KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

CURRICULUM IMPLEMENTATION PROCEDURE MANUAL

KNP/PM/AD/ 02

VERSION: C

REVISION:1

Authorized by: _____ **Principal**	Sign:	Date: 25TH OCT2021
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	KITALE NATIONAL POLYTECHNIC ISO 9001:2015	REF: KNP/PM/AD/02	
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NO	DETAILS OF CHANGE	DATE

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Dean of students	5.
Management representative	6.
HOD Agriculture	7.
HOD Building and civil engineering	8.
HOD Business	9.
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PROCEDURE NUMBER 1: WORK LOAD ALLOCATION AND TIME TABLING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effective Work Load Allocation and Timetabling

1.2 SCOPE

This procedure applies to all workload allocation at KITALE NATIONAL POLYTECHNIC

1.3 TERMS AND DEFINITIONS

a) Workload- Number of teaching hours per lecturer per week.

b) HOD – Head of Department

c) HOS- Head of section

d) CBE –Curriculum based establishment

e) CBET – Competency Based Education and Training

f) EO-Exams Officer

g) DEO – Deputy Exams Officer

1.4 REFERENCE

a) Current syllabi

1.5 PRINCIPAL RESPONSIBILITY

The Deputy Principal Academics shall ensure that this procedure is followed effectively

1.6 INTERFACES/INTERACTIONS

a) Procurement for provision of materials

b) HOS's for provision of draft workloads

c) HOD's verify, consolidate and harmonize draft workloads for validation and onward transfer of workloads to chairman timetable committee

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET WORKLOAD	MONITORING AND MEASUREMENT
Timely and complete workload list for trainers by week 10	Compare time of completion, check if all subjects and classes have been allocated.
Fairly distributed workload for all trainers as per PSC-MOE/CBE	Compare individual workloads with PSC-MOE/CBE
Complete, clear and effective timetables for classes, trainers and rooms by last day of every term.	Check time of completion and availability of copies to trainers and at strategic noticeboards. Review for omissions and collisions
Complete master timetable by first day of every term	Compare time of completion and availability of master timetable in the principal, D/P academics and D/P admin offices

1.8 RESOURCES

The resources to be used in the process are listed below:-

a) Stationery

b) Computer

c) Printer

d) Personnel

1.9 INPUTS AND OUTPUTS

INPUTS FOR WORKLOAD ALLOCATION	OUTPUTS FOR WORKLOAD ALLOCATION
Syllabus	Complete workload allocation document
List of trainers	
List of classes	
Number of trainees per class	
INPUTS FOR TEACHING TIMETABLING	**OUTPUTS FOR TEACHING TIMETABLING**
Complete workload document	Complete and clear timetables
List of tuition rooms	

INPUTS FOR EXAMINATION TIMETABLE	OUTPUTS FOR EXAMINATION TIMETABLE
List of courses, corresponding subjects and number of students per course	Examination timetable
List of available rooms and room sizes	
List of available invigilators	

2.0   METHOD:

2.1   WORK LOAD ALLOCATION

2.1.1   The procedures shall start with the HODs allocating workload in collaboration with HOS to the respective teaching staff at least two weeks before end of every academic term based on,

  a)   List of the subjects to be taught per class

  b)   Establish time allocation per subject.

  c)   Resolve who shall be training the various subjects.

2.1.2   Upon identifying the above the respective HOD shall formulate the workload allocation draft schedule with the following:

  a)   Class

  b)   Subject

  c)   Combined/common subjects for given classes

  d)   Number of hours per subject, per week.

  e)   Respective subject teacher

  f)   Activity – Theory or practice

  g)   No of students

2.1.3   The respective HOD shall communicate & avail a copy of the same to the D/Principal Academics at the end of the term and hand over to timetable committee immediately

2.2   TIME TABLING

2.2.1   TEACHING TIMETABLE

2.2.1.1 This procedure shall start upon receipt of departmental workload by the timetabling committee from the Deputy Principal Academics

2.2.1.2 Upon receipt of the workloads, the committee shall analyze the workload from the various departments guided by:-

    (a) Common subjects

    (b) Number of students per class

    (c) Nature of the lesson i.e. practical or theory lesson

    (d) Hours per subject

    (e) Availability of rooms

2.2.1.3 The chairman of the time tabling committee shall ensure that the timetable is generated using the computer software and communicated to all academic departments for concurrence*.*

2.2.1.4 In the event of omissions, collisions, arising from the timetable the respective HOD shall report to the chairman of the timetabling committee two weeks before opening.

The chairman of the committee shall then ensure printing hard copies as follows:

    a) personal timetables for lecturers

    b) class timetables

    c) room timetable

    d) master timetable

2.2.1.5 The master timetable shall be posted on the notice boards/rooms as per the academic policy and a copy of the same availed to the principal's and the deputy principals' and this activity shall be deemed complete.

2.2.2.0 ASSESMENT TIMETABLE

2.2.2.1 This procedure shall start with EO communicating to the HODs as per internal communications procedure to prepare the terms internal CBET Assessment timetable through the CBET champion

2.2.2.2 The CBET champion will prepare the time tables guided by:-

    a) Number of courses and the subjects as indicated in the OS

    b) Rooms available and size

    c) Time allocated for each assessment.

2.2.2.3 The timetable draft shall be harmonized by EO and the CBET Champion in terms of allocation of Internal Assessors and copies of final timetable printed and posted to departmental notice boards and copies to Deputy Principal Academics, and the procedure shall be deemed complete.

