FRIENDS COLLEGE KAIMOSI
CURRICULUM PROCEDURES MANUAL
FCK/QMS/PM/MR/05

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PROCEDURE NUMBER 1: WORKLOAD ALLOCATION

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in workload allocation in the College.

1.2 SCOPE

This procedure applies to workload allocation in all academic departments at the College.

1.3 REFERENCES

a) Current Course Syllabi

1.4 TERMS DEFINITIONS

a) DP – Deputy Principal
b) HoDs – Heads of Department
c) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The DP shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Notice of workload allocation
b) Current Course Syllabi
c) Information on the number of classes expected
d) Number of students per class
e) Resources listed as per 1.7

1.7 RESOURCES

a) Human resources
b) Stationery
c) Office Space

2.0 METHOD

Note: The workload allocation should be complete at least two weeks to the end of every term.

2.1 This procedure shall start with the DP as per internal communication procedure number 2 in the administration procedures manual, notifying the academic HoDs to ensure workload allocation is done.

2.2 Upon receipt of the notification, the respective HoDs shall as per meetings procedure number 8 in the administration procedures manual, convene a departmental meeting to allocate the workload.

2.3 During the meeting, the following shall be considered in allocating workload:

a) The number of teachers and their areas of specialization
b) The current number of classes in session
c) The number of subjects per class
d) The number of Common subjects
e) The current course syllabi
f) The recommended minimum and maximum number of hours per teacher

2.4 Upon allocating the workload, the respective HoDs shall forward a copy of the minutes of the workload to the DP and this procedure shall be deemed complete.

3.0 OUTPUTS

a) Minutes of workload allocation

4.0 PROCESS KPIs

KPIs	**Monitoring and Measurement**
Timeliness of workload allocation	Verification of timeliness of submission of workload allocation as per workload allocation procedure

5.0 PROCESS INTERFACES

a) Internal Communication procedure
b) Meetings Procedure
c) Filing Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Minutes of Workload Allocation

PROCEDURE NUMBER 2: TIMETABLING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and timeliness in timetabling.

1.2 SCOPE

This procedure applies to the preparation of the timetable in the College.

1.3 REFERENCES

a) Current Course Syllabi

b) Minutes of workload allocation

1.4 TERMS AND DEFINITIONS

a) DP – Deputy Principal

b) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The DP shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Minutes of workload allocation

b) Number of available rooms/workshops/laboratories

c) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource

b) Stationery

c) Tools and Equipment

d) Office Space

2.0 METHOD

Note: The draft timetable shall be produced within the last week of every term.

2.1 This shall start with the DP forwarding the workload allocation to the Timetable Coordinator for onward preparation of the draft master timetable.

2.2 Upon receipt of the allocation, the timetable coordinator shall as per Meetings Procedure Number 8 in the Administration Procedures Manual FCK/QMS/PM/MR/04, convene a timetabling committee meeting.

2.3 In the meeting, the Timetable Coordinator shall capture the workload allocation information.

2.4 Upon capturing the information, the Committee shall verify the following:

a) Omissions and/or collisions

b) Distribution of subjects per class per week

c) Merging of common subjects' classes

2.5 In the event of an anomaly, the committee shall make the appropriate corrections in the meeting.

2.6 The Timetable Coordinator shall generate the draft timetable and issue copies to the committee members for onward distribution to the HODs.

2.7 Upon receipt, the academic HoDs in consultation with the subject lecturers shall verify the draft timetable as per the criteria in 2.4.

2.8 In the event of any anomaly, the respective HoD shall through the departmental timetable representative make recommendations to the Timetable Coordinator.

2.9 Upon verification, the Timetable Coordinator shall generate and forward the final timetable to the DP for approval.

2.10 Upon receipt, the DP shall consider the criteria in 2.4 in approving the timetable.

2.11 In the event of an anomaly, the DP shall make recommendations to the respective HOD(s).

2.12 Upon approval, the DP shall ensure copies of the timetable are produced as per the reprography procedure number 16 in the administration procedures manual and:

a) Copies displayed on the respective notice boards.

b) Copies forwarded to the Principal, the academic HODs and timetable coordinator for filing and this procedure shall be deemed complete.

