



GARISSA UNIVERSITY
OFFICE OF THE REGISTRAR
ACADEMIC & STUDENT AFFAIRS

FROM: Registrar ASA

DATE: 17th November 2023

TO: All Students

REF: GaU/R-ASA/STDS/2023/17

SUBJECT: CONDUCT OF SEPTEMBER-DECEMBER 2023 EXAMINATIONS

1. Semester examination dates are as follows:
 - a. 4th – 7th December 2023 (Certificate and Diploma groups)
 - b. 8th – 22nd December 2023 (1.2 – 4.2 Undergraduate and Postgraduate)
 - c. 15th – 23rd January 2023 (1.1 Undergraduate)
2. Students must register for courses on the student portal to be able to download the examination card.
3. **Only students with zero fees balance will be able to download the examination card and sit for exams.**
4. The examination card will be downloaded from the student portal and presented to Student Finance Office and the respective Head of Academic Department for verification and stamping.
5. Only students whose names appear on the exam attendance list generated from the ERP will sit for exams.
6. Students with bursary expectations must make arrangements with sponsoring institutions and individuals for payment of their fees **by 30th November 2023.**
7. **Disciplinary action** will be taken against students caught in possession of **forged examination cards.**
8. Students unable to sit for examinations due to a good cause (e.g., fees balance, sickness) must fill in the exam **deferral form** available at the Admissions office.
9. Each student must be in possession of the following documents to be allowed to sit for every exam:
 - a. Examination card
 - b. National identification card
 - c. Student identification card
10. 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. **Disciplinary action** will be taken against students caught with unauthorized materials.
11. Students who fail to attain the prescribed 80% class attendance for each course will not be allowed to sit for the affected examination.
12. Students must read the examination timetable carefully and make sure they report for each examination at the appointed time.
13. Candidates must be in the examination room at least fifteen (15) minutes before the examination starts.
14. Students who wish to sit for **special examinations** must produce:
 - Duly filled and approved hard copy of exams **deferral form**
 - Documented evidence for the reason cited when applying for deferral of examinations
 - Duly filled and approved hard copy of **special exam request form**
15. Students who wish to sit for **supplementary examinations** must produce:
 - Duly filled and approved hard copy of supplementary exams request form
 - Payment receipt
16. Students are prohibited from taking answer booklets, whether used or unused, out of the examination room.
17. Students must sign the Nominal Roll for the semester at their respective Departments by **24th November 2023.**

Regards,

Dr ADEN ALI ABDI
Ag REGISTRAR, ACADEMIC & STUDENT AFFAIRS

Copy:

- VC; DVC ASA; DVC FAP
- Registrar AP; Deans & Directors of Schools / Institutes / Directorates; Finance Officer
- Heads of Academic Departments; Dean of Students; Examinations Officer; Head of Security