2.2.3.0 EXAMINATION TIMETABLE

2.2.2.1 This procedure shall start with EO communicating to the HODs as per internal communications procedure to prepare the terms internal examination timetable

2.2.2.2 Upon receipt the departmental examination officer shall prepare a draft timetable

guided by:-

d) Number of courses

e) Number of subjects

f) Number of students per course

g) The nature of the examination i.e. practical or theory

h) Rooms available and size

i) Time allocated for each exam.

2.2.2.3 The timetable draft shall be harmonized by EO and all DEOs, allocation of invigilators and copies of final timetable printed and posted to departmental notice boards and copies to Deputy Principal Academics, and the procedure shall be deemed complete.

3.0 LIST OF APPLICABLE RECORDS/REPORTS

a) Departmental workload allocation document

b) Teaching time table

c) Departmental internal examinations timetable

d) Communications

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PROCEDURE NUMBER 2: SCHEMING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effective and efficient scheming

1.2 SCOPE

The procedure is applicable to all scheming of all subjects taught at KNP

1.3 REFERENCE

a) Current term dates from MOE

b) Current syllabi

1.4 TERMS DEFINITION

a) IQAS – Internal Quality Assurance and Standards

b) HOS - Head of Section

c) HOD - Head of department

d) D/P AC - Deputy Principal Academics

e) MOE – Ministry of Education

1.5 PRINCIPAL RESPONSIBILITY

The Deputy Principal Academics shall ensure that this procedure is followed effectively

1.6 INTERFACES/INTERACTIONS

a) Procurement - for provision of materials

b) D/P Academics - for issuance of trainers' teaching timetables

c) HOS – for counterchecking schemes of work and course outlines for conformity with syllabi

d) HOD - for verification of schemes of work and course outlines

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Complete schemes of work by first day of every term.	Compare with current syllabi to ensure all topics for the term are covered. Check for completion by stipulated time and approval

	by HOS and HOD.

1.8 RESOURCES

The resources to be used in the process are listed below:-

a) Personnel

b) Stationery

c) ICT equipment and facilities

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Teaching Timetable	Complete and approved schemes of work
Syllabus	
Schemes of work template	
Course outline template	
MOE term dates	
KNP calendar of events	

2.0 METHOD

2.1 The procedure shall start upon completion of workload allocation and timetabling. Lecturers shall prepare and submit schemes of work and course outlines for each subject as per the academic policy and syllabi.

2.2 The HOS shall check the schemes of work /course outline for conformity using the following criteria:-

a) Checking achievable objectives

b) Checking that the scheme of work is duly filled

c) Checking for references

d) Counter checking for concurrence with course outline

2.3 Upon conformity the lecturer shall sign the scheme submission register and the HOS shall hand in the schemes of work together with the course outline to the HOD for approval.

2.4 The procedure shall be deemed complete upon the HOD approving the schemes by appending his/her signature or official stamp if hardcopy or paste his/her signature

in soft copy.

3.0 LIST OF APPLICABLE RECORDS/REPORTS

a)   Schemes of work

b)   Course outline

c)   Updated schemes of work submission register

PROCEDURE NUMBER 3: CONDUCTING THEORY AND PRACTICAL LESSONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in conducting lessons

1.2 SCOPE

This procedure applies to all theory lessons taught at KNP.

1.3 TERMS AND DEFINITIONS

a) D/P AC - Deputy Principal Academics

1.4 REFERENCE

a) NONE

1.5 PRINCIPAL RESPONSIBILITY

The D/P Academics shall ensure that this procedure is followed effectively.

1.6 INTERFACES/INTERACTIONS

1. Other academic departments- for provision of teaching personnel

2. Procurement- for provision of materials

3. Library – for provision of reference materials

4. Administration – for provision of personnel

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% class attendance by trainers	Review of class attendance sheets on monthly basis.
100% syllabus coverage	Review of records of work termly.
100% class attendance by trainees	Review of duly filled class attendance sheets on monthly basis

1.8 RESOURCES

The resources to be used in the process are listed below:-

a) Personnel

b) Materials and Equipment

c) Tuition facilities (e.g class rooms, Workshops and laboratories)

d) ICT equipment and facilities

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	• Well-equipped trainees with knowledge and skills
Schemes of work	
Timetable	• Duly filled attendance sheets.
Lesson notes	• Relevant notes and references
Reference books and manuals	
Course outlines	
Participants	
Unfilled attendance sheets	
Practical materials and equipment	

2.0   METHOD

2.1   This procedure shall start with the subject lecturer preparing for a theory lesson. In the preparation, the subject lecturer shall be guided by

a) Timetable

b) Lesson notes/practical instructions

c) Teaching Aids where applicable

d) Scheme of work and Course outline

2.2   On the lesson day the lecturer shall go to the classroom and begin by conducting a roll call.

2.3.0 THEORY LESSON

2.3.1   The lecturer guided by the lesson notes shall guide the students through the lesson as follows:

a) Review of the previous lesson

b) State lesson title as well as lesson objectives

c) Write lesson title on the board

d) Introduce the topic and deliver the content as per the lesson notes and engage the students at every level.

2.3.2   This procedure shall be deemed complete when the lecturer summarizes the lesson, gives assignment(s) and releases students for other classes and activities as per the timetable

2.4.0   PRACTICAL LESSON

2.4.1   The laboratory/workshop/farm technician shall be communicated to by the trainer at least a day before the lesson. Following communication from the concerned trainer he/she shall prepare the laboratory/workshop prior to the practical lesson.

2.4.3   In preparing the laboratory/workshop, the technician shall:

(a) Open the workshop

(b) Ensure cleanliness of the laboratory/workshop

(c) Arrange the required material/equipment

(d) Ensure functionality of materials/equipment to be used

(e) Issue the practical requirements/ guidelines

(f) Safety and safe storage of tools and equipment

(g) Close the workshop

2.4.4   On the lesson day the lecturer shall go to the laboratory/workshop and begin by conducting a roll call and brief the students on how to conduct themselves in the laboratory/workshop.