3.0 OUTPUTS

a) Approved timetable

4.0 PROCESS KPIs

KPI	Monitoring and Measurement
Timeliness in timetabling	Verification of timeliness in timetabling as per the procedure
Effectiveness of timetabling	Verification of omissions and/or collisions, distribution of subjects per class per week and merging of common subjects

5.0 PROCESS INTERFACES

a) Internal Communication Procedure

b) Reprography Procedure

c) Meetings Procedure

d) Filing Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Approved timetable

PROCEDURE NUMBER 3: SCHEMING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and timeliness in preparation of schemes of work

1.2 SCOPE

This procedure applies to preparation of schemes of work in the College.

1.3 REFERENCES

a) Current Course Syllabi
b) Current TSC code of regulations

1.4 TERMS DEFINITIONS

a) DP – Deputy Principal
b) TSC – Teachers Service Commission
c) HoDs- Heads of Departments
d) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The DP shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Syllabi
b) Reference materials
c) Timetable
d) Term dates
e) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery
c) Tools and equipment
d) Office space

2.0 METHOD

2.1 This shall start with the DP, as per Internal Communication Procedure Number 2 in the administration procedures Manual, notifying the academic HoDs on the deadline of submission of schemes of work. The communication shall be done at least one week to closing of every term.

2.2 Upon receipt of the communication, the academic HODs shall as per internal communication procedure 2 in the administration procedures manual FCK/QMS/PM/MR/04, notify the subject teachers to submit schemes of work on the first day of opening of every term.

2.3 Upon receipt of this communication, the Subject Teachers shall prepare the schemes as guided by

a) Current Course Syllabi
b) Term dates

2.4 Upon scheming, the subject teacher shall submit two copies of the schemes of work to their respective academic HoDs.

2.5 Upon receipt of the copies, the HoD shall verify as per the criteria in 2.1.3.

2.6 In the event that the respective HoD establishes an anomaly, he/she shall make recommendations to the respective subject teacher.

2.7 Upon verification, the Academic HoDs shall:

a) Communicate the same to the subject teacher
b) Ensure that copies of the Schemes of Work are forwarded to the DP for approval.

2.8 Upon approval, the academic HoDs shall file a copy, as per the filing procedure number 1 in the Administration Procedure Manual, and forward a copy to the teacher and the procedure shall be deemed complete

3.0 OUTPUTS

a) Approved Schemes of Work

4.0 PROCESS KPIs

KPI	**Monitoring and Measurement**
Timeliness in scheming	Analysis of the number of schemes submitted and approved against total number of expected schemes within the specified time
Attainment of 100% submission of schemes of work	Analysis of Schemes Submission Register

5.0 PROCESS INTERFACES

a) Internal Communication Procedure
b) Reprography Procedure

c) Filing Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Approved Schemes of Work

b) Schemes Submission Register

PROCEDURE NUMBER 4: TEACHING THEORY LESSONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness in teaching theory lessons in the College.

1.2 SCOPE

This procedure applies to teaching theory lessons in the College.

1.3 REFERENCES

a) Current Course Syllabi
b) Reference materials
c) Schemes of work

1.4 TERMS DEFINITIONS

a) DP – Deputy Principal
b) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The DP shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Syllabi
b) Reference materials
c) Class attendance list
d) Records of work covered
e) Timetable
f) Term dates
g) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery
c) Tools and equipment
d) Lecture rooms

2.0 METHOD

2.1 This procedure shall start with a Teacher attending class as per the timetable.

2.2 The respective Subject Teacher shall ensure the students append their signatures on the Class Attendance Sheet.

2.3 The Subject Teacher shall conduct the lesson by:

a) Reviewing the previous lesson

b) Introduce the lesson

c) Develop the lesson

d) Summarize the lesson and record the work covered at end the lesson in the Records of Work Covered Form.

2.4 This procedure shall be deemed complete upon the subject lecturer forwarding the attendance sheet to the HoD on a monthly basis.

3.0 OUTPUTS

a) Marked class attendance sheets

b) Updated Records of Work Covered Form

c) Updated schemes of work

4.0 PROCESS KPIs

KPI	**Monitoring and Measurement**
Course coverage	Analysis of course coverage documents

5.0 PROCESS INTERFACES

a) Timetabling Procedure

b) Scheming Procedure

c) Filing Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Marked Class Attendance Sheets

b) Updated Records of Work

c) Updated Schemes of Work

PROCEDURE NUMBER 5: TEACHING PRACTICAL LESSONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness in teaching practical lessons.

