



**SANUK CLEVELAND MEDICAL TRAINING COLLEGE
EXAMINATION POLICY**

PREFACE

MESSAGE FROM THE CEO

Cleveland Medical Training College (CMTC COLLEGE)

On behalf of the Board of Directors of Cleveland Medical Training College (CMTC COLLEGE), I am honored to approve this Examination Policy for use by the College Management, faculty, and students.

The Board is deeply committed to enhancing access, equity, and quality in technical and medical training. This Policy is a significant step toward aligning our institutional processes with national development goals, including the **Sustainable Development Goals (SDGs)**, **Kenya Vision 2030**, the **Health Sector Policies**, and the government's **Big Four Agenda**.

CMTC COLLEGE continues to make progress in advancing the delivery of essential services that support **Universal Health Coverage** and **Affordable Health Care**. We recognize that inadequate numbers of skilled and well-trained personnel pose a significant barrier to economic development and contribute to high levels of unemployment. As such, the Board is focused on developing long-term strategies to overcome these constraints through:

1. **Strengthened policy and corporate governance** for improved accountability and effective decision-making.
2. **Enhanced access, quality, relevance, and equity** in design, technical, and healthcare training.

3. **Prudent use of resources** and effective infrastructure management.
4. **Increased national and international visibility** of CMTC COLLEGE as a center of excellence in training, research, and medical education.
5. **Expanded partnerships and linkages**, strengthening the College's resource base.
6. **Responsive and community-oriented programs** that align with the aspirations of Kenya's 2010 Constitution and contribute to national socio-economic development.

This Policy articulates the internal and external environments within which CMTC COLLEGE operates and outlines our strategic intent to support the Government in promoting sustainable growth in the **design, construction, and healthcare** sectors. The Board of Directors will continue to provide oversight to ensure the College delivers on its mandate of producing highly skilled professionals capable of meeting both local and global demands.

I firmly believe that the successful implementation of this Policy will depend on the full dedication and collaboration of all stakeholders—students, faculty, management, and our partners. Together, we can ensure that CMTC COLLEGE remains a leading institution in technical and medical education.

MS.Kimutai Chepkoech

*Chairperson, Board of Directors
Cleveland Medical Training College
(CMTC COLLEGE)*

Date: 04/04/2023

FORWARD

This document outlines the guidelines governing examinations across all CMTC COLLEGE campuses. It serves as a directive for students, lecturers, and administrators, detailing the standardized procedures to be followed during the administration of examinations.

The guidelines are to be strictly observed to ensure a uniform and consistent examination process for all CMTC COLLEGE students. Through these measures, the College seeks to uphold quality assurance and maintain the integrity of its examination processes.

POLICY STATEMENT

This policy is grounded in the functions of the Academic Council, as stipulated under the KNEC Act No. 14, Cap 261 (as amended) and establishment of TVET CDACC. This policy is aligned with the standards set by the *Curriculum Development, Assessment and Certification Council (CDACC)* under the *TVET Act No. 29 of 2013*. It is intended to promote professionalism, accuracy, and integrity, while enhancing operational efficiency and upholding high moral and professional ethics in the administration of examinations.

Upon implementation, this policy aims to:

a) Promote equality and social justice, while fostering honesty, dedication, and continuous improvement in examination results.

b) Under the general guidance of the College Academic Council and the

supervision of the Campus Principal, facilitate the decentralization of examination processes across CMTC COLLEGE campuses.

c) Ensure uniformity in the conduct and administration of examinations.

d) Streamline the processes of releasing results and producing transcripts in a timely and accurate manner.

e) Guarantee consistency in the design and evaluation of examinations, ensuring both face and content validity.

Through the enforcement of these standards, all stakeholders can place their confidence in the quality of CMTC COLLEGE graduates—confident in the processes, conduct, and standardized instruments that shape them. This policy also affirms that the grading system shall support the consistent production of graduates of comparable caliber.

