



DAVID MBITI WAMBULI TECHNICAL AND VOCATIONAL COLLEGE

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ADMINISTRATION OF INTERNAL EXAMINATION PROCESS

David Mbiti Wambuli TVC recognizes that student assessment is an important part of the teaching and learning process. The college ensures that integrity is upheld in all activities incidental to the examination process including preparation, administration and processing of Examinations.

The trainers set end of term exams prior to covering the terms content.

The exams are handed over to the head of department within a stipulated deadline.

The exams are moderated in departmental level using exam moderation forms to make sure that they meet a certain standard of quality.

After moderation and corrections, the exams are printed as per the number of candidates sitting for the unit.

A week before the commencement of the examination, the examination papers are packed and securely kept in the examination office until the time scheduled for examination.

The examination officer prepares an examination timetable and allocates invigilators for supervision.

Before the start of the examinations, the officer in charge prepares a sheet for signing when collecting the exam for invigilation, return of scripts from candidates and collection of scripts for marking by respective trainers.

After marking, the scores are recorded in an exam summary sheet and analysed as per the grade acquired by each candidate in each subject.

After the results are ready, an academic award meeting is held to discuss the results. Those students who fail in various subjects are compiled to sit for supplementary exams during the second week of the following term.

The statements of results are issued to the students during the first week of the following term.