1.2 SCOPE

This procedure applies to teaching practical lessons in the College.

1.3 REFERENCES

a) Current Course Syllabi
b) Reference materials
c) Schemes of work

1.4 TERMS DEFINITIONS

a) DP – Deputy Principal
b) HoD- Heads of Department
c) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The DP shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Syllabi
b) Reference materials
c) Class attendance list
d) Records of work covered
e) Timetable
f) Term dates
g) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery
c) Materials for Practical Lessons
d) Tools and equipment
e) Workshops/Laboratories

2.0 METHOD

2.1 This procedure shall start with the Subject Teacher ensuring that all the required tools, equipment and materials as applicable are available in the laboratory/workshop.

2.2 The Subject Teacher shall direct the laboratory/workshop technician to ensure the tools, equipment and materials are arranged prior to the start of a lesson.

2.3 During the lesson, the respective Subject Teacher shall ensure the students append their signatures on the Class Attendance Sheet.

2.4 The subject lecturer shall conduct the lesson by:

a) Introduce the lesson
b) Allow students to carry out the practical
c) Summarize the lesson and record the work covered at the end of the lesson in the Records of Work Covered Forms

2.5 This procedure shall be deemed complete upon the subject lecturer forwarding the attendance sheet to the HoD on a monthly basis.

3.0 OUTPUTS

a) Marked class attendance sheets
b) Updated Records of Work Covered Form
c) Updated schemes of work

4.0 PROCESS KPIs

KPI	**Monitoring and Measurement**
Course coverage	Analysis of course coverage documents

5.0 PROCESS INTERFACES

a) Timetabling Procedure
b) Scheming Procedure
c) Issuance of stores Procedure
d) Filing Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Marked Class Attendance Sheets
b) Updated Records of Work Covered
c) Updated Schemes of Work

PROCEDURE NUMBER 6: MONITORING STUDENTS CLASS ATTENDANCE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effective monitoring of students class attendance.

1.2 SCOPE

This procedure applies to monitoring of students class attendance in the College.

1.3 REFERENCES

a) Current Academic Policy
b) Current Students Rules and Regulations
c) TSC Code of Regulations for teachers
d) Education Act

1.4 TERMS DEFINITIONS

a) DP – Deputy Principal
b) HoDs – Heads of Department
c) KPIs – Key Performance Indicators
d) TSC – Teachers Service Commission

1.5 PRINCIPAL RESPONSIBILITY

The DP shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Class attendance sheets
b) Class registers
c) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery S
c) Tools and Equipment
d) Lecture rooms

2.0 METHOD

2.1 This procedure shall start with the DP ensuring that the academic HoDs issue the class attendance sheets for every month and the class registers within the first week of opening of every term.

2.2 **T**he academic HoDs shall ensure that: -

a) The subject lecturers are issued with the class attendance sheets

b) The class teachers are issued with class registers within the first week of opening of every term for onward transmission to the class representatives.

2.3 Monitoring of students' attendance by the subject lecturer

2.3.1 The respective subject teacher shall ensure the students append their signatures on the attendance sheet in the course of every lesson.

2.3.2 In the event the subject lecturer establishes that a student is not present, he/she shall establish the reason for absence and take appropriate action.

2.3.3 In case of continuous absenteeism the provisions of the academic policy shall apply.

2.3.4 The subject lecturer shall determine the percentage attendance for each student and fill in the respective column in the attendance sheet.

2.3.5 The subject lecturer shall forward the attendance sheet to the respective HoD on a monthly basis for determination of course work attendance.

2.4 Monitoring of students' attendance by the class teacher

2.4.1 This shall start with the class teacher issuing the class register to the class representative who shall ensure it is marked twice on daily basis.

2.4.2 The class teacher shall on weekly basis ensure the class representative determines the attendance for each student and fill the respective column in the class register.

2.4.3 The class teacher shall upon receiving the register, verify, sign and forward recommendations to the respective HoD on a monthly basis for necessary action.