In cases where circumstances arise that are not explicitly addressed by this policy, the College Academic Council shall provide guidance and make appropriate decisions.

Mr. Too Robert
Administrator

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VISION

To be a distinctive, preeminent Research-intensive medical school, transforming health through discovery, lifelong learning, and patient -centered health care.

MISSION

The CMTC`s mission is to educate a diverse workforce of Tomorrow`s leaders in science, and Health Sciences.

CORE VALUES

- Integrity
- Aggressiveness
- Excellence
- Professionalism
- Openness
- Equity

ABBREVIATIONS

CATs Continuous Assessment Tests

CEO Chief Executive Officer of the College

FQE Final Qualifying Examination

CMTC Cleveland medical training college

TVET Technical & Vocational Education Training

TVET CDACC Technical & Vocational Education Training-Curriculum Development ,Assessment & Certification Council

KNEC Kenya National Examination Council

DEFINITION OF TERMS

For the purpose of these Regulations:

College Examinations: Are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following year of study or qualifies to graduate.

Regular College Examinations: Are those examinations held at the end of each Semester or end of each Academic year or as may be determined by College Academic Council.

Special Examinations: Are those examinations, which, after approval by College Examination Board, are administered to candidates who did not sit regular examinations for a special reason.

Supplementary Examinations: Are those examinations, which, after approval by College Examination Board, are administered to candidates who have failed College examination after first attempt.

A Continuous Assessment Test: Is any form of evaluation, such as tests, graded practical's, projects and assignments, during a semester/term and count towards College Examinations.

A Course: Is the smallest unit in which a student can receive an assessment normally taught over a semester, and may comprise one or more units of study.

A Unit of Study: Is a one-hour lecture per week per semester or two hours of tutorials/seminars per week per semester or three hours of practical per week per semester.

A Leakage: Is any act, which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.

Discontinue to show cause: Is to show why one should not be de-registered from the College.

Examiner(s): Are persons appointed to set examinations, mark or give such opinion on examinations or performance of candidates in examinations.

Internal Invigilator: Is a teaching member of staff of CMTC COLLEGE who has been assigned to supervise an examination within own Campus.

External Invigilator: Is a teaching member of staff of CMTC COLLEGE who has been assigned to supervise an examination in another Campus outside own Campus.

1.0 INTRODUCTION

1.1 Charter and Statutes

All matters concerning CMTC COLLEGE Examinations shall be conducted under the general control of the College Academic Council rules and regulations governing the students of CMTC COLLEGE.

1.2 Scope

This rule shall apply to all CMTC college examination centers.

1.3 Overall Authority

The College Academic Council shall have the overall authority in all matters concerning and affecting examinations as per Statutes, which include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

2.0 POLICY GUIDELINES

2.1 Programs

All the programs shall have approved curricula from TVET.

2.2 Continuous Assessment

Continuous assessment shall be undertaken by all students as stipulated by respective curricula. The performance of each student shall be determined on the basis of his /her score in percentage.

2.3 Weighing of Subjects

The weighting of subjects shall be based on total number of hours allocated as per the curriculum.

2.4 Mean Grade

In calculating the mean grade, the final percentage mark for the entire study period shall be considered by summing the percentage mark for each course, multiplied by the number of units in that course, divided by the total number of units.

$$\text{Final Percentage} = \frac{\sum \% \text{ Marks} \times \text{Units}}{(\text{Total Units})}$$

2.5 Formula

In using the formula above to calculate the final percentage aggregate for the entire study period all prescribed courses for the student for all academic years are used.

2.6 Percentage

The percentage mark for each course shall be multiplied by the number of units for the course to get a product. The products for all prescribed courses shall be summed up and divided by the total number of units for the entire study period and rounded off once to the nearest whole number to get the final percentage aggregate.

