





FACULTY OF SCIENCE AND TECHNOLOGY

DEPARTMENT OF BIOLOGY

TEACHING AND LEARNING PROCESS

RESPONSIBILITY	FLOWCHART
CHAIRMAN, DEPT. OF BIOLOGY	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Course unit allocation -internal and external examiners</p> </div>
FST TIMETABLING COMMITTEE SMIS OFFICER- DOB	<div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Timetables set and loaded into SMIS</p> </div>
INTERNAL EXAMINERS EXTERNAL EXAMINERS EXAMINATIONS OFFICE	<div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> 1. Prepare course outlines 2. Access SMIS registered 3. Administer lectures , tutorial and practical 4. Assess students using various methods 5. Submit semester exams by week 6 for moderation 6. Administer semester exams 7. Marks and submit unit results </div>
CHAIRMAN DEAN DVC AA	<div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Exam officers</p> </div> <div style="text-align: right; margin-right: 50px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Exam drafts and results moderated</p> </div>  </div> <hr style="border: 1px solid gray; margin: 10px 0;"/> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Exams results loaded into lecturers' module and SMIS</p> </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Results released to students</p> </div>