2.4.4 Upon receipt of the recommendations the HoD shall take action in accordance with the academic policy.

2.4.5 HoD shall forward the class register to the DP for confirmation and appropriate action where necessary.

2.4.6 The DP shall resubmit the class registers and class attendance sheets to the respective class teachers through the HoD.

2.4.7 Upon receipt, the respective class teachers shall submit to the class representatives and the procedure shall be deemed complete.

3.0 OUTPUTS

a) Marked and signed Class Attendance Sheets

b) Marked and signed Class Registers

4.0 PROCESS KPIs

KPIs	Monitoring and Measurement
Attainment of at least 75 % class attendance	Analysis of Class Attendance Register

5.0 PROCESS INTERFACES

a) Teaching Theory Lessons Procedure

b) Teaching Practical Lessons Procedure

c) Timetabling Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Marked Class Attendance Sheets

b) Marked Class Registers

PROCEDURE NUMBER 7: MONITORING TEACHERS CLASS ATTENDANCE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effective monitoring of teachers class attendance.

1.2 SCOPE

This procedure applies to monitoring of teachers class attendance in the College.

1.3 REFERENCES

a) TSC Code of Regulations for Teachers
b) TSC Code of Conduct for Teachers

1.4 TERMS DEFINITIONS

a) DP – Deputy Principal
b) HoDs – Heads of Department
c) KPIs – Key Performance Indicators
d) TSC – Teachers Service Commission

1.5 PRINCIPAL RESPONSIBILITY

The DP shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Teaching Monitoring Sheets
b) Timetable
c) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery

2.0 METHOD

2.1 Monitoring of teachers' class attendance shall be in the following ways:

a) By the class representatives
b) Impromptu visits.

2.2 By the class representatives

2.2.1 This shall start with the DP issuing monitoring sheets to the class representatives through the respective HoDs on weekly basis.

2.2.2 The HoD shall ensure the class representative fills the form as appropriate and submits it to him/her on weekly basis.

2.2.3 Upon receipt of the monitoring sheets, the HoD shall ascertain that the lessons were taught as per the timetable.

2.2.4 In the event that some lessons were not taught, the HoD shall establish the reasons from the respective subject lecturer and make a comment(s) on the form as appropriate.

2.2.5 The HoD shall forward the monitoring forms to the DP for information and further action as appropriate.

2.3 Impromptu visits

2.3.1 This shall entail the academic HoDs, DP and the Principal carrying out impromptu visits in classes during teaching hours.

2.3.2 In the event that the academic HoDs/ DP/Principal establish that a lecturer is not in class, they shall establish the reason(s) and take appropriate actions and the procedure shall be deemed complete.

3.0 OUTPUTS

a) Marked and signed Teaching Monitoring Sheets

4.0 PROCESS KPIs

KPIs	**Monitoring and Measurement**
Attainment of 100% class attendance	Analysis of Class Monitoring Sheets

5.0 PROCESS INTERFACES

a) Teaching Theory Lessons Procedure

b) Teaching Practical Lessons Procedure

c) Timetabling Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Marked and Signed Teaching Monitoring Sheets

PROCEDURE NUMBER 8: SETTING AND MODERATION OF EXAMINATIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, accountability and consistency in setting and moderation of examinations.

1.2 SCOPE

This procedure applies to the setting and moderation of internal examinations.

1.3 REFERENCES

a) Current Course Syllabi
b) Current College's Academic Policy

1.4 TERMS DEFINITIONS

a) EO – Examinations Officer
b) HoD – Head of Department
c) Rubric - A set of instructions written in an examination paper
d) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Syllabus
b) Record of Work Covered
c) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery
c) Computer and computer accessories

2.0 METHOD

2.1 Setting internal examinations

2.1.1 This shall start with the EO as per internal communication procedure number 2 in the administration procedures manual notifying the academic HoDs to ensure setting of examinations within the timeline stipulated in the current College's calendar of events. The communication shall be made at least two weeks to the start of moderation.

2.1.2 Upon receipt of the notification, the academic HoDs shall as per internal communication procedure 2 in the administration procedures manual, notify the Subject Lecturers to set the examination within two weeks.

