



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR MANAGEMENT OF EXAMINATIONS
DOC. NO : JOOUST/AA/R /OP 11

AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGN: 
ACADEMIC, STUDENT AFFAIRS AND RESEARCH

ISSUED BY : REGISTRAR SIGN: 
ACADEMIC AND STUDENT AFFAIRS

0.1 DOCUMENT DISTRIBUTION

S. NO	TYPE	OFFICE
i.	Original	QMR
ii.	Copy	VC
iii.	Copy	DVC (ASAR)
iv.	Copy	RAA
v.	Copy	Principal, Deans and Directors
vi.	Copy	CoD

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
.....
.....
.....
.....
.....
.....

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 6 th SEP. 2024
-------------------------	---------------------------	--

1.0 Purpose: To ensure proper, efficient and effective process for managing examinations.

2.0 Scope: It covers the administration of examinations, issuance of examination results and academic transcripts and certificates.

3.0 References:

- i. ISO 9001:20015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Service Charter
- v. JOOUST Examination Policy
- vi. JOOUST Examination Rules and Regulations

4.0 Abbreviations /Acronyms and Definition of terms

- i. **CoD:** Chairperson of Department.
- ii. **Dean:** Head of School
- iii. **DVC (ASAR):** Deputy Vice Chancellor, Academic, Student Affairs and Research
- iv. **EO:** Examination Office
- v. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- vi. **QMR:** Quality Management Representative
- vii. **R (ASA):** Registrar Academic and Student Affairs
- viii. **VC:** Vice-Chancellor

5.0 Responsibility:

R(ASA) shall be responsible for the implementation of this procedure.

6.0 Method

6.1 Setting examinations

6.1.1 R(ASA) shall prepare a schedule of examination activities and forward to the Deans one week before commencement of the semester.

6.1.2 Deans shall give notices to course lecturers to set examinations within one month after commencement of the Semester.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH MARCH 2024
-------------------------	---------------------------	--

6.1.2.1 Course lecturers shall forward examination question papers in soft and hard copies and marking Schemes to the Deans a week after receiving the notice.

6.2 Appointment of External Examiners

- 6.2.1 Deans shall identify External Examiners and forward their names to R, ASA, one week after commencement of semester.
- 6.2.2 R, ASA shall table the names of External Examiners at Deans Committee for discussion one month after commencement of the semester.
- 6.2.3 Deans Committee shall recommend to Senate the names of External Examiners for appointment.
- 6.2.4 DVC, ASAR shall table the names at Senate for approval one week after the Deans Committee meeting.
- 6.2.5 DVC, ASAR shall prepare and release appointment letters to External examiners within one week after Senate approval.

6.3 Moderation

- 6.3.1 Deans shall organize for internal moderation one week after receiving the examinations.
- 6.3.2 Deans shall forward internally moderated examination question papers to External Examiners for further moderation one week after internal moderation.
- 6.3.4 Deans shall receive back moderated examination papers from the External Examiners one week after moderation.
- 6.3.5 Deans shall submit the externally moderated examination question papers (both soft and hard copies) to R,AA within one week after receiving them from the External Examiners.

6.4 Examination Processing

- 6.4.1 R,AA shall oversee the printing, collation, stapling and packaging of the examinations.
- 6.4.2 R,AA shall ensure safe and proper storage of examination question papers.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH MARCH 2024
-------------------------	---------------------------	--

6.5 Registration for Examinations

- 6.5.1 R, ASA shall prepare registration schedules
- 6.5.2 R, ASA shall release a circular to students informing them of the examination registration dates at least five weeks before the start of examinations.
- 6.5.3 R, ASA shall register students at least four weeks before the start of examination
- 6.5.4 R, ASA shall issue examination cards to fully registered students.
- 6.5.5 Teaching and Examination Time-Table Coordinator shall release examination time-tables to students and invigilators at least two weeks before the examinations begin.

6.6 Examination Security

- 6.6.1 R, ASA shall receive examination question papers from the Deans at least five weeks before the examinations begin.
- 6.6.2 R, ASA shall register and pack individual examination question papers and store them in a secure safe.

6.7 Conduct and Invigilation of Examinations

- 6.7.1 R ASA shall coordinate and supervise the conduct of examinations.
- 6.7.1 EO shall release examinations to Chief Invigilators at least half an hour before the start of all respective examinations.
- 6.7.2 Invigilators shall administer examination attendance registers during each session and ensure that all students have legitimate examination cards.
- 6.7.3 Invigilators shall supervise the students while writing the examinations.
- 6.7.4 The invigilator shall forward the students examination scripts to the course lecturer.

6.8 Marking of Examinations

- 6.8.1 Course lecturers shall mark the examinations within two weeks after the end of examinations.
- 6.8.2 Course lecturers shall forward the marksheets, scripts and marking schemes to the Deans of Schools within two weeks after the end of the examinations.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH MARCH 2024
-------------------------	---------------------------	--

6.9 Processing Examination Results

- 6.9.1 Director, Quality Assurance and Enhancement shall invite External Examiners for moderation of examination results one week after the end of marking.
- 6.9.2 External Examiners shall moderate results and forward their reports to the VC immediately after moderation.
- 6.9.3 CoDs shall convene Departmental Boards of Examiners to consider the results one week after external moderation.
- 6.9.4 Deans shall convene School Boards of Examiners to discuss the results one week after receiving results from Departmental Boards.
- 6.9.5 Deans shall forward provisional results to Deans Committee for consideration and recommendation to Senate.
- 6.9.6 DVC, ASAR shall forward provisional results to Senate for final approval.
- 6.9.7 DVC, ASAR shall release provisional results after Senate’s approval.
- 6.9.8 Deans shall issue provisional academic transcripts to students two weeks after approval of results by Senate.
- 6.9.9 DVC, ASAR shall release final transcripts to students within two weeks after graduation.

6.10 Examination Irregularities, Leakage, Remarking

Invigilators/Lecturers shall handle irregularities, leakages and remarking as provided for in the Student Rules and Regulations.

6.11 Replacement of Transcripts

- 6.11.1 The student shall pay requisite fees and fill in a transcript replacement form.
- 6.11.2 R, ASA shall receive the dully filled form and forward to respective Deans for recommendation
within two days of receipt.
- 6.11.3 R, ASA shall inform the students within three days to collect their transcripts.
- 6.11.4 Students shall sign a transcript receiving form.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15TH MARCH 2024
--------------------------------	----------------------------------	--

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15TH MARCH 2024
--------------------------------	----------------------------------	--