Mount Kenya University

Training on online Examination Administration
Areas Covered

- Incorporation of Microsoft teams during examinations
- Identifications of students
- Admitting students to the exam room
- Activation of Examination
- Recording of Proceedings
- Conducting's invigilation's online

Requirements

- A computer /tablet/laptop
- Web cam if not integrated
- Internet Connectivity

Training Schedule for Students

S/N	School	Date	Session One	Session Two
	Post graduate Students	29th June 2020	14000hrs	1900hrs
	Post graduate Students	30th June 2020	1400hrs	1900hrs
Week 1	School of Business	1st Jul 2020	1000hrs	
	School of pure and applied sciences	1st Jul 2020	1400hrs	
	School of Computing	02nd Jul 2020	1000hrs	
	School of Law	02nd Jul 2020	1400hrs	1900hrs
	School of Social Sciences	03rd Jul 2020	1000hrs	
	School of Hospitality/School of Engineering	03rd Jul 2020	1400hrs	
	College of Health Sciences	04th Jul 2020	1000hrs	
	School of Education	04th Jul 2020	1400hrs	1900hrs
Week 2	School of Business	06th Jul 2020	1000hrs	1900hrs
	School of pure and applied sciences	06th Jul 2020	1400hrs	
	School of Computing	07th Jul 2020	1000hrs	
	School of Law	07th Jul 2020	1400hrs	1900hrs
	School of Social Sciences	08th Jul 2020	1000hrs	
	School of Hospitality/ School of Engineering	08th Jul 2020	1400hrs	
	College of Health Sciences	09th Jul 2020	1000hrs	
	School of Education	09th Jul 2020	1400hrs	1900hrs