KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

EXAMINATION DEPARTMENT QUALITY OBJECTIVES

KNP/QO/ED/04

Authorized by: _____ **Principal**	**Sign:**	**Date: 25TH OCT 2021**
Issued by: _____ **Management Representative**	**Sign:** _____	**Date: 25TH OCT 2021**

EXAMINATIONS DEPARTMENT

QUALITY OBJECTIVES FOR THE FY 2021-2022

Objective	Who will be responsible?	What will be done?	When will it be completed?	What resources will be required?	How will the results be monitored and evaluated?
State a measurable quality objective addressing any of the dimensions of quality product/service	*Give the title of the person to ensure that the quality objective is achieved (the process owner)*	*State activities to be undertaken to ensure that the quality objective is achieved*	*For every activity in column 3 indicate when it will be completed*	*Indicate the resources required to undertake the activities in column 3*	*Indicate how results will be monitored and evaluated that you've met the quality objective*
To increase the number of eligible students registering for the exam from the current 90% to 100% by 30th June 2022	Exam officer	Provide prompt and timely information on registration dates and requirements to candidates. Advice parents and candidates on the importance of paying examination fees early	-Immediately after release of examining body calendar.	-Computer -Internet -Stationery	-Shall be monitored by :- Reviewing candidates lists against registration nominal roll and evaluated by end of registration period

PREPARED BY: EXAMINATION OFFICER

APPROVED BY: THE PRINCIPAL

DATE: 25TH OCTOBER 2021