




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION (CUEA/DVC ACD/EXM/01)	HEADS OF DEPARTMENT
	NO. OF APPENDICES:
	8 (EIGHT) (A-H)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMIC
SIGNATURE	
DATE	13th February 2012
ISSUE DATE	14th February 2012
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the DVC Academic, Deans of Faculties/Executive Directors ,HoDs and the Examination Officer's office 	

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

Revision	00		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 2 of 20

0.	CONTENTS AND RECORD OF CHANGES.....	2
1.	PURPOSE	2
2.	SCOPE	2
3.	TERMS AND DEFINITIONS.....	2
4.	REFERENCES	3
5.	PRINCIPAL RESPONSIBILITIES	3
6.	METHOD.....	4
7.	APPENDICES	6

0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization <i>Title</i>
		<i>Page</i>	<i>Clause/subclause</i>	

0.3 Distribution / Circulation

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

1.0 PURPOSE

The purpose of this procedure is to ensure high quality examinations are set and are efficiently administered to guarantee objective assessment of students.

2.0 SCOPE:


This procedure applies to all the activities involved in examination setting and administration in all faculties and institutes of CUEA.

3.0 TERMS AND DEFINITIONS

For the purpose of this procedure, the following terms shall apply.

- 3.1 DVC- Deputy Vice Chancellor
- 3.2 HoD - Head of the department
- 3.3 Institute-shall also mean school/centre

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 3 of 20

- 3.4 DHoD- Deputy Head of the department
- 3.5 DEB- Department Examinations Board
- 3.6 FEB- Faculty Examination Board
- 3.7 Proof Reading Examination - Process of correcting any errors and omissions in the printed form of submitted examination draft.

4.0 REFERENCES.


This procedure makes references to the following documents which form part of the QMS documentation:

- 4.1 Student Handbook.
- 4.2 ISO 9001: 2008 Standard.
- 4.3 The University Academic Calendar.
- 4.4 Examination draft Moderation guidelines.
- 4.5 Examination Results Moderation guidelines
- 4.6 Programme of studies.
- 4.7 Invigilation guidelines.
- 4.8 Examination rules.
- 4.9 Quality Management Manual.

5.0 PRINCIPAL RESPONSIBILITIES.

- 5.1 The DVC Academic shall be responsible for the implementation and maintenance of this procedure.
- 5.2 The Deans of Faculty and HoDs/Coordinators have the overall responsibilities for ensuring that this procedure is strictly adhered to and is effectively applied.
- 5.3 The Deans of Faculty and Institute Directors shall be responsible for overseeing the setting and administration of examinations.
- 5.4 The Examination Officer shall be responsible for custody, processing and dispatch of examinations.

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------


	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 4 of 20

6.0 METHOD

6.1 Setting of examination

- 6.1.1 Within the first two weeks of each trimester the Examination Officer shall release a schedule showing clearly when the end of trimester examination drafts will be expected to be submitted to the examination office. The schedule shall indicate the deadline for such submission.
- 6.1.2 Within the first three weeks of each trimester the HoD/Coordinator shall submit to the Examination Office the confirmed 'units on offer' for that trimester.
- 6.1.3 Based on the schedule released by Examination Officer, the HoD/Coordinator shall communicate to the lecturers dates for submitting examination drafts and marking schemes.
- 6.1.4 The Lecturer shall set the examination drafts and prepare marking schemes using the course outline and forward them to the HoD/Coordinator within the stipulated time.
- 6.1.5 The HoD/Coordinator shall convene Departmental Examination Board meeting to moderate the examination drafts. The examination that does not meet the required standards shall be returned to the lecturer who shall resubmit it within 3 working days after corrections. Minutes of Departmental Examination Board Meeting shall be copied to the Examination Officer.
- 6.1.6 At least five weeks to the beginning of the trimester examinations, the HoD/Coordinator shall submit all the moderated examination drafts to the Examination Officer with an Examination Draft Submission Form. (CUEA/DVC ACD/EXM/01/fm 04).
- 6.1.7 Any examination drafts submitted after the deadline shall be accompanied by a written explanation addressed to the Examination Officer and copied to the DVC Academic.
- 6.1.8 The Examination Officer shall receive and record the submitted drafts, convert them into soft copies and print one copy of each examination for proofreading within three weeks of submission of the drafts.
- 6.1.9 Proofreading shall commence two weeks before the trimester examinations begin. The HoD/Coordinator shall communicate the dates for proofreading examinations.