2.7 Grading System

Grading System for each individual course shall be as follows;

	Scores	Grade
1	75-100%,	Distinction
2	65-74%	Upper Credit
3	50-64%	Credit
4	40-49%	Pass
5	0-39%	Fail

2.8 Scores

Every student shall be required to attain a score of 50% and above in all assessments.

3.0 EXAMINATION RULES

To ensure fairness, integrity, and standardization across all CMTC COLLEGE campuses, the following rules shall govern the conduct of examinations:

- 1. Precedence of CMTC Examinations**
CMTC COLLEGE internal examinations shall take precedence over any external or other examinations.
- 2. Establishment of Committees**
Departmental and Campus Examination Committees, as well as a College Examination Board, shall be established to oversee examination processes.
- 3. Departmental Secretariats**
Departmental Secretariats shall be formed, comprising members drawn from campuses offering similar programs.
- 4. Eligibility Criteria**
Only candidates officially enrolled in CMTC COLLEGE courses, who have attained **a minimum of 85% class attendance** and met all curriculum requirements, shall be eligible to sit for examinations.
- 5. Absenteeism**
Candidates who are absent from an examination must submit a **written explanation with supporting evidence** to the Departmental Examination Committee for review and determination.
- 6. Management of Examination Sessions**
Once an examination has commenced, overall management

of the session shall rest with the **Chief Invigilator**.

7. **Disturbance During Examinations**

Any candidate causing disturbance during the examination shall be removed from the examination room and subjected to the College's disciplinary procedures.

8. **Examination Malpractice**

Any candidate found guilty of examination malpractice shall be:

- **Disqualified from the entire examination**, and
- **Suspended for one academic year**.

9. **Use of Mobile Phones and Communication Devices**

Mobile phones and other unauthorized communication gadgets are strictly prohibited in examination rooms. Offenders shall:

- **Be disqualified from the examination**, and
- **Face suspension for one academic year**.

10. **Use of Examination Materials**

Candidates must use only the official materials provided during the examination. All unused materials must be returned to the Invigilator or Examiner at the end of the session.

11. **Prohibited Removal of Examination Aids**

No candidate shall remove from the examination room any aids, tools, or materials issued by the College for use during the examination.

12. **Examination Leakage**

In the event of an examination leakage:

- The entire examination may be cancelled, or
- If the leakage affects only one paper, that specific paper shall be cancelled and re-administered.

13. **Staff Misconduct**

Examination malpractice committed by staff shall be treated as **gross misconduct** and dealt with in accordance with the **Employee Code of Conduct**.

14. **Time Management**

- Candidates must be seated in the examination room at least **fifteen (15) minutes before** the scheduled start time.
- **No candidate** shall be allowed entry into the examination room **fifteen (15) minutes after** the examination has commenced.
- **No extra time** shall be granted to any candidate who arrives late for an examination.

4.0 CMTC COLLEGE EXAMINATION PROCESS

The entire CMTC COLLEGE examination process presupposes responsibility, integrity and confidentiality on the part of CMTC COLLEGE personnel involved CDACC, TVET and KNEC Acts and policy assessments, 2013, 2016 and 2017 respectively (as amended), mandated

CMTC COLLEGE to administer examinations for Diplomas, Certificates, and Artisan internally and externally. CDAC exams will be administered externally with external assessors and examiners. For the CMTC College exams, the process will be as follows:

- i Setting of examinations shall be carried out at the Department.
- ii Typing shall be done at a designated examination room under the office of the Head of Department by the Internal Examiner (lecturer).
- iii The examinations and the marking schemes will be deposited with the Registrar Academics.
- iv The Registrar shall keep the moderated examination papers and marking schemes in the examination bank.
- v The Registrar shall be responsible for safety and selection of the examination papers to be done, production and transportation of examinations to the examination centers.
- vi The Registrar in consultation with the Administrator, shall appoint the External Invigilators who shall oversee the examination administration process.
- vii Members of staff who are CMTC COLLEGE employees are prohibited from handling all examinations relevant to their programme of study.
- viii Non-academic CMTC COLLEGE Staff are prohibited from handling all examinations except those appointed to work in the examination office.

ix All copies of draft examination papers except the moderated ones, which go for typing, must be destroyed by shredding by the Head of Department.

x All examinations dispatched from one Campus to another shall be properly sealed and personally received by authorized officer at the receiving examination center.

xi Adequate security must be provided during transportation of examinations to other centers.

