	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

# CHUKA UNIVERSITY

## Standard Operating Procedure


For

## Examinations & Timetables (CU/SOP/EXTT/12)

### Document Review Sheet


The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name & Signature	Position	Date
Prepared by	Mr. J. K. Kathuru	Senior Assistant Registrar (Academic)	25.6.2012
Reviewed by	Prof. D. K. Isutsa	Deputy Vice-Chancellor (AA)/MR	01.3.2013
Approved by	Prof. E. N. Njoka	Vice-Chancellor	25.3.2013

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

## CONTENTS


<b>COVER PAGE.....</b>	<b>1</b>
<b>DOCUMENT REVIEW SHEET.....</b>	<b>1</b>
<b>CONTENTS.....</b>	<b>2</b>
<b>1.0. AMENDMENT RECORD SHEET.....</b>	<b>3</b>
<b>2.0. GENERAL.....</b>	<b>4</b>
2.1 Purpose.....	4
2.2 Scope.....	4
2.3 References.....	4
2.4 Abbreviations.....	4
2.5 Definitions.....	4
2.6 Responsibility.....	4
<b>3.0. ADMINISTRATIVE STRUCTURE.....</b>	<b>5</b>
<b>4.0. PROCESS.....</b>	<b>5</b>
4.1. Overview.....	5
4.2. Process for Preparation of Academic Year Schedule.....	6
4.3. Process for Preparation of Teaching and Consultation Timetables.....	6
4.4. Process for Preparation of Examination Setting and Moderation Timetable.....	6
4.5. Process for Preparation of Examination Timetable.....	7
4.6. Process for Examination Processing.....	7
4.7. Process for Coordination of Administration of Examinations.....	7
4.8. Process for Examination Conduct Report Writing.....	8
<b>5.0. RECORDS.....</b>	<b>8</b>
<b>6.0. PERFORMANCE INDICATORS.....</b>	<b>9</b>
<b>APPENDIX I: PROCESS MAPS.....</b>	<b>10</b>

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

## 1.0 AMENDMENT RECORD SHEET

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

DATE	ISSUE NO.	REVISION NO.	PAGE NO.	SUBJECT OF REVIEW /MODIFICATION	REVISED BY HOD	APPROVED BY MR
1.3. 13	02	00	ALL	Changed Quality Management Representative to Management Representative	Director, Examination and Timetabling	Prof. Isutsa
1.3. 13	02	00	ALL	Changed Deputy Principal to Deputy Vice-Chancellor	SAME	Prof. Isutsa
1.3. 13	02	00	ALL	Changed procedures to processes	SAME	Prof. Isutsa

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

## 2.0 GENERAL

### 2.1 Purpose

The purpose of this procedure is to ensure that the evaluation of students is done in accordance with examination regulations stipulated in the University Statutes and the requirements of this International Standard.

### 2.2 Scope

This procedure covers all the activities that take place in the Directorate of Examinations and Timetabling, including preparation and coordination of Semester Schedules, Teaching Timetables, Examinations Timetables, Consultation Timetables, CATs and end of semester examinations as stipulated in the University Statutes.

### 2.3 References

- (i) CU Catalogue, 2013
- (ii) CU Charter, 2013
- (iii) CU Quality Manual
- (iv) CU Statutes, 2013
- (v) Current CU Students' Hand book
- (vi) ISO 9001: 2008 Standard Clauses 7.1, 7.3, 7.5, 7.6, 8.0
- (vii) Teaching and Examinations Timetables


### 2.4 List of Abbreviations

<b>DP (AA)</b>	=	Deputy Vice-Chancellor (Academic Affairs)
<b>Director (EXTT)</b>	=	Director, Examinations and Timetabling
<b>AR (E)</b>	=	Assistant Registrar (Examinations)
<b>SS (E)</b>	=	Senior Secretary Examinations
<b>AA (E)</b>	=	Administrative Assistant Examinations
<b>CATs</b>	=	Continuous Assessment Tests
<b>ETT</b>	=	Examinations and Timetabling
<b>COD</b>	=	Chairman of department

