



**GARISSA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**ACADEMIC & STUDENT AFFAIRS**

---

**FROM:** Registrar ASA

**DATE:** 23<sup>rd</sup> March 2023

**TO:** Students in Session  
(January-April 2023)

**REF:** GaU/REG-ASA/STDS/2023/4

---

**SUBJECT: CONDUCT OF JANUARY-APRIL 2023 SEMESTER EXAMINATIONS**

1. Semester examination dates will be as follows:
  - Diploma and Certificate programmes: 3<sup>rd</sup> – 6<sup>th</sup> April 2023
  - Undergraduate and Postgraduate programmes: 11<sup>th</sup> - 21<sup>st</sup> April 2023
2. Students who have cleared fees should download the examination card from Monday 27<sup>th</sup> March 2023 and present to Student Finance Office and the respective Head of Academic Department for verification and stamping.
3. Disciplinary action will be taken against students caught in possession of forged examination cards.
4. Students unable to sit for examinations due to a good cause (e.g., fees balance, sickness) must fill in the exam **deferment form** available at the Admissions office.
5. Each student shall carry the national identification card and student identification card in the examination room. Birth certificate may be accepted for students yet to obtain the national ID.
6. Students shall **NOT** carry unauthorized materials into the examination room. Unauthorized materials include mobile phones and written materials/surfaces such as paper, cloth, shoes, wall, and tablet arm of the chair.
7. Students who fail to attain the prescribed 80% class attendance for each course will not be allowed to sit for the affected examination.
8. Students must read the examination timetable carefully and make sure they report for each examination at the appointed time.
9. Candidates must be in the examination room at least fifteen (15) minutes before the examination starts.
10. Students who wish to sit for **special examinations** must produce:
  - Duly filled and approved hard copy of exams **deferment form**.
  - Documented evidence for the reason cited when applying for deferment of examinations.
  - Duly filled and approved hard copy of **special exams request form**.
11. Students who wish to sit for **supplementary examinations** must produce:
  - Duly filled and approved hard copy of supplementary exams request form.
  - Payment receipt.
12. Students are prohibited from taking answer booklets, whether used or unused, out of the examination room.

Regards,

**Dr ADEN ALI ABDI**

**Ag REGISTRAR, ACADEMIC & STUDENT AFFAIRS**

Copy:

- |                   |                                 |  |
|-------------------|---------------------------------|--|
| • Vice Chancellor | • Deans of Schools / Institutes | • Finance Officer                                  |
| • DVC ASA         | • Heads of Academic Departments | • ICT Director - To publish on University Website. |
| • DVC FAP         | • Dean of Students              |  |
| • Registrar AP    |                                 |  |

---

*World Class University of Technological Processes and Development*

P. O. BOX 1801-70100, Garissa, Kenya | University Way Off Kismayu Road | registrar\_asa@gau.ac.ke | www.gau.ac.ke