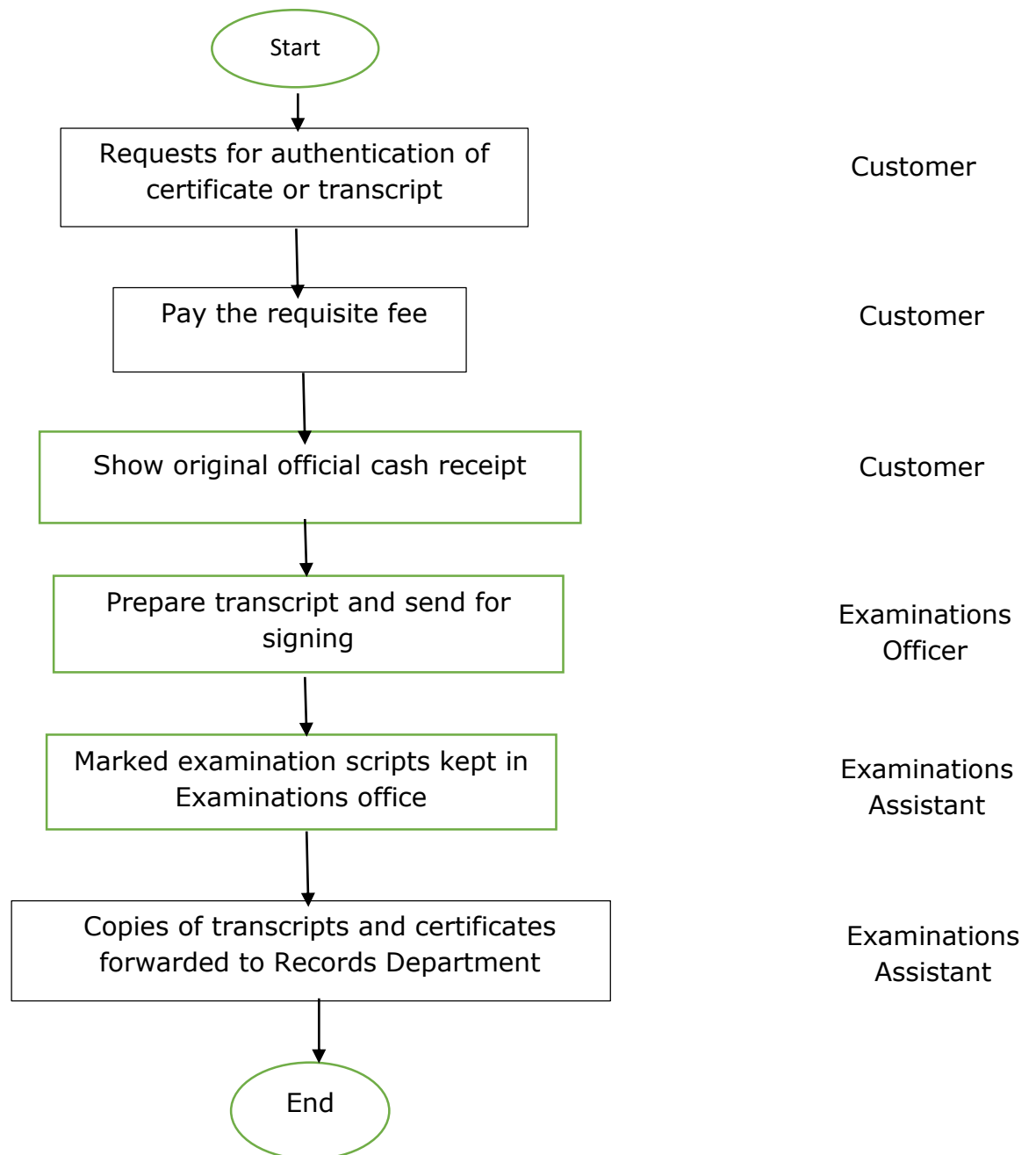
- 10.1 Transcripts
- 10.2 Certificates
- 10.3 Counter register book

11.0 KEY PERFORMANCE INDICATORS

- 11.1 Up to date counter register book.
- 11.2 Copies of official cash receipts

12.1 FLOW CHART

Transcript Replacement Request and Management of Students' Examination Records Procedure



12.2 APPENDICES**12.2.1 Certificate Verification Form**

**KENYA
KUC/ACAD/R/059**

UTALII

COLLEGE,

NAIROBI

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:.....