2.1.3 On receipt of the communication, the Subject Lecturers shall set the examinations as guided by:-

a) Record of Work Covered
b) Current Course syllabi

2.1.4 Upon setting the examinations, the Subject Lecturers shall submit the draft examinations and marking scheme to the respective HoD.

2.1.5 Upon receipt of the draft examinations and marking schemes, the HoDs shall constitute the moderation panels and inform them of the moderation date(s) which shall be at least 2 weeks before the start of exams.

2.2 Moderation of internal examinations

2.2.1 This shall start with the respective HoDs as per meetings procedure number 8 in the administration procedures manual, convening a meeting for moderation of examinations and marking schemes.

2.2.2 During the meeting, the members shall consider the following in moderating the draft examinations and marking schemes: -

a) Examining bodies' format
b) Syllabi content
c) Level of testing
d) Weighting
e) Distribution of marks
f) Typography
g) Rubric

2.2.3 In the event of any anomaly, the respective HoD shall ensure that they are handled accordingly.

2.2.4 The HoD shall maintain the marking schemes and forward the typed examinations to the EO for production of sufficient copies as per reprography procedure number 16 in the administration procedures manual.

2.2.5 The EO shall ensure that the examinations are packaged, labeled and stored and the procedure shall be deemed complete.

3.0 OUTPUTS

a) Moderation Minutes

b) Set and Moderated Examinations

c) Marking Schemes

4.0 PROCESS KPIs

KPIs	Monitoring and Measurement
Timeliness in setting and moderating internal examinations	Verify that examinations were set and moderated within the specified times

5.0 PROCESS INTERFACES

a) Internal Communication Procedure

b) Meetings Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Moderation Minutes

PROCEDURE NUMBER 9: PREPARATION OF INTERNAL EXAMINATION TIMETABLE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure timeliness and effectiveness in preparation of internal examination timetable.

1.2 SCOPE

This procedure applies to the preparation of internal examination timetable.

1.3 REFERENCES

a) Current College's Academic Policy

b) Current Calendar of Events

1.4 TERMS DEFINITIONS

a) EO – Examinations Officer

b) HoD – Head of Department

c) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Curriculum set-up for each department

b) Number of students per class

c) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource

b) Stationery

c) Computer and accessories

d) Reprographic services

2.0 METHOD

2.1 This procedure shall start with the EO as per internal communication procedure number 2 in the administration procedures manual notifying the academic HoDs, to submit the following during the 5th week of each term:

a) detailed curriculum set-up

b) number of students per class

c) list of invigilators

2.2 The EO shall prepare a draft examinations timetable considering the following:

a) The date of examination
b) The invigilators
c) The size of the examination rooms
d) The examination time
e) The subjects to be examined
f) The levels of the courses

2.3 Upon preparing the draft timetable, the EO shall forward it to the HoDs for verification and re-submission.

2.4 The EO shall make necessary amendments to the timetable and produce the final copy.

2.5 The EO shall ensure that copies are:

a) Posted on the respective College's notice boards,
b) Forwarded to the Principal, DP, Registrar and each academic HoD and the procedure shall be deemed complete.

3.0 OUTPUT

a) Internal Examination Timetable

4.0 PROCESS KPIs

KPIs	**Monitoring and Measurement**
Timely preparation of Internal Examinations Timetable	Verify that the internal examination timetable is prepared within the stipulated time

5.0 PROCESS INTERFACES

a) Workload Allocation Procedure
b) Internal Communication Procedure
c) Reprography Procedure

6.0 LIST OF APPLICABLE RECORDS

a) List of invigilators
b) Internal Examination Timetable

PROCEDURE NUMBER 10: ADMINISTRATION OF INTERNAL EXAMINATIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness in administration of internal examinations.

1.2 SCOPE

This procedure applies to the administration of internal examinations

1.3 REFERENCES

a) Current Academic Policy

1.4 TERMS DEFINITIONS

a) EO – Examinations Officer
b) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Internal examination timetable
b) Printed examination
c) Examination attendance sheets
d) Invigilators report forms
e) Answer Sheets
f) Examination card
g) Examination collection/return forms
h) Script collection forms
i) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery
c) Tools and equipment
d) Examination rooms

2.0 METHOD

2.1 This procedure shall start with the EO issuing the examination question papers, answer sheets, examination attendance sheets and invigilators report form to the respective invigilators 15 minutes to the scheduled examination time.