2.4.5   The trainer shall:

a) Introduce the practical lesson

b) Issue the practical lessons procedure

c) Demonstrate the practical where applicable

d) Supervise the practical lesson

e) Evaluate the practical work where applicable

2.4.6   This procedure shall be deemed complete upon the lecturer summarizing the

practical lesson and ensure cleaning of the equipment (where applicable),

work environment and return of tools and equipment to the technician.

3.0   LIST OF APPLICABLE RECORDS/REPORTS

a) Duly filled class attendance register

b) Course outline

c) Updated records of work

d) Duly filled practical lesson form

PROCEDURE NUMBER 4: MONITORING STUDENT CLASS ATTENDANCE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effective monitoring of student

class attendance

1.2 SCOPE

This procedure applies to all activities related to monitoring of student class

attendance in KNP

1.3 REFERENCES

a) KNP Academic Policy (2016)

b) Education Act Cap 211

1.4 DEFINITION OF TERMS

a) KNEC -Kenya National Examination Council

b) HOD -Head of Department

c) D/P AC -Deputy Principal Academics

1.5 PRINCIPAL RESPONSIBILITY

The deputy principal academics shall ensure adherence to this procedure

1.6 INTERFACES/INTERACTIONS

1. Procurement – for provision of materials

2. Subject lecturer- for filling of attendance sheets

3. HOS- for issuance and verification of attendance sheets

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the

Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% class attendance by trainees	Dully filled and analyzed attendance sheets

1.8 RESOURCES

The resources to be used in the process are listed below:-

a) Personnel

b) Stationery

c) ICT equipment and facilities

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Attendance sheets	Dully filled, analyzed and filed attendance sheets
Stationery	
Trainees	
ICT equipment and facilities	

2.0   METHOD

2.1   This procedure shall start with the HOS issuing the attendance sheet to respective subject lecturers.

2.2   Upon receipt of attendance sheet the subject lecturer shall complete the sheet as per the provisions of the form

2.3   At the beginning of every lesson the subject teacher shall take a roll call against the sheet

2.4   At the end of the lesson the subject teacher shall record the details of the lesson taught on the record of work sheet

2.5   The lecturer shall submit the attendance sheet and record of work sheet monthly to the respective HOD for verification as per the scheme of work.

2.6   In the event that the record of work is not in line with the schemes of work, the HOD shall return it to the subject lecturers with recommendations

2.7   This procedure shall be deemed complete upon the HOD ensuring the filing the duly filled sheets.

3.0   LIST OF APPLICABLE RECORDS/APPLICABLE

a.   Duly filled attendance sheet

b.   Duly filled record of work

PROCEDURE NUMBER 5: CONDUCTING EDUCATIONAL TOURS

1.0   GENERAL

1.1   PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in conducting educational trips/ tours at KNP.

1.2   SCOPE

The procedure shall apply to all educational trips conducted in KNP.

1.3   REFERENCES

a) Education act Cap 211

b) Traffic Act Cap 403

c) KNP Academic policy (2008)

d) Tour Schedule

1.4   DEFINITION OF TERMS

a) D.T.C   - Departmental Trips Coordinator

b) H.O.D   - Head of Department

c) M.O.D   - Master on Duty

d) D/P AD   - Deputy Principal Administration

1.5   PRINCIPAL RESPONSIBILITY

The D/P Administration shall ensure adherence to this procedure

1.6   INTERFACES/INTERACTIONS

a) Organizations to be contacted for request for tour places

b) Principal for approval of trip and budget

c) Finance for provision for funds

d) DP Admin for provision of bus

e) DP Academics for information

f) HOD for tour planning

1.7   PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Efficiently conducted academic tour.	Analyze dully written tour report within 7 days after the report

1.8 RESOURCES

The resources to be used in the process are listed below:-

a)   Transport facilities

b)   Funds

c)   Personnel

d)   Organizations to be visited

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Educational Tour schedule	Academic trip report
Funds	Correspondence /letters/communications
Lists of trainees and trainers	
Tour feedback questionnaire	
Budget	

2.0   METHOD

2.1   This procedure shall begin with the DTC identifying the places for visit.

2.2   One week after the identification of the places for visit, the D.T.C shall write a request/inquiry letter to the identified places through the principal

2.3   In cases where no response is received within one month, the D.T.C shall make follow ups and consider the alternatives for the tours (by considering the 3 choices in 2.1 above)

2.4   The DTC shall then book the bus by checking the bus booking book whether the bus is available on the scheduled date of travel in liaison with the D/P Administration

2.5   In the event that the bus is not available, the D.T.C shall contact the intended place of visit as per the external communication procedure in the operations manual to reschedule the tour to a proposed date.

2.6   In the event that the bus is available, the DTC shall book the bus and confirm the date of visit as per the external communication procedure number 2 in the operations procedure manual number 10

2.7   The D.T.C shall make 2 copies of tentative budget to be approved by the Principal upon confirmation from place of visit.

2.8   On approval, one copy shall be forwarded to the Finance Officer.

2.9   The Finance Officer shall facilitate the visit by issuing the required funds a day before the scheduled date of departure.

2.10   On the scheduled date of travel the D.T.C shall prepare a list of all students and staff going for the tour and submit copies of the same to the cateress, D.P administration and academics, Dean of students, M.O.D, and the respective HODs for planning and accountability purposes.

2.11   In the course of the tour, in case of any emergency encountered, the lecturer in charge of the tour shall communicate to the HOD for advice.

