

GUIDE FOR PROCESS DOCUMENTATION

 REPUBLIC OF KENYA			
Institution/Organization Name:		University of Nairobi	
Affiliations; Ministry / Department/ County/Parent Company:		Ministry of Education Science and technology	
Economic Sector Alignment:		Education	
Big 4 Alignment:			
Accounting Officer:		Vice-Chancellor	
Period: FY		2021/2022	
Process Documentation			
Service Name		Lecturer Examination Module	
Brief Description Document Purpose/Service		The Lecturer Examination Management Module automates the entire process of examination management and supports the process of student assessment by the lecturer, enabling a lecturer to be assigned a course, define coursework assessment, upload course work marks, examination marks and have the same approved up to the final approval by the university senate.	
Document Control: Change Record/ Version Number		Version 1	
Process Owner: Name and Position		DVC-AA	
Process Writer (s); Name and Position		1. SMIS Lecturer Module Technical committee 2. Project Leader SMIS/ Deputy Director MIS	
Process Reviewer (s) Name and Position		1. SMIS Lecturer Module Steering Committee 2. Director ICT/DVC AA	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Schedule of Semester dates	Start of Semester	Academic Registrar
2.	Upload time table	Start of Semester	Faculty Admin
3.	Register for courses in SMIS	Start of Semester	Student
4.	Allocate course units to lecturers	Start of Semester	HOD/Director
5.	Define coursework	Lecturer	During the semester
6.	Enter course work marks	Lecturer	During the semester
7.	Set final examination dates	Week 10 of Semester	Head of Department
8.	Marking and submission of results for Final exam	4th and 5th week after the end of semester examinations	Lecturer

9.	Moderation of Exam	4th and 5th week after the end of examinations	Head of Department
10.	Departmental Approval	6th and 7th week after end of examinations.	Head of Department
11.	Faculty Approval Release of Provisional Results	6th and 7th week after end of examinations.	Faculty Dean
12.	Submission of results to Senate	6th and 7th week after end of examinations.	Faculty Dean
13.	Forward Results to VC for approval on Behalf of Senate	Not specified	Academic Registrar
14.	Forward approved examination results to the Deans/Director for onward communication to students	Not specified	Academic Registrar

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor

Process Maps/Visuals

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