2.2 The EO shall ensure the invigilator signs on the examination collection/return sheet upon receiving the materials in 2.1.

2.3 The invigilator shall ensure that the:

a) Sitting arrangement is adequate for an examination.
b) Student has a valid examination card.
c) Rules and regulations for examinations are followed

2.4 The invigilator shall issue the students with the examination question papers and answer sheets and ensure they sign on the examination attendance sheet.

2.5 The invigilator shall ensure the students undertake the examination within the stipulated time.

2.6 In case of an anomaly the provisions of the academic policy shall apply.

2.7 At the end of the examination, the invigilator shall ensure that the students sign on the examination attendance sheet and he/she shall write a report on the conduct of the examination.

2.8 The invigilator shall return the answer scripts and the report to the EO and sign the examination collection/return sheet.

2.9 This procedure shall be deemed complete upon the EO receiving all answer scripts from the invigilators.

3.0 OUTPUTS

a) Examination scripts
b) Completed examination attendance sheets
c) Completed Invigilators report forms
d) Completed Examination collection/return forms

4.0 PROCESS KPIs

KPIs	**Monitoring and Measurement**
Effectiveness in administration of internal examination.	Review of the necessary exam administration control forms

5.0 PROCESS INTERFACES

a) Internal examination timetabling Procedure
b) Setting and moderation of exams Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Completed examination attendance sheets

b) Completed Invigilators report forms

c) Completed Examination collection/return forms

d) Internal examination timetable

e) Copy of printed examination

f) Completed script collection forms

PROCEDURE NUMBER 11: MARKING, GRADING, MODERATION AND RELEASE OF EXAMINATION RESULTS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, transparency and accountability in marking, grading, moderation and timeliness in releasing of examination results

1.2 SCOPE

This procedure applies to marking, grading and moderation of internal examinations and release of examination results

1.3 REFERENCES

a) Current College's Academic Policy

1.4 TERMS DEFINITIONS

a) EO – Examinations Officer
b) KPIs – Key Performance Indicators
c) MIS – Management Information System

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Examination scripts
b) Marking scheme
c) Scripts collection form.
d) Report collection register
e) Results slips/Certificate collection register
f) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource
b) Stationery
c) Examination MIS
d) Materials, Tools and Equipment

2.0 METHOD

2.1 Marking, grading and moderation of internal examinations

2.1.1 This shall start with EO issuing the answer scripts to the respective Subject Lecturers at the end of the examination of the respective examination for marking and submission within the timeline stipulated in the current College's Academic Policy

2.1.2 Upon issuing, the EO shall ensure the Subject Lecturers sign on the Scripts Collection Form and thereafter collect Marking Schemes from the respective HoDs.

2.1.3 The Subject Lecturer shall mark the answer scripts guided by the marking scheme and fill the respective mark sheets as per the provisions in the academic policy.

2.1.4 Upon marking, the Subject Lecturer(s) shall capture the marks in the examination MIS forward the answer scripts and the mark sheets to the respective HoD. The HoD shall print the report forms.

2.1.5 In the case of stage examinations, the respective HoDs shall retrieve a broad sheet from the MIS and forward the same to the EO.

2.1.6 Upon receipt of all broad sheets from the respective HoDS, the EO shall in consultation with the DP convene an academic board meeting for moderation of the marks and ratification.

2.1.7 In Moderating the marks the provisions of the academic policy shall apply.

2.1.8 Upon moderation, the academic board shall ratify the results ready for release to the students

2.2 Release of internal examination results

2.2.1 The HoD shall upon signing all the Report Forms, he/she shall forward them to the Registrar for approval and re-submission.

2.2.2 The HoD shall as per internal communication procedure number 2 in the administration procedures manual, inform the students to collect their transcripts.

2.2.3 The HoD shall upon issuing the report forms to the students, he/she shall ensure the student signs on the report collection register.

2.2.4 In case of supplementary/special examinations, the provisions in the academic policy shall apply.

2.3 Release of external examination results

2.3.1 This shall start with the Principal receiving external examination results from the respective examining body (ies).

2.3.2 Upon receipt of the results, the Principal shall peruse, endorse and submit them to the EO.

2.3.3 Upon receipt, the EO shall make copies of the consolidated list and forward them to the academic HoDs, the Registrar and the DP and ensure copies are posted on the respective College's notice board.