2.12   The procedure shall be deemed complete upon the return of the students and lecturers in charge to the Polytechnic. The lecturer in charge of the tour shall be required to write a report on the tour and forward it to the DP Academics within 7 days and a copy of the same to the HOD upon their return.

3.0   LIST OF APPLICABLE RECORDS/REPORTS
a)   KNP educational tours schedule

b)   Tour report

PROCEDURE NUMBER 6: CURRICULUM DEVELOPMENT AND REVIEW

1.0   GENERAL

1.1   PURPOSE

The purpose of this procedure is to ensure effectiveness and efficient development of CBET Curriculum and the reviews of the same curricula whenever need arises

1.2   SCOPE

This procedure applies to all internal CBET and Non CBET courses offered AND certificated by the Polytechnic.

1.3   REFERENCES

a) KNP Academic Policy (2016)

b) Current Report on Training Needs Assessment

c) KNP CBET Policy 2021

1.4   TERMS AND DEFINITIONS

AQASC-Academic Quality Assurance and Standards Committee

1.5   PRINCIPAL RESPONSIBILITY

The deputy Principal Academics shall ensure adherence to this procedure.

1.6   INTERFACES/INTERACTIONS

a) The KNP Council for approval and adoption of developed curricula

b) Procurement for provision of materials

c) Finance for provision of funds

d) Registrar for admission of trainees

e) Principal for approval of development and review budgets

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Completed new curriculum	Dully developed and certified curriculum by TVETA/CDACC and the KNP Council for internally developed ones

Reviewed curriculum	Dully reviewed curriculum

1.8 RESOURCES

The resources to be used in the process are listed below:-

a) Personnel

b) Funds

c) Stationery

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Current Curriculum and the Needs Assessment reports	Draft curriculum
Stationery	Minutes of curriculum development/review meetings
CDACC/TVETA guidelines	Correspondence/ communications
Materials and equipment	
Need for development/ review	

2.0   METHOD

2.1   CURRICULUM NEED ASSESSTMENT

2.1.1   This procedure shall start with respective department expressing the need for a certain course considering;

a) The need(s) of society

b) Target group(s)

c) Frequency of enquiry for a certain course.

2.1.2   The requests shall be forwarded to the academic board committee for verification and appraisal. They shall consider the following:

a) Physical facilities

b) Human Resource

c) The demand for the course

d) Ability to establish the appropriate curriculum for the course.

e) Legal and statutory requirements for the course

2.1.3 In the event that criteria in 2.3 are not met the academic board committee shall advice the respective department as necessary.

2.1.4   Upon verification, the chairperson of the academic committee shall forward the recommendations to the principal for approval as per criteria in 2.2 above

2.1.5 In the event of disapproval the principal shall communicate to the academic board committee and this activity shall be deemed complete.

2.2   Curriculum Development.

2.2.1 This procedure shall start with a specific department making a request through the CBET/curriculum Development and Reviews coordinator for permission to conduct a needs assessment with an intension of developing a curriculum.

2.2.2 The request document shall be elaborate on the following items that shall have been deliberated upon by subject specialists in the department.

   a) Proposed needs of the stated customer

   b) Statutory and regulatory requirements

   c) Minimum academic requirement

   d) Time factors

   e) Evaluation

   f) Certification

   g) Physical and human resources

   h) Reference materials from other established curricula

2.2.2 The draft shall be forwarded to the chairperson ABC for verification and approval

2.2.3 Upon approval, the chairperson ABC shall forward the draft to the principal for onward transmission to the council for information, approval and adoption.

2.2.4 This activity shall be deemed complete on production of a report on needs assessment, Development of the draft curriculum and effective piloting final draft of the curriculum and effective implementation of the developed curriculum

2.3   Curriculum review

2.3.1 This activity shall start with identification of need to review.

2.3.2 In identifying the need, the customer or implementers, shall consider:

    a) Industry demand

    b) Assessment results

    c) Changing technology

2.3.3 The request shall be forwarded to the relevant HOD who shall then convene a meeting to review the curriculum as per the criteria above.

2.3.4 This procedure shall proceed as per clause 2.2.2 to the end. The procedure shall be deemed complete

3.0   LIST OF APPLICABLE RECORDS/REPORTS
    a) Training needs assessment reports

    b) Minutes of curriculum development/ review meetings

    c) Reviewed curriculum

    d) Communication

PROCEDURE NUMBER 7: MONITORING TRAINER PERFORMANCE IN CLASS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness in the monitoring of trainers performance in class.

1.2 SCOPE

The procedure applies to monitoring the performance in class of all lecturers of KNP

1.3 REFERENCES

a) PSC code of regulations

b) KNP Academic Policy (2016)

1.4 DEFINITION OF TERMS

HOD - Head of Department

1.5 PRINCIPAL RESPONSIBILITY

The Deputy Principal Academics shall ensure that this procedure is strictly adhered to.

1.6 INTERFACES/INTERACTIONS

a) D/P Academics for issuance of timetables for trainees

b) Trainers for feedback on analysis of the weekly data tool and questionnaires

c) Procurement for provision of materials

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% class attendance by trainees and trainers	Analysis of class attendance sheet.
Quality delivery of teaching services	Analysis of records of work on monthly basis and schemes on termly basis.

1.8 RESOURCES

The resources to be used in the process are listed below: -

- a) Personnel
- b) Stationery
- c) Computer
- d) Printer

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Weekly data tool	Duly filled and analyzed weekly data tool
Students' feedback on Lecturer's performance questionnaire	Duly filled and analyzed questionnaires
Termly lesson observation schedule	Dully filled and analyzed termly lesson observation form

2.0 METHOD

2.1 The procedure shall begin with all lecturers being issued with a termly timetable by the Deputy Principal Academics which will guide their class attendance for onward transmission to each class representatives.

