**UNIVERSITY OF NAIROBI**

**SCHOOL OF BUSINESS**

**INTERNAL MEMO**

**FROM: RECORDS OFFICE DATE** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**TO: EXAMINATION OFFICER,**

 **MANAGEMENT SCIENCE**

**BUSINESS ADMINISTRATION Tick as Appropriate.**

 **FINANCE & ACCOUNTING**

**RE: MISSING/ERROR IN MARKS**

**REG. NO: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MODE OF STUDY: *(NRB EVENING, NRB DAY, REGULAR, DISTANCE LEARNING, KSM, MSA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Telephone:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Email:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

From our records relating to **Semester: *(e.g. May-Aug)*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_* **Year: *(e.g. 2008)*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* the marks for the above named student relating to the following course unit is

**COURSE CODE***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* **COURSE TITLE:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Details of error if applicable (*indicate whether a* ***First Attempt****,* ***Resit*** *or* ***Retake***): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Initial Investigation by Records office:**

 Course Work not in the SMIS

 **SUPERVISOR**

**EXAM RESULTS:**

FINAL EXAM:

**TOTAL:**

COURSE WORK:

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**

SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORDS ADMINISTRATOR**

SERIAL NO.:

 Exam marks not in the SMIS

 Both Course work & Exam not in the SMIS

 Departmental Level Investigation Required

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Investigation Report by Departmental Clerk:**

 Resit

 No Evidence of Examination Participation.

 CW & F.E. Done in Different Semesters

. No Registration Number on the Script.

 Others: (Specify)…………………………………………....................................

………………………………………………………………………………………………………….

Examination Officer/Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Chairman (**DBA/DFA/DMS**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated in the SMIS by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_