

KIBABII UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)
INTERNAL MEMO

From: Registrar (Academic Affairs)

Date: 4th January, 2022

To: All Students

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

RE: SPECIAL/SUPPLEMENTARY EXAMINATIONS/MAIN EXAMS (REMINDER)

With reference to earlier communications dated 15th December, 2021 and 14th December, 2021 for Special/Supplementary and Main Examinations respectively, you are hereby reminded to prepare accordingly for the same by observing the under listed requirements and dates.

Exam	Start	End
Special/Supplementary 2020/2021 Academic Year	Friday 7 th January, 2022	Friday 21 st January, 2022
Regular Exams 1 st Semester 2021/2022 Academic Year - 1 st and 2 nd Year Undergraduate Students - Evening Students - Post Graduate Students	Monday 24 th January, 2022	Friday 4 th February, 2022

Mandatory requirements for attendance of the Examinations:

1. All students must complete payment of fees (**Zero Fee Balance**).
2. All students must fill and submit application forms for Special/Supplementary Examinations to Chair of Department (COD), Dean of Faculty and Registrar Academics for approval.
3. All students sitting for Supplementary Examination must pay Ksh.500 per examination paper.
4. Visit your respective CODs and DEANs for online registration /booking in order to appear in the examination attendance list.
5. Have the duly approved application form for Special/Supplementary Exams during the exams.
6. All students **MUST** have a **valid Students Identification Card**.
7. All students **MUST** have completed the **online registration of Semester Course Units and Course Title** on the ERP Student Portal.
8. Download Examination Card from Student Portal (For Main Exams).
9. All candidates must observe Examination Rules and Regulations.

Please, note that **no student will be allowed to proceed to the next year of study** with pending examination issues. **Strictly adhere to all Covid-19 protocols.**

Prof. Ernest S. Mohochi

REGISTRAR (ACADEMIC AFFAIRS)

- Copy to:**
- Vice Chancellor
 - Ag. Deputy Vice Chancellor (ASA)
 - Deputy Vice Chancellor (AFD)
 - Deputy Vice Chancellor (PPRI)
 - Deans/CODs



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