2.3.4 The EO shall forward the results slips and the certificates together with a dispatch note to the Registrar

2.3.5 The Registrar shall issue the result slips and certificates to the students, and he/she shall ensure the student signs on the Results slips/Certificate collection register.

2.3.6 The Academic HoDs shall analyze the results and convene a departmental meeting, within a week, to discuss the performance of the students and make appropriate recommendations.

2.3.7 The Academic HoDs shall forward a copy of the minutes of the meeting to the Principal, DP, Registrar and the EO for information and this procedure shall be deemed complete.

3.0 OUTPUTS

a) Completed script collection form
b) Report forms
c) Completed Report collection register
d) Completed Results slips/Certificate collection register

4.0 PROCESS KPIs

KPIs	**Monitoring and Measurement**
Timeliness in release of examination results	Review whether Progress Report Forms were generated as stipulated in the Academic Policy.
Completeness of the processed examination results	Analysis of examination documents.
Transparency and accountability in marking, grading and moderation of internal	Compare the marked scripts with the

examination results	marks submitted.

5.0 PROCESS INTERFACES

a) Internal Communication Procedure

b) External Communication Procedure

c) Meetings Procedure

d) Administration of internal examinations Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Completed Script Collection Form

b) Completed Report Collection Register

c) Completed Results Slips/Certificate Collection Register

d) Examination Results Print Out

e) Analyzed Examination Results

PROCEDURE NUMBER 12: REGISTRATION OF STUDENTS FOR EXTERNAL EXAMINATIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effective and timely registration of students for external examination.

1.2 SCOPE

This procedure applies to registration of students for external examinations

1.3 REFERENCES

a) Current Course syllabi
b) Current circulars from the respective examining bodies

1.4 TERMS DEFINITIONS

a) EO – Examinations Officer
b) KNEC – Kenya National Examinations Council
c) HoD – Head of Department
d) KPIs – Key Performance Indicators
e) KASNEB – Kenya Accountants and Secretaries National Examination Board

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure that this procedure is adhered to.

1.6 INPUTS

a) List of eligible candidates
b) Examination fees
c) Examination registration documents
d) Circular for registration from examination bodies
e) Resources listed as per 1.7

1.7 RESOURCES

a) Human resources
b) Stationery
c) Office space
d) Tools and Equipment

2.0 METHOD

2.1 This procedure shall start with the Principal receiving circulars on registration of students from the respective examining bodies.

2.2 Upon receipt, the Principal shall forward the circulars to the EO.

2.3 The EO as per internal communication procedure number 2 in the administration procedures manual, notify the academic HoDs to forward the list of candidates within a stipulated deadline and inform the students to submit the required documents for registration.

2.4 Upon receipt of the communication, the academic HoDs shall prepare a list of the eligible candidates and forward to the EO.

2.5 The EO shall upon receiving the requirements from the students, he/she shall verify them.

2.6 In the event the EO establishes an anomaly during verification, he/she shall advise the student(s) accordingly.

2.7 Upon verification, the EO shall capture each candidate’s details in the online registration system.

2.8 The EO shall produce a provisional nominal roll and forward copies to the Academic HoDs and Students for verification, within a stipulated deadline.

2.9 Upon receipt of feedback from the HoDs and the students, the EO shall make the necessary amendments.

2.10 The EO shall forward the Nominal Roll and invoice to the Finance officer for verification of examination fees payment.

2.11 Upon receipt, the Finance officer shall ensure that each candidate has paid the correct examination fees and shall prepare payments to the respective examining bodies as per the payment procedure number 3 in the finance procedures manual.

2.12 The Finance officer shall forward the payment details to the EO for onward transmission to the respective examining body.

2.13 Upon receipt, the EO shall forward the students registration and payment details to the respective examining body.

2.14 The Principal shall receive a nominal roll/ a list of registered candidates from the respective examining body.

2.15 Upon receipt, the Principal shall forward the nominal roll/ list of registered candidates to the EO for further action.

2.16 Upon receipt, the EO shall ascertain that the roll and the list contain the correct information and forward a copy of the Nominal Roll to the academic HODs and Students for verification, within a stipulated deadline.