.....
Examinations Officer Signature & Stamp Date

12.2.2 Request for Student File Form

KENYA
KUC/ACAD/R/060

UTALII

COLLEGE,

NAIROBI

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

SECTION C: OPPORTUNITIES

OPPORTUNITIES FOR EXAMINATIONS DEPARTMENT					
OPPORTUNITY	ACTIONS	RESOURCES	RESPONSIBILITY	TIME LINES	KPT
Automating certificate signing	<ul style="list-style-type: none"> • Verify names 	<ul style="list-style-type: none"> • Technology • Competent staff • Funds 	<ul style="list-style-type: none"> • Principal & CEO • Director of Studies • Examinations Officer 	2 months	<ul style="list-style-type: none"> • Courses concluded
Can extend the examinations mandate outside KUC	<ul style="list-style-type: none"> • Lobby with the ministry 	<ul style="list-style-type: none"> • Competent staff • Funds 	<ul style="list-style-type: none"> • Principal & CEO • Director of Studies • Examinations Officer 	1 year	<ul style="list-style-type: none"> • Number of courses designed

	<ul style="list-style-type: none"> • Prepare standard examinations 				
Use industry to help us identify fake certificates	<ul style="list-style-type: none"> • Communicate with industry practitioners 	<ul style="list-style-type: none"> • Funds • technology 	<ul style="list-style-type: none"> • DDOS (Alumni & Placement) • Senior Public Relations Officer 	3 months	<ul style="list-style-type: none"> • Letters sent

								e examinati on procedure s		
4.	Slotting wrong subjects in the time table.	Operational			√	1	May lead to some exams missed out	Making use of course structures .	Examinations Assistant Examinations Officer	No. of amendments in the time table
5.	Missing to put some subjects on the time table.	Operational			√	1	May lead to some exams missed out	Make use of a checklist	Examinations Assistant Examinations Officer	No. of amendments in the time table
6.	Handling large capacity of student in an exam room	Operational		√		2	Can enable cheating of exams to thrive	Block a stipulated period in the time table	HODs Lecturers Examinations Assistant	No. of students in an exam room
7.	Under estimating examination booklets and papers	Operational			√	1	Students may will miss exam booklets	Checklist Minimize workload during packaging period	Administrative Assistant Examinations Officer	No. of booklets issued
8.	Mislabeling of exams packages that leads to issuing of wrong exams	Operational		√		2	Wrong exams will be opened at the wrong time	Checklist	Administrative Assistant Examinations Officer	No. of exams opened wrongly

9.	Having wrong names appearing on certificates	Operational		√		2	Re-typing certificates	HODs to provide certified list of names of graduating students	HODs Examinations Assistant	No. of certificates names changed
10.	Wrong filing of student marks Misplacing files	Operational			√	1	Students will miss their marks	Improving the automated system Lecturers to prepare individual mark sheet for every unit	ICT Systems Administrator Examinations Officer	No. of complaints
11.	Having all files burned down by fire	Financial			√	1	Lose students' records	Buy fire proof cabinets for filing. Need for electronic filing.	Supplies Officer Chief Accountant Examinations Officer	No. of fire fighting gadgets
12.	Leaking through staff having access to the examinations office	Social		√		2	Can affect integrity of the exam	All members of staff to be served across the counter	Examinations staff Examinations Officer	No. of cases reported
13.	Failure by students to sit for exams due to fee arrears	Social Financial		√		2	Many students will fail exams	Regular reminders on fee arrears	Chief Accountant	No. of students not clearing fees