### 2.5 Definition of Terms

**Director:** Means the Director of Examinations and Timetabling.

**Semester:** Seventeen (17) weeks of approved academic activities for Chuka University

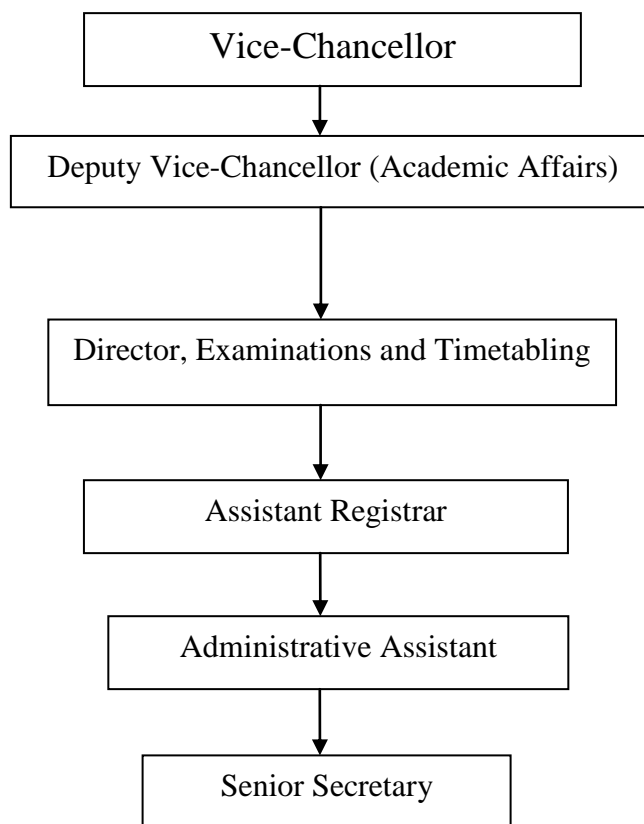
	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

## 2.6 Responsibility

The Director of Examinations and Timetabling has the primary responsibility of ensuring that this procedure is implemented and remains adequate for its intended purpose and for providing the information from which the documentation for its processes and activities can be compiled and initiating action to keep them up to date. All departmental staff are responsible for implementing and ensuring that these procedures are followed.

## 3.0. ADMINISTRATIVE STRUCTURE

Examinations and Timetabling is one of the Directorates within CU. The current administrative structure for the department is as shown below:




## 4.0 PROCESSES

### 4.1 Overview

The Directorate, EXTT is responsible for the activities related to coordinating the preparation of Academic Calendar, Teaching, Consultation and Examination Timetables, Processing and Administration of Examinations. The core activities of the Directorate include:

- (i) Preparation of academic year schedule
- (ii) Preparation of teaching timetable

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

- (iii) Preparation of consultation timetables
- (iv) Preparation of examination processing schedule
- (v) Preparation of examination timetable
- (vi) Coordination of administration of examinations

#### **4.2 Process for Preparation of Academic Year Schedule**


- (i) The Director (EXTT) prepares the academic year schedule in consultation with the Deputy Vice-Chancellor (Academic Affairs) at the beginning of August of every year.
- (ii) The Director (EXTT) prepares the schedule to harmonise and synchronise with other activities happening in the education sector and national calendar to avoid conflicts.
- (iii) The Director (EXTT) presents the schedule to the Senate for approval.
- (iv) The schedule is implemented by extracting dates and preparing semester schedules.

#### **4.3. Process for Preparation of Teaching and Consultation Timetables**

- (i) The Director (EXTT) calls for course allocations for the semester from the CODs one month before the beginning of the semester.
- (ii) The Director (EXTT) prepares the timetable drafts by inserting the subject code in the typed draft sheet three weeks to the beginning of the semester.
- (iii) The draft is scrutinized to ensure there are no conflicts.
- (iv) The Director (EXTT) releases the timetable drafts to stakeholders to study the draft two weeks to the beginning of the semester.
- (v) The stakeholders return any concerns one week to the beginning of the semester.
- (vi) The Director (EXTT) receives all concerns and amends the timetables.
- (vii) The Director (EXTT) effects corrections within last week to beginning of the semester.
- (viii) The Director (EXTT) releases the final timetable once at the beginning of the semester.
- (ix) The Director (EXTT) prepares the face-to-face consultation timetable for school-based/work-based students once per month.
- (x) The Director (EXTT) releases the consultation timetable once per month at an interval of four weeks.

