Kenya Methodist University

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

INTERNAL MEMO

To	:	**ALL ACADEMIC STAFF**
From	:	Registrar, Academic Affairs
REF	:	KeMU/RGAA/CSF/4/08
Date	:	19th February 2025
SUBJECT	:	ADMINISTRATION OF CATs AND EXAMINATIONS – ENHANCING EFFICIENCY AND COMPLIANCE

Reference is made to the above subject matter.

In an effort to enhance efficiency in the administration of Continuous Assessment Tests (CATs) and examinations, reduce cases of missing marks, and improve student satisfaction, the following measures must be strictly adhered to:

1. **CAT Administration Timeline:** In line with the Procedure Manual on setting and administering CATs, all CATs must be conducted between **Week Five (5) and Week Eight (8)** of the semester.
2. **Mark Submission:** All CAT marks must be keyed into the **ERP system** by the close of **Week Ten (10).** Additionally, a **hard copy of the CAT marks sheet** must be submitted to the respective COD for record-keeping.
3. **Verification of Marks:** CODs and Examination Coordinators must verify that all CAT marks submitted match those keyed into the ERP. Any inconsistencies must be addressed **immediately** to prevent delays or missing marks.
4. **Student Compliance:** Lecturers, CODs, and Deans must ensure that students are aware that **no student will be allowed to sit for the final examination without their CAT marks recorded in the ERP.**

All departments must ensure that these guidelines are effectively communicated and implemented without exceptions.

Thank you for your cooperation.

Dr. Lucy Ikiara, PhD.
Registrar, Academic Affairs

Cc: Vice Chancellor
        Deputy Vice Chancellor (ASA)
        Principal, Nairobi Campus
        Director, Mombasa Campus
        Director, TVET Institute
        Deans
        CoDs