**KAFU/F/502/009**



**KAIMOSI FRIENDS UNIVERSITY (KAFU)**

# Directorate of Examinations

# EXAMINATION PROOFREADING FORM

 **1. Instructions**

1. This form should be filled by the Internal Examiner for each examination paper and submitted together with the camera-ready examinations to the Examination’s Office.
2. Ascertain that all parts of the examination have been included.
3. Ensure that the marks for each question are correct and add up to the required total marks.
4. Ensure that the top page template is correct and has the correct information (year of study, semester, academic year, unit code and title, date of exam and instructions).
5. Ensure there are no spelling and grammatical mistakes and formatting is consistent

##  2. Details of Examiner & Examination Paper

|  |  |  |  |
| --- | --- | --- | --- |
| S/NO | UNIT CODE | UNIT NAME | NUMBER OF STUDENTS |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

##  3. Declaration by Examiner

I have proofread the examination paper indicated for accuracy, clarity, and consistency in formatting and have ascertained that it is ready for printing and administering to candidates.

NAME: …………………………………………………………SIGNATURE: ……………………………..DATE: ……………………………………

 **4. Proofreading confirmation by the CoD.**

I confirm that the examination paper indicated has been proofread and is ready for printing.

 Name ………………………………………………………. Signature…………………………Date and stamp………………………………..