#### **4.4. Process for Preparation of Examination Setting and Moderation Timetable**

- (i) The Director (EXTT) instructs lecturers to set examinations 8 weeks after the beginning of the semester.
- (ii) The departmental examination officers receive the drafts and seek approval for facilitation from the DP (AA) to take the drafts for moderation by external examiners 9 weeks after the beginning of the semester.
- (iii) The departmental examination officers receive the moderated drafts and moderation report within the 9<sup>th</sup> week after the beginning of the semester and handover to the CODs.

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

- (iv) The CODs return the moderated examination drafts to lecturers to effect changes if any within the 10<sup>th</sup> week after the beginning of the semester.
- (v) The examination officers/CODs receive the drafts and forwards to the Director (EXTT) by the 10<sup>th</sup> week after the beginning of semester to process.

#### **4.5. Process for Preparation of Examination Timetable**


- (i) The Director (EXTT) calls for examination allocations for the semester from the CODs 8 weeks after the beginning of the semester.
- (ii) The Director (EXTT) prepares the timetable draft by inserting the examination code in the timed draft sheet 9 weeks after the beginning of the semester.
- (iii) The draft is scrutinized to ensure there are no conflicts.
- (iv) The Director (EXTT) releases the examination timetable draft to stakeholders to study the draft 10 weeks after the beginning of the semester.
- (v) The staff return concerns by the 11<sup>th</sup> week after the beginning of the semester.
- (vi) The Director (EXTT) effects corrections in the 11<sup>th</sup> week after beginning of the semester.
- (vii) The Director (EXTT) releases the final timetable once two weeks to the beginning of the examinations.

#### **4.6 Process for Examination Processing**

- (i) The Director (EXTT) receives the examination drafts from the COD/examinations officers in Academic departments by the 10<sup>th</sup> week after the beginning of the semester.
- (ii) The Director (EXTT) records the examination drafts according to departments.
- (iii) The Director (EXTT) arranges the examination drafts according to the timetable.
- (iv) The Director (EXTT) arranges typing of examinations according to the days in the timetable, starting from the 11<sup>th</sup> week of the semester.
- (v) The Director (EXTT) invites in writing the proofreading of examinations by lecturers/instructors from the 12<sup>th</sup> week after the beginning of the semester.
- (vi) The Director (EXTT) arranges recording in examination proofreading form CU/EXTT/FORM/01.
  - (a) Records of proofread examinations are kept according to faculties (counter book).
- (vii) The Director (EXTT) effects corrections suggested by lecturer/instructor if any.
- (viii) The Director (EXTT) arranges printing and photocopying of ready examination drafts.
- (ix) Collating and packaging of examination papers begins in the 13<sup>th</sup> week after the beginning of the semester.
- (x) The Director (EXTT) arranges safe storage of examinations under lock and key.

#### **4.7 Process for Coordination of Administration of Examinations**

- (i) The Director (EXTT) prepares a list of all examinations offered by the department one day after submission of examinations.
- (ii) The Director (EXTT) records the date of the examinations, rooms and time according to the examination time table.

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

- (iii) The Director (EXTT) retrieves examination drafts from safe custody (1 hour before the examination is to be taken).
- (iv) The Director (EXTT) records individual drafts in the black book upon release to the invigilators, who sign in the black book, collect rules and regulations, examination attendance sheet, incidence form and examination processing form.
- (v) The examinations are invigilated according to Academic Departments Procedure (CU/SOP/DEPT/16-21).
- (vi) Invigilators return original attendance sheet and five copies of examination papers to the Director (EXTT) immediately after administration of examinations.
- (vii) The invigilators sign in the number of candidates for respective papers and record incidences if any.
- (viii) The Director (EXTT) forwards five copies of each examination paper to the Librarian 2 weeks after the end of examinations.
- (ix) The Director (EXTT) labels and stores original attendance sheet copies promptly according to semester and year.
- (x) The Director (EXTT) arranges records of examinations received according to Faculties in the counter book.