2.2 The HOD shall extract details of lessons missed and contact the affected trainers to establish the cause and take corrective action.

2.3. Any agreed and affected make up lessons shall be accompanied by supportive evidence.

2.4. In the event that the trainer does not show improvement, the respective HOD shall refer the affected trainer to the DP academics in writing.

2.5 The DP academics shall sermon the affected trainer and discuss the way forward.

2.6 This procedure shall be deemed complete upon feedback from the DP academics.

2.7 LIST OF APPLICABLE RECORDS/REPORTS

- a) Duly filled class weekly data tool
- b) Updated form for corrective action for lessons missed

c)   Duly filled missed lesson make up attendance form

d)   Duly filled students' feedback on lecturer's performance

PROCEDURE NUMBER 8: SETTING, MODERATING AND ADMINISTRATION OF INTERNAL EXAMS/ASSESSMENT TOOLS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure timely and effective setting, moderation/ verification and administration of all internal exams/assessment tools at the Polytechnic.

1.2 SCOPE

This procedure applies to all the setting of all internal exams/ assessment, moderation/ verification and administration of end of term / end of stage examination/assessment.

1.3 REFERENCES

a) Academic policy (2018)

b) Current KICD syllabus

c) CCDAC curriculum

d) KNP syllabus/curriculum

1.4 TERMS DEFINITIONS

a) HOD – Head of Department/ verifier

b) HOS – Head of Section

c) DHOD – Deputy Head of Department

d) EO- Exams Officer/ Assessment officer

e) DEO –Departmental Examination Officer

f) OS –Occupational Standards

1.5 PRINCIPAL RESPONSIBILITY

The examinations officer (EO) shall be responsible to ensure that this procedure is followed.

1.6 INTERFACES/INTERACTIONS

a) procurement officer for provision of stationery

b) departmental exam officers for submission of moderated verified exams

c) communication procedure for guidance in regards to communication

d) trainers/assessors for setting and moderation /verification of exams/ assessment tools

1.7   PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
submission of set and moderated examinations by 6th week of every term	Check dates in the examination submission register against stipulated timelines and Review of moderation tools against set dates
submission of set and moderated assessment tools by 1st week of every term	Check dates in the assessment tools submission register against stipulated timelines and Review of moderation tools against set dates
Administration and supervision of exams two weeks before closing date	Review of Departmental examination collection and return register

1.8 RESOURCES

The resources to be used in the process are listed below:-

e) Printing machine
f) Computers
g) Cabinets
h) Stationery
i) Personnel

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Exam setting • Schemes of work, syllabus, lesson notes • Departmental examination/assessment tool submission register	• Set exam paper assessment tool and marking scheme • Filled departmental examination submission register
Moderation -Moderation tools – set exam paper/assessment tool and marking scheme	-Filled moderation tools - moderated exam paper/assessment tool
Administration Internal examination attendance register Exam paper/assessment tools and blank answer sheets Exam/assessment tool collection and	-Filled Internal examination attendance register -Written Answer sheets -Filled Exam collection and submission register

submission register	

2.0   METHOD

2.1 This procedure shall start as follows:

2.1.1   For non CBET pogrames, with the EO issuing a notice to all academic HODs in the third week of every academic term as per the internal communication procedure to remind them of the deadline for the submission of moderated exams.

2.1.2   For CBET programs, the CBET champion issuing a notice to all academic HODs on behalf of EO 28 days (calendar) before commencement of a CBET program as per the internal communication procedure

2.1.3   In issuing the notice, the EO shall be informed by the academic policy/the TKNP CBET implementation policy

2.1.4   Upon receipt of this communication, the respective HODs shall bring the notice to the attention of the departmental staff.

2.2   SETTING OF EXAM

2.2.1   The respective trainer shall then

  a)   Guided by the scheme of work, by the curriculum and the OS read through the topics that should be covered by the end of the term/year/period.

  b)   Prepare a test table of specification /performance criteria evaluation tool.

  c)   Formulate questions to be attempted during the exam/ prepare candidates assessment tools and the instructions thereof. and. (two written and praticals with their guides)

  d)   Produce a draft copy of the questions

  e)   Prepare a marking scheme /assessor guides for the draft questions/ assessment tools.

2.2.2   The respective trainer shall then submit the soft copy of the draft questions to their respective DEO by the end of the fourth week/week one (CBET) of the term.

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2.2.3   The DEO shall record receipt of the same by recording in the departmental draft examination register and this activity shall be deemed complete.

2.3   MODERATION OF EXAMS

2.3.1   In the fifth week, the respective DEO shall ensure moderation of all exams by respective subject panels and make entries in the exam moderation forms.

2.3.2   In moderating/ verifying the draft questions, panels /the technical committee shall use the following criteria: -

a) Test table of specification/ adherence to the provisions performance criteria Expected number of questions

b) Expected number of questions

c) Correct structure

d) Typographical, grammatical or arithmetical errors among others

e) Logical flow of information in the question,

f) Adequately cover the taught syllabus/ Adequately cover the OS

g) Correct questions distribution

h) Correct marks distribution

i) Exam Series /assessment periods

j) Marking scheme

k) Cover page to contain the following information

i. Name and logo of examining bodie(s)

ii. Name of department

iii. Class

iv. Subject /unit and unit code

v. Time allocation

vi. Instructions to candidates.

vii. Provision for stamp and signature of moderation chair person.

viii. Exam series/ assessment periods

2.3.3   For any questions rejected, subject trainer shall provide alternative questions by the end of the moderation / verification exercise.