2.17 Upon receipt of feedback from the HoDs and the students, the EO shall ensure the procedure for correcting as stipulated in the respective Examining Body Circular applies.

2.18 In case there are no anomalies, the EO shall forward the nominal roll to the Principal for endorsement.

2.19 This procedure shall be deemed complete upon the EO forwarding the nominal roll to the respective examining body.

3.0 OUTPUTS

a) Nominal roll

4.0 PROCESS KPIs

KPIs	**Monitoring and Measurement**
Timeliness in registration of students for external examination	Review registration as stipulated in the circular
Reduced errors	Feedback from the examining body

5.0 PROCESS INTERFACES

a) Internal Communication Procedure
b) External communication Procedure
c) Payments Procedure

6.0 LIST OF APPLICABLE RECORDS

a) List of eligible candidates
b) Circular for registration from examination bodies
c) Provisional nominal roll and invoice
d) Nominal roll

PROCEDURE NUMBER 13: CONDUCTING ACADEMIC TRIPS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure timeliness in conducting academic trips

1.2 SCOPE

This procedure applies to conducting academic trips in the College.

1.3 REFERENCES

a) Current Course Syllabi

1.4 TERMS DEFINITIONS

a) HoD – Head of Department

b) KPIs – Key Performance Indicators

1.5 PRINCIPAL RESPONSIBILITY

The Registrar shall ensure that this procedure is adhered to.

1.6 INPUTS

a) Notice from Registrar

b) List of identified organizations

c) Letter for request for academic trip

d) List of students and lecturers proceeding for academic trip

e) Invitation letter

f) Resources listed as per 1.7

1.7 RESOURCES

a) Human resource

b) Stationery

c) Means of transport

2.0 METHOD

2.1 This procedure shall start with the Registrar notifying the academic HoDs as per internal communication procedure number 2 in the Administration Procedures manual FCK/QMS/PM/MR/04 to identify suitable organizations for academic trips at the beginning of each term.

2.2 Upon receipt of the notification, the academic HoDs in consultation with departmental lecturers shall identify the suitable organizations for academic trips.

2.3 In identifying the suitable organizations the academic HoDs in consultation with departmental lecturers shall be guided by:-

a) Course syllabi

b) Level of training

2.4 The Academic HoDs shall then forward the list of identified organizations to the Registrar.

2.5 Upon receipt of the list, the Registrar shall as per external communication procedure number 3 in the Administration Procedures manual communicate with the respective organizations

2.6 Upon receipt of the response as per external communication procedure number 3 in the Administration Procedures manual, the Registrar shall notify the respective HODs as per the internal communication procedure number 2 in the Administration Procedures manual.

2.7 In the event of negative response, the respective HoD in consultation with departmental lecturers shall identify suitable alternative organizations as per 2.3 above.

2.8 The respective HoD shall prepare a list of students and lecturers proceeding for the academic trip.

2.9 The respective HoD shall submit the prepared list to the Registrar for verification and onward submission to the Principal for approval.

2.10 In approving, the Principal shall consider the following: -

a) Availability of funds

b) Transport schedule

c) Calendar of events

d) Distance of the organization

2.11 In the event of disapproval, the Principal shall make recommendations to the Registrar for appropriate action.

2.12 Upon approval, the Registrar shall ensure as per internal communication procedure number 2 in the Administration Procedures manual procedure that all concerned parties are informed.

2.13 The respective HoD shall ensure that respective lecturers accompany the students for the academic trip and maintain lists of the students travelling.

2.14 This procedure shall be deemed complete when respective lecturer submits a written report within two weeks to their respective HoD for information, who shall file it as per filing procedure number 1 in the Administration Procedures manual.

3.0 OUTPUTS

a) Report on the academic trip

4.0 PROCESS KPIs

KPIs	Monitoring and Measurement
Timeliness of submission of academic trip report(s)	Review the submitted reports against the trips that took place

5.0 PROCESS INTERFACES

a) Internal Communication Procedure
b) External communication Procedure
c) Filing Procedure
d) Payments Procedure
e) Transport Procedure

6.0 LIST OF APPLICABLE RECORDS

a) Invitation Letter
b) List of students and lecturers proceeding for the trip
c) Academic Trip Report