



KENYA METHODIST UNIVERSITY
OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

ROADMAP FOR TEACHING AND ADMINISTRATION OF EXAMINATIONS

2ND TRIMESTER 2025

TIMELINE	ACTIVITY	ACTION BY
April 22 nd April 2025	RGAA issues Road map for the administration of 2 nd Trimester, 2025 Teaching and Examinations	RGAA
28 th April – 2 nd May, 2025	CoDs coordinate Lecturers in the preparation of Course Outlines	CoDs
2 nd May, 2025 (Deadline)	i. Deans ensure CoDs have finalized Course Loads ii. Deans ensure respective CoDs distribute harmonized Course Outlines to Lecturers	Deans
2 nd May, 2025 (Deadline)	Courses are uploaded and the CoDs ensure that all course content and other teaching materials are uploaded in the learning management systems - Canvas	CoDs
Monday 5 th – Friday 9 th May 2025	Reporting and registration of continuing students	RGAA
6 th – 7 th May 2025	Departmental Board of Examiners – 1 st Trimester 2025 Examinations Results	CoDs
8 th – 9 th May 2025	School Board of Examiners – 1 st Trimester 2025 Examinations Results	Deans
12 th May 2025	Lectures begin	CoDs
14 th May 2025	Senate approves results for 1 st Trimester 2025 Senate approves Course Loads for 2 nd Trimester 2025	Senate
2 nd – 14 th June 2025	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

9 th June – 4 th July 2025	Application for online exams for diaspora students	RGAA
21 st July 2025 (Deadline)	Setting of online exams and updating question banks in the LMS.	CoDs
22 nd July, 2025	Moderation of online examinations.	CoDs/DVBL
31 st June – 4 th July 2025	Clearance for missed/ special/supplementary examinations	RGAA/Finance
Thursday 17 th July 2025	University Prayer Day	University Chaplain
16 th June – 25 th July 2025	Head of University Examinations – coordinates the formatting of exams.	Head of Exams
25 th July 2025	End of lectures for 2 nd Trimester 2025	
28 th July – 1 st August 2025	Clearance for end of 2 nd trimester 2025 examinations	RGAA/Finance
4 th – 16 th August 2025	End of 2 nd Trimester 2025 examinations	RGAA
1 st – 5 th September 2025	Departmental Board of Examiners – 2 nd Trimester 2025 Examinations Results	CoDs
8 th – 12 th September 2025	School Board of Examiners – 2 nd Trimester 2025 Examinations Results	Deans

Reference documents:

- i. Academic Handbook Section 5.2, 5.3, 5.4 & 5.8
- ii. Examination and Certification policy
- iii. University Almanac 2025

