



EXAMINATION BOOKLET ACCOUNTABILITY FORM

FM-RGAA-045

Kenya Methodist University

P. O. Box 267-60200.Meru. Kenya.Tel:064-3131 276, Mob: 0724-256 162, Email: dvc.aa@kemu.ac.ke Website: www.kemu.ac.ke

OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

School: -----

Department: -----

Examination Period: Trimester: -----

Year: -----

S/N	Unit code	Unit title	Registered students (<i>class</i>)	Examination attendance	% Exam Attendance	Pass	Fail	Withdraw (<i>No CAT &</i>)	Incomplete (<i>No EXAM</i>)	Marks in ERP	Marks not in ERP	COMMENT
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												



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Examination Accountability Check List per Course/unit examined

S/No.	Particulars	Submitted	Not Submitted
1.	Dully completed Examination Results Accountability Form		
2.	Examination attendance list		
3.	Original Instructor's Grade Sheet (showing CATs and Exam marks) duly signed by the course instructor (hardcopy).		
4.	ERP system generated grade sheet duly signed by the course examiner.		
5.	List of students whose marks couldn't be keyed in the ERP system, duly signed by the course examiner (hardcopy) if any.		
6.	Examination question paper.		
7.	Examination Marking Scheme showing distribution of marks (Hardcopy or softcopy).		
8.	Marked Examination Answer Books arranged as per the Original Instructor's Grade Sheet.		

Lecturer:

Name:

Signature: Date:

CoD/Departmental Examination Officer:

Name:

Signature: Date: