

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

From: Registrar (Academic Affairs)

Date: 1st December, 2025

To: All Students

Ref: KIBU/ACA/RAA/CORR.128/VOL.2

Subject: CONDUCT DURING SEMESTER ONE EXAMINATIONS OF 2025/2026 ACADEMIC YEAR

The above subject matters refers:

The First Semester Examinations for the 2025/2026 Academic Year are set to begin on Wednesday, 7th to 22nd **January 2026**. 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 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 adhere to the Examination Rules and Regulations strictly. 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**.

Thank you


Sr. Dr. Jacklyne Okele Alari
REGISTRAR, ACADEMIC AFFAIRS

Copy to:

- Vice-Chancellor
- Deputy Vice Chancellor (ASA)
- Deputy Vice Chancellor (AFD)
- Deputy Vice Chancellor (PPRI)
- Deans and CODs
- Director, ICT
- In Charge, Student Affairs



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