2.3.4 If the draft questions meet the requirements described in 2.3.2 above, the panel shall approve and adopt the draft questions as the exam for the particular subject by stamping and signing on the cover page.

2.3.5 The panel/ the technical committee chairperson shall submit the moderated exams verified assessment tools with the moderation forms from the moderation panel/ the technical committee to the respective DEO by the beginning of the sixth week of the term and for CBET one week before commencement of a CBET course.

2.3.6 Upon receipt of the moderated exams/ verified assessment tools the DEO shall forward them in soft with instructions on the number of required copies to the examinations officer and sign for the submission in the exams submission register.

2.3.7 The examinations officer shall ensure adequate copies are produced, packaged and sealed, ready for use by the end of the eighth week of the term.

2.3.8 The packaging shall be done in envelopes with the following details captured on the cover

a) Department

b) Class/ programme

c) Subject title /unit title

d) Subject code unit code

e) Number of copies

f) Exam Series/ assessment period

g) Examiner/ assessor.

2.3.9 The procedure shall be deemed complete when the exam is packed and sealed.

2.4 EXAM ADMINISTRATION

The procedure shall start with the respective DEOs /CBET champion collecting printed, packed and sealed exams/assessment tools from the EO and signing in the exams collection register. The DEO CBET champion shall take the exams/ assessment tools to the department and issue to invigilators/ internal assessor. Invigilators/ internal assessor shall collect the exams/

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assessment tools from the DEO/ CBET champion and signing for them in the departmental exams' submission and collection register as per exam/assessment timetable.

2.5   The invigilator/ internal assessor shall then proceed to the exam/ assessment room before the scheduled start time of the exam assessment.

2.6   The invigilator/ internal assessor shall confirm the following before the start of the exam assessment:

  a) Check if the furniture arrangement is conducive for examinations/ assessment

  b) Check the room for any written materials and confiscate them.

  c) Check if the candidates are eligible (By possessing an examination card)

  d) Ensure no mobile phones, memory cards or any electronic storage devices are found in the examination/ assessment room.

2.7   In the event a candidate does not have the examination card, the invigilator internal assessor shall refer him/her to the HOD for advice

2.8   The invigilator/ internal assessor shall distribute the question papers and answer booklets to the candidates.

2.9   The invigilator internal assessor shall inform the candidates the start and end time of the examination/ assessment

2.10   In the course of the examination assessment, the invigilator/ internal assessor shall:

  a) Be alert to detect any abnormalities and take action against them.

  b) Remind the candidates of the remaining times at intervals.

2.11   At the lapse of the exam/ assessment time, the invigilators internal assessor shall announce to the candidates to stop, and hand in the answer booklets as they sign in the internal exam attendance sheet.

2.12   This procedure shall be deemed complete upon the invigilator internal assessor collecting all the answer sheets attendance register sheet and duly filled incidence form and handing them over to the DEO and signing in the collection and submission register.

3.0 LIST OF APPLICABLE RECORDS AND REPORTS

a) Filled internal exams Moderation forms/ performance criteria evaluation tool

b) Filled internal exam/ internal assessment submission and collection register

c) Filled internal exams/ internal assessment attendance form

d) Filled incidence form.

e) Assessment mark sheets

PROCEDURES NUMBER 9: MARKING AND RELEASE OF INTERNAL EXAM (Non CBET)

1.0 GENERAL

1.1 PURPOSE:

The purpose of this procedure is to ensure accuracy in the marking, grading

and release of internal examinations /assessment in the polytechnic.

1.2 SCOPE:

This procedure applies to the marking, grading and release of all internal

examinations assessment in the polytechnic.

1.3 TERMS DEFINITIONS

a) CNC – course not complete

b) CRNM- course requirements not met

c) DEO- Departmental Exams Officer

d) MIS-Management Information System

e) ABC-Academic Board Committee

1.4 REFERENCE:

KNP academic policy (2016)

1.5 RESPONSIBILITY:

The Deputy Principal Academics shall ensure that this procedure is adhered to.

1.6. INTERFACES/INTERACTIONS

a) DEO for the release of exams answer sheets to the subject trainers

b) Subject trainers/ internal assessor for submission of marks/assessment results to the departmental awards committee

c) MIS for keying in of the marks by the subject trainers

1.7. PERFORMANCE TARGET

The performance shall be measured through the overall performance of the

Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Collection of the written answer sheets by the subject trainers from DEO at least two days after the paper is done	Review of signed departmental exams submission and collection register
marking and submission of marks for all subjects one week after the end of the last paper/after assessment	Review of records of mark sheets.
Entry of marks by the subject trainers to the MIS within four days after the ABC meeting.	Review the marks in the MIS.

1.8. RESOURCES

The resources to be used in the process are listed below: -

    a. Computer
    b. Stationery
    c. Personnel
    d. Internet

1.9. INPUTS AND OUTPUTS

INPUTS	OUTPUTS
-FOR MARKING -Written answer sheets -mark sheet -Marking scheme/ assessors tool **FOR RELEASE** -Trainees marks -MIS	**-FOR MARKING** - filled mark sheet -Marked answer sheet/ assessment sheet **FOR RELEASE** - progress reports -transcripts -Updated MIS.

2.0 METHOD

2.1.0 MARKING

2.1.1 This procedure shall start with the marker/internal assessor collecting from DEO/ CBET champion the written answer sheets and signing in the departmental exam collection/submission register.

2.1.2   The marker/ internal assessor shall proceed to mark the answer scripts and upon completion grade and present the marks in the individual mark sheets to the HOD and proceed to key in the results in the Unisol System for analysis within twenty one calendar days after the last paper. The marker/ internal assessor shall be cleared upon keying all the results in the system and submitting all the marked answer scripts to the HOD.