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 5 of 20

6.1.10 Proof of identification from the HoD/Coordinator shall be required to proof read examinations (CUEA/DVC ACD/EXM/01/fm03).

6.1.11 Lecturer shall proofread the examination in the Examination Office, complete the examination proofreading form (CUEA/DVC ACD/EXM/01/fm02) and hand back the proofread examination to the Examination Officer for correction and printing.

6.2 Administering Examinations

6.2.1 The HoD shall collect the examination and the answer booklets from examinations office forty five (45) minutes before the start of the examinations.

6.2.2 The Invigilator(s) shall pick the examination and the answer booklets, examination attendance sheet (CUEA/DVC ACD/EXM/01/L01) and incidence form (CUEA/DVC ACD/EXM/01/fm 01) from the HoD/Coordinator thirty (30) minutes before the scheduled time from the HoD/Coordinator's Office.

6.2.3 The invigilator(s) shall administer the examination as per the invigilation guidelines(CUEA/DVC ACD/EXM/01/WI/01) and examination rules (CUEA/DVC ACD/EXM/01/WI/02).

6.3 Submission and Moderation of Marks

6.3.1 Two weeks before the start of examinations, the Examination Officer shall release a schedule indicating clearly the dates for submission and entry of marks into the AMIS.

6.3.2 At the beginning of the examination session the HoD/Coordinator based on the schedule shall communicate to the lecturers the deadline for submission of marks and answer booklets.


6.3.3 The Lecturer shall enter the raw marks in the AMIS, obtain a print out and forward the signed manual and printout together with answer booklets to HoD/Coordinator.

6.3.4 The HoD shall call DEB meeting to moderate examination marks as per the examination schedule.(CUEA/DVC ACD/EXM/01/scd 01)

6.3.5 The Dean shall call FEB meeting to moderate and approve all faculty examination marks as per examination schedule (CUEA/DVC ACD/EXM/01/scd 02).

6.3.6 The DVC Academic shall call Postgraduate Committee Meeting to moderate and approve all Postgraduate examination marks.

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------


	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 6 of 20

6.3.7 The Registrar shall take custody of the results for subsequent preparation of transcripts and release to respective students and sponsors as per the Academic Calendar.

7.0 APPENDICES

- 7.1 Appendix A: Exam Attendance Sheet/List
- 7.2 Appendix B: Examination Incidence Form
- 7.3 Appendix C: Examination Proofreading Form
- 7.4 Appendix D: Invigilation Guidelines
- 7.5 Appendix E: Examination Rules
- 7.6 Appendix F: Examination Results Schedule
- 7.7 Appendix G: Examination Setting & Administration Schedule
- 7.8 Appendix H: Examination Submission Form

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 7 of 20

Appendix A: Exam Attendance Sheet/List

(Academic Year)

(Semester/Trimester)

.....

.....

Course Code Course Name.....

Mode of Study (e.g. part-time, full-time etc).....

No.	Student No.	Student Name	Sing In	Sign Out
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				


Invigilator 1:

Invigilator 2:

Invigilator 3:

CUEA/DVC ACD/EXM/01/L 01

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

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<p align="center">Title</p>	<p align="center">PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION</p>	<p align="center">Page 8 of 20</p>

Appendix B: Examination Incidence Form



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A. M. E. C. E. A

**P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084
email:academics@cuea.edu**

EXAMINATION INCIDENT FORM

Date:.....

To: Name of Student:..... Reg. No:.....

Course Code.....

Title:

Examination Venue:.....

Time of Incident:.....

Brief description of the incident by Chief Invigilator:

.....
.....

Any other relevant remarks/observations:

.....
.....

Signatures:


Chief Invigilator:..... Student:.....

Invigilators:

- 1)
- 2)
- 3)

CUEADV CACD/EXM/01/fm 01

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------


	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 10 of 20

		Yes	No
Confirm:	1. Correct number of pages?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Correct number of questions?	<input type="checkbox"/>	<input type="checkbox"/>

Proof-read by:..... Signature:..... Date:.....

