



KENYA METHODIST UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

ROADMAP FOR TEACHING AND ADMINISTRATION OF EXAMINATIONS

2ND TRIMESTER 2026

TIMELINE	ACTIVITY	ACTION BY
April 7 th April 2026	RGAA issues Road map for the administration of 2 nd Trimester, 2026 Teaching and examinations	RAA
27 th April – 1 st May, 2026	CoDs coordinate Lecturers in the preparation of Course Outlines	CoDs
1 st May, 2026 (Deadline)	i. Deans ensure CoDs have finalized Course Loads ii. Deans ensure respective CoDs distribute harmonized Course Outlines to Lecturers	Deans
1 st May, 2026 (Deadline)	Courses are uploaded and the CoDs ensure that all materials for CVL CANVAS platform are uploaded	CoDs
Monday 4 th – Friday 8 th May 2026	Reporting and registration of continuing students	RAA
5 th – 6 th May 2026	Departmental Board of Examiners – 1 st Trimester 2026 Examinations Results	CoDs
7 th – 8 th May 2026	School Board of Examiners – 1 st Trimester 2026 Examinations Results	Deans
11 th May 2026	Lectures begin	CoDs
20 th May 2026	Senate approves results for 1 st Trimester 2026 Senate approves Course Loads for 2 nd Trimester 2026	Senate
2 nd – 12 th June 2026	CoDs coordinate lecturers in preparation of: i. 2 sets of exams for each of the following category: a) Day Examinations – For Full time and DLM students b) Evening Examinations - for Part time Students And submit the moderated drafts to the Exam Office at the Main Campus ii. Harmonized Marking Schemes for the 2 sets of the Exams to be submitted to the respective Departmental Exam Officers or CoDs.	CoDs Deans

4 th May – 4 th June 2026	Application for online exams for diaspora students	RGAA
15 th June – 26 th June 2026	Setting of online exams and updating question banks in the LMS.	CoDs
29 th – 30 th June, 2026	Moderation of online examinations by External Examiner.	CoDs/DVBL
29 th June – 3 rd July 2026	Clearance for missed/ special/supplementary examinations	RAA/Finance
6 th July – 10 th July 2026	Clearance for Year Pre-clinical Examinations – 2 nd Trimester 2026	RAA/Finance
13 th July – 24 th July 2026	End of Year Pre-clinical Examinations – 2 nd Trimester 2026	RAA/Finance
Thursday 16 th July 2025	University prayer day	RAA
15 th June – 24 th July 2026	Head of University Examinations – coordinates the formatting of exams.	Head of Exams
31 st July 2026	End of lectures for 2 nd Trimester 2026	
27 th July – 31 st July 2026	Clearance for end of 2 nd trimester 2026 examinations	RAA/Finance
3 rd – 15 th August 2025	End of 1 st Trimester 2026 examinations	RAA
1 st – 4 th September 2026	Departmental Board of Examiners – 2 nd Trimester 2026 Examinations Results	CoDs
7 th – 11 th September 2026	School Board of Examiners – 2 nd Trimester 2026 Examinations Results	Deans

Based on the activities and the main players as provided for in the Academic Handbook Section 5.2, 5.3 & 5.4.



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