




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<p align="center"><b>PROCEDURE FOR MANAGEMENT OF EXAMINATIONS (CUEA/VC/ACD/03)</b></p>	<p><b>DEPUTY VICE CHANCELLOR ACADEMICS</b></p>
	<p><b>NO. OF APPENDICES</b></p>
	<p><b>(NONE)</b></p>
<p><b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:</p>	
<p><b>TITLE</b></p>	<p><b>VICE CHANCELLOR</b></p>
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<p><b>STAMP CONTROLLED / UNCONTROLLED</b></p>	<p><b>CONTROLLED</b></p>
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>Write amendments on the page provided (Clause 0.2)</li> <li>Controlled copies of this document shall be in the VC and DVC Academic's Office.</li> </ol>	

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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at the relevant functions for authorized users.

**1.0 Purpose**

This procedure seeks to ensure efficient and effective management of examinations at CUEA.


**2.0 Scope:**

This covers all aspects of examination e.g. examination dates, setting, moderation, external examiners, schedule of master’s and doctoral Oral Examination, Written and approval of results of Postgraduate Studies Committee at CUEA.

**3.0 References**

- 3.1 University Calendar
- 3.2 Circulars on conduct of examinations
- 3.3 Examination answer booklet

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- 3.4 CUEA Quality Management Manual
- 3.5 CUEA Programme of Studies
- 3.6 Postgraduate Studies Guidelines
- 3.7 Lecturer's Handbook

#### **4.0 Terms and Definitions**

- 4.1 **CUEA:** Catholic University of Eastern Africa.
- 4.2 **VC:** Vice Chancellor
- 4.3 **DVC:** Deputy Vice Chancellor
- 4.4 **ACD:** Academic
- 4.5 **EXM:** Examination
- 4.6 **REG:** Registry
- 4.7 **Oral Examinations** - Examinations whose answers are spoken rather than written.

#### **5.0 Principal Responsibility**


- 5.1 Deputy Vice-Chancellor Academic shall have the overall responsibilities of ensuring this procedure is effectively implemented.
  - 5.1.1 Deans/Executive Directors of CUEA Campuses shall be responsible for the effective implementation of this procedure within their divisions.
  - 5.1.2 The University Registrar shall be responsible for the effective implementation of this procedure at the Registry.
  - 5.1.3 Heads of Academic departments shall be responsible for the effective implementation of this procedure at departmental level.

#### **6.0 Method**

The DVC Academics shall:

- 6.1 Coordinate preparation of Examination dates Schedule for Senate Approval.
- 6.2 Ensure registration of students for courses and examination conforms to CUEA/DVC ACD/REG/02 Clause 6.6.1.
- 6.3 Ensure setting and moderations of examination by internal Examiners is in accordance with CUEA/ DVC ACD/EXM/01 Clause 5.1.

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- 6.4 Ensure appointment of External Examiners is in line with Postgraduate Studies Guidelines.
- 6.5 Coordinate moderation of examinations by External Examiners.
- 6.6 Schedule master's and doctoral thesis/ dissertation oral examinations
- 6.7 Ensure examination timetable set by Faculties/Schools/Institutes are in line with the University Academic Calendar.
- 6.8 Supervise functions of Examination Office as per CUEA/ DVC ACD/EXM/01Clause 5.1).
- 6.9 Chair and approve results at the Postgraduate Studies Committee.

**7.0 Appendices**

None

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