

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

From: I/C, Office of the Registrar, Academic Affairs **Date:** 16th November, 2023
To: 2nd, 3rd & 4th Year Students/
School of Nursing Students **Ref:** KIBU/ACA/CORR.21/VOL.2

SUBJECT: REQUIREMENTS FOR SITTING EXAMINATIONS

Exam	Start	End
School of Nursing, 2 nd & 3 rd Year Trimester I 2023/2024 Academic Year	Monday 4 th December, 2023	Thursday 14 th December, 2023
2 nd , 3 rd & 4 th Year Exams 1 st Semester 2023/2024 Academic Year - Regular, Part-time & Weekend/Evening for Diploma, Under-graduate and Post-graduate Students	Monday 4 th December, 2023	Wednesday 20 th December, 2023

This is to inform ALL students who intend to sit the above Main Examinations starting on **Monday 4th December, 2023** 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 as stipulated in the **Students Handbook**.
2. All students **MUST** have a **valid Students Identification Card**.
3. All students **MUST** have completed the **online registration of Semester Course Units and Course Titles** on the ERP Student Portal.
4. Download Examination Card from Student Portal.

Please note that your online course registration details **MUST** indicate the appropriate Semester and Academic Year, Course Unit and Course Title. This will enable you to appear on the **Examination Attendance Register** that will be circulated in the Examination Room.

ONLY STUDENTS WHOSE REGISTRATION NUMBERS APPEAR IN THE EXAMINATION ATTENDANCE REGISTER WITH ZERO BALANCE WILL BE ALLOWED IN THE EXAMINATION ROOMS. THE OFFICE OF THE REGISTRAR WILL NOT GIVE ANY EXEMPTIONS ON THE ABOVE.

ALL CANDIDATES ARE ADVISED TO AVOID BREAKING EXAMINATION RULES AND REGULATIONS.


Mr. Michael S. Maleche

In-Charge, Office of the Registrar, Academic Affairs

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

