



**UNIVERSITY OF NAIROBI
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
FACULTY OF ARTS**

REQUEST FOR MISSING MARKS FORM

1. STUDENTS DETAILS

DATE _____

Reg. No: _____ Name: _____ Mobile: _____

UON email: _____ *Mode of study: module II day or evening* _____

2. MISSING MARKS

a) Examination Details

Course Code & Course Title	Semester Unit was Registered (May-Aug 2008)	Semester Exam was done (May-Aug 2008)	Lectures name - (Examination)	Department

b) Coursework Details

Course Code & Course Title	Semester coursework was done e.g. (May - August 2008)	Coursework Lecturers Name	Department

FOR OFFICIAL USE ONLY:-

3. CONFIRMATION OF STUDENTS DETAILS BY REGISTRAR FOA

Confirm if details given above are correct –

Correct ☐ Not correct ☐ any comments _____

4. INVESTIGATION BY DEANS OFFICE (EXAMS OFFICE)

Marks uploaded ☐

Missing Course Work Mark in the mark sheet submitted ☐

Missing Examination Mark in mark sheet submitted ☐

Missing both Coursework and Exam Mark in mark sheet submitted ☐

Missing from the Mark sheet Submitted ☐

5. FORWARDED TO

Chairman Department of _____ Date _____

6. LECTURER COMMENT: -

Lecturers name _____

Class attendance		Coursework Available		Exams Marks Available	
Approved	Not approved	Approved	Not approved	Approved	Not approved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments by the lecturer: -

7. CHAIRMANS FINAL COMMENT

Approved ☐ Not approved ☐ any other comment _____

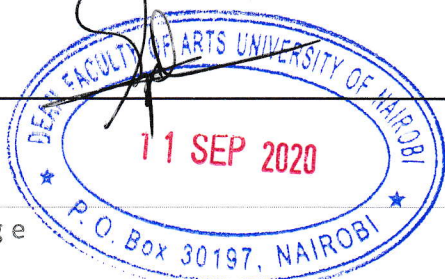
Date forwarded to Dean _____ Hardcopy ☐ Email

(deanarts@uonbi.ac.ke) ☐

8. DEANS APPROVAL

Approved ☐ Not approved ☐ any other comment _____

Dean _____



Date 11th September 2020

NB – Please fill one form for every unit

Send form to dean-arts@uonbi.ac.ke