5.0 COLLEGE EXAMINATIONS

- i The Campus Principal shall be responsible for all examinations conducted at Campus level.
- ii The College Examinations shall be conducted by means of any one or combination of the following:
 - a) Written Examination
 - b) Practical Examinations
 - c) Oral Examination
- iii Examination timetable shall be ready by the eighth week of the semester.
- iv The scheduling and administration of Continuous Assessment Tests (CATs) shall Normally be spaced between 4th and 8th week of the semester.
- v The results of the Continuous Assessment Tests shall normally be given to students and submitted to the Heads of Departments before the final examinations.
- vi The records for Continuous Assessment Tests marks and shall be made available to the External Examiners together with the final examinations.
- vii Continuous Assessment Tests shall be undertaken as stipulated in the respective curricula.
- viii In order to maintain consistency, each department shall have an examination officer to handle examination issues.
- ix Each Head of Department through the respective departmental examination officers shall handle examination issues in the department.
- x The release of results should be within four (4) weeks after the last date of the examination.
- xi The examination results will be declared in one forum and any complaints handled within that forum.
- xii The end of semester examination results shall be declared and published by the Campus Examination Committee.
- xiii Release of examination results shall be formally communicated to the student in writing.

6.0 APPEALS BY STUDENTS AGAINST CONTINUOUS ASSESSMENTS RESULTS

A student who disputes his/her results in the continuous assessments has a right to appeal in writing within one week from the date of release of results to the Campus Examination Committee.

The College Examinations Committee shall communicate its decisions to the affected student within a period of 14 days of its deliberation.

6.1 Recording of Marks

There shall be:

- a) Examination recording sheets
- b) Subject score sheet
- c) Consolidated mark sheet
- d) Individual Student Score Sheet
- e) Academic Transcripts

6.2 Academic Transcripts

The Academic Transcript shall have the individual students total scores in the course and the institution shall endeavor to format and code the transcripts in line with international standards for ease of cross boarder absorption of CMTC College students.

7.0 STUDENTS PERFORMANCE IN CONTINUOUS ASSESSMENT TESTS (CATs)

7.1 Pass Mark

A student shall be deemed to have passed if the score is at least 60% in both theory and practical.

Any candidate whose mean score falls below 60% at any given Academic Year shall be made to repeat a whole Academic Year and sit for the whole examination.

7.2 Results for the End of Semester One Examination

Any candidate who attains less than 60% in any subject/module will sit for supplementary examination.

A candidate who attains less than 60% in any subject/module/ shall be allowed to proceed to the second semester and shall sit the supplementary examination at the end of the Academic Year.

7.3 Results for the End of Semester Two Examination

Any candidate who attains less than 60% in any subject/module will sit for Supplementary Examination.

7.4 Supplementary Examination

Supplementary Examination shall be administered within two weeks after the release of the semester two exam results.

ii. A student shall sit for a supplementary only once.

Results after Supplementary Examination

- i Scores greater than 50%, in the supplementary subject/paper shall be adjusted to 50% and the mean score adjusted accordingly.
- ii A student who fails a supplementary exam shall be made to repeat a whole Academic Year and sit for the whole examination regardless of the mean score.

7.5 Special Examination

- i A special exam shall be administered to candidates as advised by the Campus Examination Committee.
- ii Special examinations shall normally be held once in any one Academic Year unless otherwise approved by College Examination Board.
- iii No Special Examinations shall be administered to candidates except under the following circumstances:
 - a) For medical reasons as certified by the College Medical Officer and approved by the College Examination Board.
 - b) For compassionate reasons, based on events such as bereavement within the

candidate's immediate family, which occur prior to and/or during the examination period verified by the Dean of Students/Deputy Registrar (Student Affairs) who shall communicate to the respective Heads of Departments.

