

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

From: Registrar (Academic Affairs)

Date: 4th November, 2022

To: 3rd & 4th Yr. Students, Part-time,
Evening/Weekend & Post-Graduate
Students

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

SUBJECT: REQUIREMENTS FOR SITTING EXAMINATIONS

This is to inform ALL students who intend to sit the Special/Supplementary Examinations starting on **Monday 14th November, 2022** of the following **mandatory requirements** for attendance of the Examinations:

1. All students **MUST** have completed payment of fees and have **no fees balance** on the ERP system.
2. All students **MUST** have a **valid Students Identification Card**.
3. All students **MUST** have completed the **online registration for Special/Supplementary Examinations** on the ERP Student Portal.
4. Download Examination Card from Student Portal.

Please note that your online registration details will appear on the **Examination Attendance Register** to be circulated in the Examination Room.

ONLY STUDENTS WHOSE NAMES APPEAR IN THE EXAMINATION ATTENDANCE REGISTER WILL BE ALLOWED IN THE EXAMINATION ROOMS. The Office of the Registrar will not give **ANY EXEMPTIONS** on the above.

ALL CANDIDATES TO AVOID BREAKING EXAMINATION RULES AND REGULATIONS.

As a further note, those students who had **APPLIED** earlier using the **application forms** should **URGENTLY** submit their **fees statements** at the Students' Finance Office for verification. Upon positive verification, a copy should be **attached** to the Examination Booklet after each examination paper done.


Prof. Ernest S. Mohochi

REGISTRAR (ACADEMIC AFFAIRS)



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



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Knowledge for Development