CUEA/DVC ACD/EXM/01/fm 02

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 11 of 20



Appendix D: Invigilation Guidelines

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A. M. E. C. E. A

INVIGILATION GUIDELINES

P.O. Box 62157

00200 Nairobi - KENYA


Telephone: 891601-6

Fax: 254-20-891084

APPROVED BY THE SENATE MEETING OF 14TH MARCH 1997(MIN. NO. 7/14/3/97)

1. Examinations will only be given to the Heads of Departments unless the Examination Office is directed otherwise.
2. Question papers should be collected from Examination Office at least 30 minutes before the start of examination
3. Afternoon questions will not be given out before 12.30 p.m.
4. The invigilator must go round the examination room at least 30 minutes before starting time and ensure that the examination room is properly arranged, that there are no charts on the walls, that there is enough ventilation and light.
5. If the invigilator thinks that something is not clear, he/she will note such problems and point them out to the student soon after they have taken their seats. Where more than one room is being used, corrected copies will be given to those in other rooms.
6. No candidate will be allowed to sit for any examination unless he/she has an Examination/Registration card and a student's identification card.
7. At the beginning of every examination all candidates must sign in.
8. Candidates will be asked to write: Date of Examination, Registration Number and to read the instructions on top of each Answer Book. Candidates will not be required to write their names.
9. Question paper will have been placed beneath the Answer Books UPSIDE DOWN. Candidates will then be asked to turn the question papers and be told to start.
10. Time of starting and time of ending are to be written on the blackboard/wall. Remaining time should also be written on the board.
11. As the examination is in progress, invigilators walk around the examination room quietly.
12. Draw the attention of candidates on the seriousness of cheating in an examination, and that the penalty approved by the Senate for those proven to have cheated is expulsion from the University.
13. In case an examination irregularity is detected the invigilator should bring it to the attention of the other invigilators. If they are more than one they should stop it from going on without disrupting the examination progress for the other candidates. Two investigators will sign an exam incident form provided by the examination office. The invigilators should then report the case to the Head of the Department after the examination and take statements from the student(s) involved. The case(s) should then be reported to the Faculty Dean immediately and then to the Departmental board of Examiners.
14. Any candidate wanting to attend to the call of nature should obtain permission from the invigilator.


Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 12 of 20

15. No candidates are allowed in after exam has started and no candidate should be allowed to leave the room (even if they have finished) before 30 minutes to time.
16. When a candidate has finished and it is then the right time for him/her to leave the exam room, he/she must hand in the Answer book(s) to the invigilator personally and sign out.
17. The invigilators should then collect the scripts and check/reconcile the number of candidates that sat the examination with the number of scripts collected.
18. The attendance sheet should be given to the examination office, another copy to the Registrar for record and another to the Head of Department.
19. From the number expected to sit for the exam and from the signatures on the attendance sheet it should be determined whether there are any cases of people who missed the exam. These should be listed and sent to the Registrar (Examination) together with the attendance sheet. If there are no people who missed the exam, then this should be declared on the attendance sheet.
20. Once all scripts are collected, all un-used Answer books must be returned to the Examination office.
21. The scripts must be handed over to the Head of Department who will give them to the person or persons responsible for marking.
22. During this handing over the head should make examiners collect the scripts on signature. This should be clearly and number of scripts, date of collection etc., must be indicated.

CUEA/DVC ACD/EXM/01/WI/01

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 13 of 20

Appendix E: Examination Rules



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A. M. E. C. E. A

P.O. Box 62157

00200 Nairobi - KENYA

Telephone: 891601-6


Fax: 254-20-891084

EXAMINATION RULES

APPROVED BY THE SENATE MEETING OF 14TH MARCH 1997(MIN NO. 7/14/3/97)

1. It is the duty of every candidate to find out the room and time allocated for his/her exam. The head of Department will not be held responsible for any candidate who fails to consult the timetable for any changes.
2. All candidates must be seated 15 minutes before the starting time. No candidate will be allowed in after the exam has started. Candidates who are late will take the paper the following semester and it will be marked as supplement.
3. Silence must be observed throughout the exam time.
4. Candidates are only allowed to carry pens, pencils and calculators, Canon law Vatican II document, Mathematical tables or Bibles (if allowed). No handbags, purses, overcoats, papers, magazines etc., are allowed in the examination room. Everything else is to be left in the designated area. No computer calculators are allowed.
5. No food and/or drinks are allowed in the exam room.
6. All candidates should bring with them the required items. (CF 4 above). Borrowing from one another is not allowed.
7. All candidates must sign at the beginning of every examination.
8. No candidates should leave the examination room before 30 minutes to finishing time. Any candidate answering to the call of nature must obtain permission from the invigilator.
9. Walking out of an examination in protest disqualifies a student for that given paper.
10. Candidates eligible for Semester exam must have sat for C.A.Ts and have attended all lectures as stipulated by

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 14 of 20


the University.