- c) The decision on whether or not special examinations shall be administered shall be taken by the Campus Examination Committee upon request from the departments.
- d) Special and Supplementary Examinations shall normally be held simultaneously, and shall be of the same standard as Regular Examinations.
- e) Continuous Assessment Tests marks shall count towards the grading of Special Examinations.

7.6 Discontinuation

A student who fails to attain the stipulated academic standards at the end of the repeated year shall be discontinued from training.

7.7 Deferments

- i A student who wishes to defer shall write to the Departmental Examination Committee within two weeks prior to the date of examination except in special situations.

- ii A student shall be allowed to defer an examination after deliberations by the Campus Examination Committee.
- iii A student shall be allowed to defer an examination only once within an Academic Year.

8.0 FINAL QUALIFYING EXAMINATION

Eligibility/Criteria for Sitting Final Qualifying Examination

- i Candidates shall be required to have at least 75% attendance of both theory and practical work.
- ii The candidate shall be required to have a mean score of 50% and above with passes in all examinations/papers and assignments in the course work including research project

8.1 Administration of Final Qualifying Examination

- i The Final Examination process shall be coordinated by the Registrar Academics under the direction of the Examination Officer
- ii Candidates undertaking common courses in various campuses will sit for the same examination.
- iii The Principal shall provide the Registrar Academics with a list of eligible candidates one month before the Final Qualifying Examination.

- iv The Registrar shall prepare examination cards and deliver to the Campus Principal.
- v The Principal shall be responsible for keeping and issuing the Examination Cards to candidates.
- vi A candidate shall be admitted into the examination venue upon production of the Examination Card.
- vii CDACC Exams are done on March, August & November

8.2 Setting and Moderation of FQE

- i The Campus Principal shall initiate the process by ensuring that each department set and deposit the exams and marking schemes with the Registrar.
- ii The Registrar shall appoint internal and external examiners to constitute and moderate exam drafts.
- iii The Registrar shall keep the moderated examination papers and marking schemes in the examination bank.
- iv The Registrar shall be responsible for safety and selection of the examination papers to be done, production and transportation of examinations to the examination centers.

8.3 Final Qualifying Examination Administration

- i The candidates shall sit for the examination in the campus where they were registered.
- ii The Principal shall receive verify and ensure safe custody of the examination package/seal.
- iii The Principal in consultation with Registrar Academics, shall appoint internal invigilators who shall assist in administering and invigilating the examination.
- iv The Head of Department shall be the Chief Invigilator during final examination in the respective department.
- v The Head of Department and the External Invigilator shall be responsible for collection, sealing and delivery of the scripts to the Principal for safe custody.

8.4 Marking of Examination Answer Scripts

- i The Registrar in consultation with the Heads of Departments shall be responsible for planning and coordinating the marking exercise.
- ii The Registrar in consultation with the Heads of Departments shall ensure that the results are moderated by the Internal and External Examiners.
- iii The results shall be presented to the College Examination Board for declaration.

- iv All Marked Scripts shall be put in the Candidates`/Students` P.O.E and MUST be available at any given time when needed.

8.5 Cretarium for Passing the Final Exam

Candidates shall be deemed to have passed the final examination if they obtain a score equal to or greater than 60% in each examinable subject /module/ course.

9.0 DECLARATION OF RESULTS

The following constitutes the process of declaration of examination results:

- i The Departmental Examination Secretariat shall prepare the results in a stipulated Consolidated Mark Sheet which shall be accompanied by departmental declaration minutes and present to the College Examination Board.
- ii The College Examination Board shall receive, verify, approve and declare the results.
- iii The College Examination Board shall forward the declared examination results to the CEO for signing and publishing.
- iv The published results shall be communicated in writing to the individual candidates by the Registrar in the respective campuses.
- v Candidates who shall have met the criteria as stated above shall be awarded with the relevant certificate.

