




KISII NATIONAL POLYTECHNIC

PROCEDURE FOR EXAMINATIONS

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0.2 RECORDS OF CHANGE

NO.	Date (dd-mm-yy)	Details of changes		Authorization/ Name
		Page	Clause/Sub-clause and comment	
01	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
02	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

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**0.3 DISTRIBUTIONS**

HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMIN'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE

0.4 ABBREVIATIONS

Abbreviations given in the IMSM apply in addition to:

0.4.1 KASNEB - Kenya Accountants and Secretaries National Examination Board.

0.4.2 KNEC - Kenya National Examinations Council.

0.4.5 KMLTTB- Kenya Medical Laboratory Technicians and Technologists Board

0.4.6. KPPB- Kenya Pharmacy and Poisons Board

0.4.7 DIT- Directorate of Industrial Training

1.0 PURPOSE

To guide the administration of internal and external examinations.

2.0 SCOPE

This procedure applies to both internal and external examinations.

3.0 REFERENCES



- 3.1 KNEC syllabus.
- 3.2 KASNEB syllabus.
- 3.3 City and Guilds Syllabus.
- 3.4 KNP Academic Policy.
- 3.5 KMLTTB guidelines.
- 3.6 KPPB guidelines.
- 3.7 DIT guidelines.
- 3.8 IMS Manual.
- 3.9 CTDLT guidelines.

4.0 DEFINITION OF TERMS

- 4.1 **Departmental Barazas** - A meeting involving departmental lecturers and students.
- 4.2 **Processing Exams** – Typing, proofreading, packaging, production of examination materials and papers and recording.

5.0 RESPONSIBILITIES

- 5.1 The examination officer is responsible for the effective implementation and maintenance of this procedure.
- 5.2 The Subject trainer is responsible for setting, marking and grading of internal exams.
- 5.3 The HOD is responsible for examination moderation and issuance of transcripts within the department.
- 5.4 The Academic Board is responsible for enforcing examination requirements as per the KNP Academic Policy clause 14.0.

6.0 METHOD

**6.1 INTERNAL EXAMINATIONS/ASSESSMENT**

6.1.1 The subject trainer administers and marks the CATs as scheduled in the academic policy.

6.1.2 The subject trainer submits two sets of exams and marking schemes to their respective HODs in the second week of the term.

6.1.3 The HOD ensures that all exam papers are moderated in the 3rd week of the 1st month of the term.

6.1.4 The HOD forwards all moderated exam papers to the examination officer within the 4th week of the 1st month of the term.

6.1.5 The Examinations Officer releases the end of term exams timetable two weeks before commencement of the exams.

6.1.6 The trainees download their exam passes from the student's portal.

6.1.7 Students unable to sit for their examinations fill the Deferment of Examinations form.

6.1.8 The subject trainer collects exam(s) from departmental exam officer and administers the exam(s) as per the exam timetable.

6.1.9 The subject trainer enters the marks in the system within two weeks after the last paper.

6.1.10 The trainee downloads the results from the student portal.

6.1.11 The subject trainer administers, marks and grades supplementary/special exams one week before the start of the term.

6.1.12 Special examinations are administered as per the academic policy.

6.2 EXTERNAL EXAMINATIONS

6.2.1 The Examinations officer receives a circular from Examining Bodies outlining registration dates and requirements.

6.2.2 The Examinations officer communicates the same to the candidates.



6.2.3 The Examinations Officer registers candidates.

6.2.4 The Examinations Officer downloads print-outs from the KNEC s' website for verification by the candidates.

6.2.5 The Examinations Officer downloads examinations timetables and posts copies on the students' notice board.

6.2.6 The Examinations Officer convenes a briefing session for candidates at least one day before the start of examinations.

6.2.7 The Examinations Officer co-ordinates with external supervisors to ensure smooth running of examination.

6.2.8 The Examinations Officer receives and communicates examinations results.

6.2.9 The Principal Issues result-slips/certificates.

6.3 KNEC PRACTICAL EXAMS

6.3.1 The examinations officer receives the circular for practical exams and forwards the same to the respective department.

6.3.2 The examinations officer receives advance instructions from KNEC and submits to the relevant HOD.

6.3.3 The HOD requisitions for equipment and materials required.

6.3.4 The subject trainer ensures that materials are prepared according to the stated KNEC instructions.



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