11. No candidates will be allowed to sit for any examination unless he/she proves that he/she is registered: therefore every candidate will be required to produce her/his Identification card and Examination/Registration card.
12. Candidates should write on both sides of the paper (except in mathematics).
13. Each answer should begin on a fresh page.
14. All rough work must be done in the Answer Book and crossed through.
15. It is an offense to take out an Answer Book or a piece of it from the examination room.
16. Candidates are warned that cheating in any exam leads to expulsion from the University. In case of cheating, the candidate and two or more invigilators will be required to sign an Examination Incident Form.
17. The invigilator is free to change the sitting arrangement in exam room if he/she deems it necessary.
18. All candidates must hand in the Answer Book to the Invigilator and sign out.
19. Special exam will only be provided to candidates strictly on medical reasons or on very extra ordinary circumstances as approved by the Faculty Examination Board.

NB: Failure to abide by the above guidelines may lead to disqualification from the exam or the University as the case may be.

CUEA/DVC ACD/EXM/01/WI/02

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 15 of 20

Appendix F: Examination Results Release Schedule



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A. M. E. C. E. A

**P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084
email:examsofficer@cuea.edu**

Examinations Office

Date:


To: All Academic staff

ISP Manager

Registrar

Re: Schedule of Activities Towards Release of ___(date)___ Exam Results

Date	Activity	Comment
	Entry of marks into the AMIS by lecturers.	Jubilee lower lab will be available. ISP office to facilitate
	Moderation of exam marks by DEBs and FEBs. Any adjustments to be effected into the AMIS.	Moderation in DEBs to include confirmation that the AMS generated mark sheet contains the correct grades. ISP office to facilitate the adjustments in AMIS
	Lock lecturers module & generate data	ISP office must signal Registry when generation of data is
Revision	01	Date 01 – Feb 2012

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 16 of 20


		complete
	Printing, verification and Signing of Transcripts	Any anomalies noted to be communicated to ISP office immediately
	Release of exam results by registry	Students to collect their transcripts from the faculties

(Official's Comments).....
.....
.....

Examinations Officer

CUEA/DVC ACD/EXM/01/scd 01

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 17 of 20

Appendix G: Examination Setting & Administration Schedule

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A. M. E. C. E. A

**P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084
email:Examsofficer@cuea.edu**


Examinations Office

Date:.....

To: All HoDs/Coordinators

**Re: Schedule of Activities Towards ___(date)___Examinations Setting and
Administration.**

Date	Activity	Comment
	Submission of units on offer to exam office by HODs/ Coordinators	Include any specials/supp exams that you may have approved.
	Submission of examination drafts to examination office by HODs/Coordinators	19 th Oct is the deadline for submission of exam drafts.
	Tentative examination time table released	Any collisions or omissions noted and acted upon by 19 th Oct.
	Final examination timetable released	The final timetable to be posted on the CUEA website.
	Proofreading of the exams	Departments to ensure all their exams are proof read.
	End of trimester	No timetable change during the
Revision	01	Date 01 – Feb 2012

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 18 of 20

	Examinations begin	examination period.
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Examinations Officer

Signature:.....

Date:.....

CUEA/DVC ACD/EXM/01/scd 02

Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/EXM/01
Title	PROCEDURE FOR EXAMINATION SETTING AND ADMINISTRATION	Page 19 of 20

Appendix H: Examination Draft Submission Form



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A. M. E. C. E. A

Examinations Office

**P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084
email: examsofficer@cuea.edu**

FACULTY:

DEPARTMENT:.....

#	Code	Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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Revision	01		Date	01 – Feb 2012
----------	----	--	------	---------------