- vi Candidates who shall have failed 50 % and below of the examined papers shall be required to sit for supplementary examination after six months.
 - vii Candidates who fail more than 50% of the examined papers shall repeat the whole Academic Year and shall sit for the whole year's examination.
 - viii The performance of candidates in CMTC College Examinations shall be determined by grades from both Continuous Assessment Tests, and Regular College Examinations, unless otherwise approved by College Academic Council.
 - ix Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by College Academic Council.
 - x The final mark for each course shall be rounded off to the nearest whole number.
- not be eligible to sit for respective Supplementary Examination.
 - iv The Registrar shall be responsible for supplementary examinations, which will be held during the prescribed College examination period.
 - v Supplementary examinations shall be held in prescribed Centres determined by the Registrar.
 - vi Scores greater than 60%, in the supplementary subject/paper shall be adjusted to 60% and the mean score adjusted accordingly.
 - vii A candidate who fails a Supplementary Examination shall repeat the Academic Year and will be required to attend 90% of both practical and theory classes and sit for the whole examination.
 - viii A student who fails to attain the stipulated academic standards at the end of the repeated year shall be discontinued from training.
 - ix The cost of Resiting one unit is Kshs. 1000 and May vary from time to time.

10.0 SUPPLEMENTARY FOR FINAL QUALIFYING EXAMINATIONS

- i Candidates due for supplementary shall report to the Principal in their respective Campuses at the beginning of the semester upon publication of the results and pay the prescribed tuition and examination fees.
- ii Supplementary candidates shall be required to attain 90% class attendance.
- iii Candidates who shall not have attained 90% class attendance will

11.0 APPEALS BY STUDENTS AGAINST FINAL EXAMINATION RESULTS

- i A candidate who disputes his/her results in the Final Qualifying Examination shall have a right to appeal in writing to the Administrator within four (4) weeks after the publication of the results.

- ii The Administrator shall forward the appeal to the CEO.
- iii The CEO shall direct the Registrar Academics to convene a meeting of the College Examination Board within fourteen (14) days
- iv Re-marking of the disputed examination shall be conducted after the candidate has paid the prescribed fee and shall only be for the disputed papers within fourteen (14) days.
- v The remarking shall be done by appointed Independent Examiners.
- vi If the candidate decides to withdraw his/her appeal before it is considered by the College Examination Board, such withdrawal shall be done in writing to the Administrator.
- vii The outcome of the appeal shall be made known to the candidate in writing by the Administrator and shall be final.

12.0 RETENTION AND DISPOSAL OF EXAMINATION SCRIPTS

- i The Registrar shall store/retain all assessment and examination scripts of students for a period of ten years with effect from the date of release of the results.
- ii It shall be the responsibility of the Registrar to ensure that Examination Scripts are disposed off in a secure and appropriate manner at the end of the defined period.

13.0 DEFERMENT

- i The Registrar shall approve deferment of the candidates as stipulated in the procedure.
- ii A candidate will only be allowed to defer an exam once within one Academic Year.
- iii A candidate who fails to attend deferred examinations will repeat the Academic Year

14.0 MONITORING AND EVALUATION

- i The College shall conduct monitoring and evaluation of this Policy to ensure quality of examinations.
- ii The College shall develop tools for monitoring and evaluation.
- iii The College shall carry out regular and annual evaluation on the implementation of the Policy.
- iv The College shall use the information for planning and management.
- v The College shall propose areas for review.

15.0 THE REVIEW OF THE POLICY

This Policy shall be reviewed from time to time but not later than five (5) years.

Title	:Examination
Policy	
Contact	: Registrar

Approval Authority : The Board
of Directors Commencement

Date : April, 2023

Signed



MS CHEPKOECH KIMUTAI,
Secretary, CMTC College Board of
Directors

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