



Annex VIII. Process Documentation Guide

 REPUBLIC OF KENYA			
Institution/Organization Name:		Kenya School of Law	
Affiliations; Ministry / Department/ County/Parent Company:		Office of the Attorney General & Department of Justice (OAG & DOJ)	
Economic Sector Alignment:		N/A. Since we fall under Political Sector in the Vision 2030	
Big 4 Alignment:		N/A. Since we are an enabler of big 4 agenda in capacity development	
Accounting Officer:		Dr. Henry K. Mutai	
Period: FY		2021/23	
Process Documentation			
Service Name	Offering Academic Services (Advocates Training Programme (ATP) and Paralegal Training Programme (PTP) Procedure for conducting examination		
Brief Description Document Purpose/service	Procedure for conducting examination - To provide guidance on how examination are administered		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / ASD Issue/ Rev: 03/01		
Process Owner: Name and Position	Principal Officer Academic Services		
Process Writer (s); Name and Position	1. Principal Officer Academic Services		
	2.		
Process Reviewer (s) Name and Position	1. Management Representative		
	2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Setting and Moderation	14	Principal Officer, Academic Services
2.	Administration of Exam	14	Principal Officer Academic Services,
3.	Marking	7	Examiner

4.	Forwarding to moderators	1	Principal Officer, Academic Services
5.	Verification by committee of examiners	1	Principal Officer, Academic Services Director
6.	Once the scripts are returned they are sent to the moderator, with marking schemes marks sheets and a letter signed by Director indicating when the scripts should be returned	7	Principal Officer, Academic Services Director, Moderator
7.	The script are returned and the marks are keyed in the examination processing system	7	Principal Officer, Academic Services/committ ee of examiners
8.	The results are presented to the committee of examiners for consideration and recommendation for provisional release by the Director	1	Principal Officer, Academic Services/committ ee of examiners/Direct or
9.	A compiled report is sent to the Director/CEO who presents the result for the ratification.	1	Principal Officer, Academic Services, Director
10.	Successful students will receive a transcript and a certificate (finalist) signed by the Director/CEO.	30	Principal Officer, Academic Services, Director

(Add rows where necessary)

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1:	1.			,
	2.			
(if any other, add rows)				

Process Maps/Visuals

Attach the flowchart/maps for the steps discussed

Flowchart

Activity	Responsibility
Start.	
Draft Examination questions	Director, Moderators
Register eligible students	Student
<pre> graph TD Start([Start.]) --> Draft[Draft Examination questions] Draft --> Register[Register eligible students] Register --> Payment{Payment made?} Payment -- No --> Inform[Inform student of rejection to sit for exam due to non-payment.] Payment -- Yes --> Prepare[Prepare exam register to be signed by the students.] Inform --> Prepare Prepare --> Index[Index exam hall] Index --> ForwardASD[Forward exam scripts to the ASD] ForwardASD --> ForwardA[Forward scripts to internal examiners for marking (form A)] ForwardA --> Marking[Marking and return of scripts (form B)] Marking --> Moderation[Moderation (form C/D)] Moderation --> Verification[Verification by Committee of Examiners] Verification --> ForwardDir[Forward to Director to declare results] ForwardDir --> Ratification[Ratification by the Board] </pre>	Principal Officer, Academic Services
Prepare exam register to be signed by the students.	Principal Officer, Academic Services
Index exam hall	Principal Officer, Academic Services
Forward exam scripts to the ASD	Chief Invigilator
Forward scripts to internal examiners for marking (form A)	Principal Officer, Academic Services
Marking and return of scripts (form B)	Internal Examiners
Moderation (form C/D)	Moderators
Verification by Committee of Examiners	POAS Committee of Examiners
Forward to Director to declare results	POAS Director
Ratification by the Board	Director