2.1.3   Within the first week of opening, the class representative shall collect the marked scripts and issue to individual trainees for end of term exams.

2.**2.0**   **RELEASE OF EXAMS**

2.2.1   The HOD shall present the departmental mark sheets to the Academic Board for analysis, recommendation and approval for release of the results. This procedure shall be deemed complete upon the trainee accessing the results in the student portal.

2.3.0 ISSUANCE OF PROGRESS REPORTS AND TRANSCRIPTS

2.3.1   This procedure shall start upon the student logging in the portal to access and print progress report. For transcripts, the trainee shall make a request to the HOD. The HOD shall liaise with the EO to print and issue the transcripts as per the request.

2.3.2   The procedure shall be deemed complete upon the trainee signing the transcript issuance register in the department.

3.0   LIST OF APPLICABLE RECORDS AND REPORTS

a)   Mark sheets/assessment sheets
b)   Exams submission and collection register
c)   Progress reports
d)   Transcripts
e)   Updated MIS

PROCEDURE NUMBER 10: REGISTERING FOR EXTERNAL EXAMS

1.0   GENERAL

1.1   PURPOSE

The purpose of this procedure is to ensure efficiency and professionalism in the registration for external exams/external assessment

1.2   SCOPE

This procedure covers registration of trainees for all external exams /external assessment in the Polytechnic

1.3   REFERENCES

a) Current KNEC guideline

b) Current KASNEB guideline

c) KNP academic policy (6th edition 2016)

d) Current Departmental work plan

e) Current NITA guidelines

f) City and guild guidelines CCDAC

1.4   DEFINITION

a) KNP- Kitale National Polytechnic

b) HOD- head of department

c) NITA –National Industrial Training Authority

d) KNEC- Kenya National Examinations Council

e) EO- Examination Officer

1.5   PRINCIPAL RESPONSIBILITY

The Examinations Officer (EO) shall be responsible for ensuring that this procedure is adhered to.

1.6.   INTERFACES/INTERACTIONS

a)   Academic departments and any other institution allowed by the polytechnic management for documents of candidates for external examinations and assessments.

b)   Finance department for payment of the sum total of registration fee for all registered candidates to External examining body.

c)   Referred candidates for registration of the referred papers.

d)   Communication procedure –for guidance in regard to communication procedures

e)   Candidates for submission of their required document.

1.7.   PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Registration of all eligible candidates for External examining body exams/assessment two weeks before External examining body registration deadline.	Compare the list of candidates submitted for registration and evidence of examination fee payment from HODS with External examining body exams/assessment registration register.

1.8.   RESOURCES

The resources to be used in the process are listed below:-

a)   Personnel.
b)   Computer.
c)   Camera.
d)   Stationery
e)   Internet

1.9.   INPUTS AND OUTPUTS

INPUTS	OUTPUTS
-Referred candidates request -List of trainees to be registered from HODS -Funds -Results slip/ certificates	External examining body exams/assessment registration register -Signed nominal roll

2.0   METHOD

2.1   This procedure shall start with the E.O. communicating to all departmental heads and trainees as per internal communication procedure to forward the names of the trainees to be registered for external exams/assessment.

2.2   The respective HOD shall verify, compile list, receive candidate documents and evidence of payment of all trainees to be registered for external exam with various examination bodies.

2.3   The EO shall receive the candidates' documents from HODS for uploading.

2.4   The EO shall then sum up all the examination fee paid and forward the list to the finance officer for verification and payment as per procedure on payment number 1 in the finance procedures manual

2.5   The finance officer upon facilitation of payment shall forward the list to the EO for onward transmission to the examination body and this activity shall be deemed complete

2.6   REFERRED CANDIDATES

2.6.1   This activity shall start when a referred candidate presents himself/herself to the EO and requests for registration of the referred subjects.

2.6.2   The EO shall request for the candidates' documents for verification through the respective academic HOD of department. The EO shall then advice the candidate on payment of total fees as per the revenue procedure in the finance procedure manual.

2.6.3   Upon payment of the total fees, the procedure shall flow as in 2.4.

3.0 LIST OF APPLICABLE RECORDS AND REPORTS

a) Departmental register of candidates
b) External examining body exams/assessment registration register
c) Nominal roll

PROCEDURE NUMBER 11: INDUSTRIAL ATTACHMENT

1.0   GENERAL
1.1   PURPOSE
This procedure is intended to ensure that industrial attachment is carried out efficiently and effectively

1.2   SCOPE
This procedure applies to all industrial attachment activities in KNP

1.3   REFERENCES
a) KNP industrial attachment policy

b) Current DIT guideline

c) KNP Academic Policy(2018)

1.4   TERMS DEFINITION
a) ILO – Industrial Liaison Officer

b) HOD Head of Department

c) DAC- Departmental Attachment Coordinator.

d) Attachment Committee- composed of ILO, Deputy ILO, and all the DACs.

e) Attachment logbook- attaché's daily record book

f) Attaché – Trainee on attachment.

g) FO =Finance Officer

h) DIT- Directorate OF industrial Training

i) NITA- National Industrial Training Authority

1.5   PRINCIPAL RESPONSIBILITY
The ILO shall ensure that this procedure is followed and maintained.

1.6   INTERFACES/INTERACTIONS

a) Principal for Approvals of Budgets.
b) Finance officer for facilitation of payments for assessment and insurance covers.
c) Academic HODs for provision of lists of attaches.
d) Procurement officer for procurement of insurance covers for students.

