

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

From: Registrar, Academic Affairs

Date: 29th July, 2025

To: All Students

Ref: KIBU/ACA/CORR.21/VOL.2

SUBJECT: CONDUCT DURING SPECIAL/SUPPLEMENTARY EXAMINATIONS OF 2024/2025 ACADEMIC YEAR

The above subject matters refers:

The Special/Supplementary Examinations for the 2024/2025 Academic Year are set to begin on **Monday, 4th August, 2025 to 15th August 2025**. This is to remind you of Section **43.2**, Section **43.4**, Section **43.5**, Section **43.7.2 (v)** and, Section **43.9 (22)** of the Students Handbook 2023, about Assessment Requirements, Admission and Conduct in Examinations. This includes, but is not limited to, the following;

- a. Sitting for examinations without payment of fees shall result in disciplinary action against a student.
- b. Devices with an internet connection shall not be permitted in the examination venue.
- c. Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action being taken against a candidate.
- d. Students shall display their identification document(s) for marking of the attendance and verification of identity during the examination. The following documents **MUST** be present during an Examination:
 - i. All students **MUST** have completed the online registration of Course Units for Special/Supplementary Examination on the ERP - Student Portal;
 - ii. Download the Examination Card from the Student Portal; and
 - iii. All students **MUST** have a valid Student Identification Card, National Identity Card and Examination Card.

All students are advised to strictly adhere to the Examination Rules and Regulations. Further, **NOTE** that a breach of any regulation relating to the Admission and Conduct in Examination amounts to Examination Misconduct.

Students are reminded that the University operates on a **Zero Fee Balance Policy**.



Sr. Dr. Jacklyne Okello Alari,

REGISTRAR, ACADEMIC AFFAIRS

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (ASA)
- Deputy Vice Chancellor (AFD)
- Deputy Vice Chancellor (PPRI)
- Deans and CODs



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