#### **4.8. Process for Examination Conduct Report Writing**

- (i) Two weeks from the end of examination administration, the Director (EXTT) considers:
  - (a) The papers that have been released and the ones that were typed (according to the programmes) and ensure they are tallying.
  - (b) Data showing examinations done (date of examination, the lecturer who taught, number of candidate and remarks )
  - (c) Data showing examinations typed according to programmes.
- (ii) The Director (EXTT) writes the report to capture:
  - (a) Title, which outlines the period of examination.
  - (b) Introduction of the report.
  - (c) Development to demonstrate how examinations were administered since submission to releasing (papers done from start to end).
  - (d) Challenges encountered during examination period.
  - (e) Recommendations in regard to development and challenges.
  - (f) Conclusion as per the Director (EXTT)'s view.
- (iii) The Director (EXTT) submits the report to the Deputy Vice-Chancellor (academic Affairs) after 4 weeks from the end of examinations for processing of actions requested and onward forwarding to the Vice-Chancellor.

#### **5.0 RECORDS**

- (i) Examination Attendance Record
- (ii) Examination Incidents Form
- (iii) Examination Processing Form
- (iv) Examination Data



	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

- (v) Examination timetable
- (vi) Teaching Timetable


## 6. PERFORMANCE INDICATORS/OBJECTIVES

### 6.1 Performance indicators

- (i) Implementation of semester schedule
- (ii) Accessibility of teaching timetables
- (iii) Availability of consultation timetables
- (iv) Primed examination timetables
- (v) Availability of examination materials
- (vi) Accessibility of lecture rooms (properly managed & maintained)
- (vii) Accessibility of laboratories (well maintained & equipped)
- (viii) Filled examinations attendance sheets
- (ix) Availability of report on the total number of exams done in every semester
- (x) Accessibility of reports on examination administration
- (xi) Availability of appropriate teaching facilities

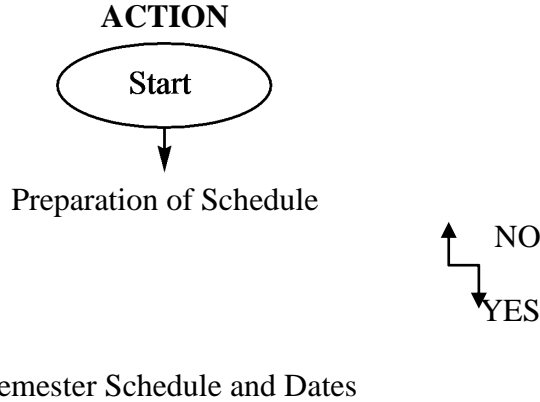
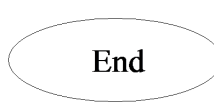
### 6.2 Departmental objectives


- (i) To prepare semester schedules in consultation with the Registrar (AA)
- (ii) To prepare schedules for conducting, processing, and administration of examinations.
- (iii) To work with Deans, Directors, and COD's in locating appropriate teaching facilities
- (iv) To ensure security and confidentiality in preparation of semester examinations
- (v) To prepare a budget and make follow ups for procurement of materials needed by the timetabling and examinations.
- (vi) To advice the Deputy Vice-Chancellor (Academic Affairs) on critical issues on timetabling and conducting of Examinations.
- (vii) To work with Deans, CODs in monitoring the implementation of curricula.
- (viii) To ensure proper management and maintenance of lecture halls, lecture theatres, workshops and laboratories in consultation with the respective Deans of Faculties.
- (ix) To ensure that both teaching and examination timetables are followed as scheduled.