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Submission of Lists of all eligible attachés From HODs by 8th week of term preceding attachment period to the attachment office.	Review date of submission of Lists against stipulated time. Verify the lists from HODs with registrar's list and admissions criteria (Date of admission and date of attachment)
100% placement of eligible attaches.	Compare assessment reports against and list of students on attachment against approved list from HOD.
100% insurance covers for students proceeding on attachment	Review the list of students proceeding on attachment against insurance policies
Assessment of all Attachés before the end of attachment period.	Compare assessment reports against list of students on attachment

1.8 RESOURCES

The resources to be used in the process are listed below:-
 i) Printing Machine
ii) Stationery
iii) Computers
iv) Personnel

v) Logbooks

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Funds	**-** Students with practical skills and exposure
List of attaches	
Insurance Covers	-Duly Filled assessment Forms
Industry requirements	-Duly Filled Confidential Reports
Industry Data base	-Valid Insurance Covers
	-Attachment Certificates
	-feedback on attachment
	-Minutes of attaches briefing.

2.0   METHOD

2.1.   IDENTIFICATION OF STUDENTS DUE FOR ATTACHEMENT AND PLACEMENT

2.1.1 This procedure shall start with the ILO determining the names of trainees proceeding on industrial attachment in each department one term in advance of the attachment period for all trainees. ILO shall be guided by:

a) Admission register

b) Class attendance register

c) KNP Academic Policy

2.1.2 Upon determination of the names of trainees proceeding on attachment as per 2.1.1 the ILO shall issue respective attachment introduction letters to the trainees as per department, 4 weeks before the end of the term.

2.1.3 The ILO shall also issue NITA forms to attaches' as applicable and also advice on online application.

2.1.4 The trainees shall be directed to apply to industries based on:-

a) Relevant industry in regard to the course

b) Ability to self-sustain

c) Availability

2.1.5 This activity shall be deemed complete when the trainee communicates with the ILO on their successful placement.

2.2   INSURING OF TRAINEEES.

2.2.1   All trainees shall be insured every academic year upon registration. Before the start of the industrial attachment period, the ILO shall in liaison with the F.O compile a list of all trainees due to proceed for attachment and have completed payment of attachment and insurance fees.

2.2.2   The ILO shall liaise with the Principal and the F.O to ensure the trainees who have completed payment of attachment and insurance fees as per the procurement procedure.

2.2.3   The ILO shall communicate with insurance company as per external communication procedure number 2 in the general operations procedures and the insurance company shall proceed to insure the trainees.

2.2.4   Upon receipt of the valid insurance cover/policy, the ILO shall issue them to the trainees who shall sign for them.

2.2.5   This activity shall be deemed complete when all eligible attachés have been issued with insurance covers.

2.3   ATTACHMENT BRIEFING

2.3.1   This activity shall start with the ILO convening an attachment briefing meeting as per meetings procedure, three weeks before the end of the term. Before the briefing meeting, the attachment committee shall meet to deliberate the agenda outlined in 2.3.3

2.3.2   The briefing meeting shall be attended by:

a). Administration representatives

b). ILO/ deputy ILO

c). Representatives from Dean's office

d). Guidance and Counseling Representative

e). Departmental attachment coordinators

f). Trainees proceeding on attachment.

2.3.3   During the briefing meeting, the trainees shall be advised on

a)   personal discipline

b)   observing rules/regulations governing place of attachment

c)   log book use

d)   assessment criteria

e)   safety

f) Deadline for reporting attachment placement

g) Deadline for submitting post attachment reports

h) any emerging issues

2.3.4   The ILO shall issue the trainees with:-
a) log books/Mentoring tools for CBET trainees

b) Attachment introduction letters as per individual courses.

2.3.5   This activity shall be deemed complete when trainees are released from the meeting.

2.4   ASSESSMENT OF TRAINEES

2.4.1   This activity shall start when attaches report to the place of attachment.

2.4.2   The ILO shall communicate with the attaches within 6 weeks to confirm: -
a) the place/location of attachment

b) The number of attaches in a given location.

c) Budget of the exercise guided by the destination

d) Proposed assessment dates.

2.4.4   The ILO shall submit the proposed budget to the principal for approval as per the internal communication procedure.

2.4.5   If the principal does not approve, the proposed budget is returned to the ILO with recommendations on amendments.

2.4.6   If the principal approves, the proposed budget shall be forwarded to the FO for facilitation/processing of funds and the funds availed to the trainers proceeding for the assessment exercise.

2.4.7   After briefing the assessors, the ILO shall provide them with:
a) Lecturers introduction letter

b) Industrial assessment form

c) Confidential report form.

d) Particulars of attaché i.e. contact, company, industry, town etc

2.4.8   The assessors shall communicate with attaches to inform them of the assessment day.

2.4.9   The lecturers shall assess the attaches as per the schedule by:-
a) Marking the log book

b) Discussing with the supervisor/training manager

c) Submitting the employers confidential report form.

d) Ensuring that the supervisor signs and rubber stamps on the student's assessment form.

2.4.10 When the assessors /lecturers return from the field, they shall submit the assessment tools together with field assessment report for analysis.

2.4.11   Upon attachment completion, the trainees shall submit their log books, industrial attachment reports, and recommendation letters to their respective DACs within 2 weeks of reporting from attachment.

2.4.12 The DACs shall mark the documents and submit the marks to the ILO within 2 weeks of receiving them.

2.4.13   Upon receiving the marks from the DACs, the ILO shall issue the trainees with attachment completion certificate.

2.4.14 This activity shall be deemed complete upon the ILO having the certificates printed, duly signed and given to the trainees.

3.0   LIST OF APPLICABLE RECORDS AND REPORTS

a) Filled attachment particulars form

b) Filled industrial attachment assessment form

c) Confidential assessment report.

d) Insurance issuance record.

e) Communications

f) Minutes of meetings