



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY PROCEDURES MANUAL

Title:	PROCEDURE FOR EXAMINATION AND GRADUATION	Reference	DEKUT/PM-7.5
		Issue/Rev.	3/2

PROCEDURE DETAILS

Examination Setting and Moderation

Step	Procedure Activity	Who	When	Record
1	Call for draft examination question papers from Departments	COD Examinations Office	As per Semester dates	Memo
2	Setting of examination Papers	COD	As per Semester dates	Draft examination papers
3	Moderation of examination papers by internal/ external examiners	COD	As per Semester dates	Minutes/Moderation report
4	Submission of draft examination papers to the examination office	COD	As per Semester dates	Memo
5	Preparation and proofreading of final examination papers	COD Examinations Office	As per Semester dates	Form 1E
6	Printing and packaging of examinations	COD Examinations Office	As per deadline	Exams scripts form 2E
7	Collection of examination papers by invigilators	COD	As per the exam timetable 30 mins before the start of a paper	Exams issue form 3E

Activity	Designation	Name	Signature	Date
Preparation	Registrar (A A)			
Review	MR			



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8	Administration of examination	COD	As per exam timetable	Form 4E
9	Distribution of scripts for marking	COD	After examination	Form 4E
10	Moderation of marked scripts.	COD	As per Semester dates	Minutes/ External examiners report
11	Processing of marks at the departmental level	Departmental Exam Coordinator	As per semester dates	Raw mark sheets for individual units showing: <ul style="list-style-type: none">✓ Test✓ CATs✓ Final Marks approved by COD
12	Verification of Consolidated mark sheets against raw marks.	Departmental board of examiners	As per semester dates	Printed and filled consolidated mark sheets.
13	Processing of examination marks at the school level	School Board of Examiners	As per Semester dates	Provisional Results
14	Approval and release of official examination results by Senate	Senate Board of Examiners	As per Semester dates	Official Results
15	Issuance of transcripts	Dean	After approval	Issuance register



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Issue of transcripts

Step	Procedure Activity	Who	When	Record
1	Processing of transcripts	Dean	15 days after the release of official examination results	Transcripts
2	Processing and issuing of final transcripts to students	Dean	On completion of an academic year	Issuance register
3	Application for replacement/extra transcripts	Dean	On completion	Application form/receipt

Classification and graduation

Step	Procedure Activity	Who	When	Record
1	Classification of students and approval by School Board of Examiners	Dean	As per the academic programme	Award list
2	Senate approval	VC	As per the academic programme	Approved Award list
3	Issuance of letters of completion/award	Registrar (A A)	On request	Letter of completion/award
4	Preparation of graduands list	Registrar (A A)	After Senate approval	Graduation list
5	Certification of the graduation list	Council	After compilation of the list	Sealing list



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6	Preparation and printing of graduation booklet	Registrar (A A)	After Certification of graduation list	Printed graduation Booklet
7	Preparation of certificate list	Registrar (A A)	After Certification of graduation list	Certificate list
8	Printing of certificates	Registrar (A A) DVC (AA) VC	After approval by the council	Printed certificates
9	Sealing of certificates	Sealing Committee of Council	On receipt of printed certificates	List of sealed certificates
10	Graduation ceremony	DVC (A A)	As per the academic programme	Graduation Booklet/Graduation photos
11	Issuance of certificates	Registrar (A A)	After graduation	◇ Graduation application form ◇ Certificate list ◇ Clearance form
12	Evaluation of KPI	Registrar (A A)	After Graduation	Performance Report