	Document Ref.:	Issue Date:
	CU/SOP/EXTT/12	25 <sup>th</sup> March, 2013
	Issue No.:	Revision No.:
	02	00
Document Title: STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES		

**APPENDIX I: PROCESS MAPS**


**(i) Teaching Timetable Process Map**

RESPONSIBILITY	ACTION
VICE-CHANCELLOR DVC (AA) DIRECTOR, EXTT/  SENATE  DIRECTOR, EXTT	
CODs  DIRECTOR, EXTT	Call for course allocations for the semester  Preparation of timetable sheet - draft
DIRECTOR, EXTT  DIRECTOR, EXTT/CODs/ LECTURERS/INSTRUCTORS  DIRECTOR, EXTT/ SAR, EXAMINATIONS	Insert the subject code in the draft sheet  Release the timetable draft with a call for all concerns  Receive the concerns, effect them and release final timetable  <div style="text-align: center;">  </div>

	Document Ref.:	Issue Date:
	CU/SOP/EXTT/12	25 <sup>th</sup> March, 2013
	Issue No.:	Revision No.:
	02	00
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

**(ii) Examination Processing Process Map**

RESPONSIBILITY	ACTION
VICE-CHANCELLOR DVC (AA) DIRECTOR, EXTT/  SENATE	<p style="text-align: center;">Start</p> <p>Preparation of Schedule</p> <p>Approval</p> <p style="text-align: right;">NO YES</p>
DIRECTOR, EXTT  CHAIRMAN/LECTURERS	<p>Preparation of Semester Schedule and Dates</p> <p>Setting and moderation of examinations by internal examiners</p>
CHAIRPERSONS/DEANS DVC (AA) SENATE/ VICE-CHANCELLOR	<p>Nomination and appointment of External Examiners</p> <p>Approve external examiners</p> <p style="text-align: right;">NO YES</p>
EXTERNAL EXAMINERS  DIRECTOR, EXTT	<p>Moderation of drafts Examinations</p> <p>Preparation of Examinations timetable</p>
CHAIRS/EXAMINATION OFFICERS DIRECTOR, EXTT/ SAR, EXAMINATIONS	<p>Submission of examinations drafts</p> <p>Typing, proof-reading, collating and Packing question papers</p>
DIRECTOR, EXTT/ SAR, EXAMINATIONS DIRECTOR, EXTT/ SAR, EXAMINATIONS LECTURERS	<p>Safe storage in the strong room</p> <p>Administration of Examinations Collecting &amp; Invigilation/supervision</p>
DIRECTOR, EXTT/ SAR, EXAMINATIONS	<p>Report writing</p> <p style="text-align: center;">End</p>

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

### Examination Attendance Record

#### CHUKA UNIVERSITY

*Using the student identity cards and the examination card all candidates must sign the attendance sheet on the spaces provided. A copy of the attendance sheet must be handed over to the examinations office immediately the examination ends.*

#### ATTENDANCE SHEET (CU/EXTT/FORM/01)

**COURSE CODE:** \_\_\_\_\_ **TITLE OF PAPER:** \_\_\_\_\_  
**EXAMINATION ROOM:** \_\_\_\_\_ **YEAR OF STUDY:** \_\_\_\_\_ **STREAMS:** \_\_\_\_\_  
**DATE OF EXAMINATION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **PAGE:** \_\_\_\_\_

SN	REG.NO	SURNAME	OTHER NAMES	SIGN	DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**NAMES OF INVIGILATORS**


**TOTAL NUMBER OF CANDIDATES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_

**CHIEF INVIGILATOR'S SIGNATURE**

\_\_\_\_\_

	Document Ref.:	Issue Date:
	CU/SOP/EXTT/12	25 <sup>th</sup> March, 2013
	Issue No.:	Revision No.:
	02	00
Document Title: STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES		

**Examination Incident Form**

**Chuka University**

Examination Incident Form  
(CU/EXTT/FORM/02)

- Examination Particulars

Course code: \_\_\_\_\_ title of paper: \_\_\_\_\_  
 Examination room: \_\_\_\_\_ year of study: \_\_\_\_\_ stream: \_\_\_\_\_  
 Date: \_\_\_\_\_ time: \_\_\_\_\_

