



THE TECHNICAL UNIVERSITY OF KENYA
DEPARTMENT OF BUSINESS AND MANAGEMENT STUDIES
MISSING /ERROR IN MARKS FORM

FROM: DBMS FRONT OFFICE

DATE-----

TO: SECTION EXAMINATION OFFICERS

- ☐ Accounting, Finance and Risk
- ☐ Business Administration and Management
- ☐ Management Science and Technology
- ☐ Economics and Resource Management
- ☐ Creativity, Innovation and Entrepreneurship
- ☐ Vocational Education and Training

REG NO.....NAME:.....CLASS CODE:.....

MODE OF STUDY: (EVENING, DAY).....

Telephone:.....Email:.....

From the record relating to Semester: (e.g. May-Aug).....Year: (e.g. 2020)..... the marks for the above named student relating to the following course unit is missing/have errors (Delete what is not applicable):

PROGRAMME NAME:.....

COURSE CODE:.....**COURSE TITLE:**.....

UNIT LECTURER:.....**CONTACT:**.....

Details related to the error if applicable (Indicate whether a First Attempt, Special or Supplementary exam).....

OFFICIAL USE ONLY

INITIAL INVESTIGATION BY EXAMINATION OFFICER

- ☐ Registered
- ☐ Not Registered
- ☐ Fees payment not complete
- ☐ Wrong-Classification
- ☐ Further investigation required

INVESTIGATION REPORT BY CONTACT LECTURER

EXAM RESULTS

- ☐ Special or Supplementary
- ☐ No Evidence of Exam Participation
- ☐ No Registration number on the Script
- ☐ No Course Work
- ☐ Others (Specify).....

COURSE WORK
FINAL EXAM
TOTAL

Contact Lecturer: Name.....Signature.....Date.....

Examination Officer: Name.....Signature.....Date.....

Section Coordinator: Name.....Signature.....Date.....

Approved by Chairperson: Name.....Signature.....Date.....