



Kenya Methodist University

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OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS INTERNAL MEMO

TO : All Academic Staff
FROM : Registrar, Academic Affairs
REF : KeMU/RGAA/CSF/4/15
DATE : 24th April, 2025
SUBJECT : FIRST TRIMESTER 2025 EXAMINATION MARKS ACCOUNTABILITY AND ENTRY INTO ERP

Reference is made to the above subject matter.

This is to inform that you are required to account for all examination results for the courses/units taught during 1st Trimester 2025 using the Examination Results Accountability Form (attached) as approved by 167th Senate Meeting held on 25th March 2025.

a. Examination Marks Accountability

In order to account for all examination answer books and individual student's marks the following should be adhered during submission of the marked examination books before Departmental Board of Examiners (DBE) meeting:

- a) Dully completed Examination Results Accountability Form
- b) Examination attendance list signed by students who did the examination.
- c) Original Instructor's Grade Sheet (showing CATs and Exam marks) duly signed by the course instructor (hardcopy).
- d) ERP system generated grade sheet duly signed by the course examiner.
- e) If any student whose marks couldn't be keyed in the ERP system duly signed by the course examiner (hardcopy).
- f) Examination question paper.
- g) Examination Marking Scheme showing distribution of marks (Hardcopy or softcopy).
- h) Marked Examination Answer Books arranged as per the Original Instructor's Grade Sheet.

b. Entry of Examination Marks in the ERP

The entry of examination marks is the responsibility of the individual course instructor/ lecturer. Marks must be entered one at a time or by excel upload. Backlog marks entry **MUST NOT BE USED** to enter marks into the ERP system.

NOTE:

No entry of examination marks will be allowed after the school board as per the 2025 Academic calendar.

Thank you.



Dr. Lucy Ikiara, PhD.
Registrar Academic Affairs

Encl.
Vice Chancellor
Deputy Vice Chancellor (ASA)
Principal Nairobi Campus
Director Mombasa Campus
Director KeMU TVET
Deans
CoDs