- Nature of incident

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Student's Particulars


Name: \_\_\_\_\_ Sign: \_\_\_\_\_

- Witness particulars

Name: \_\_\_\_\_ Sign: \_\_\_\_\_

- Invigilators /Supervisor's Particulars

Name: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Name: \_\_\_\_\_ Sign: \_\_\_\_\_

	Document Ref.:	Issue Date:
	CU/SOP/EXTT/12	25 <sup>th</sup> March, 2013
	Issue No.:	Revision No.:
	02	00
Document Title: STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES		

**Examination Processing Form**

**CHUKA UNIVERSITY**

**EXAMINATION PROCESSING FORM**

(CU/EXTT/FORM/03)

**EXAMINATION PERIOD** \_\_\_\_\_

**A) General Details**

Course Code and Title: \_\_\_\_\_ Streams: \_\_\_\_\_

Exams Session: \_\_\_\_\_ Year: \_\_\_\_\_ Semester: \_\_\_\_ CF: \_\_\_\_\_

Number of Candidates: \_\_\_\_\_ Exams date/Time: \_\_\_\_\_

**B) Particulars of the Examiner:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Dept: \_\_\_\_\_ Faculty: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C) Submission of results to the COD:**

Submitted by (Name): \_\_\_\_\_ Signature: \_\_\_\_\_

Streams: \_\_\_\_\_

Number of Scripts per stream: \_\_\_\_\_

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

**D) Submission of Results to the Dean of the Faculty:**

Submitted by (Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Mark Sheets per stream (Pages): \_\_\_\_\_


No. of Candidates per stream: \_\_\_\_\_

Received by (Name): \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_ Faculty: \_\_\_\_\_


Date: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

**NB:** This form should be submitted to the COD not later than two weeks after the end of the main examination session and one week after resit/special examinations

	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title:		
<b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

**Examination Data Form**  
**(CU/EXTT/FORM/04)**

S/N	DATE OF ISSUE	EXAMINATION – COURSE CODE & TITLE	NO. OF CANDI-DATES	LECTURER	REMARKS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					


	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

According to programmes/groups

*Examination Administration Sheet  
(CU/EXTT/FORM/05)*

S/NO.	DEGREE/PROGRAMME	NO. OF EXAM PAPERS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
12		
	<b>TOTAL NUMBER OF PAPERS</b>	



	Document Ref.:	Issue Date:
	<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
	Issue No.:	Revision No.:
	<b>02</b>	<b>00</b>
Document Title: <b>STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES</b>		

**Examination timetable  
(CU/EXTT/FORM/06)**

**CHUKA UNIVERSITY EXAMINATION TIMETABLE**  
 ( \_\_\_\_\_ )  
**(STREAMS SITTING EXAMINATIONS – OUTLINED HERE)**

DATE/DAY	COURSE CODE, TIME AND ROOM ALLOCATION			
	8.30AM-10.30AM	11.30AM-1.30PM	2.30-4.30PM	5.30-8.30PM
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

**Prepared by:**



Document Ref.:	Issue Date:
<b>CU/SOP/EXTT/12</b>	<b>25<sup>th</sup> March, 2013</b>
Issue No.:	Revision No.:
<b>02</b>	<b>00</b>

Document Title:  
**STANDARD OPERATING PROCEDURE FOR EXAMINATIONS AND TIMETABLES**

**Teaching Timetable**  
**(CU/EXTT/FORM/07)**

**CHUKA UNIVERSITY TEACHING TIMETABLE**  
 ( \_\_\_\_\_ )  
**(PROGRAMMES IN SESSION OUTLINED HERE)**

Day	7am-8am	8am-9am	9am-10am	10am-11am	11am-12am	12pm-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm
M														
O														
N														
D														
A														
Y														
T														
U														
E														
S														
D														
A														
Y														
W														
E														
D														
N														
E														
S														
D														
A														
Y														
T														
H														
U														
R														
S														
D														
A														
Y														
F														
R														
I														
D														
A														
Y														
S														
A														
T														
U														
R														
D														
A														
Y														

**PREPARED BY:** \_\_\_\_\_ **NB:** \_\_\_\_\_